

WORLD TAEKWONDO

Event Operational Manual

World Taekwondo Grand Prix Series



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What is the Operational Manual?

This document, entitled "Operational Manual" offers the general guidelines for hosting successful World Taekwondo events. It is primarily designed to assist and guide Local Organizing Committee ("LOC") in their event delivery to refer to, either before the bidding process begins, during the planning stages or even after the event has started.

The purpose of this document is as follows.

- Educate and support LOC to successfully deliver the World Taekwondo Grand Prix Series. ("the event")
- Provide the LOC with organizational directions and detailed requirements by each functional area ("FA")
- Enhance communication with the LOC by providing guidance of "operational plan" which will be prepared and submitted by the LOC to the World Taekwondo.

The manual contents should always be used in conjunction with the World Taekwondo's Statutes, Event Operations Rules as well as Competition Rules.

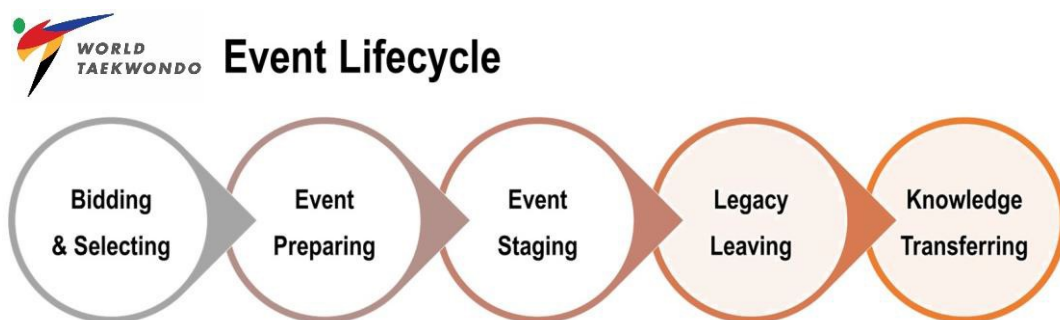
The LOC is required to strictly abide by the requirements set forth in this manual unless otherwise agreed in writing between the LOC and the World Taekwondo.

Should LOC have any questions about this manual, please contact Event Department of the World Taekwondo at event@wtf.org.

This manual can be modified based on mutual agreement between the World Taekwondo and the LOC.

World Taekwondo Event Lifecycle

The World Taekwondo will be partnering with the host throughout every stage of the event lifecycle as follows.



The table below provides an outline of the essential phases the LOC must progress through in order to successfully stage the event in a controlled and consistent manner.

■ Essential phases for organizing the World Taekwondo Grand Prix Series

WT Event Lifecycle	What to do	Due date	Remarks
Bidding/Selecting	Selection	Nov 2016	completed
Event Preparing	LOC to submit the First Operational Plan with LOC structure & contact information	20 th Mar 2018 (Tuesday)	via email
	Project Review 1	Apr 2018	TBD
	LOC to submit the Second Operational Plan	19 th Jun 2018 (Tuesday)	via email
	Project Review 2	Jul 2018	TBD
	LOC to submit the Final Operational Plan	18 th Sep 2018 (Tuesday)	via email
Event Staging	Staging	19 th -21 st Oct 2018	in Manchester
	Observation Program for future organizers		
Legacy Leaving	Submission of the Final Report	18 th Dec 2018 (Tuesday)	via email
Knowledge Transferring	Debriefing of World Taekwondo Grand Prix Series	12 th -16 th Dec 2018	In Fujairah, UAE (The next host city for GP Final & Team Championships)

One event lifecycle will be interconnecting with previous and future lifecycles of events.



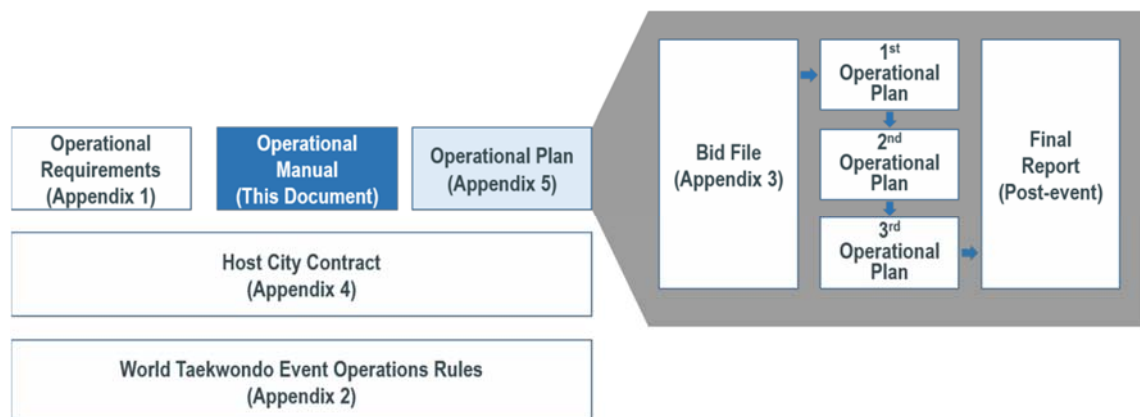
■ Related documents

The bidding documents for the entire event life cycle are as follows.

Document	Writer	Reader	Role
Event Operations Rules	WT	WT & Bidder	- Reference rule of the World Taekwondo which binds general regulations and requirements for organizing World Taekwondo events.
Operational Requirements	WT	Bidder	- Document which contains clear expectations and objectives of the World Taekwondo for hosting World Taekwondo events.
Bid File	Bidder	WT	- Official document with attachments which contain the bidder's plans on delivery of the World Taekwondo events in compliance with the Operational Requirement.
Host City Contract	WT & LOC		- Contract between World Taekwondo and LOC to agree terms and conditions for organizing World Taekwondo events
Operational Manual	WT	LOC	- Document with guidelines, requirements, tasks and timeline in each functional area for organizing World Taekwondo events.
Operational Plan	LOC	WT	- LOC's plan on organizing World Taekwondo events based on the operational manual.

In compliance with the World Taekwondo's Operational Manual, the LOC shall develop its own Operational Plan and submit to the World Taekwondo in a given time period. This plan should be in line with the bid file submitted by the LOC during the bid process.

Operational Plan shall be developed and submitted to the World Taekwondo in three stages all the way to the moment of the event delivery. This Operational Plan can be a reference for the LOC's final report which should be submitted to the World Taekwondo within 2 months after the closing ceremony.



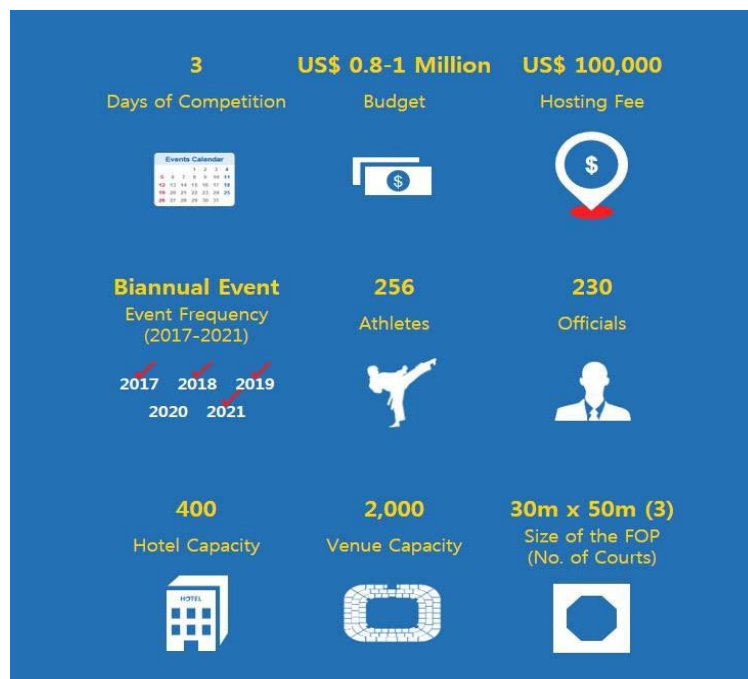
World Taekwondo Grand Prix Series

■ Overview

From 2014, this invitation-only event brings together the top thirty-two (32) male and female athletes by Olympic ranking in four weight categories per male and female respectively.

In concept, the Grand Prix Series has been designed to present Olympic-level competition in a media-friendly format. TV footages of semifinals and finals of each Grand Prix Series have been transmitted to over 80 countries.

The Grand Prix Series seeks commercial value and fully focuses on competition, without requiring an opening/closing ceremonies or official meetings. This G-4 grade event requires the distance between the Field of Play and the spectators stand to be close to ensure audiences feel excitement of the matches and create wonderful onsite atmosphere.



■ History of the Event

Year	Date	City and Host Country
2014 - 1	July 4 - 6	Suzhou, China
2014 - 2	August 29 - 31	Astana, Kazakhstan
2014 - 3	October 24 - 26	Manchester, Great Britain
2015 - 1	August 14 - 16	Moscow, Russia
2015 - 2	September 18 - 20	Samsun, Turkey
2015 - 3	October 16 - 18	Manchester, Great Britain
2017 - 1	August 4 - 6	Moscow, Russia
2017 - 2	September 22 - 24	Rabat, Morocco
2017 - 3	October 20-22	London, UK

■ Highlights

To watch the highlights of the previous World Taekwondo Grand Prix Series, please click on the following links.

Grand Prix Series 1 - 2015 World Taekwondo World Taekwondo Grand Prix Series Moscow

<https://youtu.be/5XJRD2AsO68>



Grand Prix Series 2 - 2015 World Taekwondo World Taekwondo Grand Prix Series Samsun

<https://youtu.be/9UO6T1EfAAc>



Grand Prix Series 3 - 2015 World Taekwondo World Taekwondo Grand Prix Series Manchester

<https://youtu.be/LImBoRdzVqg>



Local Organizing Committee (LOC)

The Local Organizing Committee (LOC) is a group of people convened to successfully deliver and stage the World Taekwondo event.

World Taekwondo has entrusted its event to the Member National Association (MNA) of the country and the host city itself.

The MNA or other authority forms, for that purpose, an LOC, which from the time it is constituted, communicates directly with the World Taekwondo, from which it receives instructions.

Executive Board

The composition of Executive Board may differ from each LOC. In general, the Executive Board may include the president and secretary general of the MNA, representatives of the host city, representatives of public authorities and other leading figures.

Functional Area ("FA")

The LOC should employ an overall project director as well as designated directors/manager.

Effective, specific short meetings across and between all functional areas should be standard practice.

Conflicts between functional areas and external organizations can be avoided with clear communication, sharing information and keeping all informed from the very beginning.

Functional areas shall also share the objectives of the LOC, sense of ownership, how and when tasks are to be delivered.

The final LOC committee structure, allocation of responsibilities and ownership shall be internally decided after identifying the strengths of each staff member within the committee.

LOC shall recruit key managers based on the following functional areas:

[Sample of the Functional Areas]



The head of each functional area is responsible for the smooth operation. Having one person in charge of more than one area is acceptable; however, every director/manager should be a qualified professional with appropriate experience and commitment necessary for the successful hosting of the Competition.

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

This manual has been designed based on aforementioned nine functional areas.

The explanation of each Functional Area consists of following parts.

- **Introduction**

What aspects are to be covered in the section for the LOC to understand

- **Person in charge**

The person who should manage the area in reference

Please note that this only gives an example.

The LOC shall notify the World Taekwondo of the information on a person in charge of each functional area together with the detailed contact information (email & mobile phone number) when submitting the operational plan.

- **Descriptions**

What the LOC should prepare to achieve each functional area's responsibilities

- **Timeline**

When a task should be completed by

1.1 Competition Schedule

Introduction

As international sporting calendar is becoming very busy and congested these days, it is important to strategically set the schedule, considering the best timing to promote and maximize the impact of the event. Setting a whole event and competition schedule will be the first step to organize the event.

Based on the competition schedule set at the first stage and agreed by the World Taekwondo, the LOC can secure the venue and make further arrangements.

LOC must have already submitted the proposed event dates to the World Taekwondo during the bid process. Based on the proposed date, the LOC and the World Taekwondo shall have a dialogue to narrow down and specify the competition schedule as from the earliest organizational stage.

Persons in Charge

The LOC shall notify the World Taekwondo of the information on a person in charge of this functional area together with the detailed contact information (email & mobile phone number) by submitting the operational manual. Following is only an example.

Competition manager is responsible for smooth operation of the competition and communication with various areas of the event. Main tasks of the competition manager are as follows.

- Coordinate and communicate with competition operation staff in various areas to run the tournament on time.
- Train competition operation staff and volunteers
- Coordinate with result distribution team to deliver the competition result at the designated places on time.
- Coordinate with the World Taekwondo and anti-doping officers.

Finance manager is responsible for budget and procurement of items required for the event.

Venue manager is responsible for planning where the equipment will be placed and coordination with World Taekwondo side for location of the equipment

Descriptions

A. Event Date

The LOC already proposed the competition dates in the submitted bid file

The event date shall be confirmed in a consultation with the World Taekwondo before the competition outline has been released. The competition outline shall be released by the World Taekwondo no later than twelve months prior to the first day of the event.

World Taekwondo shall cooperate with the LOC and try its best efforts to ensure that the competition schedule is not changed, once agreed.

B. Event Schedule

In principle, the LOC shall notify the World Taekwondo of the provisional event schedule at least 18 months prior to the start of the competition. This shall be included in the Operational Plan.

All competition schedules must be reviewed and approved by World Taekwondo before publishing.

The schedule of events, especially competition schedule, cannot be changed without prior notice and agreement between the World Taekwondo and LOC.

For the sample of event schedule, please refer to the following table.

[Sample Event Schedule - Rabat 2017 World Taekwondo Grand Prix Series]



Rabat 2017 World Taekwondo Grand-Prix
(September 22-24, 2017) / Rabat, Morocco
Official Outline



TIMETABLE (Subject to change)

Rabat 2017 World Taekwondo GP
September 22 -24, 2017 / Rabat, Morocco

Date	Time	Event	Place
Sept. 17-19	0900-1800	Arrival	
Sept. 18- 20	1000-1800	Registration	Complexe Sportif Prince Moulay Abdellah
Sept. 18- 21	0900-1800	Team Training	Complexe Sportif Prince Moulay Abdellah
Sept. 20	0900-1800	Referee meeting	Complexe Sportif Prince Moulay Abdellah
	1300-1500	Team Doctors Meeting	Complexe Sportif Prince Moulay Abdellah
	1500-1600	Head of Team Meeting and Drawing of Lots	Complexe Sportif Prince Moulay Abdellah
Sept. 21	0900-1800	Referee training	Complexe Sportif Prince Moulay Abdellah
	1000-1200	Weigh-in for W-67kg, W+67kg and M+80kg	Complexe Sportif Prince Moulay Abdellah
Sept. 22	0900-1300	Competitions (W-67kg, W+67kg and M+80kg)	Complexe Sportif Prince Moulay Abdellah
	1000-1200	Weigh-in for W-49kg, M-58kg and M-80kg	Complexe Sportif Prince Moulay Abdellah
	1300-1430	Lunch break	
	1430-1730	Round of 16 and quarterfinals (W-67kg, W+67kg and M+80kg)	Complexe Sportif Prince Moulay Abdellah
	1730-1830	Session break	
	1830-2100	Semi-finals and finals (W-67kg, W+67kg and M+80kg)	Complexe Sportif Prince Moulay Abdellah
	2100-	Awarding ceremony (W-67kg, W+67kg and M+80kg)	Complexe Sportif Prince Moulay Abdellah
Sept. 23	0900-1300	Competitions (W-49kg, M-58kg and M-80kg)	Complexe Sportif Prince Moulay Abdellah
	1000-1200	Weigh-in for W-57kg and M-68kg	Complexe Sportif Prince Moulay Abdellah
	1300-1430	Lunch break	
	1430-1730	Round of 16 and quarterfinals (W-49kg, M-58kg and M-80kg)	Complexe Sportif Prince Moulay Abdellah
	1730-1830	Session break	
	1830-2100	Semi-finals and finals (W-49kg, M-58kg and M-80kg)	Complexe Sportif Prince Moulay Abdellah
	2100-	Awarding ceremony (W-49kg, M-58kg and M-80kg)	Complexe Sportif Prince Moulay Abdellah
Sept. 24	0900-1200	Competitions (W-57kg and M-68kg)	Complexe Sportif Prince Moulay Abdellah
	1200-1330	Lunch break	
	1330-1600	Round of 16 and quarterfinals (W-57kg and M-68kg)	Complexe Sportif Prince Moulay Abdellah
	1600-1700	Session break	

C. Competition Outline

The World Taekwondo will develop the competition outline which provides detailed guidance and technical information on the event.

In principle, the World Taekwondo shall send out the competition outline at least 12 months before the opening day of the event. The sample of the competition outline is as follows.

[Example of the Competition Outline (World Taekwondo to send out)]



Rabat 2017 World Taekwondo Grand-Prix
(September 22-24, 2017) / Rabat, Morocco
Official Outline



**PLEASE NOTE THAT THIS DOCUMENT IS ONLY THE OUTLINE AND NOT AN
INVITATION TO THE RABAT 2017 WORLD TAEKWONDO GRAND-PRIX**

OUTLINE

Rabat 2017 World Taekwondo Grand-Prix

1. PROMOTER:	WORLD TAEKWONDO (WT)
ADDRESS:	5th Fl., Kolon Bldg., 15 Hyoja-ro, Jongno-gu,, Seoul, Korea, 03044
TELEPHONE:	+82.2.556.2505
FAX:	+82.2.553.4728
E-MAIL:	sport@wtf.org (Sport Department)
WEB-SITE:	www.worldtaekwondo.org
2. ORGANIZING MNA:	The Moroccan Royal Federation for Taekwondo (FRMTKD)
ADDRESS:	Av, Ibn Sina Siège des Federations, Rabat, Agdal, Morocco BP334
TELEPHONE:	+212 5 37 67 01 39
FAX:	+212 5 37 67 02 06
E-MAIL:	frmtk@hotmail.com
3. ORGANIZING COMMITTEE:	The Moroccan Royal Federation for Taekwondo (FRMTKD)
ADDRESS:	Av, Ibn Sina Siège des Federations, Rabat, Agdal, Morocco BP334
TELEPHONE/FAX:	+212 5 37 67 01 39
FAX:	+212 5 37 67 02 06
E-MAIL:	frmtk@hotmail.com
4. VENUE:	Complexe Sportif Prince Moulay Abdellah El Massira Rabat Morocco BP 3015
5. QUALIFICATIONS	
<i>In accordance with Article 4: Qualification of Contestant of the WT Competition Rules, the contestant must be:</i>	
CRITERION #1:	Holder of the nationality of the participating team
CRITERION #2:	An athlete must be the one invited by the WT based on the WT Olympic Ranking published on August 1, 2017 following the 20th Maccabiah Games. The Invitation shall be extended to the pertinent member national taekwondo association that is recognised by the World Taekwondo
CRITERION #3:	Holder of the Kukkiwon Dan Certificate (* A copy of the Dan certificate should be enclosed when registering for accreditation. In case a contestant has applied for a Kukkiwon Dan certificate but has not received it yet, a copy of the Dan application form and the remittance certificate sent to the Kukkiwon must be enclosed when registering for accreditation. Please refer to the Kukkiwon Web site (www.kukkiwon.or.kr) for more information.)
CRITERION #4:	An athlete must be 17 years old or older. An athlete who was born in the year of 2000 or before is eligible to participation in the competition.
CRITERION #5:	Holder of valid WT Global Athlete Licence (GAL). * Any questions on the WT GAL please contact your assigned WT GMS Manager

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D. Official Invitation Package

Based on the competition outline released by the World Taekwondo, the LOC shall draft the invitational package under consultation with the World Taekwondo for all event stakeholders including but not limited to MNAs.

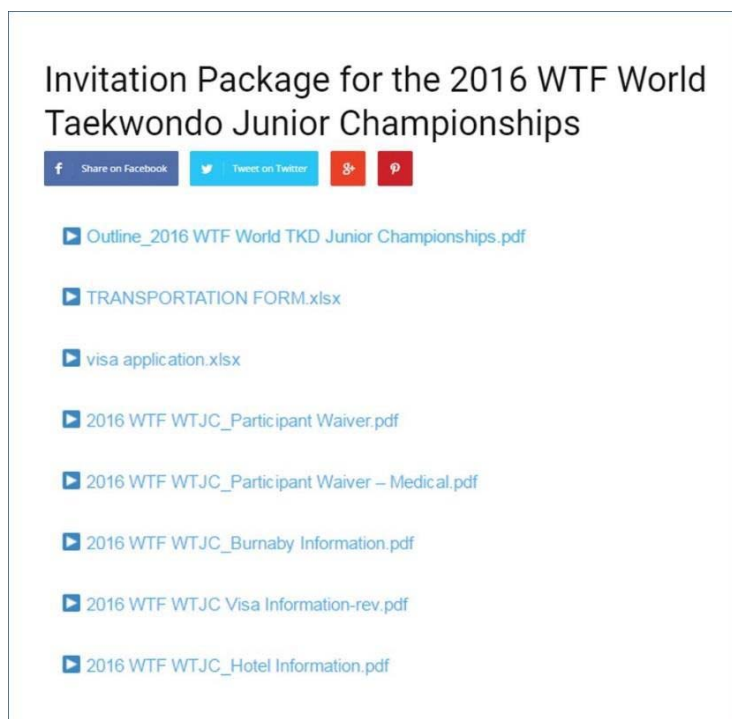
Invitation package shall contain the following documents.

- Invitation letter from the Chairperson of the LOC
- Information of the host city

- Information of and reservation form
- Information of visa issuance and visa application form
- Information on transportation
- Any other information useful for participants

The LOC shall send out the official invitation package at least 6 months before the opening day of the event. To this end, separate guidelines along with a sample format of invitation package will be provided to the LOC for its reference.

[Sample set of Invitation Package]



E. Contingency Plan

The LOC shall develop a contingency plan for circumstances where the Competition is delayed, postponed or cancelled.

To build and enforce the contingency plan, the LOC shall be in consultation with the World Taekwondo.

F. Rehearsal

The LOC shall organize rehearsals prior to the competition to ensure that athletes, referees, LOC staff, volunteers, broadcasters and officials are sufficiently familiar with the facilities, competition areas and their respective areas of action for the tournament.

Aim of the rehearsal will be as follows.

- To simulate a day of competition on the finals range
- To perform both individual and team matches and shoot offs

- To practice movement and coordination of athletes from the warm up area to field of play
- Entry onto the main field of play by athletes, officials and coaches
- To establish photography and camera positions
- To complete ceremonies operation

Rehearsals including but not limited to technical rehearsal, medal ceremony rehearsal, full competition rehearsals with participation of all working staff should be held one or two days before the start of the competition. For this, the competition venue and the Field of Play shall be fully ready. And the rehearsal should be arranged without clashing with any other activities and/or training scheduled at the venue.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual. The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date
<i>Propose tentative event date</i>	<i>During the bidding process</i>
<i>Submit the provisional schedule</i>	<i>18 months prior to the event</i>
<i>Send out the Invitational package</i>	<i>1 year prior to the event</i>
<i>Submit the first operational plan including contingency plan to the World Taekwondo</i>	<i>1 year prior to the event</i>
<i>Establish a preliminary competition schedule (Preliminary entry participant numbers and preliminary entries will be notified from GMS team)</i>	<i>90 days before the event</i>
<i>Organize full rehearsals which shall take place one or two days before the start of the competition with participation of all working staff including the World Taekwondo Technical Officials.</i>	<i>one or two days prior to the event.</i>

1.2 Competition Equipment

Introduction

This part was designed to list and give a description of the specific equipment needed for a taekwondo event so as to ensure that the LOC identifies the types and quantities of taekwondo equipment, recognized providers and roles and responsibilities of the LOC and the World Taekwondo with this regard.

LOC shall prepare competition equipment among the World Taekwondo-recognized brands in accordance with the World Taekwondo Competition Rules.

Person in charge

The procurement of the required equipment for the event shall be made in coordination with pertinent departments of the LOC depending on the functional areas where the equipment is in need. Following is a sample of the list of persons in charge of procurement and management.

Competition manager shall obtain approval from the World Taekwondo in selecting specific equipment brands, suppliers and request for ordering

Finance manager is responsible for budget and procurement of items required for the event

Venue manager is responsible for planning where the equipment will be placed and coordination with World Taekwondo side for location of the equipment and related facilities

Description

A. Equipment

■ List of Equipment

The LOC shall provide sufficient quantities of sport equipment approved by the World Taekwondo.

Appropriate back-up / replacement equipment should be prepared by the LOC and stored close to the Field of Play (FOP). Quantities will be dependent on the type and size of venue, number of mats, competition schedule and the number of athletes.

The LOC shall post the big chart of World Taekwondo-recognized brands by product categories on the walls of the inspection zone and warm-up area. The World Taekwondo Sport Dept. will bring two color-printed big charts of World Taekwondo-recognized brands by product item to the OC to be posted in the inspection area and warm-up area. For your information, below is the webpage of the WT-recognized brands by product item: <http://www.worldtaekwondo.org/wtf-partners/recognized/>

Following is the list of sport equipment for the event. Specifications and details are subject to discussion with the World Taekwondo.

[Competition Equipment]

Place	Item	Description	Quantity description	Quantity or Scope
Venue	Carpet	Underlay carpet for FOP	Square meters	2,000m ²
	Mat	Elastic Octagon mat		3 competition areas
	Head PSS	(PSS Brand is TBC by the World Taekwondo)	Set (1 red & 1 blue)	S :40 / M:80 / L:80 / XL:20 / XXL:10 (set)
	Trunk PSS	(PSS Brand is TBC by the World Taekwondo)	Each	Size 2 -32 Size 3 -48 Size 4 -48 Size 5 -32 (Plus reserve 20)
	Forearm guards	Reserve	Piece	
	Shin guards	Reserve	Piece	
	PSS scoring system		Set	1 (for 3 competition areas)
	Judges' scoring pads		Set	9 (plus reserve 6)
	PDP TV 50"	Connected to scoring system	Piece	12 (plus reserve 2)
	Stand	PDP TV stand	Piece	12 (plus reserve 1)
	Computer	Laptop computers for competition operation	Piece	12
	Printers	Printers for result management	Piece	2
	Photocopier	Photocopier for result management	Piece	2
	Scales	Scale for official weigh-in	Piece	2 (plus reserve 2)
		Self-monitoring scales for weigh-in	Piece	3 (plus reserve 1)
	Refrigerator	At the FOP	Piece	1
	Spit boxes	At Coach's zone	Piece	12 (plus reserve 2)
	Label	Nameplates (TD, CSB, WT, Medical, Results)	Piece	2 each
	Walkie Talkie	To facilitate communication between the LOC, the WT and Host Broadcaster in all functional areas	Set	8 for the WT staff
Athlete calling area	Picket with country name	Name of country printed on both sides	Piece	2 each
	Microphones	To call athletes in warm-up area	Piece	2
	Amplifier		Piece	2

Warm-up area	Mat	Elastic mat 1m x 1m each piece	Piece - blue Piece - red	640 360
Inspection zone	Nail clippers		Piece	5
	Disposable Rubber gloves		Pair	100
	Metal /magnetic detector		Piece	2
	PDP TV 50"	Real Time Display System (RTDS) * Specified in competition rules	Piece	2

* Specification and details of equipment are subject to discussion with the World Taekwondo

B. Technical Services

The LOC shall ensure all technologies involved in the competitions are fully in operations under close consultation with the World Taekwondo IT Manager, in particular;

- Make a list of materials and draw up shipping schedules.
- Ensure results, timing and video replay for the event is operated in a safe, fair and consistent manner.
- Collect and collate the data to establish final athlete/team positions for awards and produce results/reports for distribution within the venue and worldwide.

Unless otherwise instructed by the World Taekwondo, the LOC must arrange for the following technical services:

- PSS (Head and Trunk)
- On-Venue Results (OVR) Systems
- Instant Video Replay (IVR) Systems *(in case of use of the system provided by WT, service fee of US\$6,000 shall be paid by the LOC to WT.)*

The LOC shall organize a meeting three (3) days prior to the start of the event between the technical providers, venue manager of the LOC and World Taekwondo IT manager.

■ Technologies

A separate Technology Manual will be provided from World Taekwondo IT Manager to the LOC for its reference.

[Example of the OVR Systems]



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
<i>Planning for delivering technical services</i>	<i>It shall begin from the moment the event has been awarded</i>	
<i>Sourcing all equipment for the event</i>	<i>It shall begin from the moment the event has been awarded</i>	
<i>Equipment delivered and available on venue</i>	<i>no later than 1 week prior to the event</i>	

1.3 Technical Officials

Introduction

Technical Officials are main personnel appointed by the World Taekwondo to officiate at the competitions with assistance of national technical officials from the LOC.

Person in charge

Competition manager is responsible for communication with the World Taekwondo to follow up the nomination of the technical officials. He/she also shall coordinate with technical officials for smooth operations of the competition

Other Managers including but not limited to referee manager, anti-doping manager, transportation manager and accommodation manager shall provide proper assistance to technical officials for the smooth event operations.

Description

The LOC shall have the list of the technical officials and provide proper assistance.

Technical Officials are comprised of Technical Delegate, Competition Supervisory Board (CSB) and International Referees. The World Taekwondo shall appoint the Technical Officials and will provide the LOC with all relevant personal information.

The number of Technical officials and their roles and responsibilities are set out below.

A. Technical Delegates

One (1) Technical Delegate (TD) shall be appointed by the World Taekwondo President. TD is an ultimate decision maker for any technical matters that arise during the competitions. TD is also the Chair of the Competition Supervisory Board.

The duties of TD before tournament period are as follows.

- To make any technical decisions on rules and guidelines to be applied to the tournament
- To check overall preparations made by the LOC before the tournament and ensure everything has been arranged in strict conformity with the World Taekwondo Rules and MOU.
- To approve competition schedule
- To decide method for drawing of lots
- To preside over the head of team meeting and joint technical meeting (if any)
- To approve the results of draw

B. Competition Supervisory Board

Four (4) Competition Supervisory Board (CSB) members shall be appointed by the World Taekwondo President. CSB shall consist of one Chairperson and no more than 4 members at WT-promoted championships.

Chairpersons of WT Games Committee, WT Referee Committee, and WT Medical Committee and WT Athlete Committee, and WT Integrity Officer shall be included in CSB as ex-officio members. The duties of CSB during the tournament are as follows.

- To supervise and evaluate the performances of Review Jury and Referees
- To function as Extraordinary on-spot sanction committee
- To assist Technical Delegate in making technical decisions
- To act as a contact point of any who wishes to report a case of harassment or abuse
- To prevent harassment and abuse at the event
- To conduct risk assessment involving athlete participation and operation of WT Events
- To prevent manipulation of competition

C. Referee Chairman

One (1) Referee Chairman shall lead the referees in training and performances. The duties of Referee Chairman are as follows.

- To preside over the referee meeting and deliver educational program
- To conduct referee training before the tournament
- To assign the center referees, judges, TAs, Review Jury, Weigh-in officers and inspection officers

D. International Referees

Fifty (50) International Referees are appointed by the World Taekwondo. Duties of referees are as follows and the duties are determined by Referee Chairman.

- Center referee
- Corner judges
- Technical Assistants
- Review Jury
- Weigh-in officer
- Inspection officer


E. World Taekwondo Sport Director

The duties of World Taekwondo Sport Director before the event are as follows.

- To develop competition-related technical documents such as the outline, competition-related parts of the operational manual and appendices and any relevant technical guidelines
- To develop competition schedule in consultation with TD and the LOC
- To coordinate the appointment of technical officials and liaise with the officials for the participation
- To coordinate the meetings between technical officials before the tournament
- To preside over the drawing of lots session

The duties of Sport Director during the tournament are as follows.

- To assist Technical Delegate in making technical decisions

- 
- To control overall preparations and operation of the tournament ensuring time management of the tournament
 - To verify the winners list
 - To coordinate for awarding process

F. World Taekwondo Refereeing Coordinator

The duties of refereeing coordinator from the World Taekwondo are as follows.

- To coordinate with the LOC for referee meeting and training
- To coordinate international referees certificate awarding ceremony (if any)
- To assist Referee Chairman for referee assignment
- To coordinate the assignment of inspection officer and weigh-in officer and overall check-up for preparations
- To support IRs in logistic matters

The LOC shall provide logistics assistance such as transportation between the official hotels and the competition venue, separately from those to be provided to teams, to enable Technical Officials to perform their duties for the event. Detailed guidelines are set out [“FA 4. Stakeholder Service.”](#)

G. World Taekwondo IT Manager

The duties of IT manager from the World Taekwondo are as follows.

- To coordinate the technology specifications and set up with LOC and technology provider.
- To coordinate shipping, meeting and schedules of the technical team with LOC.
- To verify and ensure that all the technology requirements are correctly delivered by LOC and providers.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual. The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
<i>Acquire the list of technical officials from the World Taekwondo</i>	<i>3 months prior to the event</i>	
<i>Submit the assistance plan for the technical officials (Accommodation, transportation, per diem and etc.)</i>	<i>6 months prior to the event</i>	

1.4. Competition Operation Team

Introduction

This work description is intended to provide the LOC with a comprehensive work plan for the establishment of a Competition Operation Team

The Competition Operation Team is a group of people who control and manage the whole process of the competition. Some of team members shall be appointed from the earliest stage of the organization while some of personnel could be hired when the competition date draws near and work in a temporary basis.

The LOC shall establish the comprehensive plan for assembling the Competition Operation Team, in particular with details of role definitions, number of staff and work relation with the World Taekwondo. The LOC shall understand the role of competition personnel and appoint them for the smooth operations of the event.

Person in charge

Competition Manager is responsible for designing, establishing and managing competition operation team.

Administration Manager is responsible for recruiting members of competition operation team and logistics issues on that.

Description

A. Appointment of competition personnel

The LOC shall appoint competition personnel. Work description and required number of personnel are set out below.

Location	Position	No.	Duties	Remarks
Within the venue	Competition Manager	1	<ul style="list-style-type: none">- To control and check the overall operation of the competition- To assign and instruct competition operation staff and volunteers for the smooth operation of the competition- To run the rehearsal for the competition operation one or two days before the tournament in the presence of the World Taekwondo Technical Delegate. The rehearsal should be arranged so as not to disturb the International Referee Training to be held in the competition venue- To perform as a coordinator between the World Taekwondo and the LOC regarding the competition-related issues- To train competition operation staff and volunteers- To coordinate with result distribution team to deliver the competition results at the designated places on time- To coordinate with World Taekwondo and anti-	Full Time

			doping officers	
	Venue Manager	1	<ul style="list-style-type: none"> - To set up the venue according to the Operational Manual and the Technology Manual - To assist the World Taekwondo for any matters related to the venue 	Full Time
Operation Desk	Announcers	2	<p>Capable of speaking fluent English, and at least one of them must be capable of speaking the native language of the host nation</p> <ul style="list-style-type: none"> - Announcement during the competition, including calling of athletes to each court, brief introduction of athletes' career, other notices inside the Field of Play (FOP), etc. English comes first and then follows the native language. - Presenting the competition results, etc., upon the instructions of the Competition Manager 	Announcers required to be knowledgeable in the rules of the sport of taekwondo
	Results management	4	<ul style="list-style-type: none"> - To compute the competition results into the computer system after validation of the result by the Technical Delegate - Print out the full competition results of the pertinent day, upon the instruction of Competition Manager 	OVR Provider will monitor and provide consultation to the LOC on this
	Assistant volunteers for results	4	<ul style="list-style-type: none"> - To assist results management staff in delivery and copying 	
Behind the operation desk	Messengers	4	<ul style="list-style-type: none"> - To get the competition results from the Recorder and update the competition result sheets - To place the sheets at the designated places 	Referee Assignment Desk, athlete waiting room, press room, entrance of the LOC office, entrance of each gate, etc.
LOC office	Result Distributors	4	<ul style="list-style-type: none"> - To receive the official competition results, print them out and distribute them to the World Taekwondo officials, teams, press, etc. - To distribute the full competition results to the teams everyday ideally at the registration center 	Updated results should be distributed to WT Office, WT President Room and WT SG Room
Each court	PSS (Protector and Scoring System,	6	<ul style="list-style-type: none"> - Operation of the electronic scoring system under guidance of scoring system company 	- To be trained by scoring system company

	head and trunk PSS) Operators			
	Video technician and staff for IVR (instant Video Replay)	12	<ul style="list-style-type: none"> - Operating IVR cameras under instructions of IVR company - Uploading each match with scoring data to the World Taekwondo Web TV during the after the Tournament (Dartfish technician) 	- To be trained by IVR company engineer
Warming up area	Athlete calling	6	<ul style="list-style-type: none"> - Calling the next competitors to fight and bring them to inspection zone 	Microphones and amplifiers required
Equipment distribution area	Equipment distribution staff	4	<ul style="list-style-type: none"> - Distributing and collecting head and trunk PSS before and after the match as well as cleaning equipment between uses. 	
Inspection desk	Assistant to International Referees	2	<ul style="list-style-type: none"> - To assist World Taekwondo international referees for athlete inspection 	
Athletes' waiting room	Escort to F.O.P.	8	<ul style="list-style-type: none"> - Upon the instruction of the chief of the athletes' holding area, prepare the picket of the pertinent nation and enter/leave the court with the contestant, coach and team doctor 	Two (2) pickets for one country should be prepared.
Behind the court	Cleaners	2	<ul style="list-style-type: none"> - To ensure the cleanliness of the court following instructions of Competition Manager 	
Doping control station	Doping Control Staff	2 + 2	<ul style="list-style-type: none"> - One (1) man and one (1) woman; Two (2) Doping Control Officers (DCOs) from NADO (National Anti-Doping Organization) - To have the list of contestants selected for in-competition doping tests and to escort the pertinent contestant to the doping control station after the awarding - Doping station for collecting samples for men's and women's use, respectively 	- In coordination with World Taekwondo Anti-doping Coordinator
Medical desk	Medical Staff	10	<ul style="list-style-type: none"> - At least two (2) Medical Doctors should serve as Commission Doctors - Two (2) nurses or medical staff to stand by with Commissioned Doctors at the medical desk - Two (2) medical staff or physiotherapists standing by at medical room for massage or taping - Relevant number of medical staff (4 or over) to carry stretcher and take athletes to ambulance - Commissioned doctors should have the detailed guidelines for emergency cases of athletes' knockout, etc. - Collect injury data daily, which is to be included in the Medical Report on Athletes' Injuries Form 	At least one gate of the competition venue should allow the access of the ambulance to right near one entrance of the Field of Play (FOP) in case of emergency.
Head of team meeting room	Assistant Staff for Head of Team Meeting and	2	<ul style="list-style-type: none"> - To assist the World Taekwondo staff in charge of drawing of lots - Photocopy draw sheets (match trees) and any other relevant documents and distribute them to the teams before and after the drawing of lots 	World Taekwondo Sport Dept.

	Drawing of Lots			
	Lot Drawing Operators	2	<ul style="list-style-type: none"> To operate the computer to record the results of the draw and to publicize the results on the screen by using the projector. 	- This role may be done by competition operation company
Security and access control	Security staff	20	<ul style="list-style-type: none"> The LOC shall be responsible to allocate pertinent security staff to ensure control of the access of the accreditation card holders according to the access zone indicated on their accreditation card. 	

B. Training

The LOC shall provide the appropriate training program to competition personnel. The LOC shall utilize the educational opportunities provided by the World Taekwondo STEP (Supporting Taekwondo Event Program).

Detailed description of this program is set out "[Ch1. Introduction](#)" section.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual. The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
<i>Finalize the recruitment of full time position</i>	<i>1 year prior to the event</i>	
<i>Finalize the recruitment of part time position</i>	<i>2 months prior to the event</i>	
<i>Submit the final list of competition operation team member</i>	<i>1 month prior to the event</i>	
<i>Submit the training plan for competition operation team.</i>	<i>6 month prior to the event</i>	

1.5. Technical Meetings

Introduction

The LOC is responsible for organizing proper technical meetings for competition personnel including but not limited to the referees, heads of team and coaches.

Person in charge

Competition manager is responsible for management and organization of meetings and its entire process assisting World Taekwondo technical officials.

Referee manager is responsible for coordination for organization of the referee meeting and referee training.

Description

A. Referees Meeting and Training

Referee meeting and training must be held for three (3) days from three (3) days before the first competition day of the event.

Following equipment shall be arranged for referee meeting

- Raised podium for instructor
- Tables and chairs for referees
- Side table and chair for World Taekwondo staff
- Screen (120") x 1
- LCD projector and cable x 1
- MIC (cordless) x 2
- Stationeries such as writing pad and pens for referees
- Banner: design and wordings will be provided by the World Taekwondo
- Bottled water, hot and cold drinks and snacks for referees
- Banner: design and wordings will be provided by the World Taekwondo

[A sample image of the banner]

(WT Logo)	City Name YYYY World Taekwondo Grand Prix Series	(Event logo)
Referees' Meeting & Training		
MM DD, YYYY / City name, Country name		
(World Taekwondo Sponsor's logo)		

Following equipment shall be arranged for referee training

- PDPs x 2
- Scoring system
- Judges' scoring pads x 3
- Head and trunk PSS x 4

For the referee training, the participants including but not limited to as follows

- Instructor x 1
- Referees x 50
- World Taekwondo staff x 1
- LOC responsible staff x 1
- Scoring system operator x 2
- Volunteers x 3
- Athletes x 8 (to perform simulation matches for referees' practice)

The LOC shall prepare all other things related to a simulation game for the referees' training in case there is a request from the World Taekwondo.

[Referee training]



The LOC also can refer to the video at the following link.

<https://www.youtube.com/watch?v=mLJcFbcRJ3I>

B. Head of Team Meeting and Drawing of Lots

■ Introduction

Head of team meeting and drawing of lots for competition will take place at the headquarters hotel or the competition venue two (2) days prior to the beginning of competition.

The LOC shall provide a classroom-style room, including microphones; computers, printers, a photocopier and a beam projector must be ready.

[Head of team meeting and Drawing of Lots]



■ Head of team meeting

Detailed guidelines on the procedure and requirements of head of team meeting are stipulated as below.

Date and time	<p>LOC shall set the date and time for the head of team meeting and notify to the World Taekwondo at least 6 month prior to the event.</p> <p>A sample of meeting schedule is as follows.</p> <p>14:00 – 18:00, July 25, 2018 (sample date)</p> <ul style="list-style-type: none"> • 1400-1500: Head of team meeting • 1500-1530: Break and preparations for drawing of lots • 1530-1800: Drawing of lots
Place	To be confirmed by LOC
Officials seating at head table	<ul style="list-style-type: none"> • World Taekwondo Secretary General • LOC Representative (1 person) • Technical Delegate • Games Committee Chairman • Referee Chairman • World Taekwondo Sport Director • Other officials to be determined by the World Taekwondo, if necessary
Side table	<ul style="list-style-type: none"> • 2 tables and 5 chairs for World Taekwondo staff OVR technicians
Participants	<ul style="list-style-type: none"> • Maximum three (3) representatives from each country • World Taekwondo staff (1-2) • LOC responsible staff (1) + 3 volunteers

Equipment	<ul style="list-style-type: none"> • Raised podium on the front of the meeting room • Head table for 6-7 people seating • Screen (bigger than 120") • Projector and cables • MIC (cord) at head table x 4 • MIC (cordless) at team seating places x 2 • Photocopier (capable of copying 60 pieces per minute) x 1 and enough A-4 sized blank paper • Banner shall be prepared by the LOC with following wordings <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between;"> (WT Logo) City Name YYYY World Taekwondo Grand Prix Series (Event logo) </div> <p style="text-align: center;">Head of Team Meeting & Drawing of Lots</p> <p style="text-align: center;">14:00-18:00, MM DD, YYYY / City Name, Country Name</p> <p style="text-align: center;">(World Taekwondo Sponsor's logo)</p> </div> • Hot and cold drinks including bottled water for officials and teams • Coffee and snacks for break time
LOC Staff and Volunteers	<p>One (1) responsible staff and at least three (3) volunteers from LOC must be working in close cooperation with the World Taekwondo Sport Dept.</p> <p>It is LOC's responsibility to ensure one set of draw results are given to all teams in accordance with the guidelines given by the World Taekwondo.</p>

LOC shall ensure that the entire procedure of the Head of Team Meeting & Drawing of Lots and all the procedure shall be video-recorded by the LOC side and submitted to the World Taekwondo before the end of the Event.

LOC shall set the date and time for the head of team meeting and notify to the World Taekwondo at least 6 month prior to the event.

■ Drawing lots

To make tournament bracket, competition draw of each weight division shall be carried out. The Competition Draw shall be held two (2) days before the first day of competition at the designated place with the attendance of maximum three (3) representatives from each participating team.

The result of drawing lots should be publicized immediately on the World Taekwondo website.

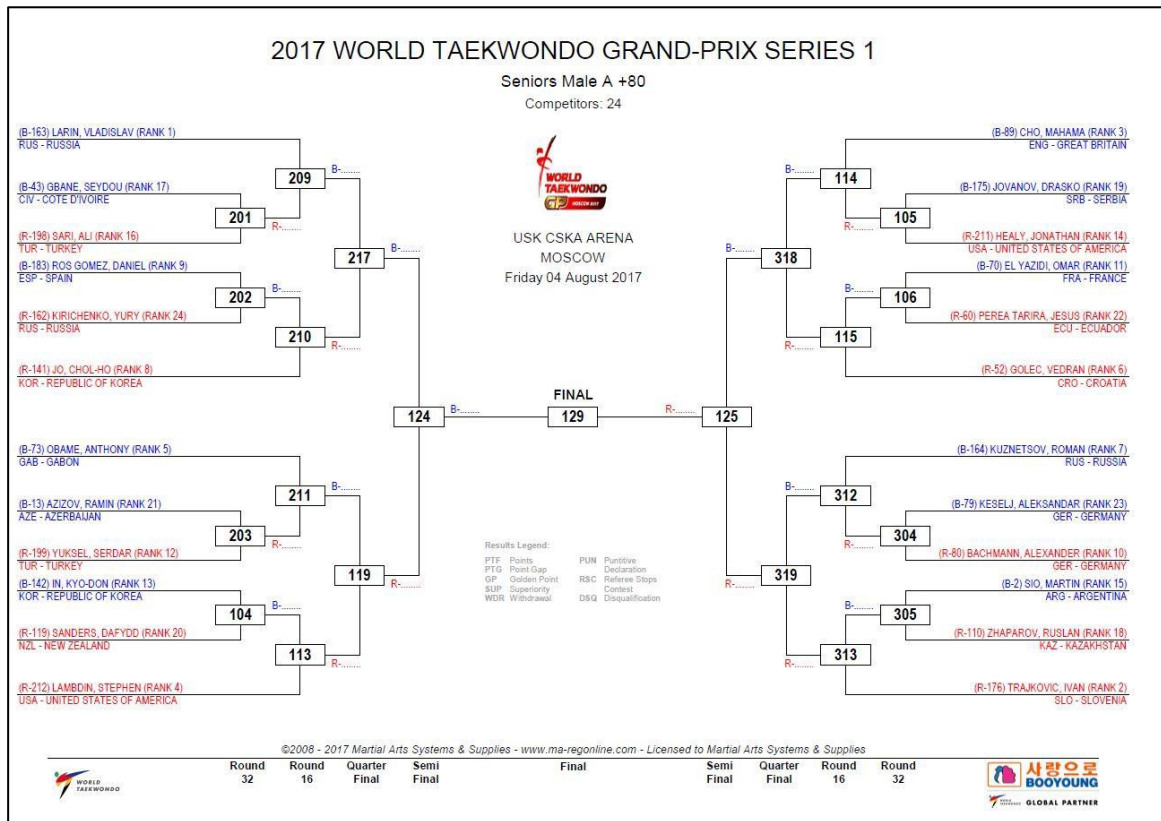
Drawing of lots shall take place right after the Head of team meeting unless otherwise specified. The process of Competition Draw is set out as below.

Requirement	<p>World Taekwondo GMS team shall provide the entry list of athletes to the WT/LOC exported from the GMS for drawing after the onsite accreditation of teams.</p> <p>The LOC shall appoint Drawing of lots operators to meet the requirements of the World Taekwondo. These operators shall be responsible for followings.</p> <ul style="list-style-type: none"> • Development of the list of registered athletes by weight division based on the most updated list of registered athletes after team registration • Development of match trees format • Operation of automatic drawing of lots • Production of the output with the draw results by weight division
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	<ul style="list-style-type: none"> • Photocopying and distribution of draw results to the teams after drawing of lots session
Officials seating in head table	<ul style="list-style-type: none"> • World Taekwondo Secretary General • LOC Representative (1 person) • Technical Delegate • Games Committee Chairman • Referee Chairman • World Taekwondo Sport Director • Other officials to be determined by the World Taekwondo, if necessary
Participants	<ul style="list-style-type: none"> • Maximum three (3) representatives from each country • World Taekwondo staff (1-2) • LOC staff in charge of Competition draw (1) and drawing of lots operators (2) • Volunteers (4)
Equipment	<ul style="list-style-type: none"> • Side table for drawing of lots operations (for 3 persons) • Screen (bigger than 120") • Projector and cables • Computers (2) • MIC (cordless) at MC table x 1 • Photocopier (capable of copying 60 pieces per minute) x 1 and enough A-4 sized blank paper • Printer x 1 at drawing of lots operation desk • Hot and cold drinks for officials and teams
LOC Staff and Volunteers	<p>The following staff and volunteers from the LOC must be guaranteed for successful organization of the meeting. One (1) LOC staff in charge of Competition draw, drawing of lots operators (2) and four (4) volunteers are required.</p> <ul style="list-style-type: none"> • LOC staff in charge of Competition draw and all arrangements x 1 • Drawing of lots operators x 2 • Photocopying the original copy of draw result x 2 • Distribution of relevant documents and draw results x 2

World Taekwondo shall carry out the draw in accordance with the World Taekwondo rules and promptly notify LOC of the results of the draw.

[Example of the draw sheet]



C. Meetings of Competition Technicians

The LOC shall organize the meeting for discussion of technical details to bring together following persons to discuss and learn how the competition will be going on, athlete entry and walking lines and video jury's communication with HB, and photo lines and so forth.

- LOC's competition manager
- Persons in Charge from Host Broadcaster
- World Taekwondo Sport Director
- World Taekwondo Communication Director
- World Taekwondo TV Director
- World Taekwondo Referee Chairman
- World Taekwondo Event Director

D. Screening of Competitors

The LOC shall position its staff in the Inspection Desk in coordination with World Taekwondo Technical Officials to ensure that all materials worn by the contestants should be the ones recognized by the World Taekwondo.

The LOC shall ensure that contestants wearing uniform or the other equipment/materials not recognized by the World Taekwondo should not be allowed to compete. The World Taekwondo Sport Dept. will bring two color-printed big charts of World Taekwondo-recognized brands by product item to the OC to be posted in the inspection area and warm-up

area. FYI, below is the webpage of the WT-recognized brands by product item: <http://www.worldtaekwondo.org/wtf-partners/recognized/>

(In this regard, the LOC is recommended to invite manufacturers or distributors of World Taekwondo-recognized competition uniforms to have sales booths at the competition venue.)

[Screening of competitors]



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the WT should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
<i>Confirm the list of delegates for each meeting</i>	<i>At least () prior to the date of the event.</i>	
<i>Confirm the readiness of equipment, settings, and technical details and notify to WT</i>	<i>At least () prior to the date of the event.</i>	
<i>Hire volunteers and provide the education</i>	<i>At least () prior to the date of the event.</i>	
<i>Equip video recording system</i>	<i>At least () prior to the date of the event.</i>	
<i>Compose result of drawing in accordance with the guidelines given by the WT</i>	<i>At least () prior to the date of the event.</i>	
<i>Submit the drawing result to the WT</i>	<i>At least () prior to the date of the event.</i>	

1.6. Sport Presentation

Introduction

The key objectives of sport presentation are to educate and entertain the audiences. To achieve this goal, the LOC needs to fully understand the concept and requirement of sport presentation.

Sport Presentation will offer followings

- Engage with the audiences to create festive atmosphere in the venue utilizing audio-visual effects
- Educate the audiences for better enjoying taekwondo such as introducing the rules, history and highlights of taekwondo
- Update the match information to audience including introduction of competitors, explaining on what's happening on Field of Play and

Person in Charge

The LOC shall appoint two announcers; one speaking in English and the other speaking the native language for audiences. Competition Manager shall be responsible for designing and managing whole presentation projects.

The announcers shall be seated at the operations desk and make official announcements related to the competition management.

Description

LOC shall, in consultation with World Taekwondo, plan and deliver the sport presentation, which shall include interactivity with spectators, music, entertainment and medal ceremonies. A separate Sport Presentation Manual will be provided to the LOC for its reference.

■ Guidelines

Detailed guidelines are stipulated as follows.

Field	Details
Announcers for competition	<p>LOC shall appoint two announcers; one speaking in English and the other speaking the native language for audiences. These announcers shall be seated at the operations desk and make official announcements related to the competition management.</p> <p>The following announcements shall be made by announcers.</p> <ul style="list-style-type: none"> • Opening of the Event each day • Announcement for standing-by athletes • Introduction of competitors before match • Announcement of match result • Housekeeping announcement (lunch break, weigh-in time and place, etc.)
Music	LOC shall play music properly before the match to entertain the spectators. However, the music shall not interrupt the match.
Video presentation	<p>LOC shall install at least 1 jumbo screen to display</p> <ol style="list-style-type: none"> (1) Progress of the matches (information provided by OVR team), (2) Live TV (information provided by host broadcaster), (3) Sport presentation materials (information provided by Sport Presentation team) (4) Instant Video Replay (information provided by IVR team).

	LOC shall also install at least 8 PDPs facing spectators seat to display the Instant Video Replay (information provided by IVR team) (5) PDP installation plan shall be provided to the World Taekwondo in advance.
Performances	LOC may appoint taekwondo performances team to entertain the spectators. World Taekwondo Demo team

■ Communication for the TV Coverage

Sport Presentation plan should be communicated to the HB and World Taekwondo TV Team, including WT TV Director, to confirm the starting moment of athlete entry, start of medal ceremony, lighting plan and so forth which affects the operation of production of International Feed.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
· <i>Appointment of two announcers</i> · <i>English speaking announcer</i> · <i>Native language announcer</i>		
· <i>Selection of the music line-ups</i>		
· <i>Plan and set the video presentation equipment</i>		
· <i>Set the IVR display system</i>		
· <i>Appoint Taekwondo performance team</i>		
· <i>Coordinate the demonstration</i>		

Manual

The Sport Presentation Manual is set out "Appendix 6", where it has the detailed information for LOC's better understanding.

1.7. Doping Control

Introduction

LOC shall have a clear understanding of what anti-doping testing consists of at the World Taekwondo Grand Prix Series and their role and responsibilities to ensure testing procedures adhere to the rules and regulations of the World Taekwondo and World Anti-Doping Agency (WADA).

This is important to ensure Taekwondo remains a clean and fair sport for all to compete. The LOC has an obligation to comply with rules and procedure when organizing necessary facilities for anti-doping.

This guideline outlines the general protocols of anti-doping activities including the tests, education and other protocols.

Person in Charge

Anti-doping Manager cooperates with World Taekwondo Anti-Doping Coordinator and Doping Control Officers from the National Anti-Doping Agency.

Venue Manager shall make proper arrangements for the venue of doping control station.

Description

The LOC, in consultation with the World Taekwondo Anti-Doping Coordinator, shall set up a doping control station at the Competition Venue for in-competition doping test and organize sample collection by and transportation for the Doping Control Officer (DCO) in cooperation with the National Anti-Doping Organization (NADO).

LOC shall at all times abide by the terms and requirements of the World Taekwondo Anti-Doping Rules.

A. WADA-accredited laboratory

All samples shall be analyzed at a WADA-accredited laboratory to be designated by LOC for the Event.

B. In-competition doping tests

The LOC shall be responsible, at its own expenses, for preparation of the anti-doping station (rooms) and materials, as well as the staff, to take the doping samples and ensure that all procedures are properly carried out in accordance with the World Anti-Doping Agency Code and World Taekwondo Anti-Doping Rules, under the inspection of an anti-doping official designated by the World Taekwondo.

The LOC must arrange a meeting between World Taekwondo Anti-Doping Coordinator and Doping Control Officers from the National Anti-Doping Agency and volunteers from the LOC to set the doping test protocol. This meeting shall be held at least one (1) day before the tournament.

A total of 40 samples shall be collected and the LOC shall consult athlete selection criteria with the World Taekwondo Anti-Doping Coordinator. The specimen analysis must be conducted at a laboratory approved by the WADA. All expenses for sample collection and analysis at laboratory shall be paid by the LOC.

The original doping control test records must be sent to World Taekwondo office within two (2) weeks after completion of the test. The Doping Control Forms (DCFs) should be entered into ADAMS (Anti-Doping Administration & Management System) no later than 15 business days after sample collection.

The LOC shall designate a test room within the venue upon approval of the World Taekwondo.

The test shall be carried out after medal ceremony.

■ Technical Document for Sport Specific Analysis (TDSSA)

The Prohibited Substances within the scope of the TDSSA are normally not part of a routine standard urine analysis and require specialized analysis methods. The Prohibited Substances within the current scope of the TDSSA are:

- Erythropoiesis Stimulating Agents (ESAs)
- Growth Hormone (GH)
- Growth Hormone Releasing Factors (GHRFs) including Growth Hormone Releasing Hormone (GHRH) and its analogues, Growth Hormone Secretagogues (GHS) and Growth Hormone Peptides (GHRPs)

A Minimum Level of Analysis (MLA) specified below should be fulfilled. In the case of the World Taekwondo Grand Prix Series, Sparring (Kyorugi) discipline will be applied.

Discipline	ESAs (%)	GH (%)	GHRFs (%)
Poomsae	5	5	5
Sparring (Kyorugi)	10	10	10
Para Taekwondo Kyorugi	10	10	10

C. Media Interviews

An athlete selected for doping control may be allowed to interview with the media if he/she is accompanied by a designated chaperone.

D. Out-of-Competition Doping Test

World Taekwondo may conduct out-of-competition doping tests to the participating athletes in cooperation with National Anti-Doping Agency (NADO) before the Event.

In this case, the LOC shall cooperate with the World Taekwondo Anti-Doping Coordinator and Doping Control Officers from NADO in terms of preparation for doping stations (rooms) and staffing.


E. Outreach

World Taekwondo may organize an Athletes Outreach Program and/or Coach True Program in cooperation with National Anti-Doping Organization (NADO) as well as World Anti-Doping Agency (WADA) designated by the World Taekwondo during the Competition.

The LOC shall provide one booth inside the competition venue to setup these educational booths for the period from three days before the event till the third day of the event.

F. World Taekwondo Anti-doping rules

LOC shall at all times abide by the terms and requirements of the World Taekwondo Anti-Doping Rules.



The World Taekwondo Anti-doping rules can be found at the following link.

http://www.worldtaekwondo.org/wp-content/uploads/2017/04/WTF-Anti-Doping-Rules-In_force_as_of_January_2015.pdf

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

1.8. Information and Result Management

Introduction

The LOC shall ensure harmonization between hardware and software programs to be used for competition and result management of the Event.

World Taekwondo GMS team and On-venue-result (“OVR”) company shall ensure results management and issuance of various forms of certificates requested by the World Taekwondo.

The LOC, the World Taekwondo GMS team and the OVR Company shall ensure that designs of all outputs of the results and certificates are approved by the World Taekwondo before proceeding.

Person in Charge

Competition Manager shall cooperate with World Taekwondo GMS team to ensure all information systems are being operated well.

Venue Manager shall make proper arrangements for the venue of IVR and OVR systems.

Description

A. Contract

The LOC shall contract with an OVR provider which shall deal with registered athlete database management, drawing of lots, competition management and result management. In order to keep quality control, the LOC shall consult with the World Taekwondo when selecting the OVR provider.

B. Communication with the World Taekwondo

Interface with TV Graphic (“TVG”) systems and pre-event test (remote at least one time) and on-site test at least one day before the start of the competition following OVR-TVG interface protocol provided by the World Taekwondo TV Department

C. Distribution of the Information

The LOC shall collect and distribute the following information to the World Taekwondo.

a) Entry status of participating teams

Entry status shall be available to the World Taekwondo officials upon arrival at the host city and at the end of the designated registration date; the LOC shall announce the final list of registered contestants in each weight category on the official website of the LOC.

The final list shall be provided before the Head of Team meeting.

One or two computer technicians from the LOC or OVR provider contracted with the LOC shall prepare a computerized drawing of lots using the final entry status by weight category provided to the Head of Team meeting.

b) Draw Sheet

The method of drawing of lots shall be decided by the World Taekwondo Technical Delegate. The draw sheet shall be provided to all World Taekwondo officials, referees, team delegates, at the Headquarters Hotel, at the participating teams' hotel and all relevant information desks immediately upon completion of the Head of Team meeting.

c) List of teams sorted by hotels

This information on which hotels each team stays should be available for the World Taekwondo.

d) Daily competition results

Daily competition results shall be provided to World Taekwondo officials, referees, team delegates, at the Headquarters Hotel, at the participating teams' hotel, the press, and all information desks, including the press room, immediately following the completion of each day of competition.

e) Final competition results

The final results flowchart of each category shall be duly filled out in a World Taekwondo results form and shall be provided to the World Taekwondo Secretary General, along with results including athletes' names and nationalities, competition pictures, videotapes and other materials, immediately following the completion of each day of competition.

f) Guidelines on Results Managements and Certificates

World Taekwondo GMS team and OVR provider shall ensure results management and issuance of various forms of certificates requested by the World Taekwondo.

LOC, World Taekwondo GMS team and OVR Company shall ensure that designs of all outputs of the results and certificates are approved by the World Taekwondo before proceeding.

g) Drawing of Lots

Drawing of lots session takes place right after Head of Team Meeting. This session is presided over by World Taekwondo Sport Director.

After drawing of lot, following documents should be submitted to the World Taekwondo.

- Athletes' list by weight division in which the seeded athletes are indicated: one day before drawing of lots
- Athletes' list by nation: one day before drawing of lots
- Weigh-in list: 1 hour before weigh-in

- Weigh-in result showing the athletes who did not show up or did not pass: 1 hour after weigh-in
- Drawing of lots shall be managed by computer system
- Match tree showing the results of draw per each division
- Printout of final draw results for TD's signature: after draw of each division
- Distribution of copies of all draw results to each participating team: right after completion of drawing of lots.

h) Result Management

Following shall be submitted to the World Taekwondo;

- Recording of match results in match trees
- Printout of results of each division in each phase
- Printout of match results indicating 9 types of winning code according to World Taekwondo Competition Rules and ranks of athletes' [e.g. 1st, 2nd, 3rd, 4th, 5th, 6th]

i) Competition Report

Following reports shall be submitted to the World Taekwondo.

- Final competition results after all competitions (to be provided to the World Taekwondo)
- Entry list by country (final version after completion of the tournament)
- Entry list by weight division (final version after completion of the tournament)
- List of medal winners (1st, 2nd and 3rd)
- Complete match results
- List of qualified nations
- Weigh-in list (results)
- Technical Officials list and Referees list

j) Certificates

The LOC, in cooperation with WT GMS team and the OVR provider, shall ensure that issuance and handover of various forms of certificates such as those for awardees and participants requested by the World Taekwondo.

- Certificates for medal winners
 - Full name, nationality, placing (1st, 2nd or 3rd) and the weight division of a medal winner shall be specified in the certificate
- Certificates of participation for all team officials and athletes
 - Full name, nationality and type of participation (athlete, coach, official, etc.) of a participant shall be specified in the certificate
 - Certificate of Participation should be distributed to all participants during team registration when the team arrives in the host city and is registered or during the Event to ensure that the teams would not miss the certificates due to their departure.

[Sample of Certificates]



(Designs of certificates for awardees and participants as well as the medals and trophies should be approved by the WT Marketing Dept. and WT Sport Dept.)

k) Medical Report

The LOC shall submit the Medical Report form that includes the details of injuries of athletes for each day during the event. The reports shall be included in the Final Report and submitted to the World Taekwondo after the conclusion of the event. Sample of the Medical Report is as follows.

[Sample of Medical Report]

[2018 Manchester World Taekwondo Grand Prix]
(Manchester, UK/ Oct. 19-21, 2018)

To : World Taekwondo (WT) Sports Department (sport@wtf.org)
 cc : WT Medical & Anti-Doping Committee Chairman (antidoping@wtf.org / djeong@siuimed.edu)

- Name of the event, place and dates : Please write on top of this form as seen above.
- OC person in charge : Name : _____ Email : _____
- No. of medical bureaux in the venue (One doctor & nurse per one medical bureau)
- Total no. of doctors & nurses : doctors () nurses ()
- No. of courts used for Kyorugi competition:
- Total number of participating athletes: Kyorugi () Poomsae ()
- Total number of matches: Kyorugi () Poomsae ()

Time of injury (Date)	Sex (M/F)	Weight Category	Area of Injury: ❖ Head, face, tooth, eyes, neck ❖ thorax, abdomen, pelvis ❖ upper limb (shoulder, arm, elbow, forearm, wrist hand) ❖ downer limb (hip, thigh, knee, leg, ankle, foot) ❖ genital ❖ spine (cervical, thoracic, lumbar)	Kind : ❖ KO ❖ fracture, dislocation, bruise, muscular injury ❖ tendon injury ❖ wound ❖ sprain	Malaise: ❖ vagal ❖ dyspnoea ❖ heart	Treatment : ❖ in place, reanimation ❖ complementary investigation ❖ hospitalisation

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

2.1. Securing the Venue

Introduction

The LOC shall secure and set the event venue on time to successfully deliver the event.

The LOC already submitted the initial venue plan via the bid file during the bid process. In the operational phase, the LOC shall secure the availability and ensure that rules, regulations and technical requirements of the World Taekwondo for venue are met.

Person in Charge

Venue Manager shall ensure and secure the venue that meets World Taekwondo's requirements.

Descriptions

The LOC shall establish the comprehensive Operational Plan for followings by ensuring that World Taekwondo's requirements have been met.

A. Venue Location

The event can be staged in a convention center or in a traditional indoor stadium. Competition venue and all hotels shall be preferably located within walking distance or at least within reasonable travelling distance.

In the case where the distance is not close enough for walk, the LOC shall provide shuttle buses running between hotels, training venue and competition venue.

B. Venue Capacity

The event requires a venue accommodating a minimum of 2,000 spectators.

C. Changes of the initial plan

If the LOC wishes to change initial venue plan suggested at the bid file, it requires prior approval of the World Taekwondo.

The LOC shall provide the World Taekwondo with the confirmed venue location plan at least 12 months prior to the event date.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
<i>The LOC shall provide the WT with the confirmed venue location plan as part of the Operational Plan</i>	<i>At least () prior to the date of the event.</i>	

2.2. Competition Venue

Introduction

The competition venue comprises of a Field of Play, Warm-up area, Equipment distribution area, Athlete holding area, Inspection desk, Athlete facility and Technical officials' facilities.

The LOC shall ensure that rules, regulations and technical requirements required by the World Taekwondo have been met.

Person in Charge

Venue Manager shall ensure that setting of the competition venue meets the requirements the World Taekwondo provides

Competition Manager shall provide technical standard and other requirements regarding the venue for the competition

Descriptions

A. Field of Play

■ Concept

The Field of Play ("FOP") is defined as the floor in which taekwondo competitions take place. Field of Play shall be strictly controlled for access by verifying accreditation.

■ Size: The Contest Area shall measure 8 meters by 8 meters using the metric system.

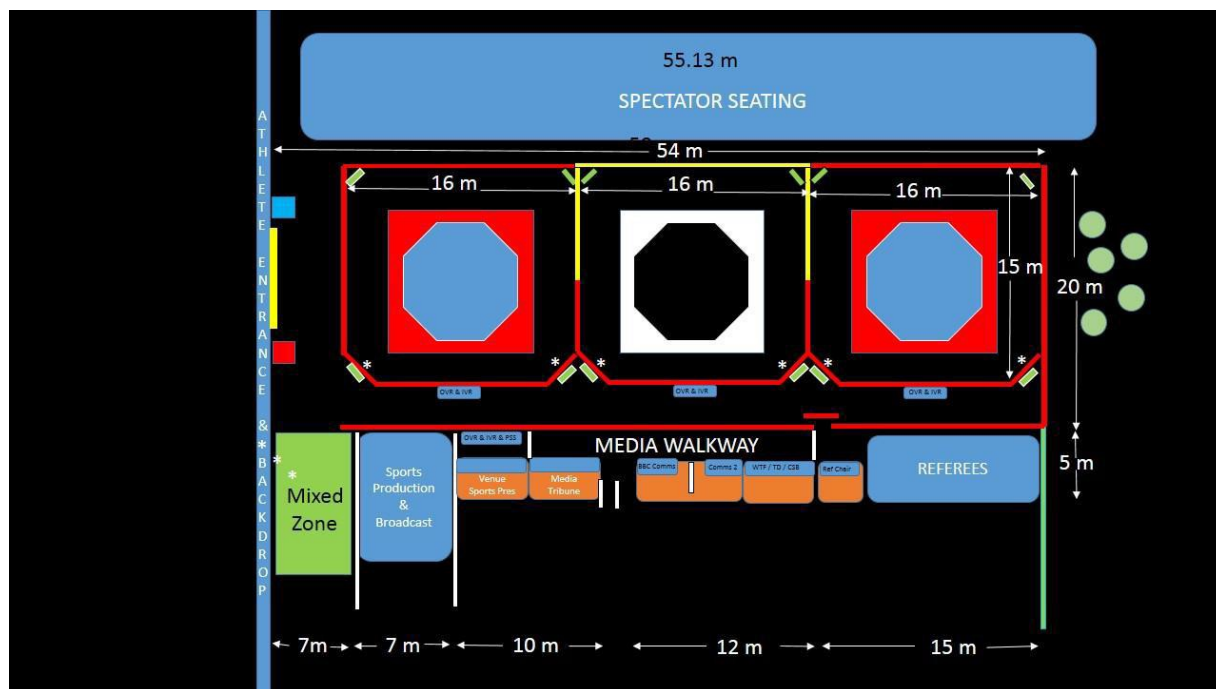
■ Layout

3 courts shall be installed in a row. Overall layout of the Field of Play may be determined based on the number of contest areas (mats). In planning the FOP layout, LOC shall abide by the technical standards set out below.

■ Technologies

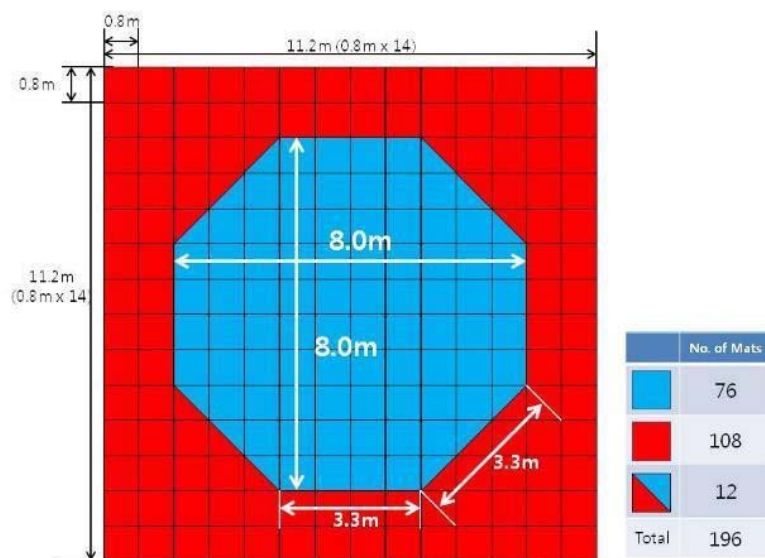
A separate Technology Manual from World Taekwondo IT Manager will be provided to the LOC for its reference.

[Sample FOP Plan]



■ Competition Mat

The Contest Mat shall have a flat surface without any obstructing projections, and be covered with an elastic mat. Specification, size and number of octagonal mats shall be consisted as indicated below.



[Sample picture of a court]



B. Warm-up Area

Warm-up area is the place in which the athletes are called, distributed equipment, inspected and waiting for competition. Accordingly, this place should be adjacent to the venue.

As warm-up area, should be positioned with easy access to Field of Play, the LOC shall ensure that the athletes' warm-up area is situated within a short distance of the Field of Play.

Warm-up area comprises of following functional zones.

■ Warming-up zone

At least 4 competition mats (10m x 10m each) shall be installed in warming-up area for athletes to practice when the competition is held on 6 courts.

■ Athletes calling zone

- Athlete calling zone should be positioned either in warming-up area or at the nearest point from warming-up area.
- A desk should be positioned to manage athlete calling.
- Athletes for the next match shall be called to the athlete calling desk.
- Then, a volunteer shall escort the athlete to the equipment distribution area carrying a picket with the name of the athlete's country. The volunteer shall ensure that the athlete is taken to equipment distribution zone, inspection zone and athlete holding zone, in that order.
- In the athletes calling zone following staff members are required.
 - 6 LOC staff
 - 12 volunteers for calling
 - 12 volunteers for picket-carrying, microphones and amplifiers

■ Equipment distribution zone

- The LOC shall designate equipment distribution zone for athletes to collect relevant size of head and trunk PSS.
- Equipment distribution zone is the place in which head and trunk PSS will be distributed and returned.
- An athlete taken from athlete calling zone shall present his/her accreditation card to receive head and trunk PSS.
- One LOC staff shall be in charge of instructing volunteers to distribute relevant size of head and trunk PSS and retain accreditation card which will be given back to the athlete upon return of the equipment after competition.
- Volunteers shall take athletes who received and put on equipment to the inspection zone for pre-match inspection.
- Staff Required: 6 LOC staff, 12 volunteers controlling the place, 12 volunteers checking and keeping accreditation cards, 12 volunteers in charge of distribution and return of equipment, 3 volunteers in charge of maintenance of equipment

■ Athlete holding and Inspection zone

- The LOC shall prepare athlete holding and Inspection zone at one place, located between equipment distribution area and entrance of competition hall.
- The LOC shall place sufficient sanitary gloves and nail clippers at the inspection desk.
- Inspection zone is the place in which the assigned inspectors undertake inspection of the athletes before entering into the Field of Play.
- In principle, male inspector carries out inspection for male athletes, while female inspector carries out inspection for female athletes.
- Inspectors shall check equipment and uniform as instructed.
- Volunteers shall guide athletes to the athlete holding area after completion of inspection.
- Equipment Required: 6 desks, 12 chairs, metal/magnetic detectors, disposable gloves
- Staff Required: 2 LOC staff, 4 inspectors, 4 assistants.

[Example of the Inspection Zone in Warm-up Area]



■ Athlete Holding zone

- The LOC shall prepare athlete holding and Inspection zone at one place, located between equipment distribution area and entrance of competition hall.
- Athlete holding zone is the place in which the athletes who have completed inspection wait to have their match called.
- Only one athlete, one coach (or trainer) and one team doctor from one team are allowed to enter into Field of Play.
- Responsible LOC staff shall send the athlete to the Field of Play upon calling from competition operation desk.
- Equipment required: 6 desks, 12 chairs for volunteers, 30 chairs for athletes.

C. Athlete Facilities

LOC shall provide appropriate facilities for the exclusive use of athletes at the venue as set out below.

- Signage: Appropriate signage shall be posted outside each room.

■ Changing Room

Quantity	Total Surface(m ²)	Equipment / Item	Quantity
2 each (Male and female respectively)	32	Shower	10
		Toilet	4
		Clothes hangers	8

■ Medical Room

Taking into account the nature of taekwondo sport as a contact sport, it is mandatory to take relevant measures to ensure safety of athletes.

In its commitment to organize an international taekwondo event, the LOC shall ensure to have the medical room, staff and medical equipment needed to care for the injured.

The LOC shall install at least one medical room near the competition venue, which shall be bigger than 16 square meters.

The LOC shall equip the medical room with followings

- First-aid, medicine and equipment
- 2 Massage tables

Further details of medical staff and equipment are specified at [“FA 8.2. Medical Service”](#) section.

D. Doping Control Station

The LOC, in consultation with the World Taekwondo Anti-Doping Coordinator, shall set up a doping control station at the Competition Venue for in-competition doping test and organize sample collection by and transportation for the Doping Control Officer (DCO) in cooperation with the National Anti-Doping Organization (NADO).

Details on Doping Control process are specified in [“FA 1.7. Doping Control”](#) section.

E. Technical Official Facilities

The LOC is requested to provide, at its own expenses, working rooms and resting areas to the Technical Officials in the venue. All facilities shall be operated for the duration of the event.

In general, Technical Officials are composed of

- Technical Delegate (TD)
- Competition Supervisory Board (CSB)
- Referees including Referee Chairman (IR)

The LOC shall provide certain facilities and equipment for the exclusive use of Technical Officials, as set out below.

Function Room			Furniture		Technology Equipment	
Room	Qty	Total Surface (m²)	Item	Qty	Item	Qty
TD room	1	12	Soft Padded Chair with Wheels	2		
			Unpadded Chair	2		
			Clothes hanger	1		
			Reception table	1		
			refreshments	1		
			Water Dispensers	1		
CSB room	1	12	Medium Folding Table	1		
			Unpadded Chair	4		
			White Board	1		
			Water Dispensers	1		
			Refreshments	1		
IR Lounge	1	20	Unpadded Chair	25	PDP TV 50"	1
			Refreshments	1		
			Towels	80		

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

2.3. Training Venue

Introduction

The training venue is the place where the accredited athletes practice before and during the Event.

The LOC shall prepare a training venue for the athletes within the competition venue or at an alternative location.

Person in Charge

Venue Manager shall ensure that setting of the competition venue meets the requirements the World Taekwondo provides

Competition Manager shall provide technical standard and other requirements regarding the venue for the competition

Descriptions

A. Equipment

In the training venue, following equipment and facilities shall be prepared.

- Taekwondo mats
- Stationary Bicycle
- Refrigerator
- Shower facilities
- Changing rooms

B. Operation Time

Operation time of the Training Venue shall be set in consultation with World Taekwondo and the detailed plan shall be included in the operational plan

C. Training Session Allocation

The LOC shall develop a plan for allocating training sessions and inform the participating teams of their training sessions during team registration.

Each training session shall be between 1 hour and 1 hour 30 minutes in duration depending on the size of training venue and the number of teams.

D. Transportation

The LOC shall provide the teams with transportation to and from the training venue. Further details of transportations are specified at [“FA. 4.2. Transportation”](#) section.



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

2.4. World Taekwondo Ad-hoc Office

Introduction

The LOC is requested to provide, at its own expenses, offices and resting areas to the World Taekwondo President, Secretary General and World Taekwondo staff.

Person in Charge

Venue Manager shall ensure World Taekwondo Ad-hoc office and satisfy the requirements World Taekwondo suggests.

Descriptions

A. Location and Period

- At the HQ Hotel: for the period from the arrival of the first World Taekwondo Staff until the day after the conclusion of the Event
- At the Competition Venue: for the period of the Event.

B. Equipment

The LOC shall cover all the costs for these offices, including room, internet and provision of equipment, including but not limited to computers and printers, facsimile, photocopier, stationary such as papers, and the cost for local calls.

C. President's office

- Total surface: Bigger than 32 m²

Item	Qty.
Desk with Drawers	1
Soft Padded Chair with Wheels	2
Unpadded Chair	4
Clothes hanger	1
Reception table	1
Refreshments	1
Water Dispensers	1

- Technology Equipment

Item	Qty. / Desc.
TV	1
Telephone	2
Internet	With a great quality of connection

D. Secretary General's office

- Total surface: Bigger than 12m²
- Furniture

Item	Qty.
Soft Padded Chair with Wheels	2
Unpadded Chair	4
Clothes hanger	1
Reception table	1
Refreshments	1
Refreshments	1
Water Dispensers	1

- Technology Equipment

Item	Qty. / Desc.
TV	1
Telephone	2
Internet	With a great quality of connection

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

3.1. Staff Recruitment and Training

Introduction

The LOC shall recruit and train a sufficient number of staff with skills and experiences in the organization of sporting events and with English- language abilities.

Descriptions

A. The Local Organizing Committee (LOC)

The LOC shall recruit persons responsible for each functional area. Depending on the abilities of the team members recruited, it is possible for a person to be given several areas of responsibility.

For more detailed explanation and concept of the local organizing committee, please refer to the "[Ch 2. Local Organizing Committee](#)" section.

B. LOC Office

As the communication amongst all LOC members is vital, it is recommended to create a temporary office where all members are able to work together. The office shall be equipped with the required workstations, computers, printer(s), fax machine, etc. for the smooth cooperation and vital communication with a variety of stakeholders of the event

It is advised to create email accounts for the management within the LOC corresponding to the function.

An email account can be made for the following functions:

- Accreditation
- Registration
- Communications
- Marketing
- Transportation
- Accommodation

e.g.) accommodation@manchester2018wtgp.org

C. Competition Personnel

The LOC shall recruit and appoint the competition personnel for the competition operation. Detailed guidelines on job description of staff and volunteers working in the venue are set as below.

Location	Position	No.	Duties	Remarks
Within the venue	Competition Manager	1	<ul style="list-style-type: none"> - To control and check the overall operation of the competition - To assign and instruct staff and volunteers for the overall operation of the competition - To run the rehearsal for the competition operation one or two days before the tournament in the presence of the World Taekwondo Technical Delegate. And the rehearsal should be arranged so as not to disturb the International Referee Training to be held in the competition venue - To perform as a coordinator between the World Taekwondo and LOC regarding the competition-related issues - To train competition operation staff and volunteers - To coordinate with result distribution team to deliver the competition results at the designated places on time - To coordinate with World Taekwondo and anti-doping officers 	Full Time
	Venue Manager	1	<ul style="list-style-type: none"> - To set up the venue according to the Operational Manual and the Technology Manual - To assist the World Taekwondo for any matters related to the venue 	Full Time
Operation Desk	LOC Competition Manager	1	<ul style="list-style-type: none"> - To coordinate and communicate with competition operation staff in various areas to run the tournament on time - To train competition operation staff and volunteers - To coordinate with result distribution team to deliver the competition results at the designated places on time - To coordinate with World Taekwondo and anti-doping officers 	

	Announcers	2	<p>Capable of speaking fluent English, and at least one of them must be capable of speaking the native language of the host nation</p> <ul style="list-style-type: none"> - Announcement during the competition, including calling of athletes to each court, brief introduction of athletes' career, other notices inside the Field of Play (FOP), etc. English comes first and then follows the native language. - Presenting the competition results, etc., upon the instructions of the Competition Manager 	Announcers required to be knowledgeable in the rules of the sport of taekwondo
	Results management	4	<ul style="list-style-type: none"> - To compute the competition results into the computer system after validation of the result by the Technical Delegate - Print out the full competition results of the pertinent day, upon the instruction of Competition Manager 	OVR Provider
	Assistant volunteers for results	4	<ul style="list-style-type: none"> - To assist results management staff in delivery and copying 	
Behind the operation desk	Messengers	4	<ul style="list-style-type: none"> - To get the competition results from the Recorder and update the competition result sheets - To place the sheets at the designated places <p>* HB and TV Department: as soon as the semi-finalists are confirmed.</p> <p>From the semi-final, the information of assignment of referees should be delivered to the TV Team</p>	Referee Assignment Desk, athlete waiting room, press room, entrance of the LOC office, entrance of each gate, etc.
LOC office	Result Distributors	4	<ul style="list-style-type: none"> - To receive the official competition results, print them out and distribute them to the WT officials, teams, press, etc. - To distribute the full competition results to the teams everyday ideally at the registration center 	Updated results should be distributed to WT Office, WT President Room and WT SG Room
Each court	PSS (Protector and Scoring System, head and trunk) Operators	6	<ul style="list-style-type: none"> - Operation of the electronic scoring system under guidance of scoring system company 	- To be trained by scoring system company

	Video technician and staff for IVR (instant Video Replay)	12	<ul style="list-style-type: none"> - Operating IVR cameras under instructions of IVR company - Uploading each match with scoring data to the WT Web TV during the after the Tournament (Dartfish technician) 	- To be trained by IVR company engineer
Warming up area	Athlete calling	6	<ul style="list-style-type: none"> - Calling the next competitors to fight and bring them to inspection zone 	Microphones and amplifiers required
Equipment distribution area	Equipment distribution staff	4	<ul style="list-style-type: none"> - Distributing and collecting head and trunk PSS before and after the match as well as cleaning equipment between uses. 	
Inspection desk	Assistant to International Referees	2	<ul style="list-style-type: none"> - To assist WT international referees for athlete inspection 	
Athletes' waiting room	Escort to F.O.P.	8	<ul style="list-style-type: none"> - Upon the instruction of the chief of the athletes' holding area, prepare the picket of the pertinent nation and enter/leave the court with the contestant, coach and team doctor 	Two (2) pickets for one country should be prepared.
Behind the court	Cleaners	2	<ul style="list-style-type: none"> - To ensure the cleanliness of the court following instructions of Competition Manager 	
Doping control station	Doping Control Staff	2 + 2	<ul style="list-style-type: none"> - One (1) man and one (1) woman; Two (2) Doping Control Officers (DCOs) from NADO (National Anti-Doping Organization) - To have the list of contestants selected for in-competition doping tests and to escort the pertinent contestant to the doping control station after the awarding - Doping station for collecting samples for men's and women's use, respectively 	- In coordination with WT Anti-doping Coordinator
Medical desk	Medical Staff	10	<ul style="list-style-type: none"> - At least two (2) Medical Doctors should serve as Commission Doctors - Two (2) nurses or medical staff to stand by with Commissioned Doctors at the medical desk - Two (2) medical staff or physiotherapists standing by at medical room for massage or taping - Relevant number of medical staff 	At least one gate of the competition venue should allow the access of the ambulance to right near one entrance of the Field of Play (FOP) in case of emergency.

			(4 or over) to carry stretcher and take athletes to ambulance - Commissioned doctors should have the detailed guidelines for emergency cases of athletes' knockout, etc.	
Head of team meeting room	Assistant Staff for Head of Team Meeting and Drawing of Lots	2	<ul style="list-style-type: none"> To assist the WT staff in charge of drawing of lots Photocopy draw sheets (match trees) and any other relevant documents and distribute them to the teams before and after the drawing of lots 	WT Sport Dept.
	Lot Drawing Operators	2	<ul style="list-style-type: none"> To operate the computer to record the results of the draw and to publicize the results on the screen by using the projector. 	- This role may be done by competition operation company
Security and access control	Security staff	20	<ul style="list-style-type: none"> The LOC shall be responsible to allocate pertinent security staff to ensure control of the access of the accreditation card holders according to the access zone indicated on their accreditation card. 	

D. Training

The LOC shall provide the appropriate training program to competition personnel. The LOC shall utilize the educational opportunities provided by the World Taekwondo for the entire event lifecycle. For more information, please refer to "[Ch 1. Introduction](#)", World Taekwondo Event Lifecycle.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual. The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date	Remarks
Submit the plan for assembling the team	1 year prior to the event	
Finalize the recruitment of full time position		
Finalize the recruitment of part time position		
Submit the final list of competition operation team member	1 month prior to the event	
Submit the training plan for competition	6 month prior to the event	

operation team.		
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3.2. Reports and Meetings

Introduction

In order to organize all the events to the same level and to guarantee that all events are executed in a consistent way, World Taekwondo has developed various documents (including this Operational Manual).

One of the most important documents is the Operational Plan and Evaluation Checklist made from the project review.

Person in Charge

All the levels and areas of managers shall be responsible for reporting their preparations and progress on each functional area.

Descriptions

A. Event Operational Plan (EOP)

The LOC shall make their own event operational plan based on the operational requirements and operational manual the World Taekwondo provides.

In principle, the LOC shall submit the updated Operational Plans as follows.

- First Operational Plan: 2 years before the event until 6 months prior to the event.
- Second Operational Plan: 6 months before the event until one month prior to the event.
- Final Operational Plan: On a weekly basis beginning a month before the event until the commencement of the event.

The World Taekwondo may also request updates on the status of preparations from time to time. You can find the sample format and structures of the operational plan at the ["Appendix 5"](#).

B. Site Visit

The World Taekwondo shall designate the Project Review team to liaise with the LOC on occasion of site visits.

The Project Review team and the LOC shall coordinate on all matters to ensure that the general regulations, pattern of organization, and spirit and tradition of the World Taekwondo are abided by.

■ Project Review and Visits

The Project Review team from the World Taekwondo shall visit the host city at least two times before the scheduled Event.

First visit may be made in conjunction with Event Debriefing and Orientation Meeting.

Second visit may be solely made with the purpose of a site inspection.

More visits may be deemed necessary by the World Taekwondo if, in the opinion of the World Taekwondo, the progress towards preparation for the Event is not satisfactory.

■ Cost

For each Coordination Committee visit, the LOC shall provide accommodation of room and board (three meals per day) for the Coordination Committee, which shall be made of up to a maximum of three (3) members.

The roundtrip economy airfare of all Project Review team members shall be provided by the LOC.

Additional visit may be arranged by agreement between the World Taekwondo and the LOC.

C. Progress Report

The LOC shall submit progress reports to the World Taekwondo on a regular basis. The LOC shall submit a report to the World Taekwondo Council during its meeting. The LOC shall submit an updated report on monthly basis beginning six months before the event until one (1) month prior to the event after which it shall submit a weekly report until the commencement of the event. The WT may also request updates on the status of preparations from time to time.

D. Event Debriefing

Event Debriefing is the extensive seminar program that will serve as a knowledge transfer meeting so that the next LOC could learn from the previous LOC.

■ Hosting an Event Debriefing

The LOC shall host the debriefing of the previous edition of the World Taekwondo event, by inviting the previous LOCs and other stakeholders including the World Taekwondo, Member National Association and media.

For this first debriefing, the LOC shall provide

- Debriefing venue in the host city and proper settings in consultation with the World Taekwondo.
- Accommodation for the two delegates each from the previous event's LOC and the World Taekwondo.

■ Participating in an Event Debriefing

Upon completion of the Event, the LOC shall participate in the second debriefing hosted by future events' LOCs for transferring the knowledge.

At this debriefing, the LOC shall present a summary of event organizational process and feedback by the participating Member National Associations to the questionnaires developed by the World Taekwondo

The LOC may distribute the questionnaires to each of the Member National Associations before the end of the Event in order to collect their feedback on the Event.

E. Final Report

The LOC shall draft and submit a Final Report of the event with both printed and electronic file format within one (1) month from the last day of the event. The LOC shall provide the high-definition photos of the event taken by the official photographer of the LOC to the World Taekwondo in an electronic format when the LOC sends the Final Report to World Taekwondo. A separate template of Final Report will be provided to the LOC for its reference. LOC is highly recommended to compose the Final Report based on the last operational plan before the event submitted to the World Taekwondo.

F. Impact Report

The World Taekwondo may carry out professional impact studies on the event which shall contain the statistics and impacts on economic, media, social media, sponsorships, sporting and social aspects.

The LOC may obtain professional impact report which will showcase positive impact on overall engagement and performance generated by preparing and delivering the World Taekwondo Events.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

3.3. Legal Affairs

Introduction

LOC's Administration functional area shall take a main role to monitor if the LOC abides by related rules, regulations and relevant documents and contract. The LOC shall closely cooperate with the World Taekwondo to ensure the fulfillment of the rules.

Person in Charge

Legal Manager is responsible for ensuring that the LOC abiding by related rules, regulations and relevant documents. Legal manager also shall deal with legal issues related to the preparation and operation of the event.

Descriptions

A. Related Documents

■ Host City Contract

Candidates awarded the right to host the World Taekwondo events have signed and submitted the Host City Contract ("HCC") to the World Taekwondo. The LOC and World Taekwondo shall ensure the mutual fulfillment and of the contract.

■ Rules, Regulations, etc.

Other documents that the LOC should make itself familiar with the following documents:

- World Taekwondo Statutes
- World Taekwondo Competition Rules and Interpretations
- World Taekwondo Event Operations Rules
- World Taekwondo Anti-Doping Rules
- World Taekwondo Medical Code

■ Competition Outline

The Outline for the competition provides detailed guidance on the application of competition rules, competition method, contest time and weight divisions.

World Taekwondo will develop and send out the outline in cooperation with the LOC.

B. Fundamental Guarantees

■ Support from the Local Government

The LOC must have submitted the copy of the letter from the host city to guarantee its full support for the success of the Event organized by the LOC at the bidding stage.

The LOC must give a full effort to ensure that guarantee from the host city remains valid until the end of the event.

If the LOC did not submit the guarantee letter yet, this shall be submitted by the time designated by the World Taekwondo prior to the event.

■ Entry Visa Issuance

No World Taekwondo Member National Association ("MNA") shall be barred from entry to the host country under any circumstances.

In this regard, the LOC must secure assurances of the full support and cooperation of the host country government, which is paramount to the successful organization of the Event.

The LOC shall do its best to provide fast visa issuance process for the participating teams by providing LOC invitations and, if necessary, provide letters from the Foreign Affairs Ministry or equivalent government body, to the participating teams for their visa applications, which includes but not limited to followings.

- Visa Issuance Letter: LOC shall develop application form for visa invitation letter to be sent out to MNAs in the invitational package to fill out and return to LOC to issue visa invitation letter.
 - The application form shall contain the following requirements.
 - Family name as shown in passport
 - Given name as shown in passport
 - Position
 - Date of birth
 - Nationality
 - Passport No.
 - Passport issuance date
 - Passport expiry date
 - Passport size photo
- Landing Visa: In principle, The LOC shall not issue landing visa for the participants. Participants shall request to obtain entry visa in the embassy in their country or nearby.

In case there is no embassy located in the pertinent or nearby country, the participants may request for issuance of landing visa to the LOC. Only in this exceptional case, the LOC must do its best to issue landing visa to such participants.

C. Compliance

The LOC shall ensure that all of its activities comply with any and all applicable laws, rules and regulations and that all precautions, statutory, legal and/or regulatory requirements are satisfied and the relevant and necessary approvals, grants, consents, authorities, clearances and licenses obtained from the necessary authorities to enable the Event to take place.

In particular, the LOC shall ensure that the Venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied and the relevant and necessary approvals, grants, consents, authorities, clearances and licenses obtained from the necessary authorities (including all relevant health and safety certificates and liquor licenses) to enable the event to securely take place.



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

3.4. Finance Management

Introduction

The financial arrangements regarding budget, sponsors, spending, invoicing are all up to the LOC to decide and arrange.

Person in Charge

Finance manager is responsible for managing budget and monitoring LOC's account.

Descriptions

A. Accounts Monitoring and Audit

The LOC shall control over the expenditures and the accounting. Cash balances (in hand or at the bank) must be checked regularly and compared to the accounts to ensure it corresponds.

A proper account manager must be appointed for the book keeping and for the cash management. The Account Manager must account for any irregularity.

An audit shall be conducted after the event to ensure that the books are properly closed, that nothing remains pending and that everything is accurate.

B. Approval of Expenditure

Any expenditure must be approved before it occurs. In this principle, any purchase order must be approved before the purchase is made.


During the payment process, all the expenditures must be matched with an approved purchase order to ensure their accuracy.

C. Finance Responsibilities

Details of the financial responsibilities are written in the Operational Requirements, Operational Manual and Host City Contract in order to give clear directions on the expectations.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.



The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.1. Entries & Registration

Introduction

The purpose of accreditation is to identify people and their functions during the event and allow access to identified zones to perform their roles. Thus, accreditation ensures the working areas to be safe, orderly and to keep unauthorized persons out of secure zones.

The LOC shall work with the World Taekwondo Global Membership System (GMS) Team to assist with the online tool and any administrative work concerning the registration of participants, including the distribution of documents, event souvenirs, and various related event paraphernalia to accredited participants as well as issuance and distribution of Participation Certificates for all members of the participating teams.

Person in Charge

The LOC shall designate the person in charge of accreditation system and registration.

Basically, all the registration processes must be done using the World Taekwondo Global Membership System (GMS). GMS allows Member National Associations to register their athletes and its officials (i.e. coaches, trainers, doctors, MNA guests, etc.) for the event.

The LOC shall work with the World Taekwondo Global Membership System (GMS) Team to assist with the online tool and any administrative work concerning the registration of participants.

Descriptions

A. Entries

Participations registration shall be completed only online through the World Taekwondo online system (GMS). The GMS Team will provide admin access to the OC so they can see LIVE event registration and other reports (e.g. Payment) at any time.

B. Entry Fee

Entry Fee revenues shall be shared between the World Taekwondo and LOC on a 50:50 basis. The LOC is responsible for ensuring all funders are collected and the options for collection of fees can be a combination of 1) Online by credit card through GMS 2) Paid by bank transfer to OC bank account 3) Cash onsite to OC assigned staff at registration centre prior to start of competition.

- Details on entry fees are shown in the Competition Outline sent to all Member National Associations as well as in the GMS when registering. Participating national teams may transfer their entry fees via online banking and shall be responsible for covering any applicable fees on top of the entry fees.
- It is the responsibility of the national teams to ensure that the LOC receives the full entry fees. National teams that have not paid in full shall be required to pay up during registration at the registration center(s).
- The amount of entry fee is decided by the World Taekwondo.

C. Accreditation

Accreditation cards shall be issued by World Taekwondo GMS team in cooperation with the LOC under accreditation guidelines of the World Taekwondo. Accreditation shall be strictly controlled by the World Taekwondo.

- The LOC shall abide by the accreditation guidelines including the categories of accreditation cards, which shall govern the issue of accreditation.
- The LOC shall be responsible to allocate pertinent security staff to ensure controlling of the access of the accreditation card holders according to the access zone indicated in their accreditation card.
- The LOC shall get approval for issuing accreditation cards for its purposes in consultation with the World Taekwondo. In particular, the number of A-category cards that can be issued on behalf of the LOC shall be approved by the World Taekwondo.

[Sample Accreditation Cards]

WT

Philip COLES

WT Honorary Vice President

WT-10650046

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CHAMPIONSHIPS SCHEDULE
24/06 GRAND OPENING 16:00

AUGUST	PRELIMINARY ROUNDS	FINALS & SEMIFINALS
24 THU	M-54kg, F-46kg 09:00 - 14:00	M-54kg, F-46kg 19:00 - 20:30
25 FRI	M-74kg, F-49kg 09:00 - 12:30 14:00 - 18:00	M-74kg, F-49kg 19:00 - 20:30
26 SAT	M-68kg, F-67kg 09:00 - 12:30 14:00 - 18:00	M-68kg, F-67kg 19:00 - 20:30
27 SUN	M-58kg, F-53kg, F+73kg 09:00 - 12:30 14:00 - 18:00	M-58kg, F-53kg, F+73kg 19:00 - 21:15

24/08 GRAND OPENING 16:00

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<https://www.facebook.com/worldtaekwondomembership/>

WT PARTNERS

ORGANIZED BY

SPONSORED BY

Through acceptance of this accreditation, I consent and agree to comply with and be bound by all the rules of the WT, and consent to be filmed, televised and photographed, identified and otherwise recorded during this event for broadcasting and other purposes for promotion of the event by the WT or the Organizing Committee. I shall not hold the WT, Organizing Committee and Organizing National Association responsible for any damages, injuries and/or illnesses which may be suffered by myself during this event, arising out of, or in any way connected to, my participation in this event.

[Sample Guidelines on Access Levels]

Category	Positions	Determined by	Stand	1 2 3 4 5				
				Field of Play	IR Room	VIP Lounge	Media Area	Athletes Training Area
A	WT President, Vice Presidents (VP), Secretary General (SG) / LOC President, SG/ Organizing MNA (OMNA) President, SG	WT, LOC, OMNA	VIP Stand	O	O	O	O	O
A-1	A's Accompanying Guest	WT, LOC, OMNA	VIP Stand	X	X	O	X	X
OM	IOC, ASOIF, SportAccord, Ifs, OCOGs and Presidents, SG of NOC	WT	VIP Stand	X	X	O	X	O
B	Council member of the WT (including IOC members among Council members and Treasurer), WT Auditors and SG of Continental Union	WT, CU	VIP Stand	X	X	O	X	O
B-1	B's Accompanying Guest	WT, CU	VIP Stand	X	X	O	X	X
NF	MNA Officials including President, VP and SG	WT	VIP Stand	X	X	O	X	X
S	Sponsors	WT, LOC, OMNA	VIP Stand	X	X	O	X	X
C	Committee members of the WT, Technical Delegate, CSB member	WT, CU	VIP Stand	X	X	O	X	X
WT	Secretariat Staff	WT	VIP Stand	O	O	O	O	O
IR	International Referee	WT	-	O	O	X	X	X
FC	Head of Team, Manager / Head Coach	WT	Team Stand	X	X	X	X	O
FC (with 3)	Head of Team	WT	Team Stand	X	X	O	X	O
FO	Coach, Trainer, Team Doctor, Physiotherapist	WT	Team Stand	O+	X	X	X	O
F	Competitor	WT	Team Stand	O+	X	X	X	O
OCM	High ranking officials of the LOC	OC	-	Access to be determined by Chair of the LOC according to the roles				
OCS	Staff of the LOC, Operation (LOC-contracted technology companies)	OC	-	Access to be determined by Chair of the LOC according to the roles				
OCV	Volunteers	OC	-	Access to be determined by Chair of the LOC according to the roles				
WT TV	WT TV Team	WT	Press Tribune	O	O	O	O	O**
WT Video	WT Video Team	WT	Press Tribune	O	O	O	O	O**
EP	Exclusive Press (WT, LOC)	WT	Press Tribune	O	O	O	O	O**
P	Accredited Press	OC	Press Tribune	X	X	X	O	O**
Photo	Photographer	OC	Press Tribune	O*	X	X	O	O**
HB	Host Broadcaster	OC	Press Tribune	O	O	O	O	O**
TV-RH	TV/Radio rights holder	WT, OC	Press Tribune	O	X	X	O	O**
TV-NRH	TV/Radio non-right holder	WT, OC	Press Tribune	X	X	X	O	O**
G (with 3)	Guests invited by the WT, the LOC and the OMNA	WT, LOC, OMNA	Guest Stand	X	X	O	X	O**
G (without 3)	Guests invited by the WT, the LOC and the OMNA	WT, LOC, OMNA	Guest Stand	X	X	X	X	X

NOTE

"WT" should not indicate Nationality

Temporary pass for access to FOP to be handled by WT Secretary General or powered person.

In the event that someone has more than one position, he or she has to choose only one most appropriate category except the situation where a person has to perform as an athlete and coach.

O*: only designated areas within FOP / O**: only designated areas within training area and warm-up area / O+: only during competition of their athlete

Issuance of all types of guest cards shall be subject to approval of the responsible person from the WT, LOC and OMN. In case of sales of entrance tickets, the maximum number of G card can be agreed by and between the WT and the LOC.

D. Registration Center

The LOC shall secure World Taekwondo registration center at 1) hotel where or close to where majority of teams are staying and 2) competition venue (from 1st day of competition) in order to issue accreditation cards to all participants of the event. The location should be approved by the World Taekwondo GMS Team.

The registration center is the place in which the LOC operates access control to the competition venue. The effective implementation of accreditation system will ensure efficient venue operation during the event.

The World Taekwondo shall provide its accreditation guidelines to the World Taekwondo GMS Team and the LOC, including the categories of accreditation cards, which shall govern the issue of accreditation. The World Taekwondo GMS Team and the LOC shall provide the updated list of participants who have registered by accreditation category to the World Taekwondo at the end of each day's accreditation.

■ Location

The LOC shall ensure that the registration center is opened and operated at the venue or another place most convenient to the participating teams until the end of the event. The location is subject to approval from the World Taekwondo GMS team.

■ Function: the LOC shall ensure that the registration center functions as the place for the followings;

- Registration of including but not limited to the athletes, coaches, athletes support personnel and World Taekwondo Staff.
- Participating team's submission of their national flags and national anthems to the LOC.
- Distribution of competition results or any other info during the event.
- Printing out the Certificate of Participation for team officials and athletes and distribution of those certificates to the participating teams.
- Distribution of information for transportation of teams from hotels to the airport for their return home.

■ Operation

The LOC shall open the registration center four (4) days prior to the event starting, and keep them open until the end of the Event. The LOC shall decide the operating hours in consultation with the World Taekwondo. The operating hours may be adjusted depending on the team arrival schedules, for the maximum convenience of all participants. Following is an example from previous edition of the event. The detailed schedule shall be indicated in the operational plan.

When	Time	Where
Before the competition days	09:00-18:00	Registration Center near Athlete's village or hotel
During the competition days	09:00-18:00	Competition Venue

* The GMS Team will provide a separate GMS Technical Manual which will include a detailed list of equipment, supplies and staffing requirements to operate the World Taekwondo Registration Center.

■ Registration Process

Registration processes for team registration shall be made in the following manner.

- Head of Team checks and confirms personal data of the athletes and officials; this updated information immediately goes to the LOC staff in charge of AD card issuance for the printing of AD card. – World Taekwondo GMS-
- Head of Team settles down all financial obligation such as hotel payment, entry fee, etc. – LOC

- Head of Team is allocated training schedule of the team, and collects all materials provided by the LOC such as competition program, shuttle bus operation plan, souvenir, etc. – LOC
- Head of Team brings athletes and officials who may need to take photo for issuance of AD card. Those who have already sent their photos in electronic format to the LOC can wait in the AD card distribution section.
- Once all processes are finalized, athletes and officials should collect their own AD cards and certificate of participation after demonstrating their own identification.

■ World Taekwondo GMS Team office

- Total surface: Bigger than 16m²
- Furniture

Item	Qty.
Medium Folding Table	1
Unpadded Chair	8
White Board	1
Refreshments	1
Water Dispensers	1

- Technology Equipment

Item	Qty. / Desc.
Photo Copier	1
Internet (Wired & Wireless)	With a great quality of connection

E. Official Guidebook

Related to the registration, the LOC shall prepare and provide a handy guide to each team or participants at the time of their registration at the registration center.

The guide must contain some useful information about the event including;

- event schedule and locations,
- address and contact numbers of official hotels/competition venue/LOC and World Taekwondo office,
- shuttle bus operation plan between hotels and competition venue and between Headquarters Hotel and the other hotels.

The guide should also contain practical information, including;

- the official program,
- floor plan of competition venue,
- information about the history, cultural activities, services,
- security information and guidelines, and
- any other information of the host city and country.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.2. Ground Transportation

Introduction

The LOC shall be responsible, at its own expenses, to provide local transportation to all accredited officials, athletes and guests as the transportation during the event is a crucial factor in determining the success of the event.

Operation plan for the transportation shall be developed by the LOC and approved by the World Taekwondo.

Person in Charge

Transport manager shall prepare the planning of general transportation flow and scheme for smooth event operations.

The recruitment and training of necessary personnel, including effective planning, should be made prior to the event. The training of the personnel, particularly the drivers of private vehicles, in all locations, routes and drop-off points is paramount.

Descriptions

A. Port of Entry pickup/drop off for Athletes and Team/MNA Officials

The LOC shall provide necessary transportation to the accredited athletes and officials of the participating national teams between the nearest entry point (international airport or other entry point) and the hotels.

B. Shuttles between accommodations and venue Port of Entry pickup/drop off for Athletes and Team/MNA Officials

The LOC shall provide shuttle buses to the teams between hotels, training venue and competition venue in addition the Registration Centers and training facilities during a period of five (5) days prior to and one (2) days after the Event unless explicitly requested by the World Taekwondo.

C. Shuttle Bus Operation

The LOC shall develop a shuttle bus operation plan based on the event schedule and obtain the approval of the World Taekwondo.

Shuttle bus timetable shall be posted on the official hotel and distributed to the participants during team registration. The LOC shall set up an information desk at the official hotel to assist transportation arrangements for all participants.

Shuttle buses shall operate between the places of the venue, training venue and hotel unless otherwise the pre-arrangements were made by the teams.

During the tournament period, the first bus must arrive at the venue by no later than 90 minutes before the start of the competition. Shuttle buses must be operating at least two times during the competition, and the final bus shall depart from the venue after completion of all events.

D. Shuttles Schedule

Frequency of operation shall be discussed between the World Taekwondo and the LOC, and must be sufficient to satisfy the reasonable needs of the teams and officials.

As a minimum expectation, during the competition period, the first buses shall arrive at the venue by no later than 90 minutes before the start of competition.

Shuttle buses shall operate at least two times in the morning (including the first departure) and another two times after the conclusion of the day's competition.

The final bus shall depart from the venue to the hotel after completion of the daily competition and/or opening ceremony, medal and/or closing ceremony.

The shuttle bus operation schedule shall be distributed to the teams at the registration center and shall also be posted at all hotels and competition venue for the teams on noticeable places.

E. Volunteers

English-speaking volunteers must take on board in official team buses to help coordinate with the teams.

F. Designated transportation

The LOC shall provide, at its expenses, designated transportation as follows. These transports must be operated from the date of arrival and until the departure.

The list of officials and schedule will be notified to LOC two (2) weeks prior to the tournament.

The LOC shall provide following vehicles to the World Taekwondo.

Positions and Estimated No. of People		Required No. of Vehicles	
World Taekwondo President	1	1	One passenger car with driver & escort for exclusive use
IOC Members and distinguished guests	3	3	Three passenger cars with drivers & escorts for exclusive use
World Taekwondo Secretary General	1	1	One passenger car with driver & escort for exclusive use
Technical Delegate	1	1	One passenger car with driver
Designated mini-van for staff	20	2	Two minivan (10-seater) with drivers
Council members, Auditors, media and others (excluding IOC members, President, SG and Vice Presidents)	28	TBD*	Three mini vans (10-15-seater) with drivers
Competition Supervisory Board (excluding TD)	4	TBD*	One small bus or minivan with driver
International Referees	50	2	Two coach buses with drivers for exclusive use
Technicians for PSS/IVR/OVR	10	TBD*	One minivan (10-seater) with driver (Bigger transportation might be required on the set up day and the final day)
World Taekwondo Sponsor	4	TBD*	One passenger car with driver
Accredited Press	10	TBD*	One minivan (10-seater) with driver

World Taekwondo Photo & Video Team	6	TBD*	One minivan (10-seater) with driver
Participating teams	TBD	TBD	Designated bus & escort for each

* Transport sharing service may replace the designated transport system for these categories.

The LOC can change between the minivan and bus types as long as the capacity for each specified group of people is met.

The requested vehicles shall be provided from the date of arrival of the pertinent persons to one (1) day after the last day of competition.

If guests request exceptional services and long-distance travel, the driver shall have to obtain the LOC's authorization.

In the case of exclusive use of the cars, especially for the World Taekwondo President, the World Taekwondo Secretary General and the VIP Guests, the LOC shall ensure that the cars are reserved throughout the entire duration of their stay.

The LOC shall ensure that the designated drivers are on stand-by throughout the reservation period of these cars. The LOC must designate one (1) English-speaking volunteer to be on board in each transport prescribed in the table above.

The requested vehicles shall be provided from the date of arrival of the pertinent persons until one (1) day after the last day of competition. If guests request exceptional services and long-distance travel, the driver shall have to obtain the LOC's authorization.

G. Transportation Plan

The transportation plan shall be provided to World Taekwondo officials, referees, team delegates, at the Headquarters Hotel, at the participating teams' hotel, and all information desks, and the information shall be posted on the board at the venue, and the LOC and World Taekwondo offices.

H. Parking arrangements

Parking arrangements must be provided for the following locations:

- Airport
- Hotels
- Competition and/or Training Venues
- Any other locations to be used (e.g. Weigh-In, Technical Meeting, Competition Draw, etc.)

The parking space required will depend on the number of people to be transported and hence the number of vehicles to be used. It is the responsibility of the Transport Manager to ensure sufficient parking spaces are available for the event vehicles.

Should there be difficulties in arranging the parking at the locations to be used for the event, other provisions must be made to ensure there are spaces available nearby.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual. The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.3. Arrival and Departure Service

Introduction

The LOC shall take relevant measures to provide all participants with information and arrival services.

Person in Charge

Transport manager shall prepare the planning of general transportation flow and scheme for smooth event operations.

Descriptions

A. Transportation Reservation Service

The LOC shall designate a person in charge of reservations and provide a service to assist in the confirmation of, and in the case of modification to, participants' travel arrangements.

In addition, the LOC shall provide additional service to provide updates on the accommodation and transportation status of all teams and event officials.

B. Airport Pick-up Service

The LOC shall provide transportation to all accredited persons between the airport or the nearest entry point and the official hotel.

Transportation service for the arrival and departure may be operated four (4) days prior to the tournament until two (2) days after the tournament unless otherwise specified and/or agreed by the LOC.

C. Arrival Service

The LOC shall provide a welcoming service at the international airport and other arrival points in the host city. This service shall also be provided at participants' hotels and the venue of the Event.

D. Logistics/Transportation Service

The LOC shall provide a service to ensure smooth execution of the host city logistics through constant communication with relevant authorities, and mapping and monitoring of traffic patterns and possible weather or other delays, which may affect the punctual arrival of all event participants, guests, spectators, contestants, referees, Technical Delegates, team and event officials, and VIPs.

■ Air Travel for Athletes and Officials

Except as provided herein, Athletes and Officials of participating national associations should cover their own air travel expenses and the LOC shall not be responsible for these expenses.

■ Air Travel for World Taekwondo Officials & Guests

The LOC shall be responsible to cover the air travel expenses for World Taekwondo (tickets or equivalent) as indicated below.

NUMBER OF TICKETS	POSITIONS
1	Secretary General
2	Directors General
1	Technical Delegate
4	Competition Supervisory Board (CSB) Members
2	World Taekwondo TV Graphic Officers
1	World Taekwondo Official Photographer
1	World Taekwondo Official Videographer
5	World Taekwondo Operation Staff
3	GMS team members

Unless otherwise agreed, the World Taekwondo shall arrange its air tickets and the LOC shall reimburse.

If the LOC must arrange air tickets, the LOC must notify to the World Taekwondo at least three (3) months prior to the start of the Event and the itineraries and flights must receive prior approval from the World Taekwondo.

The LOC may pay lump-sum amount for airfare as long as the amount is agreed by the World Taekwondo.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.4. Accommodation

Introduction

The LOC shall provide a range of hotels suitable for the hosting of a Competition.

The LOC shall make available at least three different categories of hotels (5-star, 4-star & 3-star) for participants and team officials at such reasonable and affordable rates that the LOC proposed in the bidding process.

Person in Charge

The accommodation services must be managed by the Accommodation Manager from the LOC.

All hotels used for the competition must have contact with the Competition Manager.

The Accommodation Manager must establish the following:

- Contact person in each hotel (this must be a hotel personnel)
- Have the current accommodation list for all the hotels used for the event
- An effective working relation with the Transportation Manager

Transport Manager to make sure all the transport arrangements reflect on the accommodation arrangements.

Descriptions

A. Distance

All hotels shall be within reasonable travelling distance (preferably within walking distance), i.e. within 30 minutes travelling time between the competition and training venue and the hotels by customary transportation methods.

B. Capacity

The hotels, at any one time, shall be capable of housing 800 to 1,200 people, with each room containing two or at most three beds.

C. Room Rates

The choice of hotel(s), featuring reasonable rates that include corporate rates, must be approved by the World Taekwondo. Increases in rates over 10% must be receive prior written approval from the World Taekwondo.

D. Selection Process

- The World Taekwondo will provide the LOC with the preliminary hotel requirements for both the Headquarters Hotel and other hotels prior to the start of the Event in due time.

- The final list for hotel reservation, along with the names and dates, shall be sent to the LOC at least two (2) weeks prior to the start of the Event
- The World Taekwondo reserves the right to change any details regarding specific reservations prior to the start of the Event; however, the World Taekwondo shall provide any requests for changes of the reservation no later than two (2) weeks prior to the start of the event.

E. Accommodation Period

The LOC shall secure accommodation facilities (hotels), which shall be ready to accommodate the participants and officials from six (6) days prior to the first day of competition until one (1) day after the Closing Ceremony.

If any participant needs a room for additional days, the LOC shall make best efforts to assist in the request.

F. Hotel Information

The LOC shall send all information related to the accommodations to participants and officials with the necessary reservation request forms. The LOC may appoint an agency to handle the reservations and all financial matters related to the accommodations. The LOC shall arrange with the hotels that all incidentals, excluding the room, breakfast, internet access and all taxes, will be the responsibility of the participants and officials.

G. Services

The hotel for the World Taekwondo event shall have the following services:

- Internet access
- Catering services
- Fully equipped reception
- Conference room(s) for a large group of people
- Office space(s)

H. Headquarters Hotel

At least one hotel shall be designated as the official hotel for the World Taekwondo (Headquarters Hotel).

The Headquarters Hotel shall be at a minimum a high quality four-star hotel, which shall accommodate

- World Taekwondo Officials (World Taekwondo Council Members, including the president, vice presidents, secretary general and treasurer, and the World Taekwondo Auditors)
- World Taekwondo staff

The Headquarters Hotel may also accommodate presidents and secretaries general of World Taekwondo Member National Associations and Continental Unions, VIPs invited by the World Taekwondo, and also serve as a hospitality and meeting center for all delegates.

The World Taekwondo Flag shall be flown at the Headquarters Hotel for the duration of the Event. The LOC shall inform the World Taekwondo of the size requirements for the flag no less than 10 days before the start of the event.

The LOC shall set up an information desk at the Headquarters Hotel and at least three (3) volunteers who can speak English should be positioned at the information desk to assist the World Taekwondo families for transportation and/or any other assistance deemed necessary.

Free Internet shall be provided in all the rooms for the World Taekwondo.

Accommodation guide shall be included in the invitation package.

[Example of the Accommodation Guide]



ACCOMMODATION GUIDE




QUINTA REAL PUEBLA DOWNTOWN

Puebla's Quinta Real hotel has beautiful elements that shape the rooms and spaces, allowing the guest to appreciate the excellence of the materials, such as stone and stucco, shaping each arc and fountain that can be appreciated almost in their original state.

CATEGORY	Luxury				
ROOMS AVAILABLE	84				
DESCRIPTION	<ul style="list-style-type: none"> • 2 Restaurants • 1 Bar • Gym • Office spaces • Event rooms <p>Strategically located on Puebla's downtown, 30 minutes away to the Airport.</p>				
ADDRESS	7 Poniente N° 105 Centro Histórico Puebla, Puebla				
RATES (USD)	<table border="1"> <tr> <td>Single</td> <td>\$ 224.00</td> </tr> <tr> <td>Double</td> <td>\$ 240.00</td> </tr> </table>	Single	\$ 224.00	Double	\$ 240.00
Single	\$ 224.00				
Double	\$ 240.00				

*Rates include taxes

Code
L-01








one world one taekwondo

I. Accommodation Beneficiaries

The LOC shall provide complimentary accommodation of room and board (three meals per day) for all technical officials according to the following periods, with alterations depending on their flight schedules.

The World Taekwondo shall provide the LOC with the preliminary hotel requirements prior to the start of the Event.

The final list, along with the names and dates, shall be sent to the LOC at least two (2) weeks prior to the start of the Event.

The World Taekwondo shall provide any requests for changes of the reservation by no later than one (1) week prior to the start of the Event.

World Taekwondo shall notify the LOC of the number of required rooms.

■ Technical Officials

All technical officials, namely the Technical Delegate(s), Competition Supervisory Board members, and Technicians for PSS, OVR and IVR system shall each have his/her own room at the Headquarters Hotel.

■ World Taekwondo Secretariat

The World Taekwondo Secretariat staff shall also stay at the Headquarters Hotel to provide logistical assistance to the technical officials and the World Taekwondo Council.

■ Referees

The International Referees, except Referee Chairman, shall share rooms, with two persons per room, at the designated Referees' Hotel.

The chairman of the Referee Committee may stay at either between the Headquarters Hotel or the designated Referees' Hotel.

■ World Taekwondo TV Team / World Taekwondo Photo-Video Team/ World Taekwondo Demo Team

The LOC provide accommodation for the World Taekwondo TV Team, World Taekwondo Photo-Video Team and World Taekwondo Demo Team

■ Summary of accommodation requirement

The LOC shall provide accommodation for the following persons as indicated below.

Position	No. of room(s)	Remarks	Period
World Taekwondo President	1	Presidential Suite at HQ	-4 /+1
World Taekwondo Secretary General	1	Superior room at HQ	-5 / +1
World Taekwondo Director Generals	2	Superior room at HQ	-5 / +1
Technical Delegate	1	Superior room at HQ	-5 / +1
5 World Taekwondo Staff	5	Standard room at HQ	-5 / +1
3 World Taekwondo GMS team members	3	Standard room at HQ	-5* / +1
2 TV Graphics staff members	2	Standard room at HQ	-5 / +1
4 CSB members (excluding TD)	4	Standard room at HQ	-5 / +1
Official Photographer and videographer	2	Standard room at HQ	-5 / +1
50 International Referees	25 twin rooms	At the designated hotel for referees	-5 /+1
World Taekwondo delegates (orientation & project review)	3 (2 times)	Standard room at HQ	2 days

* Rooms for WT GMS team members shall be provided from two days before the first day of onsite registration.

The LOC shall secure accommodation for the following persons as indicated below.

Position	No. of room(s)	Remarks	Period
IOC Members and distinguished guests	3	Junior Suite at HQ	-4/+1
World Taekwondo Council Members and Auditors except President, Secretary General and IOC Members	32	Standard room at HQ	-4/+1
PSS / IVR / OVR	Max. 10	Standard room at HQ	-5 / +1
World Taekwondo TV team	5	Standard room at HQ	-5 / +1

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.5. Food & Beverage

Introduction

During competition days the LOC shall prepare lunch, dinner, and beverages at the venue or at restaurants near the venue for World Taekwondo officials, staff, non-technical officials, sponsors, guests and technical officials.

Person in Charge

Competition Manager and Accommodation Manager should arrange food services for the staff and volunteers at each area during the event dates.

Competition manager shall build a plan for meal distribution in the case of intensive competition schedule.

Descriptions

A. For the World Taekwondo Officials/Staff, Non-Technical Officials, Sponsors, Guests

During competition days the LOC shall prepare lunch, dinner, and beverages at the venue or at restaurants near the venue for World Taekwondo officials and staff, non-technical officials (including the TV team) VIP guests and sponsors and promotion partners.

With regards to dinner, it is preferred for the LOC to prepare light snacks and not full dinner at the venue.

B. Technical Officials and Technicians

Technical Officials and Technicians include Technical Delegate, Competition Supervisory Board members, Competition Management Officials, International Referees and technicians for PSS (head and trunk PSS), IVR, OVR, GMS and World Taekwondo TV Team etc.

Technical officials and Technicians shall be provided with snacks and drinks for their exclusive use at all times, in addition to three times meals per day, in the designated Technical Officials rooms such as Competition Supervisory Board room and International Referee room during the competition days.

The LOC shall set the closing time of all services of meals and drinks within two hours after the completion of each day's competition. With regard to dinner, it is preferred for the LOC to prepare light snacks and not full dinner at the venue. The Competition Supervisory Board members and International Referees shall be provided with snacks and drinks for their exclusive use at all times in the designated Competition Supervisory Board room and International Referee room during the competition days.

The LOC shall also set the closing time of all services of meals and drinks within two hours after the completion of each day's competition.

C. Catering

The LOC shall prepare, at its own expenses, lunch and beverages at the competition venue or at the restaurants near the competition venue during competition days for the Technical Officials, officials from World Taekwondo, LOC staff and volunteers and VIP Guests.

The LOC shall also arrange restaurants for the teams within or outside the venue during the Event.

The teams shall pay for their catering services.

D. VIP Lounge

The LOC will set up VIP lounge within the venue to provide hot, cold drinks and snacks. The access to VIP lounge shall be controlled by the LOC.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.6. Per Diems

Introduction

The LOC shall provide per diems to Technical Officials and Technicians, including the Technical Delegate(s), Competition Supervisory Board members, International Referees (including Review Jury), and others as specified in the Operational Requirements.

Person in Charge

Finance manager shall be responsible for planning and distributing per diems in an appropriate manner.

Other managers in all functional area shall actively communicate with the finance manager for the smooth distribution of per diem.

Description

A. Basic Requirements

The LOC shall provide per diem to participants in the amounts as provided below.

Position	No. of persons	Amount	Number of days to be paid
CSB (Including TD)	5	US\$100/person	During the competition days
International Referee	50	US\$100/person	During the competition days

** LOC shall sign a separate agreement with the pertinent company or team on the services for PSS (head and trunk PSS), GMS (online registration, issuance of ID cards, issuance of Participation Certificates), OVR (on-venue results), IVR (instant video replay) on the general conditions for their services.

B. Payment Method

Unless otherwise agreed in writing, per diems shall be paid in cash in US Dollars by the LOC to the recipients on the last day of the Event.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

4.7. Conveniences

Introduction

The LOC shall set up and provide the convenience facilities and equipment for smooth operation of the event.

Person in Charge

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

The LOC shall notify the World Taekwondo of the information on a person in charge of this functional area by submitting the operational manual.

Descriptions

A. Local Mobile Phones

The LOC shall provide up to twenty (20) local mobile phones for temporary use by the World Taekwondo with the cost for local calls and the mobile internet paid by the LOC.

These mobile phones should be available for immediate use upon arrival of the World Taekwondo officials and staff and shall be returned by the World Taekwondo to the LOC at the end of the event.

B. Information Desk

■ Headquarters Hotel

The LOC shall set up an information desk at the Headquarters Hotel.

At least three (3) volunteers who can speak English should be positioned at the information desk.

The function and role of the information desk will include but not limited to following

- Provision of the general information
- Distribution of the Draw Sheet
- Distribution of the daily competition results
- Distribution of the transportation plan

■ At the airport

It is important to note the information desk at the airport is the first contact the LOC will have with the participants. Therefore, the organization of the information is crucial to give a good first impression of a well-organized event.

Depending on the airport opening times, there should be a dedicated information desk outside of the terminal arrival area (after baggage collection and customs) and if there is more than one terminal for arrivals, there should be one information desk outside each terminal arrival area.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

5.1. Official Meetings

Introduction

Official meetings are the official World Taekwondo-organized meetings associated with the event other than technical meetings. World Taekwondo may hold World Taekwondo Executive Meeting and other meetings and the LOC shall provide assistance with arranging and holding the meetings.

Person in Charge

Meeting Manager is responsible for communicating with World Taekwondo and ensuring that all the requirements for the official meeting are delivered. He/she is also responsible for securing venue, meeting equipment and so forth. Also, at least five (5) to ten (10) volunteers for all official meetings are required.

Description

A. World Taekwondo Executive Meeting

■ Meeting Date

Typically, two (2) days prior to the Event, the World Taekwondo will organize a World Taekwondo Executive Meeting, unless the World Taekwondo decides otherwise.

■ Financial Responsibility

The LOC shall be responsible, at its expenses, for the provision of the rooms and all services for the Executive Meeting.

■ Venue Setting

The World Taekwondo Executive Meeting shall be conducted at HQs hotel in a boardroom-style room with a capacity of approximately 20 people.

The LOC shall ensure that the World Taekwondo check and set up the meeting room on the evening of previous day of the executive meeting.

■ Equipment

The meeting venue shall include equipment such as an audio-visual system, beam projector, and screen.

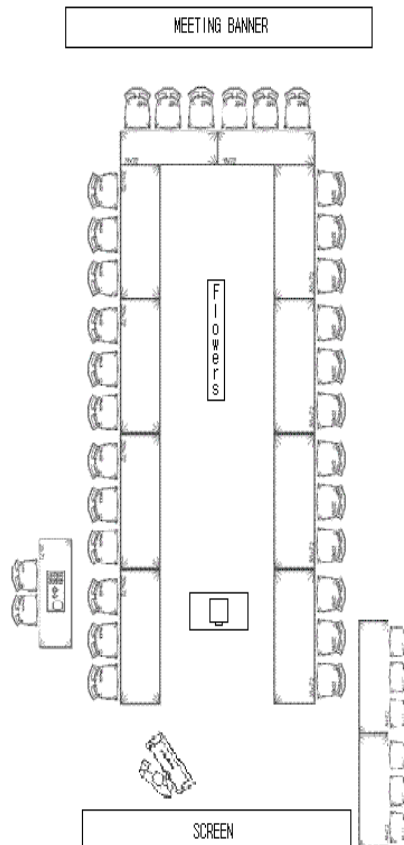
Equipment	Descriptions (Quantity)
Head Table	4 pax
Chairs (Head Table)	4
Side Tables (12 pax)	6 pax + 6 pax at each side
Chairs (Side Tables)	6 pax + 6 pax at each side
Extra chairs for personal interpreters	4
Audio-visual system	1
Big Screen	1

LCD Projector & Cable	1
Laptop Computer	1
Settings for foyer of meeting room for presenters	Few Small tables and 3 or 5 chairs

■ Detailed requirements

- The entrance of the room shall be located at the opposite end of the head table.
- All tables shall be covered with white table clothes.
- A “skirt” will cover the front and sides of the tables all the way down to the floor.
- Notepads and pens on the tables for the members and the tables for World Taekwondo staff.
- Side tables for mineral water, coffee, tea and snacks at one corner of the meeting room or in the foyer if the space of the room is not enough. This shall be prepared about 30 minutes before the meeting starts and be refilled approximately two (2) times until the end of the meeting.

■ Layout and photos (Sample)



B. Other Meetings

In case the World Taekwondo holds any other meetings, the World Taekwondo will cover the cost while the LOC cooperates for arrangements.



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

5.2. Ceremonies

Introduction

This guideline outlines the general practices and protocols of the ceremonies taking place during the Event.

The ceremonies taking place during the Event are as follows.

- Medal Ceremony

Person in Charge

Ceremony Director or other person in charge is responsible for organizing all the official ceremonies and operating related human resources in cooperation with human resource management director.

Description

The LOC must follow general protocol of the World Taekwondo on ceremonies and submit the ceremony operation plan to the World Taekwondo in advance.

The LOC shall, at its own expense, produce and prepare various prizes, certificates and materials for the ceremonies in strict compliance with the guidelines of the World Taekwondo.

A. Medal Ceremony

In principle, medal ceremony shall be held on the day of competition, but the time can be adjusted by the World Taekwondo in consultation with LOC, if necessary.

■ Presenter

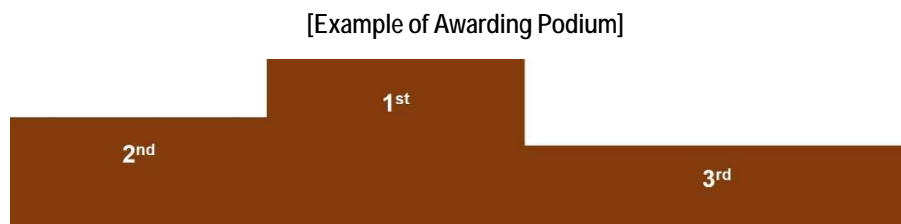
The World Taekwondo shall decide presenters for medal, flower and etc.

■ Awards

The design and wording of medals and trophies shall be developed by the LOC and produced with prior approval from the World Taekwondo.

■ Podium

Awarding podium shall be prepared by LOC with the following shape.





■ General Protocol

- Announcement of the commencement of medal ceremony by MC
- Entrance of the escort, presenters and medal winners (medal winners stand behind the awarding podium)
- Introduction of presenters for medal and prize by MC
- Calling the name and country of the 3rd place winners then awarding of medal, flower, etc. respectively
- Calling the name and country of the 2nd place winner then awarding of medal, flower, etc. respectively
- Calling the name and country of the 1st place winner then awarding of medal, flower, etc. respectively
- Photo session; Play of music and compliments by MC
- Awarding prize money and certificates for medal winners by LOC staff in charge

■ Staff and Volunteer

The LOC shall be responsible for preparing for the following staff, volunteer and materials to manage medal ceremony

- LOC staff in charge of awarding materials (1 person): This person shall bring all the materials required for the medal ceremony and hand over to the persons in charge such as awarding material carriers.
- MC (2 persons; one in English and one in native language of host country): MC shall lead the medal ceremony by announcing the beginning and ending of the ceremony, list of winners, list of presenters, etc.
- Athlete calling (3-5): This staff shall receive the final list of medal winners or prize winners from the operation desk and bring the pertinent medal winners and presenters to the holding area before start of the medal ceremony.
- Athlete holding and lining-up (2-3): This staff shall make medal winners and presenters stand by at the holding area waiting for the call from the MC.
- Escorts (2): one for medal winners and one for presenters (The escort for the presenters should escort them from their seats to the podium and back to their seats after the medal ceremony.)
- Awarding materials carriers (3): one per each color of medal (gold, silver and bronze)
- Music playing (1): coordinate with sound engineers to smoothly follow the ceremony protocol

■ Materials

The LOC is responsible for preparing all relevant materials for the medal ceremony subject to approval of the World Taekwondo on the wordings and design of the materials except black belts. The required number and details of awarding materials are as follows.

Item	Number	Prepared by	Breakdown
Medals	32	LOC (under approval of WT)	LOC responsible for preparing 8 gold medals, 8 silver medals and 16 bronze medals
	3		A sample of each of the gold, silver and bronze medals to be donated to World Taekwondo for collection
Certificates for medal winners	32	LOC & OVR Provider	LOC responsible for issuance and handover of the award certificates to medal winners in cooperation with the OVR provider
Flowers and/or souvenirs	32	LOC (under approval of WT)	LOC responsible for preparing flowers and/or event souvenirs to be presented to medal winners during the medal ceremony
Black belts	32	WT to bring the black belts	WT responsible for preparing black belts to be presented to medal winners during the medal ceremony

■ Medal Design

The LOC is responsible to design medals and obtain approval of the World Taekwondo before producing. The basic wordings of medals are as follows.

- A. Title of the event: City name YYYY World Taekwondo Grand Prix Series
- B. Place (City name, Country name) and dates (TBD) embedded around the medal
- C. World Taekwondo logo & event logo
- D. Ranking: 1st place
- E. Weight Division: Men's under 45kg (for instance)

■ Medal Ceremony Video

For the medal ceremony, please refer to following link.



Moscow 2017 World Taekwondo GP Series 1 | https://youtu.be/XTlp_XmMaZI?t=2h11m40s

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

5.3. Protocol

Introduction

The World Taekwondo and the LOC shall develop and provide a comprehensive protocol plan in cooperation with the World Taekwondo.

Person in Charge

Ceremony Director or other person in charge of the protocol shall handle all protocol related issues.

Description

A. Protocol Plan

The World Taekwondo shall provide the list of protocol order based on the different categories of VIPs and Guests.

- The LOC shall ensure the arrangement of all local transportation, accommodation, escorts and interpreters, VIP package, and all other necessary assistance to support the World Taekwondo's protocol programs.
- The World Taekwondo shall provide the seating assignment of VIPs at the Opening and Closing ceremonies (if any) to the LOC. The World Taekwondo reserves the right to determine the seating assignment for VIPs.

In case of a conflict between the World Taekwondo and local protocol expectations, the World Taekwondo protocol requirements will be controlling.

B. Ticket Allocation

- The LOC shall reserve 30 premium seats for the World Taekwondo and its VIP Guests.
- In the event where tickets are sold, the LOC shall provide the following number of tickets and the same number of temporary VIP invitation cards for the World Taekwondo's use:
 - Fifty (50) 1st class tickets per day
 - One hundred (100) 2nd class tickets per day
 - At least one hundred (100) Invitation Cards per day for VIP seats

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

5.4. World Taekwondo Demonstration Team

Introduction

The World Taekwondo Demonstration Team travels all around the world and wherever they go people always love to watch them perform. They perfectly demonstrate the skill and athleticism of taekwondo and we want to maximize their potential to thrill and excite during the event.

The World Taekwondo Demonstration Team has performed at the London 2012, Rio 2016 Olympic Games and other occasions.

Person in Charge

Official Ceremony manager is responsible for arranging relevant time table and liaise with the World Taekwondo person in charge of demonstration team.

Description

A. Participation

Participation of the World Taekwondo Demonstration Team ("Demo Team") in activities related to the event is subject to a separate written agreement between the World Taekwondo and the LOC. If the Demo Team is to participate, the following shall be provided by the LOC

- 25 economy class round trip tickets
- Room & Board for 25 members
- Local Transportation
- Designated Driver & Volunteers
- Provision of the place of training and related logistics
- Arrangements of demonstrations outside the competition venue such as in the host city and/or nearby cities, including the required setup, at the LOC's expenses

B. Activities

The LOC shall prepare a list of potential venues/opportunities to utilize Demo Team Activities. This list should be submitted to the World Taekwondo for approval by no later than one month prior the event.

C. Logistics

The LOC shall be responsible to provide appropriate logistics and arrangements for the demo team at its own expense.

[Example of World Taekwondo Demonstration Team's performance]



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

6.1. Promotions

Introduction

The LOC shall give its best efforts to promote the event by conducting various PR and Promotional programs.

The LOC's promotional programs includes but not limited to the following

- Development of a web site
- Social media
- Outdoor advertisements
- Promotional activities on local cable and satellite TV, newspapers and radio.

Person in Charge

The Communications Manager should first plan the internal structure of the LOC's media operations, including the necessary staff.

The Communications Manager should also ensure the necessary cooperation between the Sport Department.

Lastly, the Communications Manager should work in close cooperation with the World Taekwondo Communications Department in order to ensure successful international promotion and coverage of the event.

Description

A. Website

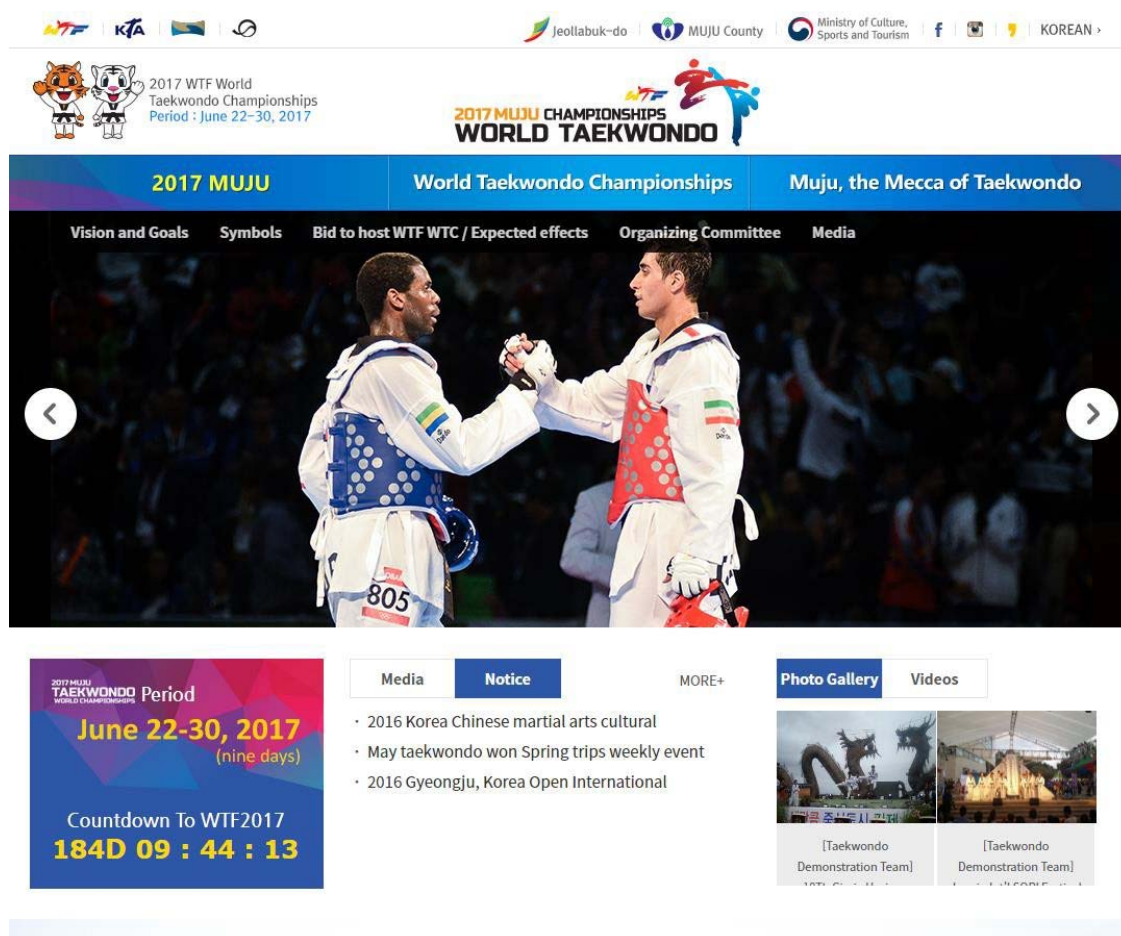
The Local Organizing Committee should create a website to promote the event and provide information to various target groups such as World Taekwondo Member National Associations, fans and the media.

It should therefore include information such as visa procedure, accommodation options, transport options, Competition Venues and their transport links.

All relevant information should also be forwarded to the World Taekwondo Communications Department for publication on the World Taekwondo website.

The LOC shall make this website appealing by including the latest taekwondo or other news regarding the event, as well as any photos or videos you have available.

[Example of LOC Website]



B. Social Media

Social media is increasingly gaining importance and is ideally suited to promoting sport competitions.

By setting up such social media page as Facebook, Twitter and Instagram, the LOC can publicize the World Taekwondo event to a much wider community and interact with your fans. You can also provide up-to-the-minute information.

When using such social media platforms, it is important to dedicate sufficient time and human resources. If handled correctly, they are an excellent and interactive means of communication and could save you time on enquiries via email or other channels in the long run.

In addition, the local press team should provide competition previews as well as daily news bulletins and flash quotes from athletes for use by media attending the event.

Volunteers (for example, journalism students) with press accreditation and access to the Mixed Zone can be used to collect flash quotes from the athletes at the end of each competition.

The daily news bulletins should also be sent to the World Taekwondo Communications Department for publication on the World Taekwondo website.

C. Local Agency

The LOC shall select (subject to the World Taekwondo's approval) and provide an agency company for the PR and Promotional programs.

The company should be available to work with World Taekwondo Communications Department three (3) months prior to the event, and contact information (e-mail and mobile phone number) must be provided.

D. Promotional Cost

The LOC shall cover all costs of these promotional activities.

The World Taekwondo shall be given the notice of these all activities in advance unless otherwise agreed in writing by the World Taekwondo.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

6.2. Media Service

Introduction

The LOC shall nominate a local press officer and a TV Media Manager and provide a press room and grandstands for the media and also abide by basic requirements this functional area suggests

Detailed checklist will be provided by World Taekwondo Communications Department at least three months before the event.

Person in Charge

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

The LOC shall notify the World Taekwondo of the information on a person in charge of this functional area by submitting the operational manual.

Description

A. Minimum requirements for the operation of the media room and grandstand (media tribune)

The Media room should accommodate at least 100 journalists, including photographers and International Broadcasters. The grandstand, or media tribune, should accommodate at least 50 journalists and be equipped with working tables.

At least 30 free internet cables should be installed with power extension cords for media room and media tribune. First and second line of the tribune should be accommodated for World Taekwondo invited journalists only. The internet should be accessed in the venue until 2 to 3 hours after the end of daily competition venue. A pigeon box and TV monitors shall be installed at the media room to show at least from semifinals. The LOC shall also provide free snacks, including drinks for journalists.

- Please make the press tribune close to the operation desk at the venue



B. The interview room or press conference room should accommodate at least 50 journalists.

The LOC shall consult with World Taekwondo Communications Department on its plan for joint press conference and briefings. At least two volunteers with a good command of English shall be allocated for the media room and media tribune respectively. The design and size of the backdrop shall be approved by the World Taekwondo Marketing Dept.

C. Accreditation

The LOC is responsible for the issuance of accreditation cards for the Media, including photographers, press, TV broadcasters, and internet media.

The LOC shall inform World Taekwondo TV Director on the accreditation status as it progresses, so that World Taekwondo TV Director may tell right holder TVs and non-right holder TVs, thereby instructing the LOC to issue appropriate categories and access zones for TVs.

The LOC's media accreditation plan must be submitted to the World Taekwondo press officer for approval at least two weeks prior to the event.

D. Media control

The number of cameras and positions, number of cameramen and photographers on the floor shall be controlled. The World Taekwondo Seoul Press Officer is in charge of the press and photographers. The Lausanne TV Director oversees the TV cameras and positions.

E. Photographer and Video Producers

The LOC shall designate at least one official local photographer and video producers. The World Taekwondo will have its own World Taekwondo photo and video production team. The LOC shall provide the World Taekwondo press officer with at least 50 (fifty) vests for the accredited photographers.

- Photo zone: Only the press wearing the vest should be allowed in the photo zone. Only the photographers wearing World Taekwondo Photo vest should be allowed to go more in front than other press during the award ceremony. Photographer vest should be produced and distributed by the LOC to all the media who have relevant accreditation. The LOC shall designate time and a location for the photographer to pick up their vests before and during the event.

F. Daily Briefings and Press Conferences

The LOC shall plan for briefings (daily) and press conferences. The program shall consist of followings.

- Production and distribution of competition results and other competition-related information to journalists.
- Updates on competition results immediately after the conclusion of matches on the LOC's official Web site.

[Press room and press conference]



G. Competition Results

The LOC shall provide for production and distribution of competition results and other competition-related information to journalists

The LOC shall update competition results immediately after the conclusion of matches on the LOC's official Web site

H. Volunteers

At least three English-speaking volunteers shall be positioned at the press room and the press conference room.

At least one English-speaking volunteer shall be positioned at the World Taekwondo press officer's room. LOC shall allocate 2 English speaking Volunteers to World Taekwondo TV Director to assist in covering mixed zone interviews.

I. Technicians

A technician, an IT and Internet expert, shall be stationed at the pressroom for the transmission of pictures, images and articles.

J. News Clipping

The LOC shall provide news clippings before, during and after the event, monitoring and collection of newspaper articles and television programs, and reporting to the World Taekwondo.

K. Journalist Invitation

The LOC shall cooperate with the World Taekwondo for the invitation of local and international journalists for the coverage of the event.

Timeline

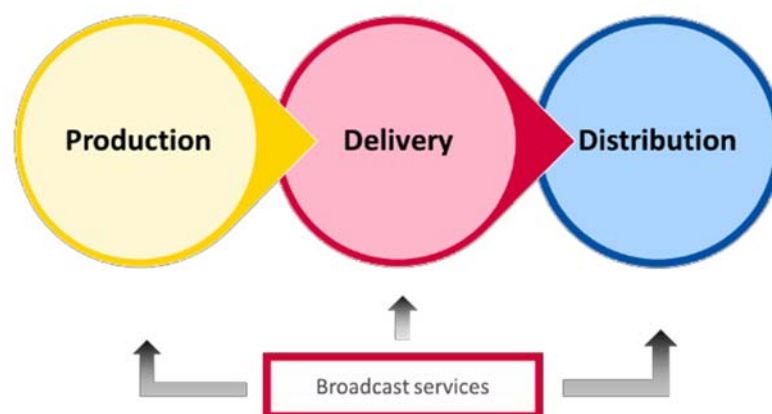
The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

6.3. Broadcast Services

Introduction

The LOC shall be responsible for providing broadcasting service including production, delivery and distribution in cooperation with the World Taekwondo.



Person in Charge

TV Manager is responsible for providing broadcasting service and dealing with delivery and distribution in cooperation with the World Taekwondo.

The LOC shall designate a person as TV Manager to coordinate between the World Taekwondo and the host broadcaster to fulfill the technical requirement.

This person must be available to work with the World Taekwondo immediately after the Host City Agreement has been signed and provide an e-mail and mobile phone number.

The World Taekwondo emphasizes the importance of this key position to run a successful TV coverage.

Description

A. Rights and Responsibilities

Except specifically provided herein, all ownership rights of Television and all types of digital Broadcasting of the event belong to the World Taekwondo

B. Signal Production

The LOC shall produce a TV international signal (or appoint a Host Broadcaster (HB) to produce such a signal) for the Event in accordance with the World Taekwondo's production guideline or the equivalent document and provide it to the World Taekwondo or its designee as requested.

C. Designation of Host Broadcaster ("HB")

The LOC shall designate the HB at least 6 month before the beginning of the competition and immediately inform the World Taekwondo of the destination, along with the contact information of the HB.

The LOC shall ensure that HB provides its production plan and other needed information for international distribution for the World Taekwondo in due time.

D. Assignment of Broadcast and Digital Rights

International rights belong to the World Taekwondo and distribution is made by the World Taekwondo.

The domestic TV broadcasting rights may be assigned to the LOC subject to approval of specific agreements by the World Taekwondo.

The LOC shall send a copy of the domestic TV broadcasting contract to the World Taekwondo.

The resolution of any conflict between International and Domestic Broadcast rights shall be determined by the World Taekwondo at the World Taekwondo's sole discretion.

E. Delivery

Provision of the following shall constitute the Minimum Television Delivery.

Details of production, broadcasting plan, coordination of SNG parameters to uplink to satellite, etc. shall be discussed with the World Taekwondo in due course.

Free and unencumbered access to television coverage (i.e. audio visual) of the Event in 16:9 HD, Tapes and signal access will be provided free of charge. Access means and includes provision of the continuous live clean feed (with English Graphics, data, and timekeeping); signal delivered by SNG (digital satellite news gathering) to a satellite (Asia - Asiasat 5, South America - IS805, or Europe - Eut10A/Eut7A), depending on region.

Unless otherwise requested for live transmission. For avoidance of doubt, all costs in connection with the SNG for uplink to satellites for live transmission shall be borne by the LOC or by the appointed Host Broadcaster (HB), and the World Taekwondo will provide all satellite slots for international transmission at its cost. The live clean signal must include international sound and an English commentary as guideline on separate audio channel.

- The following is a list of compulsory broadcasting programs that the LOC shall be responsible to broadcast through the host broadcaster:
- Semifinals and finals of all weight categories
- Medal awarding ceremonies.

The minimum time requirement for supplying the signals is to provide coverage of the semifinals, finals and awards ceremonies for each weight division. All technical issues with regard to the international signals, including but not limited to, camera positions, changes in time schedules, advertising placement, etc., must be discussed with and approved by the World Taekwondo, the LOC and its contracted agent. In the event of a dispute, the World Taekwondo reserves the right to make the final decision.

The HB shall generate live imagery with English graphics overlay which will be provided by a supplier designated by the World Taekwondo. The graphic service that the World Taekwondo designated provider will supply is a complete one having integrated the feed from PSS (Protection and Scoring System) and OVR (On-the-Venue Result) system.

For production and delivery, the LOC/HB shall fulfill requirements guided by the World Taekwondo TV Production Guideline.

F. Daily News Feed & Event Highlight

The LOC or HB shall produce an event highlight at the end of competition and daily news feed with a log sheet on every competition day to increase the event's exposure according to the 6.4 TV Production Guideline in this Operational Manual.

The LOC or HB shall upload the World Taekwondo designated FTP or deliver them in the form that the World Taekwondo requests for distributing the Daily News Feed and Event Highlight.

G. Provision of Copies of TV Production

Immediately after the conclusion of the broadcast of the event, the LOC will require the producer to provide to the World Taekwondo with one copy of the entire program in HD, broadcasting format.

The program shall be copied on hard disk or other suitable broadcast-quality format agreed by the World Taekwondo, at no cost to the World Taekwondo. The program shall be recorded in two SSD drives: one clean feed record, and one dirty program record. Audio should be set in the same way as the live feed. These will be compressed with ProRes 422 and recorded as .MOV format.

H. Commentary Position for English commentators for World Taekwondo TV Team

The LOC or HB shall provide the English commentators of World Taekwondo TV Team with commentary position equipped with microphones, headsets and two monitors (one for competition and the other is for commentary information system), etc. free of charge.

I. Rate card for Unilateral services

The LOC or HB shall prepare a rate card for unilateral services including commentary position, DSL (internet), and other services that the right holder TVs need at the venue and shall cooperate with them to ensure their smooth broadcasting activities. If any technical cost incurred by the provision of such services arises, the costs shall be borne by each respective broadcaster that has requested services, so as not to interfere with the running of the tournament.

The rate card shall be submitted to the World Taekwondo for approval at least 2 months before the beginning of the event.

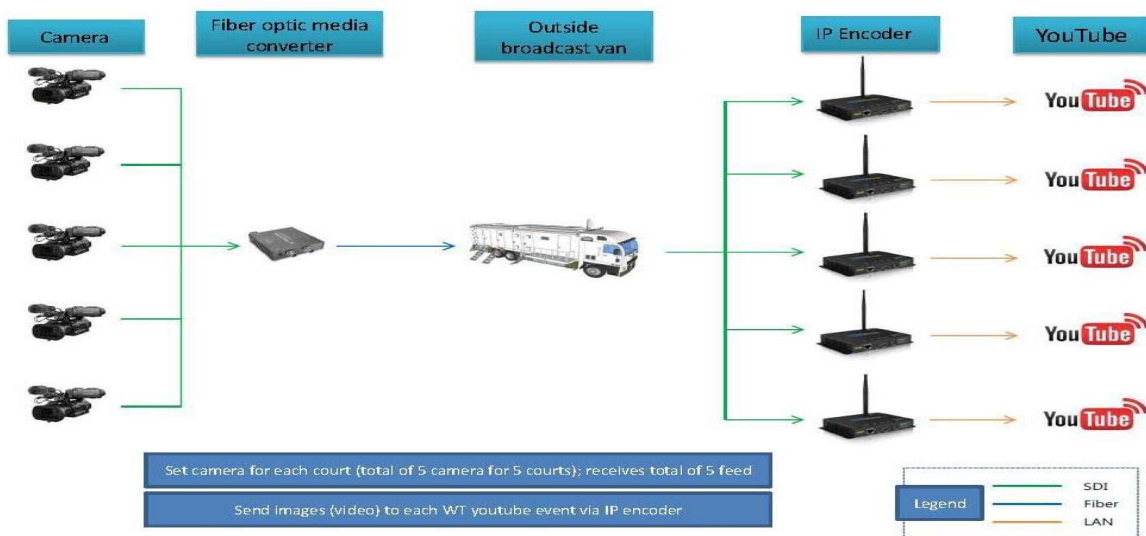
Broadcasters, including the host broadcaster and other broadcasters contracted by the World Taekwondo and its contracted agents, with the requested commentary position(s) that the broadcasters need at the venue, and shall cooperate with them to ensure their smooth broadcasting activities; provided that any technical cost incurred by the provision of such services arises, the costs shall be borne by each respective broadcaster that has requested services, so as not to interfere with the running of the tournament.

J. Live-Streaming on World Taekwondo YouTube Channel

The LOC/HB shall live-stream at least all semi-finals and finals of all weight categories and awarding ceremonies on the World Taekwondo YouTube channel on behalf of the World Taekwondo at their own cost, and provide embed code to the World Taekwondo. The World Taekwondo shall decide and inform the LOC on livestreaming of preliminaries 3 months before the competition.

A brief instruction for setting up for the live streaming on the WT Youtube page.

1. Convert the broadcast HDSDI via with the fiber optic media converter to get with internet feed.
2. Then, create a live stream on WT Youtube to get a URL.
3. Insert the same URL to the encoder



K. Volunteers

The LOC shall provide one English speaking volunteer to help filming interviews and at least two (2) volunteers who can translate interviews with athletes.

The required language shall be discussed after the participating teams are confirmed.


L. Mixed Zone

The LOC shall set a mixed zone in which the media (broadcasters and the press) will be able to have short interviews with athletes. In the mixed zone, a white backdrop bearing the logos of the World Taekwondo, Event and sponsors and lightings appropriate for filming shall be installed.

The design and size of the backdrop shall be approved by the World Taekwondo Marketing Dept.

M. World Taekwondo TV (Broadcast) Team

The LOC shall provide economy class round trip flight tickets, complimentary accommodation of room and board (three meals per day), transportation between airport and hotel, local transportation, for two (2) TV Graphics operators of World Taekwondo TV Team according to the schedule provided by the World Taekwondo.



The World Taekwondo shall provide the LOC with preliminary hotel requirement prior to the start of the event, so that the LOC may arrange the accommodation for all the members of the World Taekwondo TV Team including two (2) TV Graphic operators according to the World Taekwondo's requirement.

The final list, along with the names and dates, shall be sent to LOC at least one (1) week prior to the start of the event.

N. Broadcast Revenue

- All international broadcast revenues shall be retained by the World Taekwondo.
- All domestic broadcast revenues shall be retained by the LOC.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines. Timelines suggested by the World Taekwondo TV Team for "6.4. Broadcasting Services" is provided at the end of "6.5. TV Production Guidelines".

6.4. TV Production Guidelines

Introduction

This part provides the guidelines and instruction on what host broadcaster and the LOC shall provide for the event. Broadcasting.

Person in Charge

TV manager is responsible for ensuring abiding by the TV Production guidelines and cooperating with the World Taekwondo in case there is any discussions.

Description

A. Host Broadcaster (HB)'s Commitment

- Prepare the 3 documents below under the guidance of this Production Guideline and send to the World Taekwondo at least two (2) months before the beginning of the event for the World Taekwondo's review and approval:
 - Final list of specifications of broadcast equipment listed in the Guideline, including OB Van, cameras and audios, replays, and lights, etc.
 - Actual camera position plan on the actual venue's floor plan (refer to slide 9 and 10 and adapt them to the floor plan and setup of the venue)
 - Broadcast compound plan showing the location of OB Van, commentary positions, etc.
- Produce international feed of semi-finals, finals and medal awarding ceremony
- Produce "City Profile" (20-30 seconds) to be played in the international signal
- Post production of daily news feed on each competition day and an event highlight on the last day of competition and upload to FTP designated by the World Taekwondo
- Uplink via SNG or equivalent
- Services for World Taekwondo TV Team: e.g. providing commentary positions for English commentator (free of charge)
- Submit <Broadcast Service Rate Card> for commentary position, ISDN, camera platform, etc. at the latest by two (2) month before the beginning of the event
- Power for all broadcast operations with reasonable backup systems
- Live streaming on World Taekwondo YouTube channel

B. Minimum Requirement

HB shall guarantee followings

- Full HD production in accordance with the three (3) reference camera plans of the Guideline:
- 9-camera plan
- The cameras include seven (7) Tripod mounted TV cameras. One of the cameras should play super slow-motions (3x speed or higher) as indicated in CAMERA CONFIGURATION
- Minimum four (4) in-channels for Slow motions on a LSM EVS hard disc-recorder or an equivalent. In any case, four (4) in-channel for slow motions is a must.
- A camera to film beauty shots of the venue and interviews with medal winners in mixed zone or other places in the venue
- Cabling & connections if required and technician
- Production desk for live TV and instant action replay
- Mixing desks and cabling to connect to competition software
- Desks to manage feeds from results and live screens
- Equipment and technician for online live-streaming

The LOC shall pay USD 6,000 for two (2) graphic technicians (equipment and services) as well as provide flights and accommodation. The service fee abovementioned is for the service for the matches subject to production of international feed. If the HB or LOC wants to produce TV signal for domestic broadcasting by using the same supplier, the HB/LOC shall inform the World Taekwondo or the graphic service supplier of such decision. In this case, the service price may not be the same as above and subject to discussion between the LOC/HB and the supplier.

C. Uplink & Satellite

HB provides uplink via SNG or equivalent to the World Taekwondo for international transmission via satellites booked by the World Taekwondo. HB communicates parameters of SNG to the World Taekwondo.

■ SNG Requirement

KU Band, DVBS-2 8PSK, HD1080i, MPEG 4 4:2:0, 1 + 1 full redundancy

■ World Taekwondo offers for HB access to satellite covering the host country as follows:

Asia - Asiasat 5, America - IS 805/21, Europe - Eutelsat

■ OB Van

- HD OB-van to fulfill the above requirements.
- Signal format: HD 16:9 (4:3 safe graphics) - Letterbox format is not approved.

■ Audio

The following configuration must be adopted on the live feed for Master Recordings.

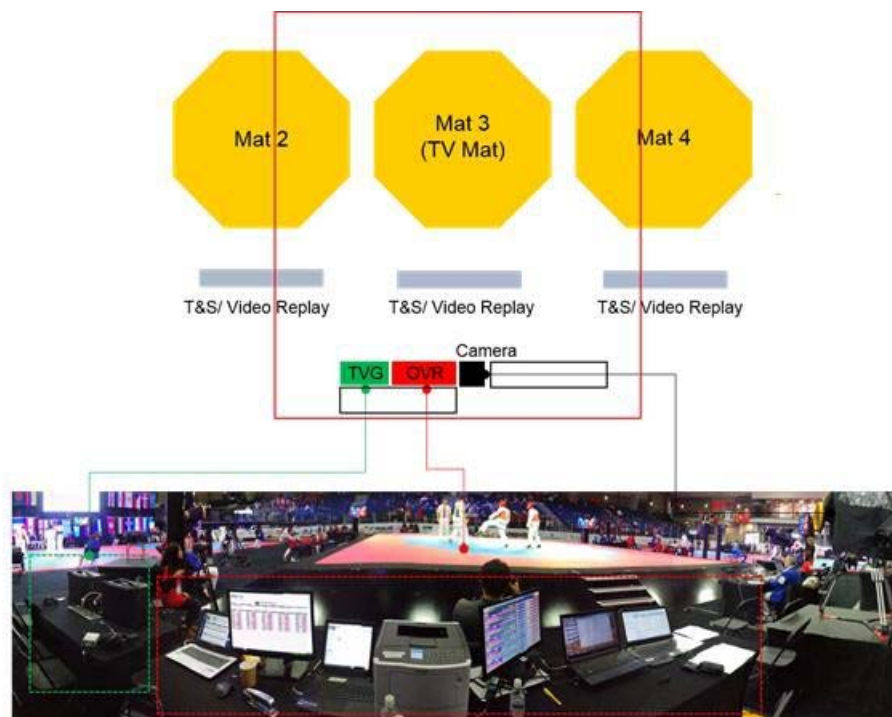
- 4 Embedded Channels (-20 dBfs)
- Channel One - International Sound Stereo Left
- Channel Two - International Sound Stereo Right

- Channel Three - International Sound Mono
- Channel Four - English Commentary (Certain Feeds) Mix Mono
- Note: The sound levels of the public announce system and music should be carefully controlled as they strongly affect the loudness of the international sound

■ Graphics

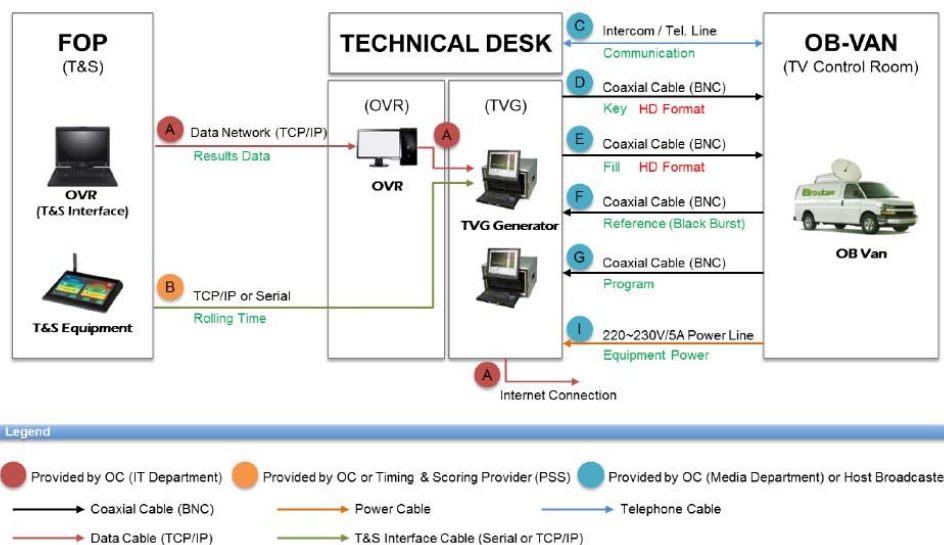
- World Taekwondo designs and provides graphic package for production of international feed: Title sequence, replay wipe, English graphic overlay.
- A World Taekwondo-designated service supplier provides full service, including integration of feeds from PSS (Protection and Scoring System) and OVR (On-the-Venue Result) system and onsite operation in a team with HB.
- World Taekwondo provides TV Graphics catalogue for HB in advance. (See annex 1: TV Graphics catalogue)
- Note: HB is responsible for prepare city profile
- Requirement for Graphic Operators:
- Working desks and chairs with power (220 - 230V/5A) which is connected to the OB Van power. At minimum 4 to 5 plug-ins required. (UPS is also required in case there is a power problem)
- Network cables: need to be able to connect to the local network for sharing information and also be online. For this, please refer to TV Graphics Cabling & Requirement below.

Location: courtside overlooking the main court next to the OVR service provider. In case the operation desks are set in two rows, TVG operators should be located in the first row (see the location configuration below)

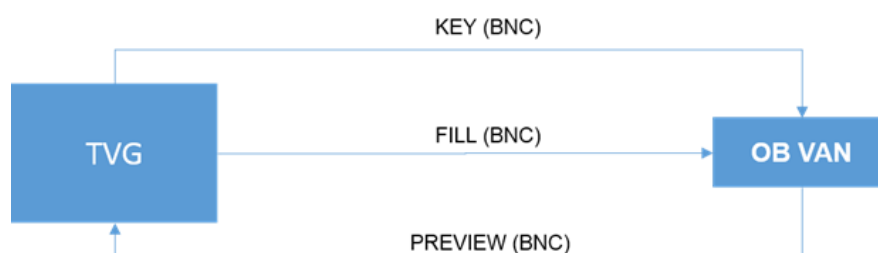


- Talk-back for communication with HB
- For seamless operation, HB communicates and cooperates with the graphic service provider, including on-site test.

- For Requirements on TV Graphics Cable, please refer to the following



- TV Graphic Medial Cabling Configuration with OB Van



D. Commentary & Interview

English commentator for International feed and interviewer conducting interviews with medal winners and others in the mixed zone or other areas are part of the World Taekwondo TV Team and will work together with HB.

The English commentator's seats are provided by HB free of charge.

It is HB's responsibility to hire an experienced commentator to provide content for the live broadcast for its own domestic transmission.

E. Lighting

- Minimum of 1,900 Lux (5200K), uniformly distributed over the court, including the publicity banners, is required.
- The audience stands must be equipped with sufficient lights as well to better show the crowd's reaction and avoid dark faces on crowd shots (450 Lux).
- Note: Interviews with medal winners in mixed zone need lights showing their faces and back banners.

F. On-site Recording

After each televised match, video(FILE) in HD (PAL or NTSC with format TBD) of both the clean and dirty feeds (feed with graphics) must be delivered to the World Taekwondo.

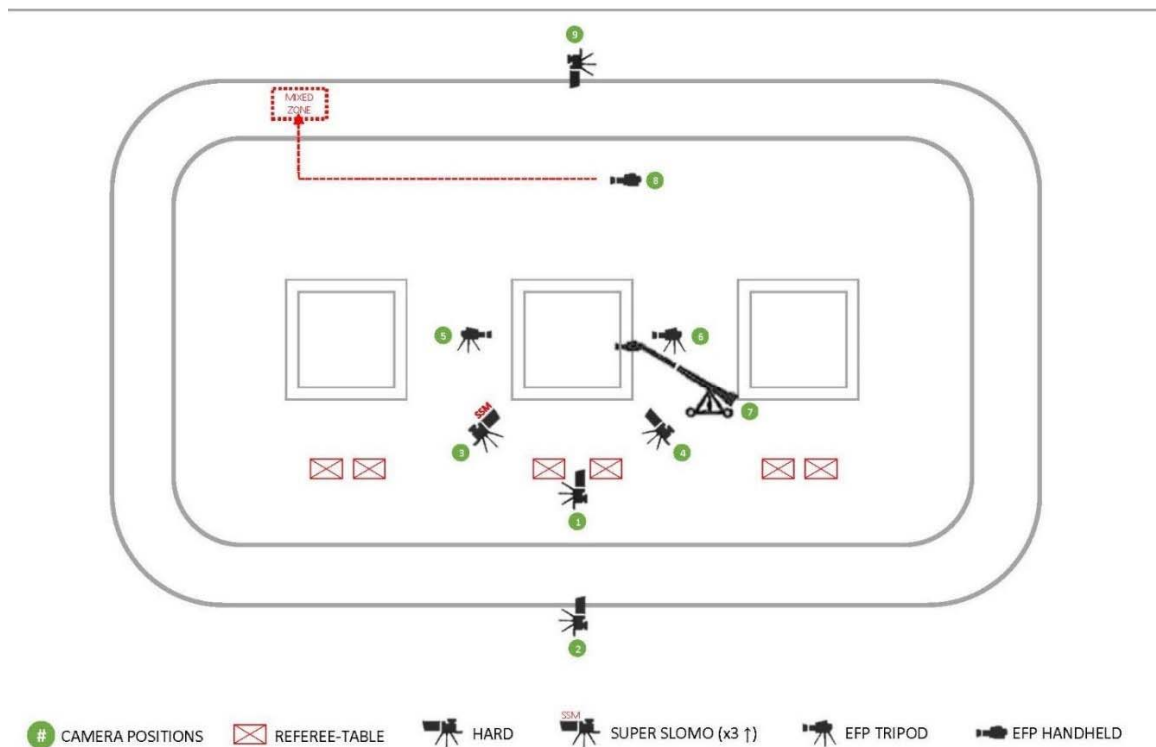
The master files shall be recorded in two new SSD hard disks, with the same audio configuration as the live feed, supplied at the sole cost of HB, which shall be compiled from the original visual and audio sources. These shall be compressed with ProRes 422 and recorded as .MOV.

G. Camera Configuration

CAM NO.	OPERATION	POSITION	RECOMMENDED LENS	SHOOTING STYLE
1	On tripod	Low Centre	50x ~ 80x	Master Shot, Ceremonies
2	On tripod	Mid Centre	50x ~ 80x	Wide Action, Ceremonies
3	On tripod	Floor Level, Nearside Left Corner	50x ~ 80x	Action, Replay
4	On tripod	Floor Level, Nearside Right Corner	50x ~ 80x	Action, Replay
5	Handheld and On tripod	Left Vantage	Wide Lens or Normal Lens	Athletes Entry Exit, Reactions, Audience
6	Handheld and On tripod	Right Vantage	Wide Lens or Normal Lens	Athletes Entry Exit, Reactions, Ceremonies
7	Zimmy Zib	Right Vantage	Wide Lens	Action, Atmosphere, Ceremonies
8	Handheld and On tripod	Opposite Low Centre	Wide Lens	Athletes Entry Exit, Audience, Reverse Angle, Replay, Mixed zone Interview
9	On tripod	Opposite Mid Centre	50x ~ 80x	Athletes Entry Exit, Audience, Venue Wide Reverse Angle, Replay

H. Camera Plan

■ 9 Cameras



The camera plan above is a reference for HB, with which HB should prepare actual camera plan on the actual layout of the Field of Play and the venue at least two (2) months before the event, as defined in “A. Host Broadcaster’s Commitment” of description in the section 6.4. TV Production Guideline.

I. Replays

- In order to enhance the broadcast, the Host Broadcaster is required to provide the following slow-motion-equipment.
- Minimum 4 in-channels for Slow Motions, on one (1) LSM EVS hard disc-recorder, or an equivalent
- The LSM EVS hard disk recorder, or an equivalent, allows for slow-motion-operation as well as for parallel highlights editing, and should be employed to provide viewers with enhanced:
 - Information
 - Action (minimum 3 different angle of clip)
 - Reaction of athletes
 - Reaction of spectators

J. Official ‘Wipe’

Official wipe is used at the beginning and end of each replay sequence. This wipe will be delivered by the World Taekwondo.

K. Running Order

Clock starts 30 minutes prior to event start.

■ Before Event (Sample)

Zero time		Duration	Content
- 30:00	- 15:00	15:00	Color bar with Tone
- 15:00	- 05:00	10:00	Venue wide / Crowd and ambience shots
- 05:00	- 04:30	00:30	Opening Animation
- 04:30	- 04:00	00:30	Sport Presentation / Venue
- 04:00	- 03:30	00:30	Crowd and ambience shots
- 03:30	- 03:15	00:15	Event Schedule
- 03:15	- 03:00	00:15	Venue wide shot
- 03:00	- 02:45	00:15	Match ID
- 02:45	- 02:00	00:45	Competitors enter Field of play
- 02:00	- 01:30	00:30	ID with Color A or Previous Results
- 01:30	- 01:00	00:30	ID with Color B or Previous Results
- 01:00	- 00:45	00:15	Shots of Referee
- 00:45	- 00:00	00:45	Two shot / Equipment Test
00:00			Event start

■ After Round (Sample)

Time		Duration	Content
		00:00	1 Round / 2 Round ...
00:00	00:20	00:20	Venue wide (Round result) / Competitors
00:20	00:40	00:20	Round Replay
00:40	01:00	01:00	Competitors / Venue wide

■ After Match (Sample)

Time		Duration	Content
		00:00	1 st Event / 2 nd Event ...
00:00	00:15	00:15	Venue wide / Crowd and ambience shots
00:15	00:30	00:15	Match ID
00:30	00:45	00:45	Competitors enter Field of play
00:45	01:30	00:30	ID with Color A or Previous Results
01:30	02:00	00:30	ID with Color B or Previous Results
02:00	02:15	00:15	Shots of Umpire
02:15	03:00	00:45	Two shot / Equipment Test
03:00			Next Event start

■ After Event (Sample)

Time		Duration	Content
		As required	Event result
00:00	01:00	01:00	Venue wide shot
02:00	02:00	01:00	Event highlight
02:00	02:30	00:30	Venue wide shot
02:30	03:00	00:30	Closing animation

■ Instant Video Replay requirement toward Host Broadcaster

For the semi-finals and finals, the video jury also use the TV feed output for review to ensure the fairness for the athlete and the best process in the World Taekwondo's major events.

Final TV feed (production) by coaxial cable in HD SDI in the central table of the Central court. The output should be BNC plug female.

■ Contingency Plan

In case one athlete withdraws a match due to injury from previous match or for some other reasons, the match would proceed following the World Taekwondo protocol below which may be subject to change.

- The opponent athlete enters as usual

- If the injured athlete can walk, he/she also enters as usual
- Athlete(s) move on to the court
- Referee declares the winner and the match is concluded

■ Post Production

The HB films, edits and produces a fully complete daily news feed, following the editing guideline below <Daily News Feed>, per each competition day and an event highlight feed of 26 minutes based around (but not exclusively) the semi-finals, finals, and medal awarding ceremony, following the editing guideline below <L. Highlight> at the end of the competition.

The event highlight must be “broadcast ready” and in the correct format for television at the end of the last day of competition

■ Daily News Feed

The content for each show should be produced the guidelines below.

- Use PGM dirty feed (feed with graphics).
- Follow the flow of the competition of the day (e.g. Semi-final 1, Semi-final 2,, Final 1, Final 2,, Awarding 1,, Awarding 4
- Include opening and closing credits (Start with the moment having “Match ID” and finish with “Result”
- About 30 seconds per each Semi-final, about 1 minute per Final, 10 to 15 seconds per awarding.
- Zoom ins and/or slow motion/super slow motion replays on critical points
- Round up's and clips of earlier key matches.
- Data and scene setting introductions to featured matches
- Crowd and atmosphere sampling (using event compare if needed)
- Log sheet - recording key moments of the news feed (see the sample below)
- News Log Sheet Sample
- Medal winner interviews (Gold medalists first) to be edited as a separate file.
- News feed should be uploaded to www.wetransfer.com (ID and Password will be provided afterwards)

Time	Description
00:00 - 00:09	Women -46kg, Gold Final: KIM So-Hui (KOR) in Blue, 1 point with a right leg turning kick to the body (4 points to 1 point)
00:09 - 00:20	KIM So-Hui (KOR) in Blue, 4 points with a reverse turning kick to the head (8 to 1), VALUEVA Anastasia (RUS) in Red, 2 points for a spinning kick to the body (8 to 3)
00:20 - 00:30	VALUEVA Anastasia (RUS) in Red, 3 points with a left leg turning to the head (8 to 6)
00:30 - 00:58	Second Penalty (called "Kyungo") against KIM So-Hui for falling (8 to 7)
00:58 - 01:06	End of the match, KIM So-Hui gold medalist with 8 points to 7 points, VALUEVA Anastasia, silver medalist
01:06 - 01:22	Men -58kg, Gold Final, MOSTEAN LORON Hadi (IRI) in Red, 1 point for a left leg turning kick to the body (1 point to 5 points)
*****	*****
03:00 -03:45	CHA Tae-Moon (KOR) gold medalist with 9 points to 8 points, MOSTEAN LORON Hadi, silver medalist.
03:15 – 03:45	Medal awarding ceremonies..
03:45	End of feed

L. Highlight

Event Highlight is a mixture of news feed and medal highlight as it uses more from replay and slow-mo, compared with News feed. The content for each show should include as standard:

- Use PGM dirty feed (feed with graphics) and slow-mo for the important shots and critical moments
- Follow the flow of competition: Semi-final 1,, Final 1,, Awarding 1...
- Approximately one (1) minute for each Final and 30 seconds for each semi-final
- Include opening and closing credits (Start with the moment having "Match ID" and finish with "Result"
- About 30 seconds per Semi-final, about one (1) minute per Final, 10 to 15 seconds per awarding
- Expert commentary and pundit contributions
- Round up's and clips of earlier key matches.
- Data and scene setting introductions to featured matches
- Medal awarding ceremony
- Crowd and atmosphere sampling (using event compare if needed)
- Athletes Interviews

The host broadcaster will provide this content to the World Taekwondo in a digital format and / or upload on the ftp site designated by the World Taekwondo or to the Satellite service for pull down by any network taking the program.

The host broadcaster will provide all hardware, software and disk or tape stock for this service.

The host broadcaster will provide a dedicated editor to create and manage this daily news and Event highlight.

Timeline

The LOC is responsible for completing tasks, abiding by the following timelines. The organizational process shall be monitored and reviewed by examining the Operational Plan that the LOC shall submit in a given period. The LOC shall communicate with the World Taekwondo to discuss changes on the timelines and task scope if necessary.

Task	Due Date	Remarks
Appointment of TV Manager of the LOC	Immediately after the host city agreement is signed	
Appointment of Host Broadcaster (HB)	At least six (6) months prior to the date of the event.	
Sending domestic TV contract copy to World Taekwondo	As soon as it has been signed	
SNG booking and communication of its parameters	At least one (1) month prior to the date of the event.	
Rate card for Unilateral services	At least two (2) months prior to the date of the event.	
Final list of specifications of broadcast equipment	At least two (2) months prior to the date of the event.	
Actual camera position plan on the actual venue's floor plan	At least two (2) months prior to the date of the event.	
Broadcast compound plan showing the location of OB van, commentary position, etc.	At least two (2) months prior to the date of the event.	
City profile 1 st draft	At least one (1) month prior to the date of the event.	
City profile final version	At least two (2) weeks prior to the date of the event.	
Daily News Feed	Within 30 minutes after the end of each competition day	
Event Highlight	Within one (1) hour after the end of the last competition day	
Provision of the copies of TV production	Within one (1) hour after the end of each competition day	

7.1. Marketing Programs

Introduction

Marketing programs organized and managed in the correct way can have a huge positive impact on the popularity of the event. With the correct planning, marketing can generate revenues for the LOC and participating businesses.

For example, the more visible the event is, the greater the interest there will be from the sponsors or licensees to become a part of the competition, thus increasing the value they are prepared to put forward.

Person in Charge

Marketing Manager is responsible for all activities related to marketing which maximizes sponsorship revenue by activating the sponsorship revenue.

Marketing Manager also shall cooperate with the PR Manager to enhancing the exposure of the event through promotional activities.

Description

A. General Principles

All rights in and to the event, including but not limited to commercial rights, marketing rights and all intellectual property rights of the World Taekwondo designation, the World Taekwondo marks and the designation of the event, are the sole properties of the World Taekwondo.

- For the avoidance of doubt, this includes the right to designate the title sponsor and event composite logo, markings in the venue (including signage and mats) and Registration Center and marks on accreditation cards and participation logos, and to designated exclusive sponsors for categories.
- The LOC must submit to the World Taekwondo for the World Taekwondo's approval all marketing service programs.
- Only the World Taekwondo can authorize the use of its properties or delegate in writing their use to the LOC or a third party. The World Taekwondo shall retain all rights and LOC must receive prior approval from the World Taekwondo for all contracts relating, but not limited, to:
 - Sponsorships by commercial companies;
 - Advertising authorized by the various rules of the World Taekwondo in all material connected to or related to the event that can contain or display any kind of publicity or advertising;
 - Marketing of the World Taekwondo name, the World Taekwondo emblem, the World Taekwondo brand and of all pictures, brands, mascots or emblems relating to the event;
 - The sale of television and broadcast rights by any means whatsoever (including traditional transmission techniques and those by way of satellite telecommunications, cable, closed-circuit, Internet or any other transmission technique, both existing and future), video, DVD and film recording rights, and any and all rights to photograph and record, in any other way, the event by any means whatsoever.

The World Taekwondo and the LOC will work together on the development of the above items and the final approval lies with the World Taekwondo. Changes after final approval shall be made in close communication with the World Taekwondo and its Marketing Department. In this regard, the LOC is requested to inform the World Taekwondo of detailed contact information on the LOC person in charge of marketing, including but not limited to sponsorships and development of all publicity and advertising materials, certificates, medals, etc. as soon as the person takes the duties.

B. Intellectual Property

The intellectual properties of the World Taekwondo include all copyrights, patents, registered and unregistered trademarks, registered designs, trade secrets and know-how, and all other intellectual properties related to the World Taekwondo-promoted events.

For the avoidance of doubt, the following and their derivatives are the exclusive property of the World Taekwondo

- The World Taekwondo Marks
- The World Taekwondo brands "World Taekwondo", "WT" and "World Taekwondo Grand Prix Series"
- The marks and designations of the World Taekwondo events, including the competition
- Marketing and Radio, Television and all other Broadcasting Rights

C. Protection of World Taekwondo Sponsors / Clients

The LOC shall protect and give first priority to the rights of World Taekwondo Sponsors and clients. The World Taekwondo shall inform the LOC, as soon as possible, on matters concerning, among other things, advertising spaces and product categories for which the World Taekwondo reserves the rights.

D. Approval of Marketing Contracts

The World Taekwondo may provide the LOC with the right to implement local (host country) and/or international marketing activities; however, the LOC should discuss all ongoing marketing activities and obtain final approval from the World Taekwondo.

All contracts related to the above rights, including sponsorship, advertisement, broadcasting and any other marketing contracts, must be approved by the World Taekwondo and include a right of the World Taekwondo to enforce the contract.

E. Approval of Marketing Material

All marketing material related to the event, including but not limited to program books, ID cards, posters, and interview backdrops, shall be approved by the World Taekwondo. The LOC should submit a complete list and draft proposals of such printed or electronic (E-Guide of the event for example) materials to the World Taekwondo by no later than three (3) months prior to the start of the event.

F. Priority of World Taekwondo Logo

Whenever the World Taekwondo logo appears with other logos (the event logo, sponsor logo(s), advertiser logo(s), etc.) the World Taekwondo logo shall be the largest logo or make up the largest portion of the cells of the advertisement backdrop or banner, including the backdrops in the mixed zone for medalist interviews and the media backdrop for press conference.

G. Commercial Zone

The LOC may plan and establish sales and promotional booths for the commercial purpose in the commercial area in consultation with the World Taekwondo. The LOC is allowed to set the plan of the following commercial area for marketing purpose.

■ Sales and promotion booths

The LOC shall decide an overall plan for installing and operating booths in consultation with the World Taekwondo and give directions to companies or organizations to use the booths on their standardized look and feel.

The LOC may establish and operate commercial booths under the following conditions.

- Five (5) booths (at least 35m² per booth) shall be given to the World Taekwondo free of charge. A total number of booths are subject to discussion with the World Taekwondo.
- The LOC shall provide one (1) free booth inside the competition venue for the PSS provider of the event during the event.

[Sample Commercial Zone]



■ Concessions - Food & Beverage and more

The LOC shall organize concessions so that on-site spectators and visitors fully enjoy not only the taekwondo competitions but also foods, drinks and exciting and meaningful experiences, etc. This can also be a good opportunity for local companies and organizations to meet with a diverse range of people and do their businesses. Revenues from operation of the concessions will be retained by the LOC.

The LOC shall submit its plan for organizing and operating the concessions to the World Taekwondo no later than two months before the first day of the event.

[Concessions – Muju 2017 World Championships]



■ Social engagement program area

The LOC may install the facilities or booths for operating social engagement programs. The location and operational plan of the commercial area shall be decided in consultation with the World Taekwondo.

[Social Engagement Program Area – Chelyabinsk 2015 World Championships]



[Taekwondo World Music Festa & Cheering Squad of Local Residents for Brazilian Team – Muju 2017]



Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

7.2. City Dressing

Introduction

To represent the tournament in an appropriate way, the host city dressing is required, including but not limited to any extensive make-overs, necessary to present the taekwondo in the host city at its best.

Person in Charge

The LOC shall designate the person in charge or relevant department who will take responsible for the city dressing

Description

A. Venue, Signage and City Dressing

The LOC shall be responsible for the production of all signage, banners and decoration inside and outside of the venue, street, airport, etc. in the English language and, optionally, in the local language.

Where English and the local language are both used, English shall appear first and in bigger font sizes.

The designs, layout and text of the aforementioned items shall be reviewed and agreed by the World Taekwondo before production.

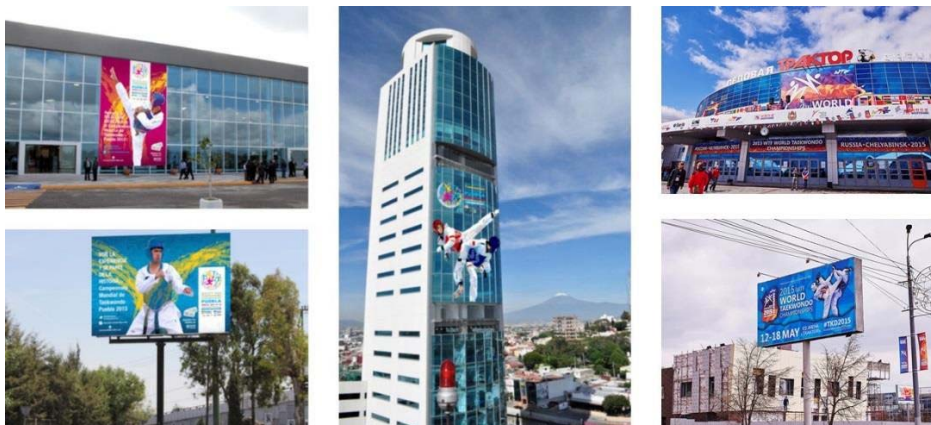
B. Look and Feel

The responsibility for design of the general look and feel for this event resides with the World Taekwondo.

The LOC shall work with the World Taekwondo to implement this identity across general branding (non-sponsor specific) and other display assets within the venue to create a standardized look and feel.

The LOC shall cover all costs related to the production of general branding material and venue dressing.

[Example of installations for city dressing]





Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

7.3. Licensing and Merchandising

Introduction

The LOC is allowed to plan and execute the licensing and merchandising activities.

Person in Charge

Marketing Manager is responsible for all activities related to marketing and licensing which maximizes sponsorship revenue by activating the sponsorship revenue.

Marketing Manager shall cooperate with the World Taekwondo in the execution of the licensing program.

Description

A. World Taekwondo's Approval

Gifts and souvenirs shall be approved by the World Taekwondo.

- The LOC may contract with one official licensee to produce gifts and souvenirs to sell and use for VIP gift items. (The World Taekwondo may also contact with an official licensee).
- If the LOC has an official gift/souvenir licensee, the LOC shall provide 30 sets of officially licensed merchandised products to the World Taekwondo for use as promotional gifts before and during the event.
- The LOC has the right to designate an exclusive or official event T-shirt provider bearing the event logo and notify the name of the provider to the World Taekwondo.

B. Merchandising

- Revenues from sale of merchandise by the local merchandiser shall be retained by the LOC.
- Revenues from sale of booths at the venue shall be retained by the LOC

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

7.4. Sponsorships

Introduction

Sales of all sponsorships at the international level are the right of the World Taekwondo. The LOC has the exclusive right to sell sponsorships in the domestic market.

Person in Charge

The LOC shall designate the person in charge or relevant department who will take responsible for sponsorships but generally the Marketing Manager is responsible for all activities related to marketing and sponsorship.

Finance Manager is responsible for managing budget related to sponsorship.

Descriptions

A. Sponsorship Rights

The World Taekwondo exclusively owns the rights to title sponsorship of the World Taekwondo events but it may, in exceptional circumstances, grant this right to the LOC. If the LOC attracts a title sponsor with prior consultation with the World Taekwondo, the revenue is to be shared 50:50 with the World Taekwondo.

[Detailed sponsorship rights of the LOC]

WTF Local Organizing Committee's Sponsor Rights - WTGP, Junior, Cadet, Team, Poomsae					
		Title Sponsor	T1	T2	T3
Leverage Exclusive opportunity to excel via presenting the WTF event and marketing programs	Right to be the Title Sponsor of the Event	○			
	Right to Advertise on A-boards of Competition Venue	○	○	○	
	Right to Advertise on Jumbo Screen	○	○	○	
	Right to Advertise on LED boards of Competition Venue	○	○	○	
	Right to Have Promotional Booth at Venue on their expenses	○	○	○	○
	Right to Develop Joint PR Programs with the WTF	○	○	○	○
Sub Total		6	5	5	2
Communication Finest advertising solution utilizing two-way interactive communication on the WTF's approval basis	Right to Utilize Event Title, Logo, and Emblem	○	○	○	○
	Right to Utilize Event Mascot	○	○		
	Right to Develop Event Licensing Product / Souvenir The profit is to be shared 50:50 with the WTF.	○	○	○	○
	Right to Develop Event & Sponsor Composite Logo	○	○		
Sub Total		4	4	2	2
Promotion Immediate promotion solution for brand awareness and image	Logo Exposure on Banners of Entrance and Inside Venue	○	○		
	Logo Exposure on Interview and Main Backdrop	○	○	○	○
	Logo Exposure on Event Poster	○	○	○	
	Logo Exposure on ID Card	○	○		
	Logo Exposure on Event Ticket	○	○		
	Logo Exposure on Street Banners	○	○		
	Logo Exposure on Event Website	○	○	○	○
	Logo Exposure on Internet Broadcasting	○	○		
	Logo Exposure during Terrestrial Broadcasting by Host Broadcaster	○	○		
	Exposure on Official Meetings (ex. WTF General Assembly, WTF Council Meeting, etc.)	○	○		
Sub Total		10	10	3	2

Hospitality Distinguished hospitality program	VIP Private Vehicle	○	Hospitality Service is up to LOC		
	VIP ID Card	○			
	VIP Event Ticket	○			
	VIP Accommodation	○			
	VIP Parking Space & Parking Ticket on Competition Venue	○			
	Right to Access VIP Rounge	○			
	Awarding Appreciation Plaque at the conclusion of the Sponsor Contract	○			
Sub Total		7	0	0	0
Grand Total		27	19	10	6

B. World Taekwondo recognized companies

The World Taekwondo-recognized companies do not have any commercial spaces/branding around the FOP except the World Taekwondo-designated PSS provider of the pertinent event unless there is a sponsorship agreement between the World Taekwondo and the recognized company.

If such a sponsorship is agreed, the World Taekwondo-recognized company may be given the right to have a commercial space/branding inside the venue.

Any other World Taekwondo recognized company may have a booth in the commercial area of the venue.

C. In-venue Advertisements

All advertisement rights belong to the World Taekwondo. The World Taekwondo and the LOC will take 50:50 portion of the space of logo exposure inside the venue including but not limited to LED panels, A-boards, banners and backdrops.

The LOC should submit an advertising plan of the event to the World Taekwondo by no later than three (3) months prior to the start of the event. The advertising plan should include at least the following:

- Floor plan marketing the available locations for advertisement and the number of boards available;
- Map of booth installations showing all available booths and illustrations of booth designs;
- Illustrations or descriptions of all other advertising material related to the event (e.g. pamphlets, brochures, flyers, etc.)

[Example of rink board display]



[Photo wall with sponsor's brand]



D. Monitoring

The LOC should work with an appropriate agency or company for the monitoring and diagnosis of sponsor brand exposure to include measuring results and related figures in the Final Report.

E. Sponsorship Revenue

- All international sponsorship revenues shall be retained for the World Taekwondo.
- Revenues from domestic sponsorships arranged by the LOC shall be retained for the LOC.
- Sponsorship in the form of value-in-kind shall be included in this marketing revenue share structure.
- The LOC should provide the World Taekwondo with a complete list of all VIK sponsorships, including the estimated value of the VIK sponsorships and the method used to estimate the value (e.g. based on published market rates).
- All domestic sponsorships are subject to prior consultation and agreement with the World Taekwondo.

[Sponsorship levels and the conditions]

Sponsor Level	Condition	
	Cash	VIK
Title Sponsor	twice as hosting fee	Cash Only
Tier 1	USD 50,000 or more	USD 100,000 or more
Tier 2	USD 25,000 - USD 50,000	USD 50,000 - USD 100,000
Tier 3	less than USD 25,000	less than USD 50,000

F. Minimum Marketing Venue Allocation to the World Taekwondo

■ Advertisement

The following advertisements shall be provided for World Taekwondo sponsors and partners at the event:

- Twelve (12) or more Ad Boards in the center area.
- Ten (10) or more banner ads in the middle of the seats in the stadium
- Commercial TV ads on Jumbo screen (50% of total flow time)
- Print ads in the event program book (4 pages or more)
- Logo exposure in the mixed zone backdrop and awarding backdrop (minimum 50% of total cells in the backdrop)
- Logo exposure for the event's PSS brand selected by the World Taekwondo in all marketing materials.
- 3 or more logos of sponsors and partners in the back and front of ID card and its lanyard

* World Taekwondo GMS (Global Membership System) team in charge of online-registration shall make the designs of ID cards based on the World Taekwondo credential template with the logos from the World Taekwondo's and LOC's partners. Then, the GMS team shall send the final designs of the credentials and welcome kit bags together with the designs of rollout banners for the Registration Center to the LOC for printing after the final approval by the World Taekwondo. The LOC shall pay one-time fee of US\$ 400 for covering the costs of the World Taekwondo GMS designer.

- Insert logos in the official event website with click-through link to Sponsors' website. (3 or more sponsors' and partners' logos)
- Insert logos on all published items such as banners, poster and tickets. (3 or more sponsors' and partners' logos)
- Daily free tickets
- VIP seats
- Right to use the VIP lounge
- Right to use the sponsor and partner lounge, if any.

■ Discretion of the World Taekwondo


In case the above benefits should be amended according to the new and/or updated World Taekwondo Global Sponsorship/Partnership or other agreements after this Agreement enacted, the World Taekwondo shall inform the LOC a notice on the necessity for the changes as early as possible and implement the changes under mutual agreement with the LOC.

■ Promotional Booth

The LOC shall provide five (5) promotional booths (at least 35m² per booth) to World Taekwondo free of charge for the World Taekwondo official promotion partners. In case the World Taekwondo needs more booths than these five (5) booth, the World Taekwondo and the LOC shall discuss on the conditions for those additional booths. The LOC shall also provide one (1) free booth for PSS provider of the event for selling sensing socks.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.



The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

7.5. Ticketing

Introduction

Sales of entrance tickets are sole right of the LOC and the revenue shall belong to the LOC.

Person in Charge

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

The LOC shall notify the World Taekwondo of the information on a person in charge of this functional area by submitting the operational manual.

Descriptions

A. Ticket Sales Revenues

Revenues from ticket sales shall belong to the LOC.

B. Ticket Sales Data

The LOC shall include ticket sales and spectator data in the Final Report and submit it to the World Taekwondo within one month after the end of the event.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

8.1. Security & Safety

Introduction

The LOC shall make the necessary commitments with the appropriate authorities to guarantee the safety and well-being of all of the participants in all activities associated with the holding of the event.

Person in Charge

The Head of Security must liaise with the Competition and Venue Managers from the LOC to determine the Venue's security needs. Based on this, the Head of Security must arrange the necessary number of personnel. All the security officers must be briefed about the different areas around the Competition Venue prior to the event.

All security officers shall:

- Be clearly visible and identifiable, unless they are undercover security officers
- Have knowledge of the accreditation zones to clearly identify restricted areas
- Have communication tools to consult with the Head of Security
- Be familiar with the LOC, World Taekwondo Staff and Competition Officials

Description

A. Security commitments

The LOC shall ensure the security of all persons attending the event at the venue, at official accommodations, and at other event locations.

This shall include the provision of adequate medical, policing, security and stewarding at the venue and all event sites. The World Taekwondo shall notify the LOC in advance any necessary arrangements for special security measures to be provided for VIPs.

B. Health and Safety

The LOC shall take all necessary steps, including implementing appropriate operational policies and procedures (including appropriate safety measures and risk management policies), in relation to the staging of the event to ensure that persons admitted to the Venue for purposes relating to the event (whether as spectators or for any other purpose) are safe and do not suffer injuries or losses as a result of the staging of the event.

The following are guidelines for the health and safety provisions:

- All venues used for the competition must have up-to-date health and safety regulations.
- All buildings used must have clearly indicated Fire Exit routes. The Fire Exits must be accessible at all times.
- All the personnel working during the setup of the Competition Venue must have adequate health and safety training. The area within the FOP must be highly controlled and respect the general health and safety regulations, especially during the ring setup.

- The Competition Venue must have a clearly defined Fire Exit route for the general public and the participants of the competition. These Fire Exit locations must be kept accessible at all times without any obstructions.

C. Security Report

Each day during the competition, the Head of Security must brief the World Taekwondo and all related personnel about security status of the day ahead of the first session. All security officers must be in position at least one (1) hour before the first competition.

The Head of Security must speak to the World Taekwondo and all related personnel including but not limited to the competition and venue managers at the end of each competition day for a debrief session. The necessary adjustments must be made by the Head of Security for the remaining competition days.

The results of security management of all competition days shall be included in the Final Report.

D. Measures and Facilities

Any other security measures such as spectator checks, can be arranged by the LOC in circumstances with potential risks and/or at the request of the World Taekwondo.

As for the external areas of the Competition Venue, security must be provided for accreditation purposes. There should be security for each area of zones (as defined by the LOC and World Taekwondo).

Security personnel should be present at each entry and exit point. The number of security officers required would depend on the size of the Competition Venue and the number of zones.

Depending on the duration of daily competition, sufficient security must be provided for full security coverage at all times.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

8.2. Medical Service

Introduction

LOC shall provide medical, physiotherapy, first aid services, facilities and personnel at the Competition Venue.

Person in Charge

Official Medical Director (OMD) shall be responsible for providing and directing appropriate medical personnel and medical service for competition.

Medical Manager shall provide administrative support and assistance to OMD.

The LOC shall assign experienced medical teams for the event.

Description

A. Service and Facilities

Considering the nature of taekwondo sport as a contact sport, it is mandatory to take relevant measures to ensure safety of athletes.

In its commitment to organize an international taekwondo event, the LOC shall ensure to have the medical staff and medical equipment needed to care for the injured.

Designated medical staffs (medical doctors, registered nurses, emergency medical technicians (or paramedics), physiotherapist (or athletic trainer) and assistants) should arrive and ready at the venue one hour prior to the competition and should stay at the venue at least 30 minutes after the competition.

Also, medical team should ensure the medical preparedness and emergency action plan on each day of the competition and repeat practice (rehearsal) on knockout athlete for cervical spine immobilization and evacuation of the injured athlete out of the court to the ambulance at least one time 30 minute before the competition starting on each day of the event.

The LOC shall provide medical, physiotherapy and first aid services, facilities and personnel at the competition venue as set out below.

B. Medical Station (Medical Bureau)

A medical station should be set up by the mat to cover up to three (3) mats at the venue and the emergency medical equipment including stretcher, equipment for resuscitation, trauma and bleeding control must be prepared at the medical station. The medical station should have one large long table and 4 chairs which should not be occupied by other than medical staffs at all times.

The minimum number of doctors and assistants at medical desk(s) shall be as follows based on the number of courts. The commission doctors shall be accompanied by medical staff.

- One (1) medical doctor and one nurse for one Medical Station up to three competition courts
- Two (2) medical doctors and two nurses for two Medical Station up to six competition courts.

- At least six (6) Emergency Medical Technician (or Paramedic) for up to six competition courts
- One (1) Physiotherapist (or Athlete trainer) for up to six competition courts
- At least three (3) assistants to carry stretcher, clean up mats, refill ice and take athletes to ambulance and hospital if necessary (at least one per each mat)

C. Medical Room (Sick Bay)

The minimum number of doctors and assistants at medical room shall be as follows. The medical doctors at Medical Room shall be accompanied by medical staff.

- At least one (1) medical doctor and one nurse should stand by at the Medical Room
- One (1) Physiotherapist (or Athletic trainer) should stand by at the Medical Room for massage or taping
- One (1) medical assistant should assist medical doctors and nurses
- At least one (1) of medical doctors must have competency in emergency medical care, general medical care and sports and musculoskeletal injuries

D. Athletes Village

It is recommended to designate one of doctors, one of nurses and one of assistants to be on-call after competition hours (9pm-8am) available if needed. Thus, it is recommended to provide accommodation for medical staffs either At or near Athletes Village. The medical staffs do not necessarily need to be standby at the Athletes Village but should be able to be reached by phone call and should be available at the athletes village within 10 minutes while they are on-call. However, it is strongly encouraged to contact local emergency service (911) first in case of medical emergency.

The minimum number of on-call doctors and assistants at Athletes Village Clinic shall be as follows. The medical doctors shall be accompanied by medical staff.

- One (1) medical doctor and one (1) nurse should stand by for Athletes Village
- One (1) medical assistant should assist medical doctors and nurses
- Medical Doctor should have competency in general medical care and advanced cardiac life support (ACLS)

Location	Position	No.	Duties	Remarks
Medical Station	Medical Staffs -Medical Doctor (MD) -Registered Nurse (RN) -Emergency Medical Technicians (EMT) -Physiotherapist (PT) or Athletic Trainer (AT) -Medical Assistant (MA)	Min. 10 persons	- <u>At least</u> one (1) MD should serve as Commissioned Doctor at the competition venue - At least one (1) RN to stand by with Commission Doctors at the medical station - At least one (1) EMT (or paramedic) to stand by with Commission Doctors at the medical station and one (1) EMT at each court for any medical emergency or serious trauma cases - At least one (1) of either AT or PT to stand by with Commission Doctors for splinting or taping for any musculoskeletal injuries - At least two (2) MA to help carry stretcher clean the mat, refill icebox	- <u>Minimum</u> one (1) fully equipped Medical station per three (3) courts per WT medical rules - At least one gate of the competition venue should allow the access of the ambulance to right near one entrance of the Field of Play(FOP) in case of emergency. - At least one (1) fully equipped ambulance with one (1) EMT to stand by to accompany with the injured athlete for the hospital transfer - Commissioned Doctors

			and take athletes to ambulance - Commission doctors should have the detailed guidelines and emergency action plans for medical emergency such as knockout and cardiac arrest	should have expertise in either Sports medicine or Emergency/Trauma medicine - RN should have experience in emergency medicine, trauma medicine or critical care
Medical Room	Medical Staff -Medical Doctor (MD) -Registered Nurse (RN) -Physiotherapist (PT) or Athletic Trainer (AT) -Medical Assistant (MA)	Min. 3 persons	- At least one (1) MD to stand by at the Medical Room - At least one (1) RN to stand by with MDs at Medical Room - One (1) PT or AT to be available for massage or taping - At least one (1) MA standing by at medical room to assist MD&RN	- Medical Room should be fully equipped per WT medical rules - At least one MD with competency in emergency general medical care And sports and musculoskeletal injuries
Athletes Village Clinic	Medical Staff Medical Staff -Medical Doctors (MD) -Registered Nurses -Medical Assistant	Min. 4 persons	- One MD - One (1) RN - One MA should be available after the competition hours for Athletes Village	- This is not mandatory but recommended - Accommodation at Athletes Village should be offered to medical staffs on call

E. Equipment of medical team at Medical Station

The following medical equipment must be prepared by medical team on site.

- First-aid kit: sphygmomanometer, a light, gloves, material for wounds and epistaxis (cotton balls, sterile gauzes, anti-bleeding material, nosebleed plug, trauma scissors),
- Accucheck for glucose monitor
- A stretcher
- Two spine board set (with belt and head immobilizer)
- Rigid surgical collars
- Upper limb splints, a lower limb splints, arm slings
- ACE wrap and tapes
- IV lines
- Sedatives for seizure (Lorazepam and/or Midazolam IM injection)
- EpiPen (or its equivalent) for anaphylaxis
- Pain killer for acute fracture (either morphine injectate, Toradol injectate or Tramadol injectate, or its equivalent)
- Anti-bleeding solution (diluted epinephrine solution or its alternative)
- Epinephrine, Amiodarone, Adenosine and Atropine for ACLS protocol
- Cold spray (Ethylene Glycol Spray)
- Ice cubes, plastic bags and plastic wrap
- Crutches (at least 3 pairs for each 3 different sizes)
- Guedel Oropharyngeal cannula set (in different sizes)
- Intubation kit with oropharyngeal tube
- Oxygen mask for manual ventilation with oxygen bottle

- An automatic electronic defibrillator (AED) is a must at the venue.
- At least one fully-equipped ambulance for medical emergency should always stand by at one of the exit of the venue at least for the whole period of the championships (However, it is strongly recommended to prepare two ambulances at the venue in case one ambulance is out of venue for hospital transfer)
- At least one (1) private transportation vehicle for non-emergent hospital transfer
- For the other medical matters, the LOC should strictly follow the World Taekwondo Medical Code.

a) Equipment for medical room (Sick bay)

The venue must have designated medical room at the competition venue for the injured with the following equipment.

- At least one (1) Medical exam table
- Partition or curtain for privacy
- Medical desk for medical doctors
- at least five (5) chairs and 2 couches
- Trash boxes for contaminant (biohazard) and container for sharps
- ICE in large ICE box
- Bottles of water
- Sphygmomanometer and thermometer
- Pulse Oxymetry for monitoring oxygen saturation
- Ophthalmoscope / Otoscope
- Accucheck for glucose monitor
- Penlight, Stethoscope and Reflex hammer
- Gloves and Sterile gloves
- Hand sanitizer
- Defibrillator (AED)
- Guedel oropharyngeal tube set
- Intubation kit with oropharyngeal tube
- Rigid cervical collar, A stretcher
- Oxygen mask for manual ventilation with oxygen bottle
- ACE wraps, tapes, kinesio-tapes
- ACE bandage in different sizes
- Alcohol solution and pad / Betadine solution/swab / Chlorohexidine solution/swab
- Cotton Balls, Q tip swabs, Nosebleed plugs, Sterile gauze (2x2, 4x4)
- Stitch Material for laceration wounds (suture kit, dermabond, sterile strips, Sterile drapes)
- Scissors, Forceps, Trauma scissor, Tweezer, Toenail clipper
- Upper limb and lower limb splints, finger splints, Arm slings

- Crutches M/L/XL (3 pairs each size)
- Tissues and Paper towels
- Nebulizer
- IV lines, Tourniquets
- Small containers for topical medications / container for lost teeth
- Syringes (1cc/5cc/10cc/20cc), Needles (1.5inch 23G / 1.5inch 25G, 16G large bore needle)

The LOC shall ensure the following medications are ready for instant use at the medical room at the competition venue for the injured.

- Ventolin inhaler HFA
- Ventolin(Salbutamol) or Duoneb (albuterol-itratropium) ampoules for nebulizer
- Sedatives (Lorazepam IM/IV and Midazolam IM/IV) for seizure/conversions
- EpiPen IM (or its equivalent)
- Pain killer (either Morphine IM OR Toradol IM or Tramadol IM)
- Diphenhydramine (or pheniramine) IM
- Glucagon IM
- Solumedrol IM/IV
- Epinephrine and Atropine IV for ACLS protocol
- Normal Saline 1L bags
- D5 NS 1L Bags
- Anti-bleeding solution (diluted epinephrine solution or alternative)
- Antibiotic ointments (Triple antibiotic ointments and/or Mupirocin ointments)
- Antifungal ointments
- Topical NSAIDs (Diclofenac topical or piroxicam topical)
- Hydrocortisone cream
- Glucose gel
- Artificial Tear
- bottles of Normal Saline for wound irrigation
- medication for indigestion
- Glucose tablet for hypoglycemia
- Anti-acid (Ranitidine 150mg tablet or Omeprazole 20mg tablet or similar)
- Antispasmodic (Dicyclomine or similar)
- Cough medicine (Dextromethrophan)
- Oral Pain killer: Tylenol(Acetaminophen), NSAIDs (Ibuprofen and Naproxen)
- Anti-diarrhea (Loperamide)
- medication for constipation
- Diphenhydramine (or pheniramine) (1st generation anti-histamine for pruritus/ anxiety)

- Hydroxyzine (less sedative anti-histamine for pruritus / anxiety) if available
- Anti-allergic medication (Cetirizine or similar)
- Anti-emesis (Ondansetron or similar)

b) Equipment of medical team at Athletes Village Clinic

Refer to the requirement for medical equipment and medications at Medical Room.

F. Requirement for Ice

- At least 1 icemaker should be available at the venue
- At least 2 ice boxes filled with ice pack and cubes should be available in the venue (one in the Athlete Waiting Room, one in the Medical Room)
- At least 1 ice box filled with ice pack and cube in the Athlete Village Clinic
- All the iceboxes should be checked and refilled at least twice a day

G. Evacuation of the injured

The medical staff plans to have an ambulance to transport the injured to the emergency department of a hospital. Beforehand, the medical staffs contact the emergency service of the nearest hospital.

H. Medical Personnel

a) Official Medical Director (OMD)

OMD is the chief medical officer of the competition venue responsible for the medical operation and coordination and organizing and directing the medical team.

The LOC shall appoint OMD for the Championships and ensure:

- OMD must have competence in sports medicine and emergency/trauma medicine.
- OMD must be under the administrative control of World Taekwondo Medical Chairman.
- OMD must practice medicine in accordance with the principles of good conduct.
- OMD must speak fluent English
- OMD must be free one day before the event to meet with the WT Medical Chairman to check the medical equipment at the venue
- OMD is required to have full understanding of the principles, requirements and procedures set forth in the WT Medical Code

b) Commission Doctor

LOC shall appoint Commission Doctors recommended by OMD and ensure

- Commission doctors must be medical doctors with competency in either sports medicine or emergency/trauma medicine
- Commission doctors must speak English
- Commission doctors must practice medicine in accordance with the principles of good conduct.
- Commission doctors must be under the administrative control of OMD.

The center referee may ask the Commission Doctor if a competitor is medically apt to continue the fight.

The Commission Doctor administers care to the competitors and manages emergency situations and the evacuation of the injured to the hospital.

At the end of each competition day, the Commission Doctors and OMD shall report to the World Taekwondo the injuries suffered by the competitors and cares given to them.

I. Management in case of loss of consciousness or brain trauma

The process in case of loss of consciousness or brain trauma of the competitor is as follows.

- The center referee calls the Commission Doctor.
- Only the Commission Doctor can examine and bring care the injured except in case of absolute necessity.
- The Team physician can assist the Commission Doctor, but the Commission Doctor reminds him/her that he/she is in charge as the assistant to the Commission Doctor.
- The injured must remain lying down on the floor and cares shall be provided in this position.
- The Commission Doctor removes the head guard with caution protecting the neck when placing a collar neck, frees the respiratory tract and if needed he puts a Guedel Oropharyngeal cannula to free the breathing.
- The Commission Doctor does a neurological and cardiac evaluation quickly with the Glasgow Score, blood pressure, pulse rate and breathing rhythm. If it is necessary, Commission Doctor starts the resuscitation with a manual breathing apparatus, cardiac massage or uses the automatic defibrillator.
- The Commission Doctor transports the injured in a stretcher at the medical room and does a complete medical examination.
- The Commission Doctor proceeds to an examination of the neurologic state (Glasgow score) and of the cardio ventilation state (blood pressure, pulse and respiratory frequency) every 15minutes for the first hour than once every hour.
- If a competitor goes into a coma or has a neurological disease or heart trouble, the injured must be transported in an ambulance with resuscitation equipment in the intensive care of hospital.
- If the status of the injured is satisfactory, the Commission Doctor hands back the injured to the team doctor or the head of team who will keep on monitoring and may take decision for hospital guidance if necessary.
- Loss of consciousness or brain injury carries one month suspension of any competition. Resuming competition must be preceded by a neurologic examination in specialized environment that will issue a Certificate of aptitude to competition.

J. World Taekwondo Medical Code

The LOC shall abide by the terms and requirements of the World Taekwondo Medical Code which can be found at the following link.

http://worldtaekwondo.org/wp-content/uploads/2015/12/Medical_Code_Of_the_World_Taekwondo_Federation_October_10_2014_as_adopted_in_Bhutan_copy.pdf

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

Task	Due Date
LOC should appoint OMD and confirm the affiliated hospitals and EMS agency	No later than twelve (12) months prior to the competition
OMD should confirm the medical personnel and medical supplies and equipment and communicate with affiliated hospital and EMS agency	No later than six (6) months prior to the competition and
OMD must finalize the emergency action plan and medical delivery system	No later than two (2) months before the competition
OMD may organize the medical team meeting and workshop	About two (2) months prior to the competition.
OMD must visit the competition venue to check the medical supplies, equipment and medical facilities and report to WT Medical Chairperson by means of documentations and pictures	No later than two (2) weeks before the competition
All the medical equipment, supplies, personnel and facilities should be ready for the competition per WT medical operating manual on the site visit by WT medical chairperson	One (1) day prior to the competition

8.3. Insurance

Introduction

The LOC shall to secure and maintain, at its own expense, adequate liability for the event in full force and effect throughout the event.

Such insurance must be in a form reasonably acceptable to the World Taekwondo and provided by an insurer approved by the World Taekwondo.

Person in Charge

The LOC shall designate a person in charge of dealing with insurance issues and its technical details. Also, he/she may cooperate with the World Taekwondo on a decision on insurance contract or subscription.

Description

A. Insurance Coverage

The coverage should include followings;

- Liability insurance for all spectators, media, volunteers and staff, athletes, team officials, World Taekwondo Officials and Technical Officials, and insure against any injury or death related to the event.
- Host insurance for the case of the total cancellation, postponement or partial curtailment of the event due to circumstances created by the LOC.
- Litigation contingency insurance for any judicial, quasi-judicial, administrative, or regulatory proceeding.

B. World Taekwondo's Approval

The LOC shall deliver a copy of such insurance policy to World Taekwondo together with evidence of all payments of all relevant premiums having been made and shall ensure that such policy requires.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

9.1. Cultural & Legacy Program

Introduction

Since the World Taekwondo recognizes unique vision of the LOC and host cities, the LOC need to not only deliver competitions but also prepare their own bespoke legacy program.

Person in Charge

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

The LOC shall nominate a Sustainability Manger and inform the World Taekwondo.

Description

The LOC shall plan and deliver programs for taekwondo development and legacy leaving at the LOC's own expense in consultation with the World Taekwondo. Its plan shall be submitted to the World Taekwondo no later than six (6) months before the first day of the event.

- Program contributing to local and international Taekwondo development
[Donation for International Taekwondo Development - Muju 2017 World Championships]



- Social engagement program
 - Engagement of taekwondo clubs and individual practitioners of the host city or the host country throughout event organization and staging
 - Participation of taekwondo clubs and individual practitioners of the host city or the host country as spectators (At least two clubs shall be able to watch competitions on every competition day)

[Engagement of local taekwondo clubs]



- Domestic taekwondo development & legacy to World Taekwondo member national association in the hosting country
- Taekwondo for all promotion program
- The Taekwondo Humanitarian Foundation (THF) Promotion Guide is set out “Appendix 7”, where it has the detailed information for LOC’s better understanding.
- Other Legacy Programs related to taekwondo promotion Social Legacy

The LOC shall submit the its operational plan for each program 1 year prior to the start date of the World Taekwondo event.

Detailed requirements of each program shall be discussed with the World Taekwondo.

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

9.2. Sustainable Policy and Management

Introduction

Sport events should strive to become more sustainable not only because it is “the right thing to do”, but because there are also strong business reasons to do it.

The LOC shall operate the organization in a sustainable manner. Sustainability program also needs to be delivered at LOCs own expenses.

Person in Charge

The organization structure is unique to each committee and should be agreed internally based on the functional area of the event and the abilities of the staff recruited.

The LOC shall nominate a Sustainability Manger and inform the World Taekwondo.

Description

Please refer to the Sustainable Sport and Events Quick Start Guide at the following link.

http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

Benchmarking: 10 Things You Can Do

1. Commit to sustainability as a team.
2. Facilitate accessible venues and services.
3. Travel lightly.
4. Buy local, ethical and green products where relevant.
5. Recruit locally.
6. Operate efficiently.
7. Minimise waste to landfill – reduce, reuse, recycle.
8. Facilitate participation of minority groups.
9. Leave a positive legacy.
10. Celebrate and share successes.

AISTS Sustainable Sport Toolkit

Timeline

The LOC is responsible for managing tasks of each functional area with proper timelines. Unless otherwise specified, the LOC shall stipulate all the tasks with the timelines of the relevant FA in the Operational Plan, based on the sample format provided at the end of this Manual.

The LOC shall communicate with the World Taekwondo should it requires any discussions on the task scope and the timelines.

II. WTF World Taekwondo Grand-Prix Series

Operational Requirements

Basic Information	
Number of competition days	3 days
Number of courts	3 courts
Number of technical officials	• 5 CSB Members (Incl. 1 Technical Delegate) • 50 International Referees



Appendix 8. Operational Requirements

EVENTS BD MANUAL 60

Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$ 100,000 ID be paid to the WtF within 3 months from the
	PrüMoney	No Cost
	Guarantee Letters	Guarantee letter from the host country's government for MS and
		Guarantee letter from the host country's government for MS and
Venue	Venue availability	Venue to be available for exclusive use from 3 days before the
	Competition area	Competition area with at least 3 courts
		Warm up area with 8 mats to be placed next to Field of Play
		VP lounge, refreshment lounge
	Functional Area	Function rooms including President's office, Secretary General's office, WTF office, CSB room
		Chang 19 rooms for athletes (minimum 2 per male and female) with showers and lockers
		Medical room with first aid, medicines and equipment
		AA doping room, male and female restrooms
		Weight-in office to be used 1.2 hours per day male and female
	Training Venue	8 mats to be placed. Transportation to be
		Underlay carpet
		Platform in consultation with WTF
		LED board
	Venue equipment	Produce signage, banners inside and outside the venue for the competition
		Media facilities in the vicinity of the competition center
	Media facilities	Media facilities in the vicinity of the competition center
	Accreditation center	Accreditation center
	Commercial area	Commercial area

Appendix B. Operational Requirements

EVENTS B D MANUAL 61

	Items	Requirement Details
Competitions		<p>PSS: Printer and ScoB system and its components (so: are headgear, judge's scoring pad, trunk protector, etc.)</p> <p>Mat: 0.1m goal mat is required for competitions</p> <p>IVR: Instant Video Replay System including</p> <p>cameras OVR: On-Video Results System</p>
	<p>TV 4 PDP TV 00" should be located per mat; and 5 PDPs for VP II Mge, 1 PDP TV for Rel'breedon, 1 PDP W f or Wanning up area, 1 PDP TV for Athlete calling area and 1 PD</p>	<p>TV 4 PDP TV 00" should be located per mat; and 5 PDPs for VP II Mge, 1 PDP TV for Rel'breedon, 1 PDP W f or Wanning up area, 1 PDP TV for Athlete calling area and 1 PD</p> <p>PTV f WT: F</p> <p>1 PDP for Press W ring area</p> <p>LaplX>pS. Printers and Photocopyer;</p>
		<p>Re generators, 1st box at the R of Play, Warm-up area and the in Sllg venue</p>
		<p>1st box 2 per mat</p>
		<p>Sea-용 For weigh in (2 for the and 2 for tri he)</p>
		<p>U!#ti'명</p>
		<p>Cub style screen on the ceiling of the venue</p>
		<p>2 big screens at the athlete entrance</p>
	Sport presentation set	<p>Announcer (English/Local 용명 language) in the venue</p>
		<p>ente inment ('WTF Demonstration team is a 3-원용 1-원form g opening ceremony and events. The Organizer can in vile the team in the condition be agreed in the WIF.)</p>
		<p>Medical staff</p>
		<p>Medical equipment</p>
	Medical set	<p>Amulance</p>
		<p>Medical staff</p>
	Doping 1st preparation and operation	<p>Ado Qcocrp 의 cysto be decided.</p> <p>The WTF is seeing various ways to ease organizers' burden.</p>

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Appendix B. Operational Requirements

EVENTS MANUAL 62

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	NA
	Council meeting (2 days before the 1st day competition)	NA
	Executive meeting (2 days before the 1st day competition)	<ul style="list-style-type: none"> 15 seating Located in head office hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	<ul style="list-style-type: none"> 200 seating capacity for 4 hours; hot and cold drinks; operations equipment 3 days before the competition MNA, 2-3 WFF staff, 1 Organizing Committee member 4 Vobtea's Located in head office hotel or the best team
	Referee meeting and training (3 days before the 1st day competition)	<ul style="list-style-type: none"> 60 seating capacity; hot and cold drinks; operations Instructor, 50 Referees, 1 WTF staff, 1 Organizing Committee member, 2 Volunteers Referee meeting for 1 day at referee hotel, 2 training day at venue
	International Taekwondo Symposium (2 day before and 1st competition)	NA
	MNA Workshop (2 day before the 1st day competition)	NA
	There may be an Emergency committee	Should be requested from the Organizing Committee
Events & Ceremonies	Opening Ceremony (1st day of the competition)	NA
	Medal Ceremony (Every competition day)	<ul style="list-style-type: none"> 8 gold medals, 8 silver medals and 16 bronze medals; flowers souvenirs for all winners design for medals and trophies to be approved by Volunteers, all winners' national flag and gold medal
	Closing Ceremony (Last day of the competition)	NA
	Press Conference	Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WFF Council members and MNA President
	Farewell party (Last day of the competition)	For athletes and team

Appendix B. Operational Requirements



EVENTS B MANUAL 63

Category	월	Requirement Details
Hotel	Suite room 4 day before and 1 day after	1 room for * President
	Superior rooms 5 day before and 1 day after	4 rooms for * 1 Secretary General, 2 Delegates, 1
	Standards rooms	14 rooms for * 5 Competition Supervisors, 2 IV Graphics, 1 of each photo graph C 1 official 5 Operational staff (5 days before and 1 day after) 25 rooms for * 50 International Referees (twin beds) at Reception (4 days before and 1 day after) 3 rooms for * 3 WTF GMS Team members (2 days BEFORE onsite tournament and 1 day after tournament) (Washes) 6 rooms for * WTF staff to stay at the host city for orientation and pre-tournament review (3 delegates each time) (2 before days of meeting and 1 day after)
		The above rooms shall be provided with free wifi The organizer should secure the rooms at headquarters hotel requested by the WTF for council members, staff and guests. The organizer should secure a WTF office at headquarters hotel to facilitate administration of spot.
TV and broadcasting	Full HD Production of	8 cameras of high quality including at least 1 super-slow motion HD Camcorder (s) (minimum 1 HD 1080) Minimum 4 channels for slow motion on a LSM EVS hardware recorder or equivalent
	Satellite transmission	No cost
	TV Producer WTF	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Day 1/2/3/4/5 feed, event highlight
	Upnk provision	Via Satellite News Gathering (SNG) or equivalent
Registration (Online & Onsite)	Online streaming	Online streaming on the Wifi desktop (3 ENG cameras)
	Processing fee.	The organizer shall pay registration processing fee of US\$ 1.5 per participant from member, athlete and official (total \$1.5)
	Online registration system	No cost at the online registration system and credit card payment software
	Entry fee	Revenues from entry are credited to ID:1-0 with WTF

Appendix 8. Operational Requirements

EVENTS BD MANUAL 64

Category	Items	Requirement Details
Air Travel	Air (economy class)	20 tickets for 1 Secretary General, 2 Officials, 1 Official Photographer, 1 Official Videographer, 5 Operation staff and 3 WTF GMS team members
	Designated passenger (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
Ground Transportation	Designated minivan upon arrival	
	Designated bus (upon arrival)	2 buses of 50
	International Referees	
	Transportation sharing	For WTF coaches, members, staff and
<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizers shall arrange buses for teams and other registered officials.</p> <p>Regardless of the location of the hotels, the Organizer should provide transportation for registered persons (athletes, officials, guests, media) for all transportation.</p> <p>All sports shall have a driver and a volunteer each. Transportation should be provided to the participants in the pre-event, events, ceremony and meetings.</p>		
Meal	3 meals per a day to the persons classified above	At the hotel before competition starts and at the venue once competition starts. The Organizer shall provide light snacks at the VPL and Referee lounge during COO competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$ 100 per day for technical delegates	1 Technical Delegate for competition
		4 CS6 for competition days
	US\$ 100 per day for Referees	50 International Referees for competition days
	US\$ 100 Diem for WTF GMS team	3 WTF GMS members for all days on site (registration and competition)
	US\$ 1055	Service fee for 2 graphic technicians (equipment and services), 3% inflation adjustment applied annually.

Appendix B. Operational Requirements

...EVENTS B.O. MANUAL 65

Category	Items	Requirement Details
Security & Insurance	Security guarantee Insurance contract	Security measures to be taken to protect athletes and other registered participants (of all hotels and venues) Contract appropriate to internationally reputable insurance company
	Insurance coverage	- Liability insurance - Cost insurance - Litigation contingency insurance
Convenience Facilities	Inf. Desk	The Organizer shall place info desks at the airport, office hotels and venues to assist transport arrangements, etc.
Human resources	Helping Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Observer Program & Progress Report	Visit previous edition of the event	• Costs related to visiting previous edition of the event to be covered by the Organizer • The Organizer shall present progress report at the World Taekwondo General Assembly and Council Meeting once or twice
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expense, in consultation with the World Taekwondo - Contribution to international taekwondo development program in partnership with the World Taekwondo - Social engagement program - Taekwondo humanitarian foundation (Tiff) Promotion • Visit to booth/table, screening of THF promotional video, Tiff banner / flag in VIP lounge, event speaker
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expense - Domestic taekwondo development/ legacy to the World Taekwondo national federation in the hosting country - Promoting taekwondo for a local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. • Reference guidebook: Sustainability Sport and Events Quick Start Guide (please refer to following link) http://www.wta.or.kr/servlet/defauwpfiles/oubhcat10n-Ddf/sset ou1ck start vers 2014 01

Introduction

- [1] The aim of these rules is to define requirements and necessary arrangements related to the organization and operation of any international taekwondo events as specified in Article.22 of the WTF Statutes.
- [2] All international-level competitions recognized by the WTF shall have participation of at least four (4) countries, with games result in each weight category with least four (4) competed contestants being recognized as an official result.

Article 1. International taekwondo competitions promoted by the WTF (“WTF Events”)

1. The followings are the WTF Events:

- i) WTF (Men’s and Women’s) World Taekwondo Championships
- ii) WTF World Taekwondo Grand-Prix Series
- iii) WTF World Taekwondo Grand-Prix Final and WTF Gala Awards
- iv) WTF World Taekwondo Team Championships
- v) WTF World Para-Taekwondo Championships
- vi) WTF World Taekwondo Junior Championships
- vii) WTF Qualification Tournament for Youth Olympic Games¹
- viii) WTF World Taekwondo Cadet Championships
- ix) WTF World Taekwondo Poomsae Championships
- x) WTF World Taekwondo Beach Championships

1.1. Frequency of the WTF Events are as follows²:

- i) Every odd year: World Taekwondo Championships, World Taekwondo Cadet Championships, World Para-Taekwondo Championships
- ii) Every even year: World Taekwondo Junior Championships, World Taekwondo Poomsae Championships
- iii) Every year: World Taekwondo Grand-Prix Series³, World Taekwondo Grand-Prix Final and WTF Gala Awards, World Taekwondo Team Championships

1.2. The title of the WTF Events shall be decided by the WTF.

1.3. Competition days and the number of courts for each WTF Event are prescribed in the Operational Manual of pertinent event.

¹ WTF Qualification Tournament for Youth Olympic Games takes place in conjunction with the WTF World Taekwondo Junior Championships at the year of the Youth Olympic Games.

² Frequency of WTF World Taekwondo Beach Championships will be decided by the WTF.

³ WTF World Taekwondo Grand-Prix Series is not held in the year of Summer Olympic Games.

2. All rights in and to the WTF Events, including but not limited to commercial rights, marketing rights and all intellectual property rights of the WTF designation, the WTF logos and the designation of the WTF Events, are the sole properties of the WTF. All rights are reserved and protected.
3. Every WTF Event is organized by a Local Organizing Committee. The Local Organizing Committee is an entity, which is organized after a bidder is selected as the host of the WTF Event among the bidders who have submitted the Bid File together with relevant attachments.
4. Bid process to host WTF Events
 - 4.1. The WTF shall inform bidders of the WTF Events open to bid and the relevant bidding process when it starts a process of host city selection. Any matters pertaining to the bid and host city selection process will be dealt with in accordance with the bid manual of the relevant bid process.
 - 4.2. Bidders such as WTF-affiliated Member National Association (hereinafter referred to as “WTF MNA”) or city or combined of the two wishing to host WTF Events must express the official intent to host the WTF Event(s) following the directions and timeline which are prescribed in the bid manual of the pertinent bid process.
 - 4.3. A bidder who has declared the official intent shall complete the bid application by submitting a set of documents with relevant attachments, which contains bidding conditions, to the WTF. The set of documents with relevant attachments shall be prepared and submitted to the WTF in accordance with the timeline and directions which are prescribed in the bid manual of the pertinent bid process.
 - 4.4. The WTF may form an evaluation panel in order to screen and assess bidding conditions suggested in the submitted documents with relevant attachments by each bidder. The evaluation panel may submit a report which contains the results of evaluation to the WTF Council.
 - 4.5. The WTF may carry out a site inspection to each bidding city in accordance with the timeline set out in the bid manual of the pertinent bid process. Bidders shall cover round-trip airfare, accommodation and board for the inspection group composed of maximum two (2) delegates designated by the WTF.
 - 4.6. WTF Council shall decide hosts of the WTF Events at its meeting based on the bidding conditions submitted by each bidder and the report of the evaluation panel and the inspection group.
 - 4.7. Hosting fee is the fixed amount of money charged on the host of WTF Event for

leasing the intellectual property of the WTF regarding the WTF Events. Selected hosts of WTF Events must settle the payment of hosting fees to the WTF within three (3) months from the day of selection. Hosting fees are non-refundable and the amount of the hosting fee is classified as follows based on the level of event.

- i) US\$200,000: WTF (Men's and Women's) World Taekwondo Championships
- ii) US\$100,000: WTF World Taekwondo Grand-Prix Series, WTF World Taekwondo Grand-Prix Final, WTF World Taekwondo Junior Championships
- iii) US\$30,000: WTF World Taekwondo Team Championships, WTF World Taekwondo Poomsae Championships, WTF World Taekwondo Cadet Championships
- iv) US\$10,000: WTF World Para-Taekwondo Championships
- v) Not Applicable: WTF World Taekwondo Beach Championships⁴

5. World Taekwondo Federation (WTF)

- 5.1. WTF shall draft a Host City Contract (HCC) in which overall legal matters pertaining to the organization and operation of WTF Events are prescribed and send it to bidders by no later than one (1) week after the completion of bid registration. Representing each bidder, the President of the WTF MNA and the Mayor of the city (or the equivalent) shall sign the Host City Contract and shall submit three (3) original copies of the Host City Contract to the WTF Council at its meeting where the host city will be decided. Once a bidder is selected, the WTF shall sign off the three (3) copies of Host City Contract which were already signed by the bidder.
- 5.2. WTF shall provide the selected bidder (an entity which is to be organized as a Local Organizing Committee) with the Operational Manual in which overall technical and practical matters pertaining to organization and operation of the WTF Event such as structure of Local Organizing Committee, work description, guidelines on official meetings, preparations, operations of competition, etc., are prescribed by no later than two (2) months after signing the Host City Contract at the Council Meeting.
- 5.3. WTF may organize and manage a set of programs to provide a Local Organizing Committee with appropriate assistance in organization and operation of the WTF Event. The Operational Manual for each event has priority over these Rules regarding the operation of the programs.
- 5.4. WTF may carry out site visits at least two times to the host city. In conjunction with the

⁴ The amount of hosting fee for WTF World Taekwondo Beach Championships will be decided by the WTF separately.

first site visit, the debriefing of the previous edition of the WTF Event shall be held.

- 5.5. WTF shall draft an outline of the WTF Event in consultation with the Local Organizing Committee and shall send out to the WTF MNAs by no later than twelve (12) months before the first day of the scheduled event.
- 5.6. WTF shall inform a Local Organizing Committee of the required number of technical officials to be appointed by the WTF for the event by no later than six (6) months before the first day of the scheduled event and shall provide the list of technical officials by no later than two (2) months before the first day of the event.
- 5.7. The WTF reserves title sponsorship but the revenue shall be shared by 50:50 between the WTF and the Local Organizing Committee in case the Local Organizing Committee arranges the title sponsorship, in case of which the LOC shall consult with the WTF. The Operational Manual for each WTF Event has priority over these Rules regarding any marketing income.
- 5.8. WTF shall carry out event impact studies to be shared with the Local Organizing Committee after completion of the event.

6. Local Organizing Committee (LOC)

- 6.1. The President of the Organizing Member National Association shall take all responsibilities and shall fulfill the following requirements within three (3) months after selected as the host. In case of failure, the WTF can deprive the host of the hosting right without prior consultation.
 - i) Constitution and opening of LOC
 - ii) Payment in full of the hosting fee
 - iii) Establishment of competition schedule and venue operation plan in consultation with the WTF
- 6.2. The LOC shall engage faithfully in the set of programs provided by the WTF to assist hosts of WTF events in organization and operation of the event in accordance with the timeline and directions specified in the Operational Manual for each WTF Event.
- 6.3. The LOC shall attend the orientation seminar, at its own expense, held in conjunction with observation training which is carried out at the previous edition of the event. The LOC shall submit the first operational plan to the WTF in conformity with the directions and timeline which are prescribed in the Operational Manual for each WTF Event.

- 6.4. The LOC shall cover round-trip airfare, accommodation and board for maximum two (2) WTF delegates for each site visit. The LOC shall also prepare for the debriefing of the previous edition of the event, which is held in conjunction with the first site visit, including but not limited to the venue rental in consultation with the WTF. The Operational Manual for each WTF Event has priority over these Rules regarding the site visit and the debriefing.
- 6.5. The LOC shall draft overall matters of the event in detail under the guidance of the WTF and shall send out the invitation letter with the associated package under the name of the President of the LOC by no later than six (6) months before the first day of the Competition. The invitation letter shall begin with "In accordance with the instruction of the World Taekwondo Federation.....", and following documents shall be enclosed with the invitation:
- i) Outline
 - ii) Event Schedule
 - iii) Arrival and departure forms with local transportation information
 - iv) Information on official hotels including the distance from the competition venue and hotel reservation forms
 - v) Detailed information on entry visa and application forms with an invitation letter of the LOC for participants' visa issuance
 - vi) Insurance
 - vii) Other important matters including but not limited to city information and emergency contact
- 6.6. The LOC shall present the Progress Report to the WTF Council at its meeting which is held in the preceding year of the event with the results from the first site visit reflected.
- 6.7. Entry registration shall begin four (4) months before the first day of competition. The deadline of entry shall be decided by the WTF. The LOC shall be updated with the registration status by WTF GMS team, while it is LOC's responsibility to regularly update the WTF the arrival and departure schedule as well as hotel information of the participating teams.
- 6.8. The LOC shall collect entry fees paid by the participating teams. The entry fees shall be divided between the WTF and the LOC on a 50:50 basis. Amount of the entry fee shall be decided by the WTF.
- 6.9. Domestic sponsorship program is LOC's sole right. The WTF and the LOC will take 50:50 portion of the space of logo exposure inside the venue including but not limited to LED Panels, A-boards, banners and backdrops. The LOC shall be granted

sponsorship logo exposure on TV and live streaming in agreement with the WTF. The Operational Manual for each WTF Event has priority over these Rules regarding any marketing income.

- 6.10. The LOC shall ensure entry into the pertinent country of all delegations from the WTF MNAs and invited guests according to the terms presented to the WTF Council at the time when selected as the host of the event. The LOC shall coordinate with all governmental authorities of the pertinent country and embassies in order to facilitate the entry of participants.
- 6.11. The LOC shall submit the final operational plan by no later than three (3) months before the first day of competition dates with the results from the second site visit reflected. The final operational plan shall be reviewed and approved by the WTF.
- 6.12. The LOC shall take all necessary and appropriate measures to ensure security for all participating national teams, invited guests as well as all other participants including spectators. The LOC shall also take necessary measures in order that any accidents or civil liabilities occurring during the period of the event might be covered by insurance following the details stated in the Host City Contract. However, the Organizing Member National Association shall take necessary procedures for any accidents or liabilities not directly related to the event.
- 6.13. The LOC shall organize Welcome Banquet, Opening Ceremony, Medal Ceremony and Closing Ceremony, and the schedule, place and invitees shall be decided in consultation with the WTF.
- 6.14. The LOC shall designate at least 4-star or higher level hotel as WTF headquarters hotel in which the WTF officials, staff, guests and technical officials except International Referees shall be accommodated.
- 6.15. The LOC shall designate at least 4-star hotel as the International Referee hotel. The WTF recommends that the LOC arranges the International Referee hotel located within walking distance from the competition venue. No national team officials shall stay in the same hotel as referees.
- 6.16. The LOC shall designate several official hotels with different prices so that participating teams could choose their hotels based on their budget. All official hotels shall be located near the venue with thirty (30) minutes at farthest by motor vehicles. The LOC shall use its best efforts to secure availability of rooms and to provide offers with competent prices. The WTF highly recommends that the LOC arranges all official hotels located within walking distance from the competition venue.

- 6.17. The LOC shall provide free local transportation to athletes and officials of all teams, technical officials and guests staying in the official hotels between the airport, hotels and venues. In case of operation of shuttle buses, the timetable shall be posted at the Information Desk run by the LOC in the lobby of official hotels. Transportation guidelines for WTF officials, staff, technical officials and VIPs are set out in the Operational Requirements and Operational Manual of each WTF Event.
- 6.18. The LOC must ensure that medical doctors stand by at the competition venue so that any contestants, officials, invited guests and/or other participants including spectators may receive medical treatment including first aid at any time during the period of the event. The LOC shall also designate the official hospital at the nearest distance from the competition venue. The LOC shall also prepare an ambulance ready at hand to transport injured contestants or officials if they require an examination at hospitals or need to be hospitalized.
- 6.19. The LOC shall place a registration center at one of the official hotels, ideally headquarters hotel or the hotel where the most of teams are staying, in order to issue accreditation cards and provide information to the participants. Accreditation cards shall be issued in accordance with the guidelines set out in the Operational Manual. WTF GMS team will be responsible for online entry registration in strict compliance with the WTF regulations. The LOC shall provide GMS team with necessary arrangements for logistics and workforce with regard to the accreditation.
- 6.20. The LOC shall operate a training venue separately from the competition venue and assign specific training time for each team. The LOC shall provide free transportation to the teams to and from the training venue and shall prepare spare protective equipment at the training venue. The time of training venue operation shall be approved by the WTF.
- 6.21. The LOC shall ensure the venue is prepared in accordance with the WTF Competition Rules and other relevant rules and regulations of the WTF. The LOC shall request the WTF for approval of the status of venue preparations. The LOC shall also finalize overall matters regarding the venue operation plan with approval of the WTF by no later than six (6) months before the first day of competition.
- 6.22. The LOC shall prepare all equipment to be used for the competition and training at its own expense as designated in the Operational Requirements and the Operational Manual. All the equipment must be WTF-recognized ones, and the LOC shall obtain the approval for the required number of equipment and preparations from the WTF in advance. The LOC shall put the color-printed "WTF-recognized brand by product item" chart both in training area as well as inspection area.

- 6.23. The LOC shall make relevant preparations for drawing of lots, weigh-in and competition and results management and scoring system in close cooperation with On-Venue Result (OVR) and Instant Video Replay (IVR) companies.
- 6.24. The LOC shall provide WTF technical officials, staff and any other persons specified in the WTF Event Bid Manual with three (3) meals per day for free at the hotel or at the venue during the competition. The LOC shall secure appropriate restaurants or spaces for the meals for athletes and officials inside the venue.
- 6.25. The LOC shall provide beverage and snacks to WTF officials, technical officials and VIPs at the designated places in the venue.
- 6.26. The LOC shall arrange official meetings and WTF Gala Awards in accordance with the schedule and directions which are prescribed in the Operational Manual of the pertinent bid process;
- 6.27. The LOC shall prepare at its own expense the spaces and necessary equipment required for holding such official programs as WTF General Assembly, WTF Council Meeting, various Committee meetings, International Taekwondo Symposium, International Referee Seminar, International Coach Training Course, International Referees Meeting and Training, Head of Team Meeting & Drawing of Lots Session and Observation Training together with Orientation Seminar for the LOC of the next edition of the event. General Assembly and Council Meeting shall be recorded at the expense of the LOC. The conference room for General Assembly should be equipped with facilities for general election, if any, and for simultaneous interpretation in WTF official languages at the expense of the LOC.
- 6.28. Technical Delegate of the event shall submit the separate TD Report to the WTF Secretariat within two (2) weeks after the conclusion of the event.
- 6.29. The LOC shall submit the Final Report of the event with all official results, including but not limited to marketing results based on the format set by the WTF, to the WTF Secretariat within one (1) week after the conclusion of the event.
- 6.30. The LOC shall deliver a presentation at the debriefing which is held in the host city of the following edition of the event in order to share knowledge and experience obtained from hosting the event.

Article 2. Continental Taekwondo Championships

1. Continental Taekwondo Championships mean taekwondo championships promoted by the pertinent Continental Union and held every other year with the approval of the WTF.
2. Only WTF MNAs located in the pertinent continent are eligible to participate in Continental Taekwondo Championships.
3. Continental Union must report to the WTF the place and dates of the next Continental Taekwondo Championships within ten (10) days after selection of the host city. However continental championships shall not be scheduled in month of December and January.
4. Continental Union shall request the WTF for approval of the organization of its Continental Taekwondo Championships within three (3) months after selection of the host city and at least eight (8) months before the first day of the Championships. The following shall be included in the letter of request for approval.
 - i) Date and place of the Championships
 - ii) Outline and Competition Rules
 - iii) Detailed matters related to venue and competition equipment list
 - iv) Composition of Organizing Committee
- 4.1. Continental Union must not send out the outline of its Continental Taekwondo Championships until it gains approval of the WTF.
- 4.2. WTF shall inform the pertinent Continental Union of approval or disapproval of the applied Continental Taekwondo Championships within one (1) month after receiving a request. Once approved, the WTF shall immediately include the pertinent Continental Championships in the official WTF Event Calendar.
5. Continental Union and the Organizing Committee of Continental Taekwondo Championships must ensure that WTF Competition Rules are strictly applied. In case of any violation of the Rules, the WTF may disapprove, cancel or revoke the approval of the pertinent Continental Championships.
6. The Organizing Committee shall cover round-trip airfare, accommodation and board throughout the tournament as well as per diem for WTF Technical Delegate who is to oversee the Championships.
7. The Organizing Committee shall provide accommodation and board throughout the tournament as well as per diem to technical officials including International Referees.

8. The Organizing Committee shall provide free ground transportation to all participants staying in official hotels between the airport, official hotels and the venue.
9. The hosting Organizing Committee shall submit the final report of the Championships with all official results together with the Medical Report on athletes' injuries to WTF Secretariat within two (2) weeks after conclusion of the Championships.
10. Technical Delegate shall submit the separate TD report to the WTF Secretariat within two (2) weeks after conclusion of the Championships.
11. On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical Delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.
12. Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.

Article 3. International Open Taekwondo Tournament

1. Any WTF MNA can organize International Open Taekwondo Tournaments with approval of the WTF.
2. The word 'WTF' or 'World' in any language shall not be used in the title of International Open Taekwondo Tournament.
3. The WTF MNA wishing to organize WTF recognized international open taekwondo tournament (G-1 & G2) for the following year shall submit a letter of request under the name of the President of pertinent WTF MNA to the President of the pertinent Continental Union together with the complete application form as well as sanction fee of US\$5,000 regardless of G1 or G2 by no later than September 30 of the year. However International Open Taekwondo Tournaments shall not be scheduled in month of December and January.
4. Upon receipt of the letter, application form and sanction fee, the pertinent Continental Union shall review all applications and make recommendation to the WTF together with the information on the tournament by no later than October 31.
5. Upon receipt of the shortlisted WTF MNAs from Continental Unions, the WTF shall make

final decision on the WTF recognized international open taekwondo tournament for the next year and announce before November 30. In case that the WTF recognition is not granted, the recognition fee shall be refunded by continental union.

6. There is no limit of the G1 tournament per continent per year. However, in maximum two (2) G2 tournament per continent per year shall be recognized by the WTF.
7. All participants attending at G1 and/or G2 tournaments must have approved WTF license through a WTF MNA.
8. It is the responsibilities of the Continental Union to ensure strict application of WTF Competition Rules, use of WTF-recognized equipment, prior WTF approval of the IRs and on-time reporting to the WTF.
9. WTF recognition shall not be renewed automatically. WTF MNAs must apply for WTF approval every year through the procedures mentioned above.
10. Based on the report of WTF Technical Delegate and the organizing committee, WTF shall evaluate the organization of its sanctioned tournaments on a yearly basis for awarding G2 tournament status. The evaluation and announcement shall be made by the WTF by no later than November 30 of the year.
11. Up to forty (40) points a year that can be earned from G-1 & G-2 tournaments from January 1 to December 31, shall count for the ranking in the selected Olympic Weight Division independently from the World Weight Division where they were achieved.
**Note: G-2 President's Cup for own continent is excluded from this limitation.
12. Once the WTF recognition is granted, the Organizing Committee shall submit the list of International Referees to the WTF by no later than three (3) months before the first day of the Tournament for screening and approval.
13. The Organizing Committee shall not use the logo and name of the WTF or any phrases hinting WTF approval in any promotional materials until it obtains official sanction from the WTF.
14. The Organizing Committee shall ensure WTF Competition Rules are strictly complied, and if there is any breach of the Competition Rules, the WTF may refuse, cancel or revoke the approval of the concerned tournament without prior consultation with the Organizing Committee.

15. The Organizing Committee shall cover round-trip airfare, accommodation and board throughout the tournament as well as per diem for WTF Technical Delegate who is to oversee the tournament.
16. The Organizing Committee shall provide accommodation and board throughout the tournament as well as per diem of US\$100 to technical officials, including International Referees for the competition period.
17. The Organizing Committee shall provide free ground transportation to WTF Technical Delegate and technical officials including WTF International Referees.
18. The Organizing Committee shall submit the final report of the tournament with all official results to WTF Secretariat within one (1) week after conclusion of the tournament as well as Medical Report.
19. Technical Delegate shall submit the separate TD report to the WTF Secretariat within two (2) weeks after conclusion of the tournament.
20. On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical Delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.
21. Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.

Article 4. Multi-sport Games

1. In the case that taekwondo is included in multi-sport games promoted by continent or region, etc., pertinent Continental Union or WTF MNA can request for WTF approval of taekwondo competition of the Games for the inclusion in official WTF events calendar.
2. Continental Union or WTF MNA wishing to put any multi-sport games in the official WTF events calendar shall submit a letter of request to the WTF by no later than 12 months before the first day of the concerned taekwondo competitions. The following shall be included in the letter of request.
 - i) Date and place of the Competitions

- ii) Outline and Competition Rules
 - iii) Detailed matters related to venue and competition equipment list
 - iv) Conditions for invitation of WTF Technical Delegate
3. WTF shall inform the applying Continental Union or WTF MNA of approval or disapproval within one (1) months after receiving the application. Once approved, WTF shall immediately include the event in official WTF events calendar and award appropriate grade based on the WTF Ranking Bylaw.
4. Pertinent Continental Union or WTF MNA shall ensure that WTF Competition Rules are strictly complied. In case of violation of the rules, the WTF may refuse, cancel or revoke the approval of the competitions without prior consultation with the Organizing Committee.
5. Pertinent Continental Union or WTF MNA shall operate the taekwondo competitions in cooperation with the Organizing Committee of the pertinent multi-sport games under supervision of WTF Technical Delegate, and shall submit its official report to the WTF Secretariat within one (1) week after conclusion of the competitions.
6. Technical Delegate shall submit the separate TD report to the WTF Secretariat within two (2) weeks after the conclusion of the competitions.
7. On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical Delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.
8. Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.

Article 5. Continental Qualification Tournament for Olympic Games

1. Continental Qualification Tournament for Olympic Games promoted by the pertinent Continental Union that are held every four (4) year in coordination with the WTF.
2. Only WTF MNAs located in the pertinent continent are eligible to participate in Continental Qualification Tournament for Olympic Games.
3. Continental Union must report to the WTF the place and dates of the next Continental

Qualification Tournament for Olympic Games within ten (10) days after selection of the host city.

4. Continental Union shall request the WTF for approval of the organization of its Continental Qualification Tournament for Olympic Games six (6) months before the first day of the tournament. The following shall be included in the letter of request for approval.

- i) Date and place of the Championships
- ii) Outline and Competition Rules
- iii) Detailed matters related to venue and competition equipment list
- iv) Composition of Organizing Committee

5. Responsibility of the WTF

- i) Appointment of Technical Delegate
- ii) Appointment of two (2) members of Competition Supervisory Board (CSB)
- iii) Dispatching maximum five (5) WTF staff in order to coordinate with Continental Union and Organizing Committee.
- iv) Appointment of WTF International Referees
- v) Selection of the PSS provider

6. Responsibility of Continental Union

- i) Appointment of two (2) members of Competition Supervisory Board (CSB)
- ii) Selection of WTF recognized competition equipment as well as technical service providers
- iii) Strict application of WTF Competition Rules
- iv) Preparation of invitation package and sending it to pertinent MNAs after approval by the WTF

7. Responsibility of Organizing Committee

- 7.1. The Organizing Committee shall cover the cost of leasing the competition venue as well other necessary facilities, equipment, and services.
- 7.2. The Organizing Committee shall cover round-trip airfare, accommodation and board throughout the tournament as well as US\$100 per diem for WTF Technical Delegate and Competition Supervisory Board (CSB).
- 7.3. The Organizing Committee shall provide accommodation and board throughout the tournament as well as US\$100 per diem to International Referees.

- 7.4. The Organizing Committee shall provide accommodation and board throughout the tournament to WTF staff.
- 7.5. The Organizing Committee shall provide free ground transportation to all participants staying in official hotels between the airport, official hotels and the venue.
8. Any matters not prescribed in this article will be dealt with in accordance with the Host City Contract (HCC) between Continental Union and Local Organizing Committee.



2018 WTF WORLD TAEKWONDO GRAND-PRIX 3 GB TAEKWONDO



TERMS OF REFERENCE

- By submitting this Bid File, the Applicant hereby certifies that the Bid File has been completed truthfully, accurately and to the best of its knowledge.
- The Applicant agrees to follow the guidelines of the WTF contained in the WTF Events Bid Manual (and its Appendices), and to cooperate with the WTF throughout the bid process.
- The WTF shall evaluate each bid submitted to check if it meets the requirements that are set out in the WTF Events Bid Manual (and its Appendices), Rules on Organization and Operation of International Taekwondo Championships and WTF Statutes.
- The WTF reserves the right to accept or reject any late or non-compliant bids.
- The WTF shall be free to take any decision it sees fit and in its sole discretion, without any liability whatsoever to the Applicant and/or their respective Stakeholders.
- This Bid File Form and any information supplied by the WTF shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the WTF to host the WTF event(s) until such time as an Applicant enters into a formal Host City Contract and is awarded the right to host the event(s) by the WTF.
- By submitting this Bid File, the Applicant agrees to the WTF being able to publicly communicate that they are participating in a bid process to stage the WTF event(s).
- All aspects of the bid process shall be governed by the WTF Statutes and other rules of the WTF.

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WTF





GENERAL INFORMATION


01

WTF

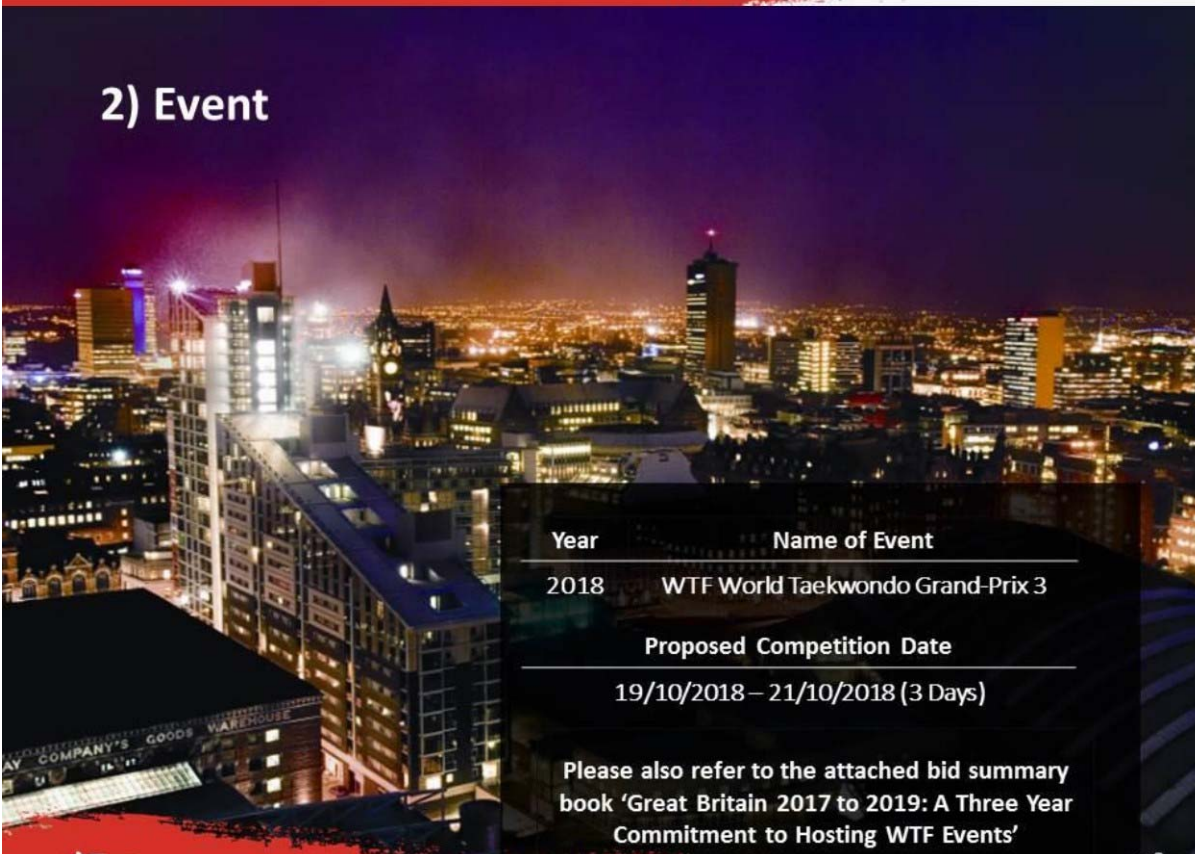
1) Bidder

Name of WTF MNA GB Taekwondo be will of British Taekwondo			Name of City Manchester		
Name of the President		Jeremy Beard (N of Executive Chairman)	Name of the Mayor (the Equivalent)		(Leader of) Richard Leese CBE of Manchester City Council
Mandate Signature			Mandate Signature		
Contact Person	Name	Steve Flynn	Contact Person	Name	Yawar Abbas
	E-mail	Steve.Flynn@gbtaekwondo.co.uk		E-mail	Y.Abbas@manchestergov.uk
	Phone	+44 (0) 7808773264		Phone	+44 (0) 1612203863

By submitting this Bid File, we agree that we are well-acquainted with the Bid File Terms of Reference and the WTF Events Bid Manual with its Appendices.


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2) Event




Year	Name of Event
2018	WTF World Taekwondo Grand-Prix 3

Proposed Competition Date

19/10/2018 – 21/10/2018 (3 Days)

Please also refer to the attached bid summary book 'Great Britain 2017 to 2019: A Three Year Commitment to Hosting WTF Events'


p.3

3) Motivation

Our vision

Working in partnership with the WTF to deliver world class and commercially successful events, with global broadcast coverage that drives the continued worldwide growth of Taekwondo.

Our bid package

2017 WTF World Taekwondo Grand-Prix3, London

2018 WTF World Taekwondo Grand-Prix3, Manchester

2019 WTF World Taekwondo Championships, Manchester

Our partners

GB Taekwondo are proud to present a deep commitment to taekwondo through our ground-breaking partnership with UK Sport, The Mayor of London, London & Partners, Manchester City Council and British Taekwondo.

Our motivations for bidding

Manchester 2018

- Inspire the next generation of Taekwondo Olympians
- Reach out to a new audience and create growth in the number of taekwondotans
- Create a strong commercial platform for the sport by showcasing the world's best athletes in Manchester
- Ensure a quality broadcast product to maximise national and international exposure for the sport, venue and city
- Support GB athletes on their journey to Tokyo 2020, creating the stage for medal winning performances
- Generate visitor numbers and economic impact for the city of Manchester
- Engage with the local community and encourage increased participation in taekwondo at all levels
- Provide meaningful volunteering opportunities to Manchester's volunteer network
- To continue the journey of the long-term relationship between taekwondo and the city of Manchester, building on the successful hosting of the Grand-Prix in the city since the Inaugural event in 2013 and building towards the WTF World Taekwondo Championships in 2019.



p.4

4) Competitive Edge

MANCHESTER – WELCOME HOME!

A city that makes things happen

Manchester is a globally recognised sports capital that has secured its place as an international destination for sport, tourism and business and has rightfully gained a reputation as a place that makes things happen.

A truly sporting city

Manchester boasts world-class sporting facilities, an ever-growing sports development programme, a diverse major sports events portfolio and crucially, a network of partners whom we cooperate with on a number of levels.

Quality accommodation & transport infrastructure

Manchester offers a wide range of accommodation and a trusted public transport system which is constantly being improved, with easy methods of connectivity to and from the city by air, rail and road.

A media powerhouse

The digital connectivity of Manchester ranks amongst the best in the world with MediaCity UK at Salford (home to the BBC) and Manchester Digital Hub boasting Europe's second largest creative, digital and media hub.

Commitment to participation legacy

Manchester prides itself on being able to connect its events to its communities and partners, not only regularly distributing thousands of event tickets to North West schools and colleges, sports clubs and charitable organisations, but linking numerous legacy activities with events.

A long-term relationship with the WTF

Manchester has a long history of supporting the WTF through the delivery of three World Taekwondo Grand-Prix events, including the inaugural Grand Prix in 2013, and the development of the National Taekwondo Centre. We pledge our continued commitment to the development of the sport through hosting future events.



p.5

GREAT BRITAIN CAN BE TRUSTED

Great Britain is safe and secure

Clear security plans will be in place at the training and competition venue.

Great Britain can be trusted to deliver

We have a proven track record of delivering high quality international events and a delivery structure which is led by an exceptionally experienced team of event partners.

The Competition Venue has been tested

The 2015 WTF World Taekwondo Grand-Prix was hosted in the Regional Arena and was hugely successful, as such the venue has been tested and audience building continues in the city.



WTF

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WE FOCUS ON ATHLETE EXPERIENCE

Showcasing Taekwondo

We will continue to deliver well run events that showcase Taekwondo at its best as both sport and entertainment.

Accommodation and transport packages

We will continue to offer accommodation which is of a good quality and ideally located, transport which is efficient and reliable and packages which offer good value for money.

A compact hotel offer

With all key hotels within 3 miles of the venue, the athletes can choose to walk if they wish however we would advise use of the transport provided.

Sports presentation

We will continue to raise the bar for taekwondo, delivering taekwondo events as both sport and entertainment whilst ensuring that the athletes are respected and placed at the centre of our sports presentation plans.

We are committed to continuously improving the spectator experience, both live and on television, through excellent sports presentation.

The technical team at the competition venue will work closely with the Organising Committee to deliver the required technological solutions to support seamless event delivery and presentation.

Expect to see everything you have already experienced in Manchester and more as we continue to progress and take event delivery to the next level.



WTF

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STRONG COMMERCIAL OFFER AND SECURE FUNDING

Growth of commercial and broadcast partnerships

We are extremely confident that our three year commitment to hosting major events will support the WTF in ensuring the growth of commercial and broadcast partnerships for Taekwondo.

Secure financial offer

We can confirm the commitment of public sector funding across our event partners to ensure the successful delivery of the event. Our event budget includes a contingency to protect against any unforeseen costs and a confirmed event underwrite protecting the WTF from any financial risk.



Maximising ticket sales

UK Sport provides access to nationwide marketing platforms, building on the 5 million strong London 2012 and Glasgow 2014 ticketing database, along with sophisticated centralised campaign management accessing the UK market to cross promote sports events.

In the build up to the Rio Olympics, total ticket sales were up 30% across events supported by UK Sport. This campaign will be repeated in the build up to the Tokyo Olympics, with expected results to be even greater.

This will be further supported by the databases of GB Taekwondo fans and the experienced ticket sales teams of the Manchester Regional Arena.



p.8

A LONG-TERM COMMITMENT TO TAEKWONDO

Taekwondo development programme for Manchester

We can confirm the commitment of public sector funding for the delivery of a four-year taekwondo development programme in Manchester ensuring that the Grand-Prix, and following World Championships, are used to further drive engagement of people of all ages within the sport.

This funded programme will build on the development of the sport already seen in Manchester which includes hosting several successful WTF and ETU events in recent years, the opening of the National Taekwondo Centre in March 2016 and successful programmes which have increased club activity, reached into local communities, supported social improvement projects and introduced young people to the health and well being benefits of taekwondo.



STEP

Partners will be very happy to support the WTF with your Supporting Taekwondo Events Programme through the sharing of our expertise, learning from the WTF and other event hosts to ensure that the global success of the sport continues.

Agenda 2020

We fully commit to the philosophy of Agenda 2020 and will work in partnership with the WTF to deliver events which are sustainable, innovative and athlete-focused, ensuring good governance and transparency throughout.

International Development programme

We are delighted to confirm the commitment of public sector funding and expertise through UK Sport to support the WTF with their international development programmes.



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1) Venue Overview

MANCHESTER REGIONAL ARENA, ROWLSEY STREET, MANCHESTER M11 3FF

Venue type

A purpose built, flexible, world-class sports arena located on the highly regarded Ethad Campus alongside other world-class sporting venues.

Venue capacity

The permanent venue seating will be supplemented with temporary seating providing a capacity of 1,600 for spectators, athletes and VIPs.

Venue booking

The venue is booked from 17th to 22nd October 2018:

- 2 build and training days
- 3 competition days
- 1 de rig day.



Transport hub	Distance to venue	Drive time to venue	Other travel time to venue
Manchester Airport	10 miles	20 minutes	Train & Tram – 38 minutes
Manchester Piccadilly Train Station	1.3 miles	7 minutes	Walk – 25 minutes Tram – 14 minutes
Manchester Victoria Train Station	2.3 miles	13 minutes	Walk – 39 minutes Tram – 21 minutes

Hotel	User group	Distance to venue	Drive time to venue	Walk time to venue
Crowne Plaza- HQ	WTF, VIPs & International Referees	1.6 miles	8 minutes	32 minutes
The Midland Hotel	WTF & VIPs	1.6 miles	8 minutes	32 minutes
Park Inn by Radisson	Teams	2.3 miles	11 minutes	39 minutes
Holiday Inn Express	Teams	1.6 miles	8 minutes	31 minutes

WTF

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ACCESSIBILITY OF THE MANCHESTER REGIONAL ARENA

The Manchester Regional Arena is fully accessible with accessible toilets and space for accessible parking.

The Manchester Regional Arena is easily reached by public transport with links to the city centre by Metrolink (tram) and bus.



Manchester Piccadilly and Manchester Victoria train stations are just 12 and 23 minutes away respectively by Metrolink (tram) making the venue extremely accessible to the general public.

With ongoing investment in the public transport infrastructure in Manchester, fans will be able to navigate the city easily and quickly during the event.



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2) VENUE LAYOUT

New for 2018

Continued enhancement of the octagon shaped LED boards.

Further integration between in venue presentation and TV show production.

Creative improvements to spectator experience "bringing people closer to the action".



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We are delighted to be able to present to the WTF the Manchester Regional Arena as the proposed host venue for the 2018 Grand-Prix. The venue was well received by all user groups in 2015 and we are sure that the improvements for 2018 will be met with even greater enthusiasm.

WTF requirement	Proposed delivery
Competition area	The Manchester Regional Arena is able to accommodate the required competition area of 30m x 50m. Three courts will be in place as per the WTF Operational Requirements.
Functional areas	The Manchester Regional Arena is able to accommodate all required functional areas (warm-up area, VIP lounge, Referee lounge, function rooms including the President's office, Secretary General's office, WTF office, CSB room, changing rooms and shower facilities, medical room, anti-doping room and weigh-in room) as per the WTF Operational Requirements.
Training venue	Space is available in the Manchester Regional Arena to enable all training to take place in the venue prior to competition.
Venue equipment	All venue equipment will be provided as per the WTF Operational Requirements.
Media facilities	The Manchester Regional Arena is able to accommodate all required media facilities (mixed zone, media tribune, press centre and press conference room) as per the WTF Operational Requirements.
Accreditation centre	The accreditation centre will be located in the HQ Hotel - Crowne Plaza, or the competition venue.
Commercial area	A commercial area will be set up within the Manchester Regional Arena in a location where all spectators are required to pass through to access the seating.
Competition equipment	All competition equipment will be provided as per the WTF Operational Requirements.
Sport presentation	The WTF is familiar with the quality of the sports presentation that has been delivered in Manchester. We commit to continually improving this as we move towards the World Championships in 2019, implementing new ideas and innovations which will continue to include lighting, big screens, announcers and entertainment.

WTF

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3) Transportation

INTERNATIONAL TRAVEL

Manchester Airport is the UK's third busiest airport, serving over 22 million passengers per year.

Manchester Airport provides regular direct flights to destinations worldwide by 100 airlines offering direct flights to over 190 destinations.

Information desks and transport personnel will be provided at Manchester Airport.

Travel time to the Manchester Regional Arena is 10 miles (20 minutes by car). In addition, if required, Liverpool John Lennon Airport is 34 miles (47 minutes by car).

We are pleased to confirm that a budget of USD12,400 will be provided to the WTF to cover air tickets for WTF VIPs and staff.



WTF

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GROUND TRANSPORTATION

Professional service

An experienced transportation planner will be appointed as a consultant to the Organising Committee to develop a transport plan and deliver the required level of service.

Executive cars

3 executive cars will be allocated solely for the use of the WTF President and other key WTF representatives.

Airport transfers

Competing teams and members of the WTF Family will be greeted at Manchester Airport and transported smoothly to their hotels.

Information desks

Information desks and transport personnel will be provided in all official hotels.

Venue to hotel shuttle service

The transportation planner will manage the delivery of a dedicated ground transportation service for the event which will ensure easy and efficient travel between the competition venue and designated hotels for all accredited personnel including competitors, support staff, WTF Officials and VIPs on all training and competition days. The service will comprise of a number of shuttle buses following a prescribed timetable.



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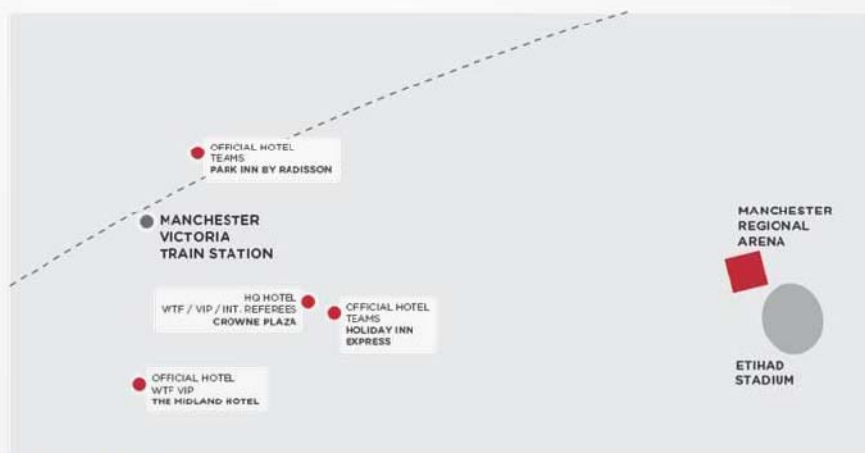
4) Accommodations

A compact hotel offer

We have confirmed room allocations for a minimum of 400 persons to allow all teams and accredited personnel to stay within a 40 minute walk or 11 minute drive time of the competition and training venue.

Rates confirmed and a professional booking service awaits

Room rates have been confirmed with the official hotels and all accommodation bookings will be managed by a dedicated accommodation and transport agency that will provide a personalised service to meet individual requirements.



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Hotel name	Address	User group	Room allocation (max.)	Distance: hotel to venue	Twin room rate (per person per night)	Single room rate
Crowne Plaza HQ Hotel	Shudehill Manchester M4 4AF	WTF, VIPs & International Referees	As per WTF Operational Requirements	1.7 miles Drive – 8 minutes	N/A	Covered by LOC budget
The Midland	Peter Street Manchester M6Q 2DS	WTF VIPs	President & Secretary General	3.4 miles Drive – 12 minutes	N/A	Covered by LOC budget
Park Inn by Radisson	Cheetham Hill Road Manchester M4 4EW	Teams	150 rooms	2.1 miles Drive – 8 minutes	USD97 approx. £78 approx.	USD160 approx. £129 approx.
Holiday Inn Express	Goadsby Street Manchester M4 5JY	Teams	100 rooms	1.8 miles Drive – 8 minutes	USD97 approx. £78 approx.	USD160 approx. £129 approx.



All room rates include bed and breakfast and all local taxes

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5) Medical and Anti-Doping

WORLD-LEADING MEDICAL COVER

Great Britain arranges world-leading medical cover for all of its Taekwondo events. The event will be covered by a team of Emergency Medical Technicians (EMTs) with experience of emergency and critical incident care including head and spine trauma.

The EMT team will provide a full range of treatment equipment including critical injury spinal boards and a defibrillator.

An ambulance will always be on standby at the venue as per the WTF Operational Requirements.

The EMT team is further supported by a fully qualified official event Doctor.

The closest hospital to the competition and training venue is The Manchester Royal Infirmary which is 1.4 miles and a 5 minute drive away.

ANTI-DOPING

All international sporting events hosted in Great Britain adhere strictly to the World Anti-Doping Agency (WADA) code of practice.

Appropriate levels of in-venue testing will be carried out by the UK Anti-Doping (UKAD) agency in accordance with clear guidelines.

Samples are analysed by the WADA accredited laboratory, The Drug Control Centre at Kings College London, and results given to the WTF through normal channels.

GB Taekwondo has extensive experience of working with Anti-Doping agencies and is confident that a thorough testing regime will be implemented at the event.

6) Security and Insurance

A SAFE AND SECURE ENVIRONMENT

Great Britain has a proven history of delivering safe and secure events as we understand how crucial security and safety are for the successful delivery of an event.

Through UK Sport, we will have access to the very latest intelligence and support from the highest levels in national security and policing agencies to ensure the safe and secure delivery of the event.

Our security plans and accreditation control at the competition and training venue will cover:

- External access control – admittance to the venue will be controlled through ticket or accreditation checks
- Internal access control – internal movements will be managed in accordance with associated accreditation plans
- Internal security – teams of well trained, fully briefed and strategically positioned stewards and response teams will be deployed to ensure that the event is staged without incident
- Emergency planning and management – the venue event manager will carry out necessary pre-event safety checks and take the appropriate actions required to ensure that the event is being staged in accordance with statutory health and safety legislation.

The Manchester Regional Arena has hosted numerous high-profile events, all delivering against appropriate security plans. The security teams at the venue are very experienced and will work closely with the Event Director, the Organising Committee, the local police and other emergency services to develop and deliver an intelligence-led security, stewarding and safety plan across all event-related activities.

The designated event hotel accommodation will have security levels in line with business as usual. It is not anticipated that additional resource or procedures will be required.

INSURANCE CONTRACT AND COVERAGE

We can confirm that an appropriate level of liability, cancellation and litigation contingency insurance will be established with an internationally reputable organisation reflecting the best possible solution which is available within Great Britain.



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7) Legacy

INTERNATIONAL DEVELOPMENT PROGRAMME

UK Sport, through their International Development team, offer to the WTF funding and support to plan, develop and deliver an International Development Programme in conjunction with GB Taekwondo and the WTF.

This offer consists of a four year investment to drive the growth of taekwondo within a small number of developing countries, to be identified in conjunction with the WTF.

**Our offer to the WTF is for up to USD124,000
which equates to USD31,000 per year to deliver a four year programme.**

UK Sport will use the considerable expertise the UK has built up in this area with other sports such as hockey, athletics and rugby, and of course from delivering International Inspiration – London 2012's Olympic and Paralympic international legacy programme that brought sport to over 12 million children around the world. The below links provide some great examples of programmes which are being implemented with other International Federations;

[UK Sport International Development - www.uk-sport.gov.uk](http://www.uk-sport.gov.uk)

[Hockey Targeted Assistance Program - www.fih.ch](http://www.fih.ch)

[Unity Programme - www.worldrugby.org](http://www.worldrugby.org)

[Leadership and Excellence in Athletics Programme - www.iaaf.org](http://www.iaaf.org)



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SOCIAL ENGAGEMENT PROGRAMME

Working in partnership with the Eastland's Trust and Manchester City Council, British Taekwondo aims to use the 2018 WTF World Taekwondo Grand Prix to continue to significantly grow the profile and levels of taekwondo activity across the region by increasing club activity, reaching into local communities and schools, and supporting social improvement projects in some of the most socially deprived areas of the country.

The new National Taekwondo Centre is one example of this partnership approach. Using government and city funding, this state of the art high performance facility is located in Newton Heath, a district of Manchester identified as socially underperforming. The National Taekwondo Centre, as well as servicing the needs of the elite athletes and acting as an inspirational focus, now welcomes a number of Martial Art and Sports clubs to the facility. This shared venue approach provides daily opportunities for local people to get involved in sport, improve lifestyles and aim high.

We will engage over 100 volunteers in the delivery of the Grand Prix. These volunteers will be sourced from Manchester's excellent volunteer programme, local social inclusion projects, experienced volunteers from the 2012 European Championships and 2013 to 2015 Grand Prix events and British Taekwondo club networks.



CULTURAL AND EDUCATION PROGRAMME

We are pleased to confirm that all medal ceremonies will be conducted in line with TV friendly formats developed with WTF partners.

We are pleased to confirm that debriefing and orientation sessions will be delivered to ensure that all partners and future organisers of Grand Prix events are able to learn from the Manchester edition of the series.



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LEGACY PROGRAMME

We confirm a commitment of USD130,000 to deliver a taekwondo development programme in Manchester from 2017 to 2020

In addition to the community-based activations mentioned under the Social Engagement Programme, our legacy programme in Manchester will also focus on delivering specific grass roots activities, creating a North West taekwondo hub based around the National Taekwondo Centre. Specific activities will include:

- Providing financial support to clubs to make use of the Centre, engage new instructors and enrol new coaches
- Hosting holiday clubs which bring together Manchester Clubs for joint training sessions and workshops
- Supporting clubs to promote themselves to local residents and to share resources and experience.



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SUSTAINABILITY PROGRAMME

We welcome the WTFs introduction to the Sustainable Sport and Events Quick Start Guide and commit to delivering WTFs events in line with this guide. To date we have already taken steps towards delivering sustainable events by:

- Delivering technology based sports presentation and branding which minimises the production of PVC branding materials and overall waste
- Creating reusable competition area perimeter walls from timber
- Prioritising the use of local suppliers and services, which also increases local economic benefit.

Looking forward to 2018 we will;

- Work with the venue to reduce our carbon footprint further through evaluation of power and lighting usage, especially in build, rehearsal and strip down phases
- Develop a recycling policy that provides opportunities at the event for participants and spectators to recycle waste
- Prioritise competitive tenders for event services that come from more local suppliers and businesses
- Enhance the support network for the local volunteer workforce
- Upskill existing sport specific volunteers

A detailed sustainable event delivery programme will be developed and delivered as a key part of the event's plan.

WTF

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BUDGET PLAN

p.2

1) Revenues

Category	Items	Amount (US\$)
Subsidy	Central Government – UK Sport	359,600
	State Government	N/A
	City Government – Manchester City Council	194,680
	Others – GB Taekwondo	37,200
Sponsorship (Incl. VIK)	International Sponsors	0
	Local Sponsors	31,000
Entry Fee – 50% of total fees		5,730
Ticket Sales		40,000
Merchandising, licensing and concessions		8,085
Accommodation Commissions		9,523
Other sources	Manchester City Council VIK (Event Management Support and Marketing)	111,600
	GB Taekwondo VIK (Warm up and training mats)	33,093
	Manchester City Council (Eastlands Trust) and Sport England (Manchester Taekwondo development programme)	65,100
	UK Sport (International Taekwondo development programme)	30,000
TOTAL		930,611

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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2) Expenses

Category	Items	Amount (US\$)
Hosting fees & Guarantees	Hosting Fee - cash	70,000
	Event contingency	30,054
Venue	Venue Rental	31,000
	Competition Area – Competition, Warm Up and Training Area mats	50,096
	Functional Area - VIP Lounge, Referee Lounge, WTF office set up	7,688
	Training Venue (within the Manchester Regional Arena)	N/A
	Commercial Area (within the Manchester Regional Arena)	N/A
	Venue Equipment – Venue overlay, LED boards, power, rigging, staging, carpet, furniture and screens	51,832
	Media Facilities – Mixed zone, media tribune and press centre	1,240
	Accreditation Centre – provided within the HQ Hotel & Manchester Regional Arena	N/A
	Look of the Venue – Internal and external venue dressing	9,920
	Venue Operations – Cleaning & Waste and Health & Safety	23,560
	Other - Sponsor Village	620

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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Category	Items	Amount (US\$)
Air Travel	Air Tickets (Maximum allowance provided to the WTF)	12,400
Ground Transportation	Designated Vehicles (Upon Arrival)	4,464
	Transport Sharing	4,960
	Parking – free on-site parking	N/A
Accommodations	WTF President, 7 nights, Presidential Suite WTF Sec. Gen, 2 x Dir. Gen & 1 TD, 7 nights, Superior Rooms WTF staff x 14, 7 nights, Double Rooms International Referees x 50, 7 nights, Twin Rooms WTF GMS x 3, 8 nights, Double Rooms	50,691
	Rooms for LOC	5,892
Meals	Meals and Snacks – WTF, Technical Officials & VIPs	25,147
	Meals and Snacks - Volunteers	2,790
	Meals and Snacks - LOC	4,948
Competitions	Competition Equipment – PSS, OVR, IVR, Projection screens, WTF membership database interface	25,970
	Sport Presentation	67,952
	Medical and Anti-doping test (sample collection and analysis)	21,906

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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Category	Items	Amount (US\$)
Registration (Online & Onsite)	Processing Fee	465
Meetings	General Assembly, Council Meeting	N/A
	Executive Meeting – Held within Manchester Regional Arena	N/A
	Head of Team Meeting and Draw, Referee Meeting and Training	3,100
	MNA Workshop – Held within Manchester Regional Arena or HQ Hotel	N/A
Hospitality	Welcome Banquet – GB Taekwondo can help with delivering this should the WTF wish to cover the cost	N/A
	Farewell Party – self-funding	N/A
Events and Ceremonies	Opening Ceremony, Closing Ceremony	N/A
	Medal Ceremonies	2,480
	Press Conference	1,240
	Gala Awards	N/A
TV and Broadcasting	Full HD Production of International Feed, TV graphics, production of highlights and online live streaming (Note the WTF Graphic Team is not required)	40,920
	Uplink Provision	8,679
	Other – Outside broadcast compound	1,240

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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Category	Items	Amount (US\$)
Per diems	Technical Delegates, Competition Supervisory Board, Referees	16,500
	WTF GMS Team	2,400
Security & Insurance	Security Guarantees	2,604
	Insurance Contract and Insurance Coverage	3,720
PR & Communications	Website and SNS	1,860
	Event Promotion	111,680
	Event Logo and Mascot	2,170
	Publications – Official Event Guide	620
	Video/Photograph	620
	External Ticketing Commissions	3,240
Event Management	Event Debriefing Setting, Invitation of Previous Organizer	400
	Invitation of Previous Organizers	400
	Observer Program (Visit Previous Edition of the Event) – not required	N/A
	Site Visit (Project Review)	1,257

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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Category	Items	Amount (US\$)
Human Resources	Event Director, Event Manager, Commercial & Marketing Manager, Competition Manager, Volunteer Manager, Functions Manager, On-Event Support Staff and Finance Manager	107,632
	Volunteer (training, allowance and uniforms)	7,800
Legacy Program	London specific taekwondo development program	65,100
	International taekwondo development program	30,000
Administration	Operations (incl. audit, legal, financial, documentations, etc.)	3,100
	IT and Telecommunications	6,634
	Mailing – postage & courier	620
TOTAL		930,611

Please note all contributions and costs are based on an exchange rate of USD1.24 to GBP1.00

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World Taek





SADIQ KHAN
MAYOR OF
LONDON

London has built a reputation as one of the world's greatest sporting cities. We have a track record of hosting world class sporting events of all sizes and Londoners always turn out in huge numbers. We have fantastic infrastructure and superb venues – not least the magnificent Copper Box on Queen Elizabeth Olympic Park, which we hope will host the 2017 WTF World Taekwondo Grand Prix. During the 2012 Olympic and Paralympic Games, the Copper Box played host to handball, fencing and goalball. It has since hosted international netball tournaments, world title boxing matches and, memorably, the 2014 Invictus Games. I would love to see big Taekwondo events added to this illustrious list.

I am delighted to be working together with GB Taekwondo, UK Sport and London & Partners on developing and promoting this fantastic sport in London. We have already successfully committed funding to and staged the 2016 British Championships here, and we're working on an extensive sports participation and community engagement programme in partnership with the Member National Association, British Taekwondo.

We have committed funding to hosting the WTF World Taekwondo Grand Prix, and our shared aim is to see a huge increase in the levels of participation in the sport amongst Londoners, and to see the Copper Box filled to the rafters with excited Taekwondo fans in 2017.

I am also delighted that London is part of a wider push to bring the world's leading Taekwondo events to the UK. We are working closely with colleagues in Manchester and central government, to bid for this series of events, culminating in the 2019 WTF World Taekwondo Championships in Manchester.

I hope that you will see from this bid, and from the presentations you will receive, how much we want this event, the level of commitment that London is willing to make and the scale of the opportunity this represents to promote and grow the sport.



MARK ABBERLEY
CHIEF EXECUTIVE OFFICER, BRITISH
TAEKWONDO

I am writing on behalf of British Taekwondo to confirm our full engagement with and support of the bids for the 2017 WTF World Taekwondo Grand Prix, 2018 WTF World Taekwondo Grand Prix and 2019 WTF World Taekwondo Championships.

As the MNA for taekwondo in Great Britain we have been excited to see these bids develop and would welcome the opportunity to be part of hosting the global taekwondo family in London and Manchester along with our partners GB Taekwondo, UK Sport, the Mayor of London, London & Partners and Manchester City Council.

We are proud of the quality of the bid that has been developed and see wide ranging benefits for the ongoing development of our sport across Great Britain.



SIR RICHARD LEESE OBE
LEADER OF THE COUNCIL,
MANCHESTER CITY COUNCIL

Manchester City Council is delighted to confirm its support of the bid package to host three of the World Taekwondo Federation's most prestigious events in Great Britain, and more specifically for Manchester to host the 2018 WTF World Taekwondo Grand Prix and the 2019 WTF World Taekwondo Championships.

Manchester is a globally recognised sporting capital that has secured its place as an international destination for sports, tourism and business and which this year also became home to a brand new European Taekwondo Centre of Excellence.

Manchester has a fantastic sporting infrastructure and stunning sporting venues. The Manchester Regional Arena, which hosted the WTF World Taekwondo Grand Prix in 2015, stands ready to host another successful event in 2018. The Manchester Arena (our proposed venue for the 2019 WTF World Taekwondo Championships) is one of the world's leading entertainment venues, situated in the heart of Manchester's vibrant city centre.

We are very pleased to confirm that funding from Manchester City Council is in place for the 2018 WTF World Taekwondo Grand Prix, the 2019 WTF World Taekwondo Championships and associated sports development programmes in the city. In addition, Manchester City Council has committed to underwrite the two events in full ensuring that there is no financial risk to the WTF.

Our partnership approach of hosting three events across two of Great Britain's most high profile cities, London and Manchester, will provide a unique opportunity for all partners to work together to drive sponsorship deals, maximise media coverage, increase ticket sales and raise the profile of the sport across Great Britain.

Manchester has a long history of supporting the WTF through the delivery of three World Taekwondo Grand Prix events, including the inaugural Grand Prix in 2013, and we pledge our continued commitment to the development of the sport through hosting future events and with the extension of year-on-year funding to grow participation in the sport.

We would value the opportunity to further strengthen our relationship with the WTF by hosting an extremely successful 2018 WTF World Taekwondo Grand Prix and 2019 WTF World Taekwondo Championships. We look forward to welcoming the World Taekwondo Family back to Manchester.

HOST CITY CONTRACT



2018 WTF WORLD TAEKWONDO GRAND-PRIX SERIES

MANCHESTER
GREAT BRITAIN

WORLD TAEKWONDO FEDERATION

HOST CITY CONTRACT

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HOST CITY CONTRACT

THIS CONTRACT (hereinafter referred to as Contract), is made and effective as of November 14, 2016.

It is hereby agreed by and among the following parties:

1. WORLD TAEKWONDO FEDERATION ("WTF"), a non-profit organization recognized by the International Olympic Committee as the sole governing body of Taekwondo in the Olympic Games. Its Headquarters is located at 5th Fl., I-Gdon Bldg. 15 Hyoja-ro, Jongno-gu, Seoul, Korea 03044; and,
2. LOC & ORGANIZING COMMITTEE (hereinafter referred to as LOC), which is the sole organizing entity of 2018 WTF World Taekwondo Grand Prix Series recognized by the WTF and is comprised of Manchester City Council and GB Taekwondo

PREAMBLE

Whereas, it is the mutual desire of the WTF and the LOC for the 2018 WTF World Taekwondo Grand-Prix Series (hereafter referred to as Event), be organized in the best possible manner and take place under the best possible conditions for the benefit of the sport of Taekwondo worldwide;

Whereas, the parties agree that the Event is to be conducted under the Rules in force of the WTF and in accordance with this Contract;

Whereas, the Event is a world event, without consideration of any person's political, religious, doctrinal, or racial background;

Whereas, in contributing to the history of the Event, the LOC acknowledge(s) the importance of presenting the Event through the use of technology;

Whereas, the LOC acknowledges and recognizes the importance of ensuring the fullest possible news coverage by the various media, both local and international, and the widest possible outreach to audiences of the Event;

Whereas, the LOC will collaborate with the WTF toward the development of a joint-marketing program;

Now, therefore, the WTF has the honor and the pleasure of attributing the organization of the Event to the LOC.

In consequence of which, it is expressly agreed as follows:

HOST CITY CONTRACT

ARTICLE 1: LOCAL ORGANIZING COMMITTEE

1.1 Commitment of the LOC

- a. The LOC agrees to accept and comply with the role and responsibilities of the LOC as stipulated in this Contract and its expressly incorporated documents and to generate or secure the appropriate financing necessary for the successful hosting of the Event. The LOC accepts responsibility for all corresponding obligations and liabilities.
Specific exceptions and amendments to this standard Contract document are noted within Appendix document A (appended to this Contract) and the WTF acknowledges and accepts these as part of the LOC offer to host this Event and, if this Contract. These exceptions and amendments shall form part of any approved Host City Contract and Operational Manual. In the event of any ambiguity or conflict between this Contract or the Operational Manual and Appendix A, the terms of Appendix A shall prevail between the Parties.
- b. The LOC shall maintain at its own expense appropriate offices and administrative facilities and systems as may be necessary for the effective performance of its duties under this Contract.
- c. The LOC shall employ a sufficient number of competent and suitably qualified dedicated personnel to ensure the proper fulfillment of the LOC's obligations under this Contract.
- d. The LOC shall keep the WTF fully informed of its activities concerning the hosting of the Event and promptly provide the WTF with detailed reports, plans, budgets and other documents as reasonably requested by the WTF from time to time.
- e. The LOC shall keep the WTF fully and promptly informed of any potential problems, delays or adverse developments of any kind scope or nature in relation to the hosting of the Event.
- f. The LOC shall undertake any and all acts and execute any and all documents as may be reasonably required by the WTF in its sole discretion in order to protect or enforce any of the rights (including intellectual property and commercial rights) owned or controlled by the WTF.
- g. The LOC shall at all times act in good faith towards, and in the best interest of the WTF, and shall, in addition, observe all fiduciary duties to the WTF as if it were an agent therefore, including obligations not to take secret profit in respect to its dealings under this Contract, to disclose any interests it may have in the business or ownership of any potential third party with which it intends to enter a commercial rights agreement, to contract with its employees and their partners only on an arm's length and transparent basis, duties of loyalty and to make full and frank disclosure to the WTF.
- h. The LOC shall ensure that neither it nor any of its directors, employees or other members or staff makes any defamatory or derogatory statements or takes part in any activities which are or might be detrimental to the reputation, business, image or

HOST CITY CONTRACT

goodwill of the WTF, the ETC and/or any of the participating teams or WTF commercial partners.

1.2 Government Support

- a. The LOC shall secure the support of the Host City Government (and when necessary Host Country Government) so as to ensure the successful hosting of the Event.
- b. The LOC shall, with the support of the host city and subject to the approval of the WTF, make all necessary arrangements for the smooth running of the event.

ARTICLE 2: HOSTING FEE AND TECHNICAL COSTS

2.1 Hosting Fee

The LOC shall pay the hosting fee in accordance with the WTF Event Operations Rules. The hosting fee is not refundable.

2.2 Technical Costs

- a. The LOC shall pay all technical costs reasonably required for the successful hosting of the Event. This includes but is not limited to, the following:
 - i. Costs for Technical Officials, as provided in the Operational Requirements.
 - ii. Costs for third-party Technical Services Providers, which include, but are not limited to, the following: Protection and Security System, with headgear (PSS); Official Member Display (IVR); GMS for Streaming; Official Results (IVR); and Official Member Display (IVR); GMS for Streaming; Official Results (IVR); and

2.3 Costs in General

- a. Except as otherwise expressly provided, all requirements for the Event set forth in this Contract and in expressly incorporated documents, are to be provided free of charge to the WTF and at the LOC's own expense.
- b. The LOC shall settle all outstanding questions and disputes concerning the Event to the satisfaction of the WTF within SIX (6) months following the last day of competition or the closing ceremony of the Competition, whichever is later.

ARTICLE 3: TITLE OF THE EVENT

The following is the official title of the Competition. In any case, the "WTF" brand shall be included in the title. The LOC is required to use the following title:

HOST CITY CONTRACT

WTF World Taekwondo Grand-Prix Series

ARTICLE 4: PROPERTY RIGHTS; MARKETING RIGHTS

4.1 Property Rights (including Intellectual Property)

- a. Except as expressly granted herein, the WTF retains all property rights to the Event and to all Intellectual Properties of the WTF.
- b. The intellectual properties of the WTF include all copyrights, patents, the WTF logo and any other registered and unregistered trademarks, registered designs, trade secrets and know-how, and all other intellectual properties. For the avoidance of doubt, the following and their derivatives are the exclusive property of the WTF:
 - i. The WTF Logo and Marks
 - ii. The WTF brands "World Taekwondo Federation" and "WTF"
 - iii. The marks and symbols of WTF Events, including the Event
- c. WTF grants to the LOC a non-exclusive license to use WTF Intellectual Property insofar as necessary or reasonably desirable for the fulfillment of its obligations under this agreement subject to the written approval of the WTF in every case prior to any use by the LOC of such WTF Intellectual Property.
- d. The LOC hereby absolutely, irrevocably and unconditionally assigns to the WTF the full title guarantees (by way of present assignment of future copyright) all Intellectual Property Rights and all other right, interest and title in any works which It creates or which are created on its behalf, such assignment to take effect from the creation thereof, to be in respect to the entire world and all media (whether known now or hereafter disclosed) and to be for the full term of copyright hereunder including all renewals, extensions and extensions thereof.

4.2 Marketing, Commercial and Media Rights

- a. Except as otherwise agreed in writing, the WTF reserves all marketing and commercial rights. The LOC must receive approval for any and all marketing and commercial activities and all related Contracts must include the WTF as a party. In addition, the LOC shall submit all marketing and commercial service programs for the WTF's approval.
- b. The LOC shall commit itself to protecting the rights of existing and future marketing clients of the WTF. The WTF shall inform the LOC, as soon as possible, on matters concerning, among other things, advertising spaces and product categories for which the WTF reserves the rights.
- c. Except as otherwise agreed in writing, the WTF reserves all Media Rights, including radio and television broadcast internet and new media.
- d. Refer to the Operational Manual for detailed guidance.

HOST CITY CONTRACT

ARTICLES OPERATION OF THE EVENT

5.1 WTF Event Operations Rules

The WTF Event Operations Rules, which is hereby incorporated into this Contract, is the document that establishes the basic requirements for hosting WTF Promoted events.

5.2 Operational Requirements and Bid File

The Operational Requirements for the Event ("Operational Requirements") and the Bid File, which are hereby incorporated into this Contract, are the documents that stipulate the detailed technical guidelines and plan for the organization of the Event. It is the responsibility of the LOC to abide by the Operational Requirements and the Bid File unless otherwise approved by the WTF in writing.

5.3 Outline

The Outline ("Outline"), which is hereby incorporated into this Contract, is the document that provides specific guidelines for the Event. It is the responsibility of the LOC to abide by the requirements of the Outline unless otherwise approved by the WTF in writing.

5.4 Conflicts

Any conflicts between or among the technical requirements provided in this Contract, the Operational Requirements and Bid File, the Outline or other WTF documents or rules or regulations shall be resolved by the WTF Technical Committee or in the case of urgency by the Event Technical Delegate.

5.5 Evolution of Technical Requirements

The LOC recognizes that the contents of the technical documents itemized above and their direct relations related to the hosting of the Event represent the WTF's current position on such matters, and that such material may evolve as a result of technical or other changes, some of which may be beyond the control of the parties to this Contract. The WTF reserves the right to amend such technical documents and other directions. It is the responsibility of the LOC to adapt to such amendments so that the Event will be organized in the best possible manner. Any amendments would be by mutual agreement between the WTF and LOC.

5.6 Environmental Protection

The LOC agrees to carry out their obligations and activities under this Contract in a manner which embraces the concept of environmental sustainable development, and

HOST CITY CONTRACT

which complies with applicable environmental legislation and services to protect the environment.

1. 2. 3. 4.

The LOC shall coordinate with the appropriate authorities of the Host City and Host Country and shall be responsible for all aspects of security in relation to the Competition, including the planning and operational aspects related thereto. The aforementioned authorities shall ensure that all appropriate and necessary measures shall be taken in order to guarantee the safe and peaceful operation of the Competition.

ARTICLE 6: OTHER MATTERS

6.1 Relationships

The parties acknowledge that this Contract does not constitute and shall not be deemed to constitute a partnership, joint venture or agency between them.

6.2 Severability

If at any time any provision of this Contract is or becomes invalid, illegal or unenforceable in any respect under the law of any jurisdiction that shall, so long as the commercial purpose of this Contract is still capable of performance, not in any way affect or impair the validity, legality or enforceability in that jurisdiction of any other provision of this Contract or the validity, legality or enforceability under the law of any other jurisdiction of that or any other provision of this Contract.

6.3 Force Majeure

- a. If by reason of any Force Majeure Event, any party is prevented from or delayed in performing any of its obligations hereunder, then such delay or non-performance shall not be deemed to be a breach of this Contract.
- b. Notwithstanding the foregoing, if the LOC is prevented from or delayed in performing any of its obligations hereunder by reason of any Force Majeure Event, including apparent or perceived political instability, the WTF shall be entitled to terminate this Contract forthwith without penalty or any liability to the WTF and the LOC shall indemnify and defend the WTF from any related third party claims.

6.4 Term and Termination

- a. This Contract shall take effect on the signature date and shall continue, unless terminated earlier in accordance with its terms, until the parties' respective payment obligations hereunder have been satisfactorily discharged.

HOST CITY CONTRACT

- b. The WTF shall be entitled to terminate this Contract and to withdraw the LOC's rights to the Event if:
 - i. A force majeure event occurs.
 - ii. The cooperation of the Host City or Country Government is inadequate to ensure the operation of the Event as required in Article 1.
 - iii. The host country is at any time, whether before the Opening Ceremony or during the competition, in a state of war, civil disorder, boycott, embargo decreed by the international community or in a situation officially recognized as one of belligerence or if the WTF has reasonable grounds to believe that the safety of participants in the Event would be seriously threatened or jeopardized.
 - iv. Serious safety issues are raised by WTF member national associations expected to attend the Event, or there is a lack of interest in participating in the Event on the part of WTF member national associations despite reasonable efforts of the WTF.
 - v. There is a violation by the LOC of any material obligation pursuant to this Contract, the WTF Statutes, or the applicable law.
- c. If WTF terminates this Contract in accordance with the above Article 6.4(b):
 - i. Such termination shall be without prejudice to any other rights or remedies to which WTF may be entitled under this Contract or at law as a result of or in relation to any breach or other event which gives rise to such termination and shall not affect any other accrued rights or liabilities of any party as at the date of the termination.
 - ii. Any assignment and other rights ante to LOC in relation to Intellectual Property or Commercial rights shall immediately terminate.
 - iii. WTF shall be entitled to immediately appoint a third party to host and/or promote a replacement Event to be held anywhere in the world on such terms as it may in its sole discretion deem fit.
- d. In case of withdrawal or termination of this Contract by the WTF the LOC hereby waives any claims and rights to any form of liability, damages or other compensation and hereby agrees to indemnify and hold harmless the WTF, its officers, members, directors, employees, consultants, agents and other representatives, from any third party claims or judgments in respect to such withdrawal or termination. It is the responsibility of the LOC to notify all parties with whom it contracts of the content of this Section.

6.5 Warranties and Indemnity

- a. Each party warrants and represents it has the full right, power and authority to enter and perform its obligations under this Contract, which constitutes lawful, valid and binding obligations in accordance with its terms;

HOST CITY CONTRACT

- b. The LOC shall indemnify the WTF, its directors, officers, employees and other staff against any and all liabilities, costs and expenses in respect to claims arising out of injuries or losses suffered by persons admitted to the venue for purposes relating to the Event, by persons adjacent to the Venue, and/or by persons involved in any way in the organization and staging of the Event, as a result of the LOC's failure to perform the obligations set out in this Contract.
- c. The LOC shall indemnify WTF, its directors, officers, employees and other staff against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) (each a "Claim") suffered or incurred by WTF arising out of or in connection with:
- i. any breach of the warranties contained in or implied by this Contract;
 - ii. the LOC's breach or negligent performance or non-performance of this Contract;
 - iii. any claim made against WTF for actual or alleged infringement of a third party's intellectual property rights arising out of or in connection with WTF's use of any TOCs, Intellectual Property or Works created in whole or in part by the TOCs;
 - iv. any claim made against WTF by a third party arising out of or in connection with any of the LOC's obligations, services, equipment or responsibilities under this Contract, including without limitation any of the LOC Deliverables, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of this Contract by the LOC, its employees, agents or subcontractors;
 - v. any claim made against WTF by a third party for death, personal injury or damage to property arising out of or in connection with defective equipment, infrastructure or Venue facilities, to the extent that the defect in the equipment, infrastructure or Venue facilities is attributable to the acts or omissions of the LOC, its employees, agents or subcontractors.
- d. The indemnities given by the LOC under this Contract shall apply whether or not the LOC has been negligent or at fault.

6.6 General Liability and Insurance

- a. The LOC shall secure and maintain at its expense adequate liability and host insurance coverage in respect of all risks associated with the planning, organizing and staging of the Competition. The LOC shall contract with an appropriate internationally reputable insurance company. This insurance coverage shall be in place well in advance of the Opening Ceremony of the Event and for a reasonable time after the last day of competition or the Closing Ceremony (whichever is later).
- A. The LOC shall, prior to the commencement of the Event, ensure that the WTF is a named insured on the LOC's Insurance policies. The LOC shall provide copies of the same to the WTF.
 - B. The coverage should include liability insurance for all spectators, media, volunteers and staff, athletes, team officials, WTF Officials and Technical

HOST CITY CONTRACT

Officials, and all persons engaged in any way in the preparation of the Event.

C. The coefficient of the host member shall be the coefficient of total coefficient, postponement or partial curtailment of the Competition, the LC will be responsible for damages and claims that may occur.

D. The coverage should include litigation contingency insurance. In the event that, related to the Event, any judicial, quasi-judicial, administrative, or regulatory proceeding should arise in which the LC and/or the WTF is required to expend resources to defend itself and/or the sport of taekwondo, the LC shall bear any and all responsibility for such expenditure, and indemnify and hold harmless the WTF against any legal action, cost, or repercussion that may occur as a result of such legal action.

6.7 Counterparts/Electronic Signatures

a. This Contract may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Contract, use of a facsimile, e mail, or other electronic medium shall have the same force and effect as an original signature.

6.8 Entire Contract

a. This Contract constitutes the final, complete, and exclusive statement of the Contract of the Parties with respect to the subject matter hereof and supersedes any and all, prior and contemporaneous Contracts and understandings, both written and oral, between the Parties.

“

9 Successors and Assigns

a. All references in this Contract to the Parties shall be deemed to include, as applicable, a reference to their respective successors and assigns. The provisions of this Contract shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.

6.10 No Implied Waiver

a. The failure of either Party to insist on strict performance of any covenant or obligation under this Contract, regardless of the length of time for which such failure continues, shall not be deemed a waiver of such Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Contract shall constitute a consent or waiver of or any other breach or default in the performance of the same or any other obligation.

MAIN CONTRACT

6.11 Dispute Resolution

- a. This Contract is governed by the laws of the Republic of Korea without giving effect to any conflict of law principles.
- b. Any dispute arising from or related to this Contract will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland, and resolved definitively in accordance with the Code of sports-related arbitration. The Panel will consist of three arbitrators. The language of the arbitration will be English.
 1. Before going to binding arbitration, the Parties shall first work together in good faith to resolve the issue in a non-binding mediation under the auspices of the WTA Business Development and Relations Committee or a similarly situated body.
- c. LOC will ensure that any contract it enters with third parties related to this project shall also contain a mediation/arbitration identical to this article (6.11).

6.12 Interpretation

- a. In this Contract, unless otherwise specified:
 - i. the headings are for ease of reference only and shall not be taken into account in construing or interpreting this Contract;
 - ii. the rule of construction that in the event of conflict the contract shall be interpreted against the party responsible for the drafting thereof, shall not apply in the interpretation of this Contract;
 - iii. references to this Contract or any other document shall be construed as references to this Contract or that of any other document, as amended, varied, innervated, supplemented or replaced from time to time;
 - iv. references to any gender includes the others and the neuter;
 - v. law includes any legislation, any custom or customary law, constitution, decree, judgment, order, ordinance, treaty or other legislative measure in any jurisdiction and any present or future directive, request, requirement, guidance or guideline (in each case, whether or not having the force of law but, if not having the force of law, compliance with which is in accordance with the general practice of persons to whom the directive, request, requirement, guidance or guideline is addressed);
 - vi. references to legislation include any statute, by-law, regulation, rule, subordinate or delegated legislation or order; and a reference to any legislation is to such legislation as it may be amended, modified or consolidated from time to time and to any legislative instrument or replacement thereof. The effect of this Contract would not be increased or new liability on any party or otherwise adversely affect the rights of any party;
 - vii. references to a person (or to a word denoting a person) shall be construed so as to include that person's successors in title and assigns or transferees; and references to a person shall also be construed as including an individual, firm, partnership, trust, joint venture, company, corporate body, unincorporated body, association, organization, any government, or any agency of a government or state, or

HOST CITY CONTRACT

- any local or municipal authority or other governmental body (whether or not in each case having separate legal personality); and references to a person's representatives shall be to its officers, employees, legal or other professional advisers, sub-contractors, agents, attorneys and other representatives;
- 11. the words include, including and in particular shall be construed as being by way of illustration or emphasis only and shall not be construed as, nor shall they take effect as, limiting the generality of any preceding words;
 - 12. the expiration or termination of this Contract shall not affect such of the provisions of this Contract as expressly provide that they will operate after such expiration or termination or which of necessity must continue to have effect after such expiration or termination, notwithstanding that the clauses themselves do not expressly provide for this;
 - 13. whenever the terms of this Contract provide for the consent or approval of either Party to be given or obtained, unless otherwise stated, the relevant Party shall have an absolute discretion to grant or withhold such consent or approval.

<SIGNATURE PAGE FOLLOWS>

WORLD TAETKWONDONG

Signature Page

For the Manchester 2018 WTF World Taekwondo Grand-Prix Series

Effective on the date as mentioned above, by a joint venture:

Representing:

World Taekwondo Federation

Mr. *tr-R* 종

GB Taekwondo

A /

Steve Flynn, fi, Operations Director

WORLD TAEKWONDO

Event Operational Plan I / II / III

(Sample Format)



World Taekwondo Grand Prix Series

Submitted: DD/MM/YYYY



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Introduction

1. Motivation

Describe your primary motivations of hosting the World Taekwondo Grand Prix Series and what sort of benefits you do anticipate by staging the event.

2. Vision

Describe your vision of hosting the World Taekwondo Grand Prix Series.

Downloaded from <http://ajph.org/> at University of California, San Diego on June 11, 2015

1) Revenues

[illegible]

[illegible]

FA 1.1. Competition Schedule

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities
(Competition Manager)		
(Finance Manager)		
(Venue Manager)		

- Primary Contact:

Detailed Plan & Timeline

- Event Date & Schedule
- Competition Outline
- Official Invitation Package
- Contingency plan
- Rehearsal
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.2. Competition Equipment

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities
(Competition Manager)		
(Finance Manager)		
(Venue Manager)		

- Primary Contact:

Detailed Plan & Timeline

- Equipment

- List of Equipment
- Brand of Equipment

- Technical Services

▪

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.3. Technical Officials

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Technical Delegates (TD), Competition Supervisory Board (CSV), Referee Chairman, Referees
- World Taekwondo Sport Director, World Taekwondo Refereeing Coordinator
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.4. Competition Operation Team

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Competition Personnel
- Training program for competition personnel
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.5. Competition Personnel Meetings

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Referee Meeting & Training
- Head of Team Meeting & Drawing of Lots
- Competition Draw
- Screening of Competitors
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.6. Sport Presentation

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Music
- Video Presentation
- Taekwondo Demonstration
- Others
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.7. Doping Control

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- In-competition Doping Test
- Out-of-competition Doping Test
- Media Interviews
- Outreach
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 1.8. Information and Result Management

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Status of Accommodation & Transportation of Participating Teams & Officials
- Entry Status of Participating Teams
- Distribution of Information
- Contract with companies
- Draw Sheet
- Competition result management
- Plan for making Medical Report on Athletes' Injuries & Anti-doping Report
- Certificates
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 2.1. Securing the Venue

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Venue Location
- Venue Capacity
- Changes of the Initial Plan
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 2.2. Competition Area

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Field of Play
- Warm-up Area
- Training Venue
- Athlete Facilities
- Doping Control Station
- Technical Official Facilities
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 2.3. World Taekwondo Ad-hoc Office

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Office Location & Period
- Equipment
- President's Office
- Secretary General's Office
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 3.1. Staff Recruitment and Training

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- The Local Organizing Committee (LOC) Staff
- LOC Office
- Competition Personnel
- Training for Staff
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 3.2. Reports and Meetings

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Event Operational Plan (EOP)
- Site Visit
- Progress Report
- Event Debriefing
- Plan for composing the Final Report (post-event)
- Collection of data for Event Impact Report
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 3.3. Legal Affairs

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Host City Contract
- Fundamental Guarantees
- Compliance
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 3.4. Finance Management

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Accounts Monitoring and Audit
- Approval of Expenditure
- Finance Responsibilities
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.1. Entries & Registration

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Collecting Entry Forms
- Payment for World Taekwondo GMS Designer
- Collecting Entry Fees
- Accreditation
 - Registration Center
 - Accreditation Card
- Registration Center
 - Function
 - Operation
- Registration Process
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.2. Ground Transportation

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Port of Entry Pickup/Dropoff
- Shuttles between Accommodations, Venue, and Port of Entry
 - Shuttle Bud Operation and Schedule
- Designated Transportation
- Volunteers
- Transportation Information
- Parking Arrangements
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.3. Arrival and Departure Service

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Transportation Reservation Service
- Airport Pick-up Service
- Welcoming Service on Arrival
- Logistics/Transportation Service
 - Air Travel for Designated Persons
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.4. Accommodation

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Distance
- Capacity, Hotel Services & Room Rates
- Selection Process of Headquarters Hotel, Referee Hotel, etc.
- Release of Hotel Information
- Accommodation Beneficiaries
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.5. Food & Beverage

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- For World Taekwondo Officials, Staff, Non-Technical Officials, Sponsors & Guests
- For Technical Officials and Technicians
- Catering
- VIP Lounge
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.6. Per Diems

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Per Diems to be Paid

- Payment Method

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 4.7. Conveniences

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Local Mobile Phones
- Information Desk
 - Headquarters Hotel
 - Airport
 - Competition Venue, etc.
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 5.1. Official Meetings

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Executive Meetings & Other meetings
- Member National Association Leadership Workshop
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 5.2. Ceremonies

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Opening Ceremony (if any)
 - Procedures / Venue Setting, Materials & Equipment / Staff & Volunteers
- Medal Ceremony
 - Protocol / Venue Setting, Materials & Equipment / Staff & Volunteers
- Closing Ceremony (if any)
 - Venue Setting, Materials & Equipment / Staff & Volunteers

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 5.3. Protocol

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Protocol order & arrangements

- Ticket Allocation

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 5.4. World Taekwondo Demonstration Team

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- List of potential venues and opportunities to utilize World Taekwondo Demo Team activities
- Logistics & Arrangements for World Taekwondo Demo Team
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 6.1. Promotions

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Website
- Social Media
- Local Agency (if any)
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 6.2. Media Service

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Media Room & Grandstand
- Interview Room & Press Conference Room
- Accreditation for Media
- Media (incl. Photographers & Video Producers) Control & Journalist Invitation
- Daily Briefings & Press Conferences
- Technicians & Volunteers
- News Clipping
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 6.3. Broadcast Services

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Signal Production & Designation of Host Broadcaster (HB)
- Appointment of TV/Broadcast Coordinator / Assignment of Broadcast Rights
- Daily News Feed & Event Highlight
- Provision of TV Production Copies
- Rate Card for Unilateral Services
- Live Streaming on World Taekwondo Youtube Channel
- Mixed Zone
- Photographer / Volunteers
- World Taekwondo TV Team
- Broadcast Revenue
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 6.4. TV Production Guidelines

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Host Broadcaster (HB) Commitment & Guarantees
- Uplink & Satellite
- Commentary & Interview
- Lighting
- On-site Recording
- Camera Configuration / Camera Plan & Replays
- Official 'Wipe'
- Running Order
- Highlights
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 7.1. Marketing Programs

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Request for Approval for all Marketing Service Programs
 - Marketing Plans & Contracts
- Request for Approval for all Marketing Materials
 - Event logo, designs of AD cards, backdrops, A-boards, banners, printed materials, etc.
- Commercial Zone
 - Sales & Promotion Booths
 - Concessions (food & beverage, educational experience, etc.)
 - Social Engagement Program Area
- Plan for collecting data and composing the marketing part of the Final Report (incl. ticket sales, spectator data, marketing materials, tourism statistics, etc.)
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 7.2. City Dressing

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Look & Feel
- Signage, Venue & City Dressing
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 7.3. Licensing and Merchandising

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Request for Approval for Gifts and Souvenirs

- Official License Contract

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 7.4. Sponsorships

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Request for Approval of Sponsorship Sales
 - Sponsorship Agreement with World Taekwondo-Recognized Companies (if any)
- In-venue Advertising Plan & Allocation
- Monitoring agency of marketing & brand exposure (if any)
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 7.5. Ticketing

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Ticket Sales Promotion Plan
- Ticket Sales statistics (incl. spectator data by competition days and sessions)
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 8.1. Security & Safety

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Security Plan

- Medical, Policing, Security and Stewarding Plans at the venue, official accommodations and other event locations

- Health & Safety Regulations and Policies

- Daily Security Briefing & Debriefing during Competition

- Other Security Measures & Facilities

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 8.2. Medical Service

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Appointment of Official Medical Director (OMD)
- Organization of Medical Team
- Equipment
- Evacuation Plan for the Injured
- Emergency Plan in case of Loss of Consciousness or Brain Trauma
- Medical Report
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 8.3. Insurance

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Request for World Taekwondo Approval for Insurance Coverage & Policy
- Contract with Insurance Company
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 9.1. Cultural & Legacy Program

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Taekwondo Development Program
- Social Engagement Program
- Plan for engaging of local taekwondo clubs and individual practitioners
- Other Programs Leaving Legacies

- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

FA 9.2. Sustainability Policy and Management

Objectives of this FA

-

Persons in Charge

Position	Name	Roles & Responsibilities

- Primary Contact:

Detailed Plan & Timeline

- Sustainability Policy
- Management Plan
- Timeline

Task	Due Date	Remarks

- Budget

Item	Cost (or profit)	Remarks

Appendix 6. TAEKWONDO HUMANITARIAN FOUNDATION PROMOTION GUIDE



THF Promotion at World Taekwondo Events Guide for Organizing Committees

The Local Organizing Committee (LOC) shall promote WT's charity foundation, the Taekwondo Humanitarian Foundation (THF), and in particular its online signature campaign initiated by WT's President, during the event.

The LOC is required to assign a person of contact in charge of communicating with THF team about the promotion of the Foundation at the event, and to communicate their contact details as early as possible to the THF team (info@thfaid.org).

Minimum promotion requirements: (to be done by 2-4 volunteers assigned by LOC)

- set up an information booth / table in a well-exposed area in the venue
- gather signatures, raise awareness about the mission of THF, distribute flyers and collect cash donations.
- screening of THF promotional video at the beginning of each session in the day
- set up THF banner/ flag in VIP lounge
- event speaker should mention THF once a day at his/her discretion during the event, to encourage spectators to visit THF booth and sign the petition. Script available on demand from THF team.

Encouraged promotion activities:

- promotion of THF through social media of LOC/ national Federation
- inform about presence of THF booth at the venue
- place additional THF promotional visuals in strategic locations around the event's venue (athlete's hotels, etc.)
- add a link to the official event's website leading towards THF website
- a small percentage of revenues from ticket sales or registration fees could be donated to THF after the event
- promotion of THF at side-events (receptions, gala dinners, workshops, etc.)
- dispatch volunteers in seating areas to gain signatures of petition

For the annual World Taekwondo Gala Awards, the following minimum promotion requirements are:

- screen the THF promotional video during the Gala Awards
- set up small donation box & table with print petition sheets, flyers and flag at entrance of venue
- have the speaker announce about the donation box at the end of the Gala Awards and encourage all attendees to donate or sign the petition.

All promotional material can be downloaded directly from the following link:

<https://www.dropbox.com/sh/az6dktzz1hnhqwi/AACALohEOuOZKaQ7znB1pPGma?dl=0>

All gathered funds are to be given directly to a person of contact from the National Federation in order to be transferred to THF.

THF team will reach out to the LOC about 3 months ahead of the event to liaise about all promotional activities.

Contact person: Delphine Schmutz, delphine@thfaid.org, +41216015013

WORLD TAEKWONDO

Sport Presentation Manual

Knowledge & Toolbox



September 2017

Ver 1.0



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1. INTRODUCTION OF SPORT PRESENTATION

Since the 1980, events tend to be bigger and bigger. In order to educate and entertain the attendance at their sporting events, organizers have structured the Sport Presentation. At the Sidney 2000 Olympic Summer Games, the first manner the organizers have showcased the sport set a milestone in the sporting event industry. From now on, what one hears, sees and feels at the event is under the responsibility of this department called "Sport presentation".

C. Historical background

US Professional leagues such as NBA, NFL, NHL and event such as the X Games has changed the vision of sport, turning matches and competitions into big shows. In order to be more spectacular, attract more spectators, get more press articles, beat world records, get more money and gain more benefits and renown, sporting competitions are commercial events that follow marketing and commercial rules as well as rules from media and TV production and show business.

Nowadays, sport is a show.

Sport presentation really emerged at the Sidney 2000 Olympic Summer Games and then at the Salt Lake City 2002 Olympic Winter Games. In the 90s, the raise of the X-Games and major US professional leagues forced the organizers and the IOC to raise their attraction level and develop complex Sport Presentation programs linked with TV production.

The development of technology extends the possibilities and interactions between the Sport Presentation and the audiences. Big video screens first appeared confidentially during the 1980s but are nowadays essential to any global event. Amplified sound systems play music as loud as at any live music show. In a short time, live interactions based on social media or apps specifically developed for the event have become modern ways to better engage with the venue audience.

D. Definition

The vision of Sport Presentation is to educate, engage and entertain the spectators in order to enhance their experience and make them fully appreciate the sport (In IOC Technical Manual on Sport, November 2005, page 136)

Sport Presentation is the way we put the athletes under the limelight and showcase the sport for the audience.

In other words, Sport Presentation is all the means the organizer put together in order to showcase the event and the athlete performances in terms of content and technology directed by crew members in order to enhance the audience's experience at the event.

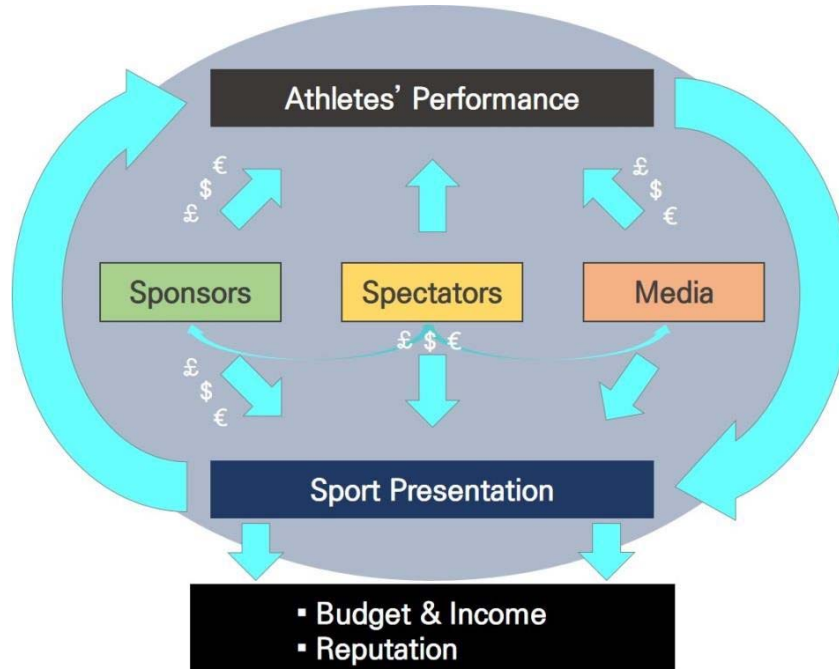
In few words, Sport presentation is the link between the public and the athlete with the mission of keeping the athlete comfortable and the public informed and entertained.\

E. Goals & limits

A successful Sport Presentation program will be seen as a positive sign. A high-octane atmosphere, with great music, pin point accuracy announcements and lighting will bring memorable experiences for all the people attending the event.

The success of Sport Presentation will be felt as a positive experience for everyone involved in taekwondo, either directly or through media.

Conversely, failure to present your event could lead to a decrease in public interest, a leak of participants and sponsors disinterest.



When the athletes give their best, delivering powerful, physical and spectacular performances, it generates media, sponsors and fan (spectator, audience) interests. This entire ecosystem grows; building up the economy of the sport, improve reputation and increase income and budget of the sport and of the event.

A good Sport Presentation affects:

- performance of athletes whose environment becomes the catalyst,
- atmosphere in the stadium and public reactions,
- media audiences and interests,
- satisfaction of sponsors and funders.

Sport Presentation quickly improves alongside the development of technology.

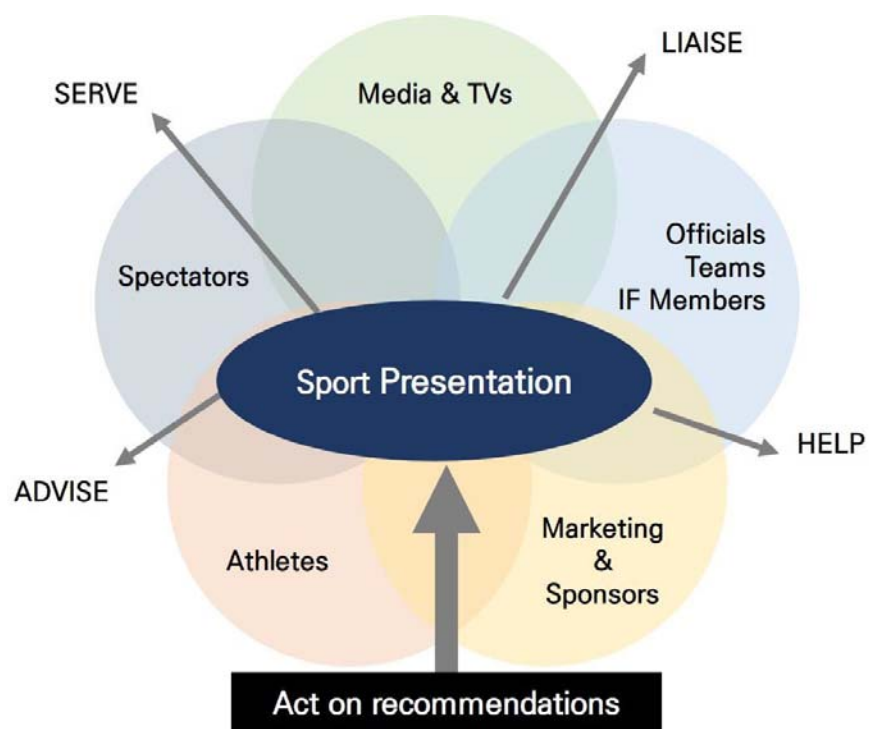
Sport Presentation is complex, technical and demanding. It needs time and commitment from the Local Organizing Committee (LOC).

Sport Presentation does not act alone but acts on the recommendations of the OC. It liaises, interacts, helps and works in close cooperation with all the other departments of the OC. Sport Presentation develops strong links with TV production as they share common strategy, guideline, content, running orders and feeds.

Sport Presentation is the common area of five audience targets that are:

- Press, media and TV,
- Officials, members from national and international federations as well as sport family,
- Sponsors and partners who have strong marketing interests and/or commercial commitments,
- Athletes,

- Spectators, fans and followers.



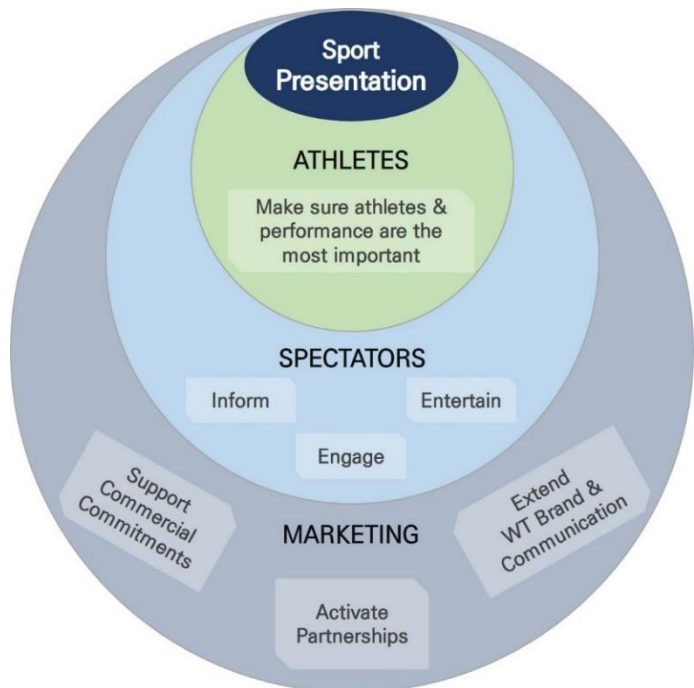
2. SPORT PRESENTATION 101: BASIC RULES

F. The most important: our athletes

Athletes, International Federations, local organizing committees and event partners are all set in a global competition in order to achieve the best performances and get the best results. They want to have their names in the history books and be recognized as major actor of the sport.

A good Sport Presentation production is a well-balanced program that enhances the ways the sport is showcased, the audience is informed, educated, engaged and entertained, commercial commitments are reached, partnerships are activated and the sport communication brand is extended.

But Sport Presentation should never compromise the athletes to achieve their best performance.



G. The ancient Greek theatre

A sporting event is guided by the same rules as the representation of ancient Greek theatre. Ancient Greek theatre was composed of 3 golden rules. 3 fundamental units with details such as the place or the date intended to avoid scattering the attention of the viewer, and to allow him to concentrate on the action in order to better touch and build it.

- the unit of time: the action must take place within a clearly defined time,
- the unit of place: all the action must take place in the same place: the venue,
- the unit of action: all events must be linked and necessary, from end to end of a contest.

< One place, one day, a single fact, hold the theatre filled to the end. >
Boileau, in L'Art Poétique (chant 3, years 45-46 year 1674),

In Taekwondo, the unit of place is determined by the venue. The unit of time is linked to the competitions days, time of tournament. Only the duration of a contest is unknown but we know that it is rare to see a contest that lasts more than 15 minutes.

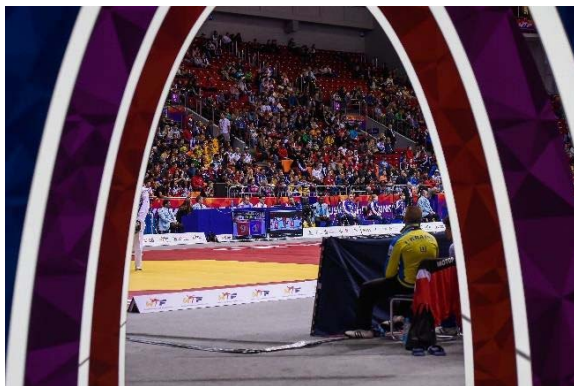
So, in Taekwondo, only the unit of action can vary. Precisely the way the actions are presented, linked, choreographed and showcased varies. This means that it is all about Sport Presentation!

H. Understand your audience

The planning of the Sport Presentation program must try to see the event and competition from the point of view of the audience. Each event, each day is a whole new audience and Sport Presentation must know who is in the audience:

- part of home nation / foreigners,

- part of kids / adults,
- part of beginners / experts,
- part of athletes / VIPs / Media,
- etc.



Sport Presentation builds the bridge between 'first time spectator' who are curious about the sport and the 'great old fans' who already know all the tricks. Sport Presentation must speak to the lowest common denominator but also must take into consideration expert fans.

Sport Presentation must fully integrate the spectator into the event

I. Set your production goals

On one hand, the presentation must create a show that integrates the competition and all other activities taking place at the venue. On the other hand, the presentation must not compromise the athletes' chances of achieving their best performances. Athletes are above all. They are the heart of our sport and they must compete in the best conditions. No exception is made for Sport Presentation.

The challenges of Sport Presentation are:

- to integrate the traditions of the sport presented in a modern and innovative format,
- to compose a stylish and original program,
- to take into account the temporal components,
- to take into account the dimensional components of the venue,
- to take into account the different actions to be presented and their drama,
- to integrate the level and scope of the organization,
- to meet the expectations of the publics,
- and above all, to respect the performance of the athletes.

J. One live show

Sport presentation should take into account that a part of the audience will be away and must integrate both the venue and the TV audience.

It is a mistake to think that there can be two different shows on the same event. The TV audience -by far the largest group- should never have the feeling that something different from what they see and hear is happening at the venue.

This explains why Sport Presentation and TV Production work in close cooperation and share the same expectations such as:

- Dead times and downtimes (where nothing happens) should be avoided,
- Besides the competition, there shall be a good balance between spectator interactions, information, artists and performers, entertainment and other venue activities is essential to the presentation,
- The public should not be constantly pressured by information or overwhelmed by loud music,
- The event must remain user-friendly and affordable so that the audience can understand and fully live and appreciate the experience.
- During live TV broadcast, Sport Presentation and TV must follow the same running orders; especially during athletes' walk ins/out and ceremonies.

K. Create the show

The Sport Presentation is a functional and vital organ at the heart of the sport. It reveals and designs the sport. Sport Presentation production should be considered as important as any other department in the LOC. Minimum requirements of the Sport Presentation production are:

- Production technical tables must be set by the jury, scoring and timing tables with a clear view on the field of play, walk in and out, contests and ceremonies,
- A high-quality sound system with a mixing console, wireless microphones and a laptop with audio player software,
- Scoreboards that show the upcoming contests and scores accordingly to the announcements,
- One or more high-resolution, high-brightness LED giant video screens with a video mixing and monitors system allowing seeing and mixing the different sources: TV production feed, presentation camera, data flow, graphics, presentations, sponsors, etc.,
- Audio and video connection with TV production,
- Communication system (intercom) between all the members of the presentation team as well as the race management, the competition jury and the TV production and
- A crew of expert producer, announcer, audio-visual directors and technicians.

The techniques and technologies used in the presentation of the event are constantly evolving.

It is essential that the presentation team of the event, especially the presentation producer, have adequate level of experience and knowledge which are adaptable and constantly updated.



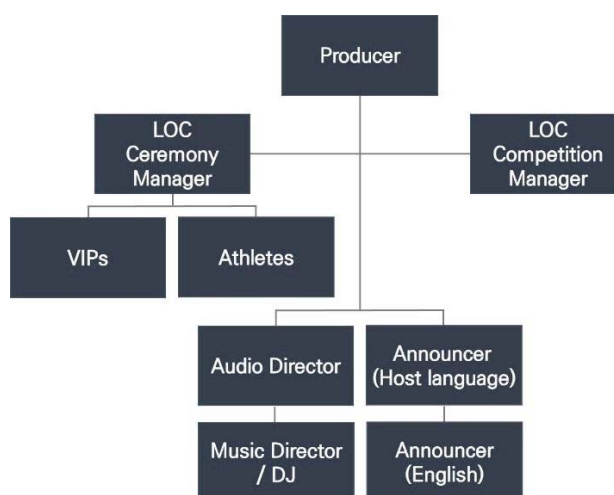
3. BUILD YOUR PRODUCTION TEAM

Time, money and commitment must be allocated to ensure that a Sport Presentation plan is appropriately put in place.

The size of the Sport Presentation production team depends on 3 different factors:

- the budget of your event,
- the time and commitment you can invest in the management of the team,
- the size and scope of your event.
-

It is normal for event organizers to hire specialized professionals or even production companies to fulfil highly specialized functions.



For example, at a modest event, often a good announcer who is able to handle with music is good enough to run the production alongside with an effective audio system.

On the opposite, at a World Championship and/or Olympic Games, a larger production team needs to be set up as the expectations, the workload, the technology, the scope of the event, the pressure and the presentation program are bigger.

L. The Producer

The producer is a competent person with the necessary professional skills from an event, show or television production background. He/she should be appointed to work alongside the competition manager. He/she must be able to combine excellent editorial, technical and team management skills. The producer knows the sport of taekwondo he produces. He/she builds a Sport Presentation program around the competition schedule in a way that compliments and enhances it. He/she is able to work under extreme pressure and tight deadlines, while keeping alert, calm and clear.

It is essential that the producer is integrated into the organizing team of the event at an early stage so the OC can take into account the presentation guidelines, balance



the human, material and financial resources before producing the presentation plan of the event called script or run up.

His missions are:

■ **Preparation (before the event)**

- determines the human and material needs and fixes the organizational chart within the LOC,
- writes the running order (play by play) taking into account the means at his disposal,
- sets the choreography for walk in/out and ceremonies according to rules and customs,
- supervises the pre-production of the audio-visual contents he needs to build his program,
- communicates to his team his expectations and orientations,
- distributes and explains time tables, schedules and running orders to his team,
- organizes the shifts, meals and accommodation.

■ **Production (during the event)**

- coordinates and directs the production in accordance with the running order,
- leads his teammates through the production,
- decides in the event of unforeseen occasions (breakdowns, cuts, program changes ...).

The producer should be an expert in Taekwondo. He/she is a pivotal point of communication between all other “actors” of the event: athletes, LOC, officials, technical staff, etc. He/she is the conductor, orchestrating all movements during the competition. The crowd must see all movements as “produced”. This includes movements of athletes and technical personnel on and off the court. The producer must know exactly what will happen and when. This will be rehearsed during the technical and dress rehearsal.

M. Announcers

Announcers and presenters are two different types of speakers in the event presentation team.

They both are key figures and play vital roles in getting the crowd involved and at the same time creating an energetic and party-like atmosphere. They should have a good knowledge of taekwondo and be able to provide the audience with key information about athletes and their strategies being used as the match progresses in both the local language and in English for foreign spectators and athletes in order to build a sense of expectation and excitement.

The announcers are the bridge between the action and the spectators and must be enthusiastic and committed to what they are doing. They must be entertaining, using their personal style and presentation technique to convey the excitement of the competition to the crowd. The announcers must at all times remain neutral in all circumstances.

They must always remember that the crowd is there to watch world class Taekwondo and it is their job to enhance that experience. The better this job is performed, the longer the spectators remain in the venue. This is particularly important for televised events when the broadcaster requires fully packed venues during periods of transmission. |

During the preliminary rounds the announcers can operate a shift system to give their voices an opportunity to rest. Then, both announcers could be used during the final contests.

N. Presenter

LOC should also consider engaging an on-camera presenter who acts as an anchor for the coverage to the screen. This person should have experience working in live television, of working with floor management and receiving ‘live’

instructions. This Presenter is then able to relieve pressure from the announcer, interact with the announcers, pump up and put the crowd on his feet and, with the use of a wireless camera and microphone, present items from the stands, back of house areas, training room, etc. giving spectators a unique insight into the sport of taekwondo.



Both announcers and presenters must be able to animate the crowd, particularly during dead time, by feeding them with interesting and entertaining information, such as anecdotes about taekwondo and the participating athletes. At the same time, they should be able to focus their attention and commentate on the courtside activities.

O. Floor Manager

An experienced floor manager is an essential member of the Sport Presentation team.

The floor manager is the “hands” of the producer and should have a background in event or television production. He/she follows the instructions from the Sport Presentation Producer over the wireless communications (intercoms) system. The floor manager cues and manages all the activities that happen on the field of play:

- follows the presentation program, in constant dialogue with the producer and if required in close relationship with the TV broadcast floor manager.
- guides the presenter in the production program,
- organizes athletes walk in and out, athletes' presentations and interviews, podium presentations,

The floor manager is required by law in many countries as they also ensure that all activities adhere to local Health and Safety restrictions.

P. The Video Director

The Video Director is responsible for mixing the presentation and information images for the video screens in accordance with the script of the event and under the direction of the producer. He/she mixes and distributes the video sources:

- clips and videos,
- slides and still pictures,
- Interactive modules (question, jargons of taekwondo, social media, ...),
- explanatory animated modules (rules of taekwondo, time to follow, ...),
- live TV production program footage,
- dedicated Sport Presentation cameras and feeds.

Q. Audio Director, Music Director / DJ

The Audio Director is responsible for broadcasting audio in the venue in accordance with the script of the event and under the direction of the producer. He/she realizes the audio program by mixing:

- microphone sources: voices of commentators, presenters and interviewees,

- music sources:
 - music, music stings and sound effects,
 - audio skins, messages and audio recordings,
 - national anthems
- audio signal from the TV feed and/or a video tape,

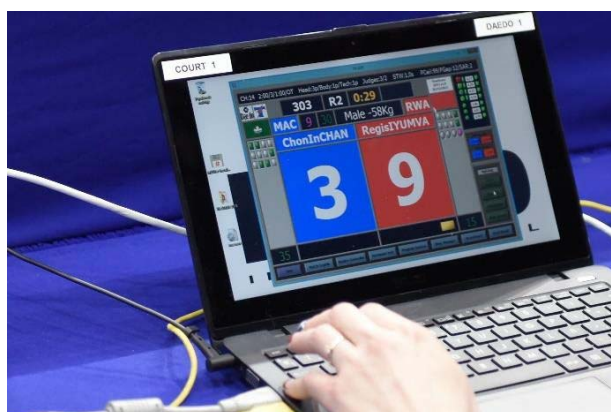
The Music Director / DJ is in charge of the preparation for the appropriate music and, alongside the producer, prepare some dressings (stings, skins, interstices) of the competition.

During the live, the music director must be able to feel the mood of the audience in order to adapt the choice of music to the moment. A good music director / DJ plays the appropriate music at the right time and adapts and prepare beforehand the music to the atmosphere in the venue.

With the evolution of the technology, it may be possible for a member of the production crew (i.e. the audio director or the producer or an announcer) to second or replace the Musical Director / DJ, thus improving the coordination between these functions.

R. The Scoreboard Operator

Scoring is an essential part of understanding competition and its issues. The operator of the scoreboard is in charge of presenting the information on the alphanumeric instrument panel under the direction of the producer. The scoreboard operator is normally under control of sport operation team who manages field of play operations.



S. Presentation Camera Operators

The Camera Operators of the presentation team are responsible for field shots under the direction of the field coordinator / floor manager.

The images are internal to the presentation and they are broadcasted at the competition venue.

A dedicated Sport Presentation camera:

- provides additional shots of the audience, backstage, training rooms and athletes' preparation area,
- helps to fully include the audience as an active part of the event by strengthening the links between athletes and spectators.

When a sport presentation camera is used at an event, the LOC should not forget that the operation of this camera requires:

- a camera operator,
- a presenter who faces the camera and presents the show,
- a floor manager that will guide the filming crew on the field of play,
- an assistant (depending on the venue) who helps the persons above.

If the crew can roam in the venue, the LOC must take into consideration having a RF (wireless) camera even if a RF cam is most expensive than a wired camera. RF Camera might also require a RF technician on site.



T. Ceremony Manager

The person in charge of the ceremonies, the Ceremony Manager follows the instructions from the Sport Presentation Producer. If necessary, he/she must be in close connection with the production of the direct TV.

The ceremony manager is responsible for:

- filling in the ceremonial script drawn up by the producer -at the latest at the end of the competition- by providing the names:
 - of the athletes concerned,
 - and the names of the personalities rewarding the podium concerned,
- checking the presence of athletes, personalities, flowers, trophies and medals,
- directing the ceremonial presentation team by relaying the orders of the producer: hostesses, personalities, flags, athletes, ...
- following the producer's orders in accordance with the established script and choreography.



4. CREATE YOUR OWN PRODUCTION CONTENT

U. Announcements / Commentaries

This could be odd but a voice is a part of the content of the event.

Inside the venue, the announcer gives specific vocal information to the attendance. By his vocal presence, personal style and tone, he catches the spectators' attention. Often called "the voice of god", spectators hardly identify who and where is the announcer.

His/her announcements can be of different types, classified in fields such as:

- housekeeping announcements (including Health and Security),
- competitions announcements: program of the competition, sessions and breaks, etc.,
- announcements of the in venues activities such as food and beverage concessions,
- presentation of all the athlete entries and results with scores,
- introduction of sponsors and partners,
- Medal ceremonies and other ceremonies.

Announcements must be consistently short and precise. Words must be appropriate and specifically chosen. If the announcer doesn't know something, then he doesn't say something! The announcer must keep in mind that the audience shall not be flooded with constant information as other visual information and sensitive emotions already catch their attention in the venue.

In order to be very accurate and have the bigger impact, all the announcements must be scripted in advance by the production. This happens particularly when the announcements must be synchronized with video, music or when the announcements must be made in a certain amount of time, known and scripted in advance. The announcer must also read the script in advance and know what he/she will say/announce.

The announcer can have his/her own notes made of his/her own words in order to be more comfortable when pressure rises.

Example of pre-scripted official announcements:

TIME	DUR.	ACTION / AREA	FR / EN ANNOUNCERS	DJ/AUDIO > PA	CAMERA	V'BOARD	S'BOARD	PISTES LGTN'	LIGHTING	NOTES
0	00:00:30	House Keeping	> HOUSEKEEPING / Non smoking > Ladies and gentlemen smoking is not permitted anywhere inside this venue. Please use the designated areas outside the venue.	Instru music Ann. On mic	1: SPP Cam on F.Talent	SPP Feed	1 - Housekeeping / Smoking	All ON	Theatrical Lgtn'	ANN. message is on scoreboard
0	00:00:30	House Keeping	> HOUSEKEEPING / Spectator Belongings > Please take your bag and any rubbish with you when you leave, or put your rubbish in the correctly coloured bin. Thank you for your assistance.	Instru music Ann. On mic	1: SPP Cam on F.Talent	SPP Feed	2 - Housekeeping / Spectator Belongings	All ON	Theatrical Lgtn'	ANN. message is on scoreboard
0	00:00:30	House Keeping	> HOUSEKEEPING / Mobile phone > Ladies and gentlemen, please ensure that all mobile phones and similar devices are turned off or set to silent during the competition.	Instru music Ann. On mic	1: SPP Cam on F.Talent	SPP Feed	3 - Housekeeping / Mobile phones	All ON	Theatrical Lgtn'	ANN. message is on scoreboard
0	00:00:30	House Keeping	> HOUSEKEEPING / Shop closing > Please be aware that the spectator zones close 15 minutes before the end of competition. Make sure you visit the London 2012 Shop to buy your souvenir before then.	Instru music Ann. On mic	1: SPP Cam on F.Talent	SPP Feed	4 - Housekeeping / Shop closing	All ON	Theatrical Lgtn'	ANN. message is on scoreboard
0	00:00:30	House Keeping	> HOUSEKEEPING / End of session - exit > After you've left the arena, please turn right to exit the venue. For services to central London, please go to Prince Regent DLR station. For services to Stratford, go to...	Instru music Ann. On mic	1: SPP Cam on F.Talent	SPP Feed	5 - Housekeeping / End of session - exit	All ON	Theatrical Lgtn'	ANN. message is on scoreboard

Also, the announcer must ensure that he/she masters the correct pronunciation of athletes and officials.

In some cases, the event requires several announcers, especially in the case of several languages (please try to limit the language to host country and English). The announcers must be coordinated and must share the stage.

In taekwondo, announcers do not make live sport commentary over the speakers (P.A.) when contests take place on the mats.

That said, in order to deliver the best experience to the audience, wireless (RF) in-ear type earpieces can be at the spectator's disposal (or sold?) in order to deliver live commentary through this audio device without sending the commentaries over the venue's sound system. In that case, announcers must have excellent taekwondo knowledge and analysis as well as a good communication style. Expert Taekwondo commentators can be hired to bring high caliber expertise to the earpiece program.

At last, announcers must bear in mind that the presentation is not all about them! They have to share the stage with audio, video, presenters, performers and entertainment. They should never forget that our athletes are above all.

V. Presentation

A second type of in-venue vocal information is performed by the presenter. It is mandatory that the presenter is seen on the video screen(s). This means, as we have seen before, that the presenter's job is linked to a dedicated Sport Presentation camera and operator that follows and films the presenter. Then the presenter is mobile in the venue and can be in the seats, on the field of play, backstage, etc. Once the spectators can identify the presenter his/her tasks are:

- to greet and welcome the crowd,
- to present the event and immerse the audience into the atmosphere,
- to introduce video tapes and make links between different sequences of the program,
- to present artists and performers and
- to direct interviews of athletes and attendees.

Presenter's segments are planned and programed in advance, scripted in the running order.

W. Introducing Athletes and Officials

The start of a session and obviously, the start of a contest is one of the most exciting parts of the event. Before the athletes and officials are introduced (and even before they walk in) the crowd's attention must be focused on the field of play. The production must carefully plan the action that builds up to this critical moment before the action begins.

A protocol for the announcement of contestants and officials must be established in accordance with the choreography of the walk in and the TV production. This protocol then includes music, visual effects and lighting.

Artists, performers, dancers and musicians can be used to create a staged entrance for the athlete. This puts the athletes at the centre of the production, under the limelight and gives them their 'rock star' moment.

When introducing the athletes and officials, production and announcers should care that names are properly spelled and correspond to TV graphics, scoreboards, etc.

X. Audio & Music

The musical atmosphere is an integral part of the Sport Presentation.

Music is a vital ingredient in setting the mood and animating the audience. Music generates emotions. It can be used to mark the upcoming action, suspense and drama, excitement and celebration. When music is accurately selected

and precisely played at the right time, they have the strong power to generate emotions. Emotion is the strongest feeling and souvenir that a spectator can keep from an event.

The Sport Presentation plan and the music director must take this element into consideration.

A music library should be compiled prior to the competition and arranged in categories (spectators' ingress, 'walk in', 'tension', 'energize', 'winner's celebration', 'chill out', etc.). In Taekwondo, pre-made audio stings of 1 minute long can be prepared. They will be used during the contest's minute break. In this case, two types of emotions emerge from the action:

- suspense/drama when scores are levelled or tight,
- domination/energy when an athlete shows a comfortable advantage over his/her opponent.

The purpose of music and sound effects serves the Sport Presentation to

- raise the atmosphere in the venue,
- create and underline a special atmosphere (i.e. before a contest or a victory ceremony),
- maintain a level of intensity at times of lesser interest (i.e. immediately after a contest or before a victory ceremony),
- enhance the atmosphere (rhythmic beat or drums during a contest) and
- create emotions on the spectators faces.

Ideally, the Sport Presentation production should be a balance between continuous music, low level music or background music and musical highlight used to introduce an event or wake (catch, hook) the audience. In any case, no music or 'stings' are to be played during inappropriate moments of the contest: especially when the contest is on and when the contestants fight.

The type of music and songs used should be planned in advance. Ideas can be obtained by asking the top athletes for the music they like the most or based on the playlist of the radios in order to stick to the tastes of the moment.

Music can also take into account the tradition of the host country in order to avoid hearing the same tunes in different part of the world.

Music can also be made of mixes or pre-made jingles, stings and music effects to highlight certain instants of the event: presentation program opening, announcement of a contest, walk in, winner's celebration, competition minute break, medical break, etc.

The LOC must ensure that the songs selected and 'stings' are cleared with the record company and music publisher and rights, suitable and without offensive lyrics. Music can be played at the venue after obtaining the necessary permissions from the LOC and host country.

It is the LOC's responsibility for obtaining license or equivalent agreement for music use within the venue. This will also clear the music for 'background' use for broadcast. If the LOC wishes to give the broadcaster a clean feed of the audio, then all music will need to be cleared with rights holders and fees paid to the relevant bodies.

Any music that is used in video tapes for payout within the venue will also require a license (synchronization licence).

Y. Interviews & Flash interviews

Interview is a big asset to the event. It highlights the interviewees and generates inspiration, passion and admiration of the audience with the great advantage of filling dead time and time out. However, interviews are mainly conducted by an on-camera presenter.

An interview must be short and be even if it presents many questions, it must be focused on one idea. For example:

- Geography: where do you come from? Is it your first time visiting the country? Have you visited the region yet?
- Cheering: who are you cheering for? Who is your preferred athlete? Could you show us how much noise you can make?
- Family: I see you are with kids, can I talk to them, do they like taekwondo? Do you practice taekwondo? Can you show us some great moves?
- etc.

A 'Flash Interview' is a short interview of an athlete, usually performed straight at the end of a medal contest and before ceremony commences. This interview can be synchronized and broadcasted both for sport presentation (in the venue) and TV (international feed) purposes. (we talk about unilateral interview).

Flash interview lasts about 60 to 90 seconds and is made of 3 to 4 quick questions and answers, in English, in order to be understood from a large audience.

In the event of flash interview, technology set up must be prepared in advance regarding audio and visual feeds that must be both connected to the Sport Presentation audio and video mixing consoles. The background must be properly chosen (usually a backdrop made of sponsors' logo) and questions prepared in advance (picture above).



Z. Entertainment & live performance

Entertainment and live performance regroup all kinds of other animations such as dance groups, music bands, mascots, jugglers, singers, magicians, cheer leaders, etc. that the Sport Presentation production uses to mingle with the crowd and retain spectator attention and interests. A well-planned high quality of entertainment generates bigger crowds and has the ability to raise the event to a truly magical way. |

Entertainment can be used throughout a session, from athlete entries to time-outs. The performers must have the opportunity to rehearse on and off the site. Then, the LOC should consider any additional costs that may be incurred by booking them. This may include wardrobe, hair and make-up, art dept costs etc. The LOC must ensure that all these costs are covered prior to booking any talent.

If your broadcast partner agrees to cover and transmit this entertainment you may also be able to bring in world class entertainers for world class sessions.





AA. Technical rehearsals and Dress rehearsal

In order to bring all of the elements of Sport Presentation together in a professional and orchestrated way it is vital to allow for rehearsals involving the whole Sport Presentation team to be included within the tournament schedule.

There are three different types of rehearsals:

- the technical rehearsal: once the running order has been completed by the producer a 'walk-through / technical' rehearsal can be carried out by the Sport Presentation production crew. This is when the content is tested and played for the first time, technical equipment is checked, elements are timed, routes and entrances are walked through and planned,
- the dress rehearsal: once the technical rehearsal is completed and the sequences are properly set, performers can be brought in for a full-dress rehearsal. The dress rehearsal involves all of the Sport Presentation team and the sport technical officials and volunteers (or OC staff) that play the athletes' role,
- a final rehearsal involving the Host Broadcaster –called TV rehearsal- can be achieved in order to make sure that everyone knows one's role. Ceremonies are rehearsed at this time so the TV production can have a clear view on the choreography and confirm the camera positions.



During the rehearsal, last minute issues are identified and solved and all the expectations are met.

BB. Information and Research

Athletes are the most important and they must be presented as 'stars'. The announcers should be equipped with athlete information, bios, statistics and numbers. They must be organized to instantly access to any information regarding any competitor. The announcers can therefore make a major contribution with information and background anecdotes to fill dead time.

The Press Director and the World Taekwondo Communications Director must ensure that the announcers have a good supply of background material to educate the crowd, explain the essential rules of taekwondo and the referees' decisions, and thus avoid hostile behavior towards players or referees.

LOC must never assume that the crowd has a complete understanding of the sport.

Information concerning the tournament, the ceremonies, the history of taekwondo, the event, the competition system, the qualification system, the final results, the current contests on the mats and the following ones should be communicated to the spectators. At last, the spectators should be explained this simple question: "how is the winner of the contest declared?"

CC. Graphics and Film (Video Tapes) Production

The content that is played into the screen is an exciting part of the Spot Presentation program.

This content can be divided into 4 different parts:

- Still pictures or slides: they are the quickest, easiest and cheapest video content to produce. Slides can show the daily tournament program, program of the full event, Grand Prix calendar, sponsor logos, appreciation to volunteers, etc.
- Video tapes or films: series of films about the host nation, city and local interesting stories or sponsors commercial or presentations. Video that tells the story of taekwondo or explains, educates the spectators about the sport and the competition. Films from 'what's behind the scene' and athletes in their backstage preparation and warming up. A presentation teaser of the event can also be used as a promotional clip or a powerful video prior to the introduction of the contests. Played out in the sessions either during the preshow or before the athletes' entrance, video tapes engage the spectators. All the video can subsequently be put online for ticketholders to download and keep.
- Graphics or animations are more complex and expensive to pre-produce. Mixing original taekwondo tapes with 3D animations in order to explain and depict the sport is always a big asset to the Sport Presentation program. Big screen animation can be used to introduce key moment and should also be created in the look of the tournament. These would incorporate for example 'semi-finals', 'finals', 'ceremony, etc'.
- Live feed from:
 - the dedicated Sport Presentation camera,
 - the TV production (host broadcaster).

It should be taken care when using type in VTs and graphics that they are legible from a distance. Messages should be kept as simple as possible to ensure that as many people as possible can understand them.

COMPETITION SCHEDULE		
THURSDAY 12TH DECEMBER	14H30	Women's Relay
FRIDAY 13TH DECEMBER	14H30	Men's Relay
SATURDAY 14TH DECEMBER	10H30	Women's Sprint
...	13H15	Men's Sprint
SUNDAY 15TH DECEMBER	11H15	Women's Pursuit
...	13H25	Men's Pursuit



DD. Venue Attendance

The LOC of the event should do its best to ensure that there are the less empty seats in the venue. Before a televised match, the LOC should do his/her best to position the spectators so that the stands most captured by the main TV cameras are full.

This means the LOC should have an action plan with all front-of-house staff in order to gather the spectators in this camera covered seats.



5. CHOOSE YOUR APPROPRIATE TECHNICAL EQUIPMENT

Technology used in presentation is constantly evolving and improving. It is vital that the presentation team and the producer are experienced and up to date. The technology must be seen as a formidable tool to empower the event and not as a hurdle to cross.

World Taekwondo works with an IT manager who deals with LOC for all technical equipment at venue. His involvement from early stage with sport presentation is essential.

EE. Sound System

The sound system is the basic tool of the presentation. It must primarily cover the spectator areas with sufficient sound pressure. Depending on the type of event, athlete areas may not be soundproofed.

A good, well-tuned sound system for both the announcer's commentary and the music is extremely important to ensure the Sport Presentation's success.

The choice of the location of the sound speakers should be made according to:

- the specificities of the venue (spectator seats, rigging access, location of ceremonies, etc.),
- the specificities of the sport and
- the recommendations of the TV production (cameras and audio sockets).

The sound system is positioned inside the venue in a way that does not interfere with the spectators' view or enjoyment of the event.

The PA should incorporate zoning into its design. This will enable the sound operator to control the level of sound that is played out over the positions that the broadcast commentators are seated in.

There are two methods of sound diffusion:

- Multicast, a number of speakers are aligned at regular intervals to broadcast the sound signal.
- The line array, a linear acoustic speaker network, allows multiplying the sound level from a single point of diffusion.

The current sound systems are software managed. During the conception of the production, this allows visualizing via laptop the level of sound pressure inside specific zones of the venue in order to predict if all seats are well covered.



FF. Video board

Color video boards are used to broadcast images:

- produced by TV production,
- filmed by the Sport Presentation cameras,
- videos of partners and sponsors,
- video tapes of the event,
- slides (still pictures) graphics,
- entertainment activities, such as noise contests, mascot songs, countdown until the start of a contest, time-outs, competition schedule and any other relevant information.

Current technologies allow installing any type of giant screen surface, from 6 to more than 200m², on truck or on scaffolding structure.

If multiple screens are in use, all giant screens must show the same image.

The video board is mandatory when there is a TV production at the event. The video board can help to entertain the onsite spectators and to increase sponsor exposure.

GG. Audio sources and mixing

The choice of high quality audio sources is essential. Amongst them:

- DJ's mixing desk,
- microphones and roaming FM microphones and
- mixing console (analogic or digital).

DJ can mix from a CDJ desk but music stings and musical effects need an audio sampler to ensure the music director can have an instant access to those elements.

RF microphones should also be used to enable announcers and presenter to move around the crowd interviewing fans and conducting interviews on the field of play. Where radio microphones are in use, the LOC should ensure that they are provided with the frequencies of all radio equipment being used on site and also that frequency rights are covered by the LOC.



The choice of the mixing console depends on the knowledge of the Audio Director. Digital mixing consoles gather a maximum of technology in a minimum space. What will guide the choice is the number of input and output required by the Sport Production.

Inputs could be:

- microphones,
- DJ desk,
- audio sampler,
- audio feed from TV,
- audio feed from Sport Presentation audio mixer and
- audio feed from Sport Presentation camera (if not routed into the mixer).

Outputs could be:

- P.A. zones,
- sport Presentation In-Ear Monitor (IEM),
- DJ's PFL (pre-listening) and
- TV Broadcaster.

HH. Scoreboard

Up to a recent time, scoreboards were alphabetical boards before being LED characters. Nowadays, scoreboards are high resolution TV monitors or LED video boards.

A scoreboard can be used to present information about athletes, match scores, etc. but now can also be used to show videos, advertisements of the international and local partners and add-ons to large screens.

The alphanumeric scoreboard of scores is used to provide written information:

- starting lists and upcoming rounds
- World rankings
- results of the contest / results of the day / medal standings



The commentators must pay particular attention to the information displayed on these tables and not focus solely on the action in the stadium or on the images of the giant screens.

Care should be taken that the display of information does not take place at a time when it would detract attention from a competition.

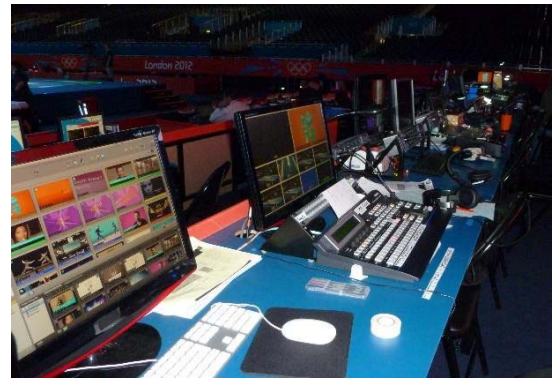
The information must remain on the scoreboard long enough to be read completely, without exceeding a reasonable time. Precautions must be taken to ensure that information is not displayed at a time when attention is diverted from a major event.

II. The production technical tables

This space is dedicated and reserved to the production of the presentation. Technical tables must have a direct view of the entire mats and must be sufficient to receive:

- the entire production crew: Producer, Commentators, Audio Team and Video Team,
- the audio-visual equipment: audio and video mixing consoles, DJ's desk, production laptops, microphones racks, TV monitors and intercoms.

The production crew requires internet access for researches, bios of runners and confirmation of information.



JJ. Communication / Intercom

It is essential that everyone understands the role and responsibility of the producer. A system of radio (wireless) communications should be used to enable the presenters and entertainers to roam as far as possible into the crowd.



1. STEP 1 - AUDIO

The first -and probably the easiest- step to reach regarding Sport Presentation is to build a good audio program. Here you will read all the key information to secure your first steps and develop confident moves.

As you have read above, you are planning a production so you will have to balance and deliver those 3 domains:

- Build your production team
- Create your production content
- Choose the appropriate technical equipment

KK. Build your audio production team

Let's build a cost effective but efficient audio production team.

At first, you need:

- 1 announcer
- 1 audio and music director
- Audio technicians from the audio company that sets up the sound system in your venue.

Before hiring them, communicate with them and tell them what your project is (the destination) and how you want them to accomplish the work (the route). As the LOC, you should provide:

- the announcer:
 - quick facts and stories about your event (numbers, athletes to watch,
 - entry list as soon as available (so the announcer can start building the bios of the athletes),
 - scripted information about your sponsors and partners so he/she is comfortable speaking about them,
 - scripts and running orders of the important part of the presentation so he/she can read them in advance,
 - list of audio equipment that will be installed on site (handheld or headset microphone, IEM, mixing table, etc.),
 - resources at his/her for his/her researches (media releases, stats from scoring, internet connexion, etc.),
 - organization of accommodation and meal at the event,
 - parking lot, if required.
- the audio and music director:
 - the equipment he/she needs (in the event the audio and music director is not from the audio company)
 - the contact of the audio company so they can get in touch to determine the cables connections and other technical specs they have to coordinate. They need as well to discuss the type of equipment that will be installed,
 - the style of music / playlist you want to be played during your event,
 - the list of audio elements (music and 'stings') he/she needs to build and when he will have to play them: read 'Create your production content" below.
- the audio company:
 - what zones in the venue you want to cover: spectator seats, media seats, field of play, ceremonies, backstage?

- drawings of the cables routes (cables can't run over the competition mats!),
- lay out of the venue when fully loaded in at competition time,
- exchange your point of view on the organization of the production tech table: what space for the
- ask about the sound pressure in the seats. How many dB and where? Keep in mind that the sound should accompany the noise made by your spectators: 70dBs is too weak. More than 105 becomes very loud and hot! A good crowd can reach 115-120dBs!!!
- the details schedules, times and deadlines for the rig in and out.

If you are comfortable with your budget, you can develop your team and hire:

- 1) an audio director separately to the music director (or vice-versa)
- 2) a second announcer in order to build a powerful team in 2 languages

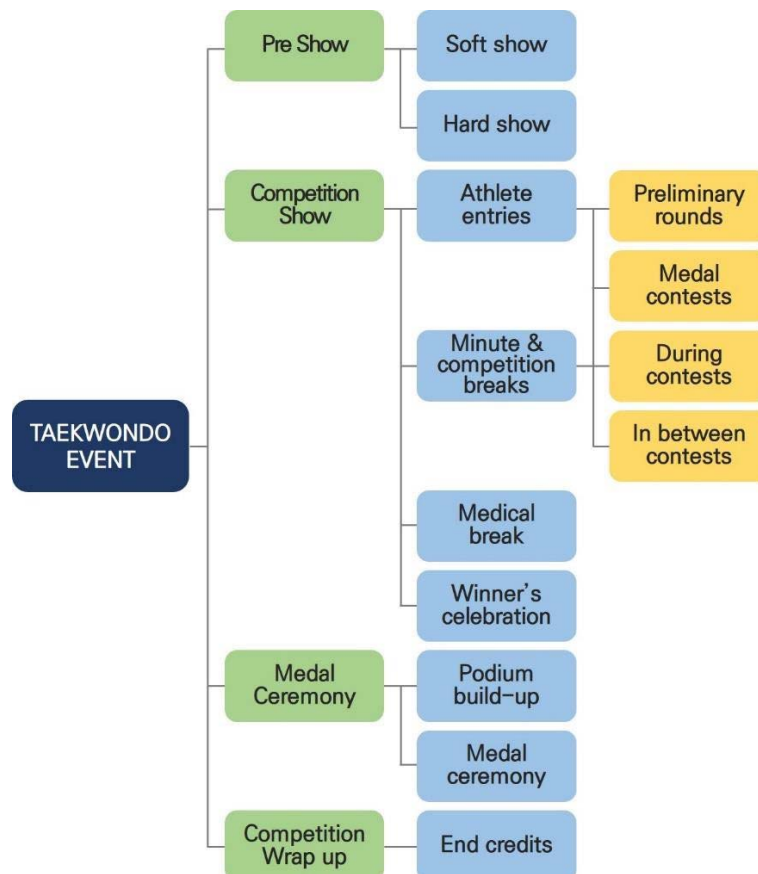
LL. Create your production content

Here, we focus on the musical content: musical playlist, music, audio stings, pre-made jingles and musical effects.

Music should go with what happen inside the venue and more precisely the action on the mats.

In taekwondo, we have identified moments where the music can catch the audience's attention, showcase the performance of the athletes and reveal the intensity and/or drama of the sport.

The following tree shows how we come to identify key musical moments at a Taekwondo event.



Each musical effect has a start and an end. The moment the music must be played is often timed at the second.

The tab below shows what to play, when to play, when to stop and comment on the atmosphere set by the music.

WHEN	STARTS	ENDS	COMMENT
PRE-SHOW	When doors open	15 min before the first contest of the session	Soft / Chill out music at mid-level
HARD SHOW	15 min before the first contest of the session	Before the 1 st athlete walk in	Energy and dancing music at good level
ATHLETE ENTRIES	At the 1 st athlete walk in	When athletes are on the mat	Energy and dancing music at good level
COMPETITION BREAKS	When a break during a contest	When athletes are ready for action	Must reflect the action: drama, domination, tension, intensity, etc.
WINNER'S CELEBRATION (only when final rounds, with one mat available)	When an athlete wins a contest	When the athlete ends its celebration	Must be the climax of the event at the end of the gold medal match
PODIUM BUILD UP	Straight at the end of the winner's celebration	When ceremony music is played	Solemn and celebration
COMPETITION WRAP UP	At the end of the ceremony	When venue is empty	Emotional, chill out, cool down, etc.

Now you have identified what strong moment you have to highlight with the music, you can assign the music into your musical plan.

Below is the musical plan played at the taekwondo during the London 2012 Olympic Games.

Taekwondo Musical Plan - London 2012		
ACTION	MUSIC	LINK
Doors open	Pre-made playlists	
Minus 30min	As per running order	
Interviews & links	Instrumentals	
Mascot appearance	Mascot song	
Athlete entry	THE CLASH - london calling	https://www.youtube.com/watch?v=4vHvzybkqfo
	DAVID GUETTA - little bad girl (instrumental)	http://www.youtube.com/watch?v=fbafd6UV3w4
	ONLY ONE NIGHT - say you don't want it	https://www.youtube.com/watch?v=wF1WzzrLmpk
	NERO - you and me	http://www.youtube.com/watch?v=bE47er6qnqq
	NERO - guilt	http://www.youtube.com/watch?v=r1ATFedwjnk
	SKRILLEX - bangarang	https://youtu.be/YJVmu6yttiw?list=RDYJVmu6yttiw
Preliminary athlete celebration	MUSE - feeling good	http://www.youtube.com/watch?v=CmwRQqJsegw

Bronze medal walk in	DAFT PUNK – aerodynamic	http://www.youtube.com/watch?v=L93-7vRfxNs
Bronze medallist celebration	TAIO CRUZ - higher	http://www.youtube.com/watch?v=KRBS5WZMdik
Gold medal walk in	SWEDISH HOUSE MAFIA – one (extended)	http://www.youtube.com/watch?v=dg7XO1zgJHA
Olympic champion celebration	TINIE TEMPAH – written in the stars	http://www.youtube.com/watch?v=cMg5cQd5f50
Podium build up	STUART PRICE - languages	
Medal ceremony	CHARIOTS OF FIRE	https://www.youtube.com/watch?v=KwRSOZJBKq0
Exit (venue egress)	FLORENCE AND THE MACHINE - spectrum	https://www.youtube.com/watch?v=iC-IVzdiFE
	THE SMITHS - there is a light that never goes out	https://www.youtube.com/watch?v=y9Gf-f_hWpU

MM. Choose the appropriate technical equipment

The choice of the audio technical equipment is essential. A smooth, non-aggressive, well balanced and comfortable sound is a great advantage to your event.

Audio technology is divided into 3 parts:

- Audio sources: microphones (wired and radio frequency), laptops including broadcasting software, DJ's mixing console, audio feeds from video and TV production,
- Audio mixing: the audio mixing console is the electronic device used for combining (also called "mixing"), routing, and changing the volume level, timbre (tone colour) and/or dynamics of the different audio signals and
- The sound system made of the amplifiers and the speakers that broadcast the audio program in the venue.

The role of the producer is to take into account all the needs in terms of audio inputs and outputs in order to choose the appropriate audio mixing console.

LS9 - INPUTS															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
RF Handheld mic Presenter	RF Headset Mic Announcer	RF Headset Mic Sport Xpert	RF Headset Mic Interviews	Wired Mic Spare	Video player audio signal	TV Prod. Audio signal	Intercom channel Presenter	Intercom channel Announcer	Intercom channel Music Director	Intercom CH1	Intercom CH2	DJ Aero L	DJ Aero R	Laptop L	Laptop R



LS9 - OUTPUTS															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PGM to 12XT BigSeats	PGM to 8XT BigSeats	PGM to 12XT SmallSeats	PGM to 8XT SmallSeats	PGM to FM	PGM to SUBS	PGM to Ear Presenter	To CH1	To CH2	To TV	PGM To Mini Console	CH2 To Mini Console				
1/2/3/4/5/6/13/14/15/16	2/2/3/4/5/6/13/14/15/16	3/2/3/4/5/6/13/14/15/16	4/2/3/4/5/6/13/14/15/16	5/2/3/4/5/6/13/14/15/16	6/7/13/14/15/16	ALL (without CH2)	To TV			ALL (without CH1)	1/2/3/4/5/6/13/14/15/16				
Matrix 1	Matrix 2	Matrix 3	Matrix 4	Matrix 5	Aux 1	Aux 2	Aux 3	Aux 4	Matrix 6	Aux Mix	Aux Mix				

Microphones:

Wireless (or RF, for Radio Frequency) microphones are very common nowadays. They run on batteries and can encounter frequency perturbations. This is why a wired microphone is always used as a spare microphone at the technical tables.

Also, be aware that due to their types of capsules, microphones are all different and you should ask your Audio Company what type of microphone suits the best your needs.

For example, if your presenter is in the stands in the middle of a very noisy crowd it is recommended to choose a cardioid capsule to avoid capturing too much of the background noise.

DJing console:

The mixing console (or CDJ) used by the music director or DJ is a choice of the music director or the DJ. Often the music director possesses his equipment and brings it at the event.

Laptop with broadcasting software:

Good piece of audio software is available on the market. They allow to play 'on demand' audio skins, stings and effects. They are all very easy to set up and use, at the same time very intuitive and practical. On some of them you can set keyboard shortcuts. Some are tactile and very convenient due to the fact that the music plays as you touch the screen.

To name a few of them:

- Soundboard, only for Macs & I-pads (49USD)
 - <http://www.ambrosiasw.com/utilities/soundboard-mac/>
- Acoustic Live Audio Player, only for PCs (49€)
 - Please contact: production@sevessand.com
- Audio cards, freeware, in French
 - https://www.sonelec-musique.com/logiciels_freewares_audiocards.html

Audio mixing console, amplifiers and speakers:

Often venues are well equipped. Some of them might request some additional sound cabinets, especially if you like to add sound in some areas such athlete's waiting zone or ceremonies.

Your partner audio company is the best advisor you have on the choice of the best audio equipment. The more precisely you communicate your project and ideas, the more efficient the result will be.

7. STEP 2 - PREPARATION OF THE PRODUCTION, SCRIPTS AND RUNNING ORDERS

NN. Preparation of the production

It is always a mistake to think that a good Sport Presentation can be conceived at the last minute or, as is too often the case, simply on the day of the event itself!

A successful event presentation implies precision in the coordination of a complex set of elements that can only be achieved with the care of detailed planning and meticulous preparation.

Sport Presentation is like an iceberg. What you see at the event is 30% of it. What you can't see, the preparation takes 70% of the project.

OO. Project planning

The following steps are the normal steps in the preparation of the Sport Presentation:

- Before the event:
 - the LOC hires an experienced person responsible for the production of the presentation of the event: the producer,
 - the Producer selects his team members in order to produce the technical nomenclature of the audio-visual equipment required,
 - under the direction of the Producer, the presentation team develops its presentation plan,
 - the Producer explains his plans and actions to coordinate their work to the Event Director, Sport Director and the TV Producer,
 - when the production plan is shared and approved, the Producer finalizes the presentation plan (including, music, video, lighting, effects), running orders and scripts,
 - the presentation team carries out the material tests and conducts the rehearsals.
- During the event:
 - the presentation team produces the Sport Presentation program.
- After the event:
 - the presentation team provides feedback to the Producer who participates at the debriefing with the LOC.

PP. From the competition schedule to the production running order

The Sport Presentation team and the other department and people involved in the event must be able to see and understand the concept of Sport Presentation. Everyone at the event must be aware of all the implications and know exactly what is expected of them.

It is very important that the LOC is in charge of the overall responsibility of an event comply with all the elements of the presentation plan and cascade the plan to the event departments.

Without approval and plan control, ineligible events may occur, compromising the expected experience and reducing the overall value of the event.

The presentation plan (script) must be meticulously prepared.

- Competition schedule: One of the first tool the producer uses to determine his production plan is the competition program (below, from Muju 2017 Taekwondo World Championships). The competition program gives the first instruction on:
 - when the event starts and ends,
 - how long last a competition day,
 - where are breaks in between sessions,
 - when are the medal contests,
 - when are the medal/award ceremonies

Date	Time	Event	Location
6.23	10:00 - 12:00	Weigh-in (W:-46kg M:-54kg)	T1 Arena
6.24	09:00 - 14:00	Competitions (W:-46kg M:-54kg)	T1 Arena
	10:00 - 12:00	Weigh-in (W:-49kg M:-74kg)	T1 Arena (Basement Level)
	16:00 - 18:00	Opening Ceremony	T1 Arena
6.25	09:00 - 12:30	Competitions (W:-49kg M:-74kg)	T1 Arena
	10:00 - 12:00	Weigh-in (W:-67kg M:-68kg)	T1 Arena (Basement Level)
	12:30 - 14:00	Lunch break	
	14:00 - 18:00	Competitions (W:-49kg M:-74kg)	T1 Arena
	19:00 - 20:30	Semi-finals and finals (W:-46kg M:-54kg)	T1 Arena
	20:40 - 21:00	Awarding Ceremony (W:-46kg M:-54kg)	T1 Arena
6.26	09:00 - 12:30	Competitions (W:-67kg M:-68kg)	T1 Arena

At bigger events, organizers can provide a more detailed Daily Competition Action Schedule (or DCAS) as below (from London 2012 Olympic Games).

Excel Taekwondo Competition 08/08/2012										
Time				Activity Description/ TASK			Responsible FA	Responsible Individu	Location	FA Inter action
Start/Finish	Time				Match No:				Room Cod	
	05:30			Overnight Clean						
05:30		- 03:30		Venue Opens to LOCOG Staff			Venue Management			
05:30		- 03:30		Media Accreditation Zones activated						
06:00		- 03:00								
06:00		- 03:00		Full Arena lighting test for broadcast and audience theatrical lights			SPP/OBS		FOP	
07:00		- 02:00		Sports Press Access to FOP for Rehearsals						
07:45	08:00	- 01:15		FOP Clean and Lockdown			FOP Group Leader		FOP	Access Control to FOP
07:45		- 01:15		Security on Post					FOP	
07:55		- 01:05		Arena theatrically lit for spectator ingress and OBS unilateral feeds			SPP/OBS		FOP	
08:00		- 01:00								
08:00		- 01:00		Sport Presentation Starts			SPP	SPP	Sport Presentation FOP	Limit non essential
08:30		- 00:30		Demo team move to Call Room			SPP		Warm-Up to Call Room	
08:40	09:00	- 00:20		Theatrical lighting for Demonstration team performance			SPP		FOP	
08:40	08:48	- 00:20		TKD Demonstration			SPP		FOP	
08:48	08:55	- 00:12		Clean FOP following Demo						
08:55		- 00:05		Broadbact signal goes live						
08:55		- 00:05		Arena Theatrically lit in preparation for Athlete entry (each match)			SPP			
09:00		00:00		Lighting set to Broadcast levels(each match)			SPP			
09:00	13:00	00:00	Comp	Start of Session One (TK001)						
09:00	09:13	00:00	Comp	ITOs Exit Call room for contest TK W 049 401	1				FOP	Match One
09:15	09:27	00:15	Comp	ITOs Exit Call room for contest TK M 058 401	2				FOP	Match Two
09:30	09:42	00:30	Comp	ITOs Exit Call room for contest TK W 049 402	3				FOP	Match Three
09:45	09:57	00:45	Comp	ITOs Exit Call room for contest TKM058 402	4				FOP	Match Four
10:00	10:13	01:00	Comp	ITOs Exit Call room for contest TKW049 403	5				FOP	Match Five
10:15	10:27	01:15	Comp	ITOs Exit Call room for contest TKM058 403	6				FOP	Match Six
10:30	10:42	01:30	Comp	ITOs Exit Call room for contest TKW049 404	7				FOP	Match Seven
10:45	10:57	01:45	Comp	ITOs Exit Call room for contest TKM058 404	8				FOP	Match Eight
11:00	11:13	02:00	Comp	ITOs Exit Call room for contest TKW049 405	9				FOP	Match Nine
11:15	11:27	02:15	Comp	ITOs Exit Call room for contest TKM058 405	10				FOP	Match Ten
11:30	11:42	02:30	Comp	ITOs Exit Call room for contest TKW049 406	11				FOP	Match Eleven
11:45	11:57	02:45	Comp	ITOs Exit Call room for contest TKM058 406	12				FOP	Match Twelve
12:00	12:13	03:00	Comp	ITOs Exit Call room for contest TKW049 407	13				FOP	Match Thirteen
12:15	12:27	03:15	Comp	ITOs Exit Call room for contest TKM058 407	14				FOP	Match Fourteen
12:30	12:42	03:30	Comp	ITOs Exit Call room for contest TKW049 408	15				FOP	Match Fifteen
12:45	12:57	03:45	Comp	ITOs Exit Call room for contest TKM058 408	16				FOP	Match Sixteen
12:45		03:45		Spectator Zone access door closes for Session 1			SSV			
13:00		04:00		Spectator Zone access door opens for Session 2						
	13:00			End of Session One (TK001)						
	13:10	04:10		Sport Presentation / International Broadcast Ends			SPP			
14:00		05:00		Sport Presentation Starts			SPP		FOP	
14:30		05:30		Demo team move to Call Room			SPP		Warm-Up Area to Call Room	
14:40		05:40		Theatrical lighting for Demonstration team performance			SPP		FOP	
14:40	14:48	05:40		WTF Demonstration			SPP		FOP	
14:48	14:55	05:48		Clean FOP following Demo			SSV			
14:55		05:55		Arena Theatrically lit in preparation for Athlete entry(each mtach)			SPP			
14:55		05:55		International Broadcast Live for session 2						
15:00		06:00		Lighting set to Broadcast levels(each match)			SPP			

Based on that information, the producer starts building the Sport Presentation running order.

- Running order:

The running order is the master document of any production. It is a tab where a line contains an action and columns depict the action. The running order shows:

- when the production starts and end,
- orders related to audio production
- orders related to video production: TV streams, field cameras, partner videos on giant screens, etc.
- orders relating to the scoreboard operations,
- all the other production sequences: official announcements, competition program, start lists and results on scoreboards, video screen content and other activities: awards, crowd contests, logistics activities, music, announcements, flash interviews, crowd reactions

TAEKWONDO - SESSION #1						07:30 > All SPP @ FOP Desk	
London 2012 Olympic Games						08:00 > Gates Open	
Excel - Thursday 8th August 2012						08:00 > SPP PGM Commences	
						09:00 to 13:00 SESSION #1	
						13:05 to 14:25 > SPP Break	
#	TIME	TRT	ANNOUNCERS / FLOOR	DJ/AUDIO	SCOREBOARD	LIGHT	NOTES
101	08:25:00		ALL Crew at desk on FOP				Put on your Headphones !!!
102	08:30:00	00:03:10		music low level	Welcome loop - 6	Welcome PGM - 1	Light music in loudspeakers, logo/ rolling graphics
103	08:33:10	00:01:00	SPP OPENING WELCOME > Ladies & Gentlemen ... Welcome ... > Announcers presents himself > Short expl. on what is London / Excel venue / London prepares 2012	Instru music Ann. On mic	Welcome loop - 6	Welcome PGM - 1	welcome to volunteers and staff working on the venue ?
104	08:34:10	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
105	08:34:15	00:00:30	HOUSEKEEPING / Non smoking > Ladies and gentlemen smoking is not permitted anywhere inside this venue. Please use the designated areas outside the venue.	Instru music Ann. On mic	HouseKeeping -1	Welcome PGM - 1	Ann. This message is on scoreboard
106	08:34:45	00:03:30		music mid level	Welcome loop - 6	Welcome PGM - 1	
107	08:38:15	00:00:30	TIME TO FIRST CONTEST OF THE COMPETITION (check official time before) > About XX min to the start of the competition	Instru music Ann. On mic	Welcome loop - 6	Welcome PGM - 1	
108	08:38:45	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
109	08:38:50	00:01:00	COMPETITION'S SCHEDULE > Tease and explain ... > Session#1 from 9am to 1pm > Session#2 from 3pm to 6pm > Session#3 from 8pm to 11pm	Instru music Ann. On mic	Session's Schedule - 9	Welcome PGM - 1	Ann. This message is on scoreboard
110	08:39:50	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
111	08:39:55	00:00:30	HOUSEKEEPING / Mobile phone > Ladies and gentlemen please ensure that all mobile phones and similar devices are turned off or set to silent during the competition.	Instru music Ann. On mic	HouseKeeping - 3	Welcome PGM - 1	Ann. This message is on scoreboard
112	08:40:25	00:03:30		music mid level	Welcome loop - 6	Welcome PGM - 1	
113	08:43:55	00:03:00	TAEKWONDO'S RULES What is the aim of the contest ? What are the targets ? How to qualified for next round ? How many athletes involved today ? Why 2 bronze medals? How to win the gold ?	Instru music Ann. On mic	Welcome loop - 6	Welcome PGM - 1	
114	08:46:55	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
115	08:47:00	00:00:30	INTRODUCE DEMO TEAM	Instru music Ann. On mic	Welcome loop - 6	Welcome PGM - 1	
116	08:47:30	00:10:00	WORLD TAEKWONDO DEMONSTRATION TEAM > Ladies and gentlemen please welcome your WTF Taekwondo Demonstration Team for 10min of great taekwondo demo	Specific Music	???		
117	08:57:30	00:00:30	APPLAUD DEMO TEAM	Instru music Ann. On mic	Welcome loop - 6	Welcome PGM - 1	
118	08:58:00	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
119	08:58:05	00:01:00	COMPETITION'S SCHEDULE > Session#1 from 9am to 1pm > Session#2 from 3pm to 6pm > Session#3 from 8pm to 11pm	Instru music Ann. On mic	Session's Schedule - 9	Welcome PGM - 1	
120	08:59:05	00:00:05	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	
121	08:59:10	00:00:30	HOUSEKEEPING / Athletes and officials > Ladies and gentlemen please respect athletes and officials	Instru music Ann. On mic	Athletes & Officials - 4	Welcome PGM - 1	Ann. This message is on scoreboard
122	08:59:40	00:00:20	Stand by announcer		Welcome loop - 6	Welcome PGM - 1	

The Sport Presentation running order is shared with:

- the competition manager,
- the head of sport operations,
- the entire production crew,
- the TV Producer (or his/her assistant),
- the Head of Ceremonies and
- any other relevant persons.

8. STEP 3 - CEREMONIES

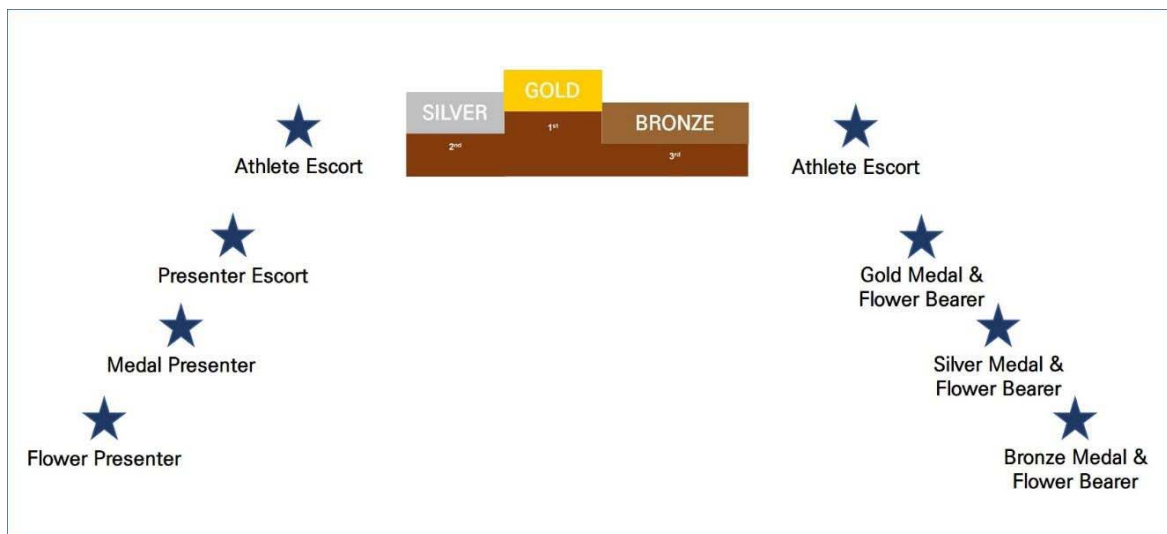
The ceremony follows a protocol usually set by the federation in close relationship with the TV production and Sport Presentation.

A single document should present:

- number of athletes involved, |
- number of presenters,
- number of steward and hostesses,
- paths and locations of officials, hostesses, recipients, etc.
- recorded or live music,
- presentations of personalities (multiple languages might be required)
- official announcements of athlete, ranking and nations (multiple languages might be required)
- national hymns with presentation of flags
- hymns,
- videoboard feed and scoreboard animations
- and, additionally, TV camera positions and movements.



This protocol is generally choreographed, scripted and directed under the direction of the Sport Presentation Producer.



The ceremony must be timed and be conducted into a relevant time agreed by the TV production.

At a ceremony, the announcements, the music and music transitions, the video animations and lighting effects must be carefully prepared, written down in the running order and rehearsed order so everyone in the Sport Presentation team and Ceremony team knows its part. There is no improvisation during a ceremony:

- the announcer must never invent or finds his words; everything is pre-scripted and written down in the running order,
- the routes and positions must be known by the hostesses/stewards (use coloured tape on the floor if required)
- the national anthems must be prepared, checked in advance and signed off by every Team Captain before competition commences,
- when flags are presented, a dedicated crew must handle all the flag operations,

- the length of the production must correspond to the rehearsed time as well as to the time scheduled in the running order.

Therefore, great attention must be paid to the time between the end of the gold medal contest and the beginning of the ceremony: the shorter, the better.

For example, if podium set up operation must take place between the end of the contest and the medal ceremony, then actions such as winner celebration followed by flash interview of the winner can be scheduled in order to fill up this time and keep the audience's focus in the arena.

Sample Run Order for Medal Ceremony – Muju 2017 World Taekwondo Championships

Medal Ceremony Run Order_25.06.2017				
Muju 2017 WTF World Taekwondo Championships – Day 2				
Start time	Finish time	Duration	Event	Activities in detail
20:24:00	20:34:00	0:10:00	Match (M-54kg)	Medal winners take seat in the medal winners' area
20:34:00	20:36:00	0:02:00		Set up the medal ceremony podium and place medals, flowers and national flags
20:36:00	20:37:00	0:01:00	Standby for ceremony	Medal/flower presenters take seat in the presenters' waiting area
20:37:00	20:37:30	0:00:30	Medal Ceremony (Women's -46kg)	Medal winners, presenters and medal/flower tray holders standby for marching
20:37:30	20:38:10	0:00:40		MC announces the beginning of medal ceremony of Women's -46kg while the medal winners and presenters are marching to the podium
				MC encourages audiences to welcome the medal winners and presenters and introduces the medal presenter and flower presenter
				MC announces the bronze medal winners
				Bronze medal winners stand on the podium
				MC announces the silver medal winner
				Silver medal winner stands on the podium
				MC announces the gold medal winner
				Gold medal winner stands on the podium
20:38:10	20:39:30	0:01:20		Presenters award medals and flowers respectively in the order of Bronze, Silver and Gold (after awarding medals to bronze winners, the medal presenter moves to silver medal awarding while the flower presenter begins awarding bronze medal winners)
20:39:30	20:39:50	0:00:20		Photo time while the medal presenter stands next to silver medal winner and the flower presenter stands next to bronze medal winner
20:39:50	20:40:00	0:00:10		MC announces play of the national anthem of the country of the gold medal winner
20:40:00	20:43:40	0:03:40		National anthem is played
20:43:40	20:44:00	0:00:20		MC announces closing of the medal ceremony of Women's -46kg and beginning of the medal ceremony of Men's -54kg
Duration of W-46kg		0:10:00		
20:44:00	20:46:00	0:02:00		Medal winners take seat in the medal winners' area
20:46:00	20:46:30	0:00:30		Set up the medal ceremony podium and place medals, flowers and national flags
20:46:30	20:47:00	0:00:30	Standby for ceremony	Medal/flower presenters take seat in the presenters' waiting area
20:47:00	20:47:30	0:00:30	Medal Ceremony (Men's -54kg)	Medal winners, presenters and medal/flower tray holders standby for marching
20:47:30	20:48:10	0:00:40		MC announces the beginning of medal ceremony of Men's -54kg while the medal winners and presenters are marching to the podium
				MC encourages audiences to welcome the medal winners and presenters and introduces the medal presenter and flower presenter
				MC announces the bronze medal winners
				Bronze medal winners stand on the podium
				MC announces the silver medal winner
				Silver medal winner stands on the podium
				MC announces the gold medal winner
				Gold medal winner stands on the podium
20:48:10	20:49:30	0:01:20		Presenters award medals and flowers respectively in the order of Bronze, Silver and Gold (after awarding medals to bronze winners, the medal presenter moves to silver medal awarding while the flower presenter begins awarding bronze medal winners)
20:49:30	20:49:50	0:00:20		Photo time while the medal presenter stands next to silver medal winner and the flower presenter stands next to bronze medal winner
20:49:50	20:50:00	0:00:10		MC announces play of the national anthem of the country of the gold medal winner
20:50:00	20:53:40	0:03:40		National anthem is played
20:53:40	20:53:50	0:00:10		MC announces closing of the medal ceremony of Men's -54kg
Duration of M-54kg		0:09:50		

9. STEP 4 - VISUAL ELEMENTS & THEATRICAL LIGHTING

Theatrical (or stage) lighting is the craft of lighting as it applies to the production of theatre, dance, opera, live music concert, arts and other performances taking place in live performance venues such as sports.



It is essential to consider the lighting requirements at the earliest possible stage in the design of the venue, as incorrect allowance for the positioning of the lighting could severely affect the broadcast image and the athletes. Your TV broadcaster can guide you through the broadcast lighting technical requirements.

Broadcasted sporting events use 2 different type of stage lighting: theatrical and broadcast lighting.

■ theatrical lighting:

- includes basic lighting and special effects, such as lasers and fog machines,
- has multiple functions:
 - selective visibility: ability to see what is occurring on the field of play,
 - revelation of forms: altering the perception of shapes,
 - focus: directing the audience's attention to an area of the stage (or distracting them from another,
 - mood: setting the tone of a scene,
 - location and time of day: establishing or altering position in time and space,
 - projection / stage elements: lighting may be used to project scenery or to act as scenery onstage,
 - plot (script): a lighting event may trigger or advance the action on the field of play and off,
 - composition: lighting may be used to show only the areas of the stage which the designer wants the audience to see,
 - effect: colored lights and lasers may be used as a visual effect.

■ broadcast lighting:

- is the lighting requested for broadcasting operations. The ideal situation is for the lighting to achieve the best possible standard relative to the events that will be regularly televised.
- the lighting requirements for broadcasting are usually the main consideration in most venues and will be the main driver for the lighting design

- quantity of light required (illuminance) is the amount of light (measured in lux) that is required for the sport to be played.
- average maintained horizontal illuminance (E_h) is the average quantity of lux over the horizontal playing surface,
- average maintained vertical illuminance (E_v) is divided in to two principal types:
 - Illuminance in the direction of a camera. This calculation is undertaken for fixed camera positions.
 - The second is the quantity of light on a vertical plane and should be used for unrestricted camera positions.
- color temperature (color appearance): is the apparent color of a light source and is measured in Degrees Kelvin. A consistent color temperature should be utilized throughout an installation.
- color rendering is the ability of a light source to reproduce surface colors accurately. A color rendering index is used to describe the performance of the lamp.

During sport action, broadcast lighting is mandatory on (known as: full broadcast lighting). In order to allow a smooth and quick transition between theatrical and broadcast lighting, it is essential that the broadcast lighting technology must use dimmable broadcast lighting (and avoid the sufficient time to ensure the lamps have warmed up).

During all other operations, the venue can be on theatrical lighting:

- spectator's arrival and beginning of session
- preshow and presenter segments,
- athletes' walk in,
- athletes' walk out and celebrations,
- awarding podium build up
- spectators' departure and end of session.

10. CHECK LIST

	NAME	DEFINITION	CHECK if required
STAFF	Producer	The very first person to book. Responsible of the preparation of the project and its planning. He conceives the musical, video and lighting content, working with the relevant people. During the competition, the producer heads the Sport Presentation production and directs the production team accordingly to the running order.	
	Associate Producer	In the case of large and complex production the producer can be assisted by an associate producer.	
	Audio Director	Responsible for audio mixing and broadcasting in the venue, in accordance with the running order of the event and under the direction of the producer.	
	Music Director	Responsible of the musical content played in the venue. During the preparation he/she works alongside the producer to determine the musical tone and colour and choose the relevant tracks. During the event, he/she plays the audio elements accordingly to the running order of the event and under the direction of the producer.	
	Video Director	The Video Director is responsible for the presentation and information on the video screen under the direction of the Producer. It mixes and diffuses the different video sources	
	Announcer	The announcer performs all the venue announcements. Based at the technical tables, he/she provides information on the sport, the tournament, the competition, venue H&S and housekeeping in the host language, under the direction of the Producer.	
	Presenter	Presents the framework of the event from the field of play or the spectators zones (seats). He/she works in the local language, conducts flash interviews, organizes crowd games and introduces advertisements at appropriate times, under the direction of the Producer and following the running order.	
	Camera operator	Dedicated to the Sport Presentation program, the camera operator is responsible for shooting of the presenter's segments and other shots required by the Sport Presentation program. He/she works under the direction of the producer and is assisted by the Floor Manager for any field of play operations.	
	Floor Manager	Directs and coordinates all the sport presentation field of play operations under the producer's orders: athletes' entries/exit, performers, presenter and sport presentation camera operations, etc.	
	Head of Ceremony	Responsible of all the medal ceremony operations: podium set up, choreography, medal and flower presenters, flags, hostesses and stewards.	
TECHNICAL EQUIPEMNT	Production Tech. Tables	Tables where the Sport Presentation team is based. The tables are on the field of play with direct view on the action on the mats.	
	Sound System	High quality audio broadcasting system (sound system) adjusted in advance, preferably set up in different zones in order to adjust the levels in the case of cooperation with a TV production	
	Big video screen	High resolution and high brightness LEDs big screen show the Sport Presentation video program. When a TV production broadcasts the event, the TV feed is shown on the screens. Every video screen inside the venue must show the same content.	
	Scoreboards	Alpha-numeric scoreboard and screens are used to provide starting lists, scores and results. The announcers and commentators refer to it to inform and guide the public during the competition.	
	Entertainment	Show made of artists and performers. Entertainment is a part of sport show.	
	Intercoms	Intercom is the internal communication system of the production team.	
	Internet connection	An internet connection is mandatory at the production tech. tables. It allows the exchange of documents inside and outside the production team. It allows the announcers to make researches and access additional information.	

11. PLAN YOUR PRODUCTION

LOC is responsible of the planning of the Sport Presentation Production. Therefore, the OC must accurately follow a strict schedule to avoid any malfunction. The table below indicates the timeline of the key milestones of your Sport Presentation project preparation.

AVERAGE TIME prior to your event	ACTION Requested by the LOC
-10 to -8 months	<ul style="list-style-type: none"> - Meet with World Taekwondo Sport Presentation Specialist to get instructions on sport presentation. - Recruit the person who can lead your Sport Presentation team: an independent producer or a Sport Presentation company can be suitable. - Read through the manual to check requirements, needs and guidelines. Discuss: crew, content and technical equipment. - Get an estimate of the total costs and see if it fits in your budget.
-8 to -6 months	<ul style="list-style-type: none"> - Take your decision: negotiate with the company, determine what is essential and what won't affect the event presentation (the expensive bits you can avoid!). - Sign the contract with your sport presentation partner.
-6 to -2 months	<ul style="list-style-type: none"> - The Sport Presentation team is created and presentation plan is designed. People at the key positions (producer, announcer and presenter) are approved by the OC. - Sport presentation plan is incorporated into the LOC's Operational Plan to be submitted to World Taekwondo for approval. - The list of the audio-visual equipment is finalized. - The audio-visual contents are being developed: musical plan, video content, announcements, etc.
-3 months to -15 days	<ul style="list-style-type: none"> - The Sport Presentation team develops the program. - Sport presentation plan with more details is incorporated into the LOC's updated Operational Plan to be submitted to World Taekwondo for approval. - Audio visual contents are finalized and ready to be played. - Sponsors' commercials are incorporated into the program. - The Sport Presentation producer is in touch with the TV producer. - Installation plans and bump in schedule are shared and explained to other departments of the OC.
-15 to -5 days	<ul style="list-style-type: none"> - Latest details are added in the presentation plan. The running order is updated and 99% ready for the event.
-5 to -3 days	<ul style="list-style-type: none"> - The Sport Presentation team arrives on site and begins his work under guidance of World Taekwondo Sport Presentation Specialist. - The tech equipment is installed. - The producer meets TV production, Ceremony manager, Sports manager and attends OC meetings.
Days -2 and -1	<ul style="list-style-type: none"> - The Sport Presentation team operates technical tests and rehearsals, then rehearses the athletes walk in/out and ceremonies and proceeds to the final adjustments. - Rehearsals must be conducted and synchronized with the TV production.
Day 0	<ul style="list-style-type: none"> - Everyone is ready for action; the show is on!
+1 month	<ul style="list-style-type: none"> - Debriefs and feedbacks

Seek for and work with Sport Presentation specialists who will help you to build a clean program, with less risk, errors, improvisation and other malfunctions.

12. GLOSSARY

Announcer

An announcer is the voice of the event. He announces the housekeeping messages, introduces the contests, comments the action on the mats during breaks as well as the results especially at the end of the fights. He/she announces the medal ceremonies under the producer's orders accordingly with the running order.

Audio Director

An Audio Director is the person who mixes and broadcasts the audio sources. He/she works under the producer's orders accordingly with the running order.

Audio stings, skins and effects

Audio stings (skins and effects) are used to highlight the key moment of the event. They are played to increase the action, drama, tension, of the sport. They are planned to reveal the emotion of the sport to the spectators.

Intercom

Intercom is the internal communication system of the production team. It can be RF (wireless) or wired (cables). When full duplex, it allows users to speak simultaneously (as over the phone). The intercom is used by the production crew to exchange information and particularly by the producer to "call the show", reading the minutes by minute sequences of the running order.

Music Director / DJ

The Musical Director / DJ works with the producer. During the event, He/she plays at the times defined in the driver the pieces of music as well as the audio tracks of the skins of the event.

Presenter

A presenter is a public announcer, welcoming the audience, presenting the event and its outline, in interaction with the audience.

Producer

Head of the production, the Producer is the person who orchestrates and directs the Sport Presentation production. He puts together the human resources, technology needs and program contents. He choreographies the show (walk in/out, ceremonies, entertainments, etc.) and act on recommendation of the OC and IF and follows TV scripts and running orders.

Running order

A written guide, key element of production, it is designed prior the event, by the producer, according to the elements of presentation plan. It is the main thread of the presentation of the event including the pre-competition, the competition and the ceremonies. This common thread is shared by all the Sport Presentation production team.

Sound System / Audio public address (P.A.)

Sound system is made of the audio mixing console, the amplifiers, the cables and the broadcasting speakers (cabinets). The sound system is the mean to amplify and broadcast the audio content of the program.

Sport Commentator

A Sport Commentator is the expert in the presented sport. He/she brings high calibre expertise in the sport and in technical commentaries on the sport's technique and strategy.

Video Director

A Video Director is the person who works under the producer's orders accordingly with the running order. He mixes and broadcasts all the different video sources.

Video tapes (V.T.) / Video records

Video tapes are pivotal contents of the Sport Presentation program. Nowadays digitally recorded into laptops they are launched by the Video Director and can show many different aspects of the sport such as sponsor commercials, rules of sport, presentation of the OC from behind the scenes, etc..



Contact

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