2024 Edition



Event Organisation Guide [EOG]

Asian Championships I Asian Opens I Asian Cups

JUDO UNION OF ASIA


JUDO UNION OF ASIA

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PRE EVENT PREPARATION

SECTION 1

1.1 Timeline

Pre Event Preparations

1.5 - 2 YEARS

Host City Decided
(under the conditions stipulated by JUA, according to different events)

Contract signed

1 YEAR

Technical Meetings

- Technical meetings (between JUA and Host Fed.)
- Inspection visits (3 delegates from JUA with air tickets, accommodation and daily allowance paid by the host city)
- Nomination of TD by JUA
- Draft brand and design book
- Accommodation catering and transportation
- Sponsors

6 MONTHS

Final Validation

- Inspection visit (if necessary by the TD with air ticket, accommodation and daily allowance paid by the host city)
- Hotels
- Details of venue design
- Competition outline approved and sent to all members
- Opening of online registration
- Confirmation of host broadcaster

3 MONTHS

Final Confirmation

- Reports
- Closing of all printing design
- Closing of venue layout design

1 MONTH

Start of Final Preparation

- Final check of all printing material
- Check list confirmation
- Installation schedule finalised

20 DAYS

Prior to the draw: Online registration

- Online registration （www.judobase.org） closes

5 DAYS

Pre-Event Phase

- Specialized daily timeline to be made
- Installation begins
- Media registration closes 5 days prior to the draw （www.datastat.si/IJF_media）

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1.2 The Local Organizing Committee

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

Competition Manager / Event Manager

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

Accommodation and Catering Manager

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

Ceremonies Manager

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

Floor Manager

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

IT Manager

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

Medical Manager

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

Security Manager

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

Sport Manager

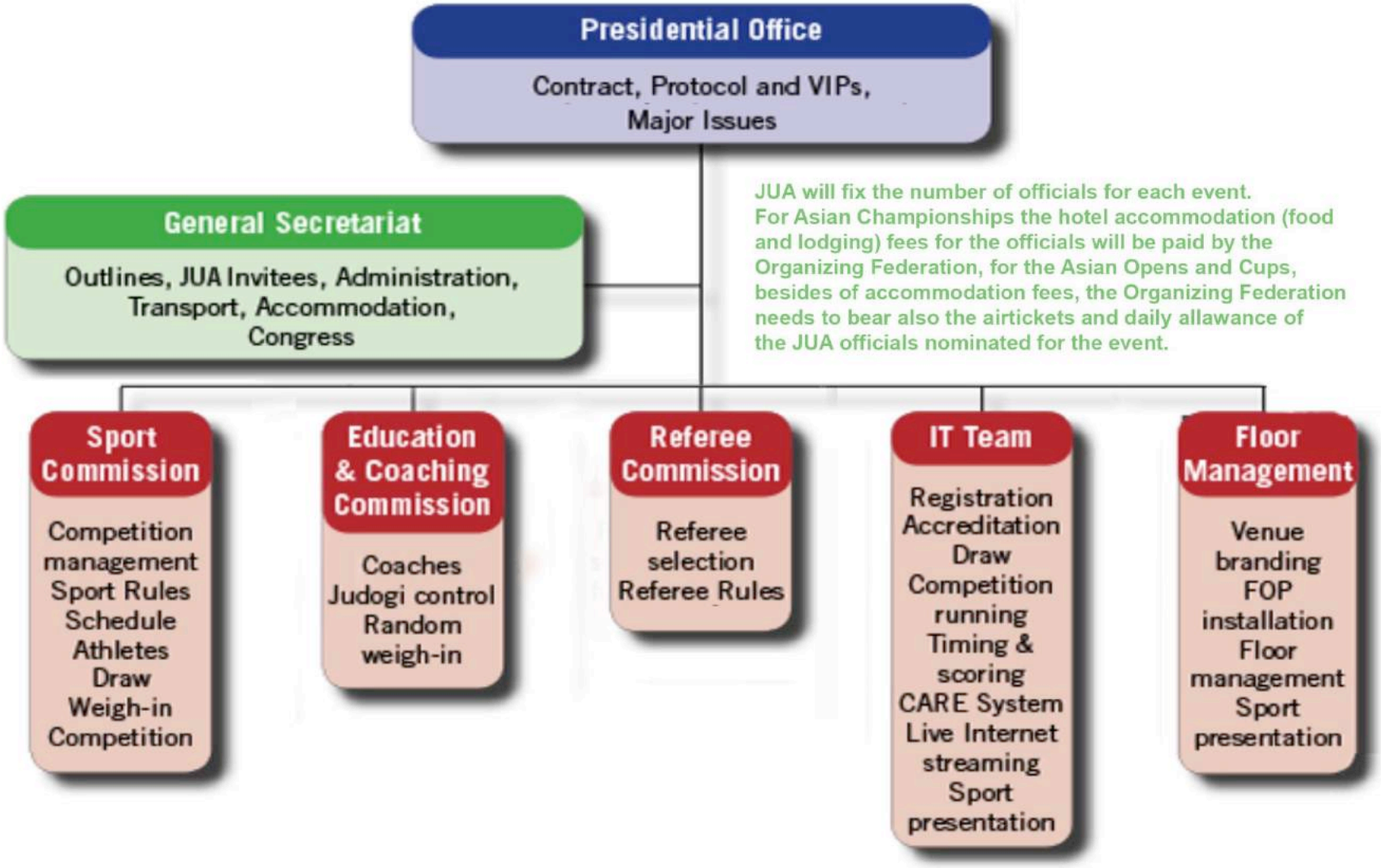
Works actively with JUA Sport Directors to ensure the correct sport running of the event, from registration, draw, weigh-in, etc.

Transportation Manager

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

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

1.3 JUA Structure



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

1.4 Key Clients and Stakeholders

DELEGATIONS
Athletes, coaches, team officials, team doctors

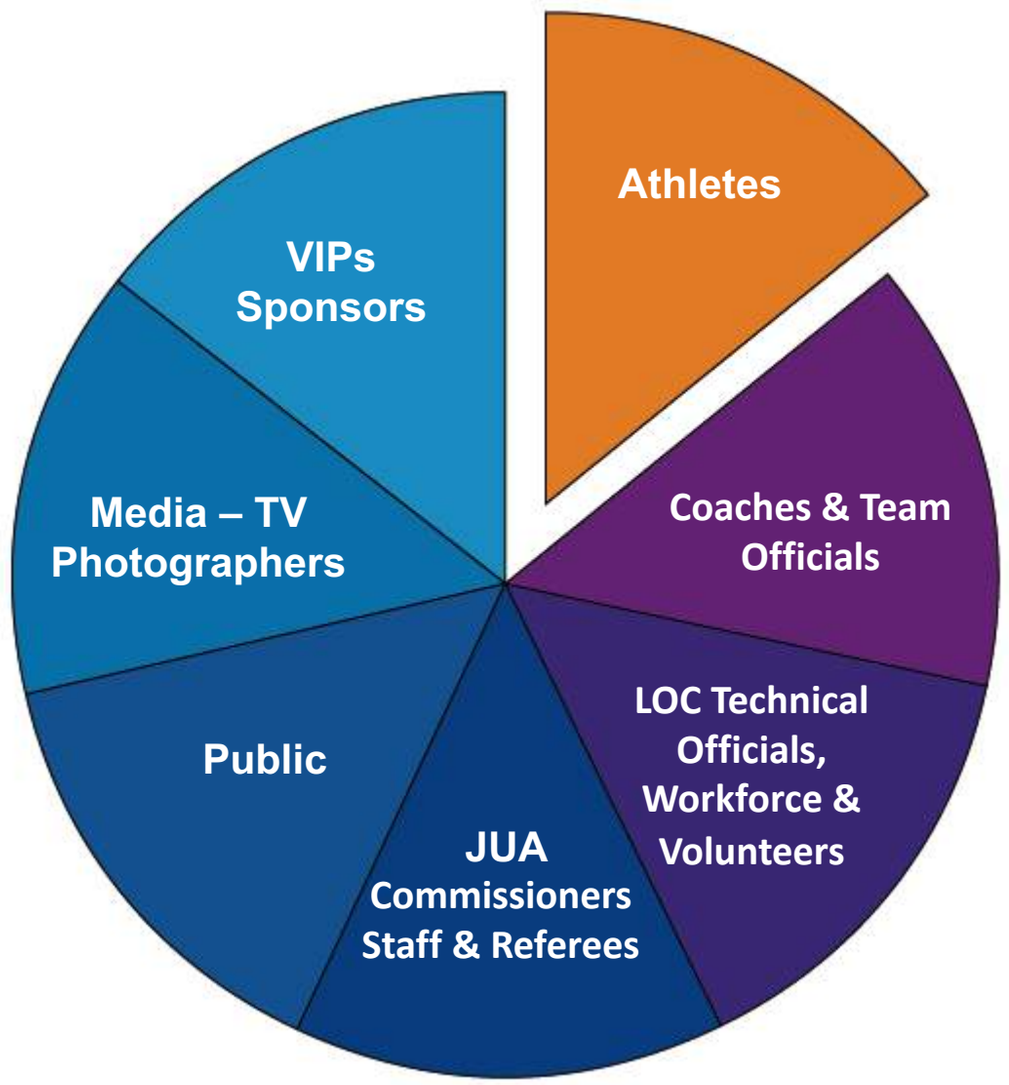
JUA
Commission members, international referees, staff

MEDIA
Hosts broadcaster, rights holders, written press and photographers

VIPs and VVIPs
Includes IJF Executive, invited guests, sponsors, National Federation Presidents

WORKFORCE
Local paid staff, medical staff and volunteers

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



1.5 Band and Design

JUA Colour Schemes

ASIAN CHAMPIONSHIPS
Colour for the Asian Championship to be decided with the JUA.

SPIDER DESIGN

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

The 50% for Organizer and 50% for JUA rule needs to be followed on the spider regardless of total number of sponsors.

Elements

- Competition City name, Event type, Year, Country (ex: Asian Open 2018, Taipei)
- JUA logo + local federation logo
- Judo text
- Competition logo
- Sponsor logos in spider form
- Size of each sponsor box should be according to JUA layouts
- Head of athletes must not go higher than the logos
- Text must be above the athletes head (consider the tallest athletes)
- JUA and event flag in the venue

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

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



1.6 Inspection Visits (see Annex 3)

Sport Sector – Inspection Checklist

Running the Competition | Number of Mats

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

Awarding Ceremony

* Staff for ceremony
* Decoration and advertising behind the podium
* Location of the podium
* Removal of journalists
* National anthems – short version ceremony

TV Guidelines

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

In Venue Check

The following rooms must be designed and checked with JUA:

* Referee Room
* Doping Control
* JUA Rooms
* VIP Room
* Athlete Area



1.7 Event Programme and Competition Schedule

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

Date	Time	Activity	Location
Wednesday 18 March	09:00-10:00 12:00-21:00 14:00	Training Accreditation	Ippon Judo Club Hotel Hilton
Thursday 19 March	09:00-10:00 09:00-12:00 14:00- just after the Draw Fr. 15:00 19:30-20:00 20:00-20:30	Training Accreditation Draw + Referee Meeting + Press Conference Welcome cocktail Unofficial weigh-in Official weigh-in: Women: -48kg, -52kg, -57kg, -63kg / Men: -60kg, -66kg , -73kg	Ippon Judo Club Hotel Hilton Hotel Hilton Hotel Hilton Hotel Ibis
Friday 20 March	10:00 16:30 17:00 19:30-20:00 20:00-20:30	Competition Day 1 (Women: -48kg, -52kg, -57kg, -63kg / Men: -60kg, -66kg , -73kg) Preliminaries (on 2 tatami) Opening ceremony Final block (on 1 tatami) Unofficial weigh-in Official weigh-in: Women: -70kg, -78kg, +78kg / Men: -81kg, -90kg, -100kg, +100kg	Sport Hall Hotel Ibis
Saturday 21 March	10:00 16:30 17:00 19:30-20:00 20:00-20:30	Competition Day 2 (Women: -70kg, -78kg, +78kg / Men: -81kg, -90kg, -100kg, +100kg) Preliminaries (on 2 tatami) Draw: Team Final block (on 1 tatami) Unofficial weigh-in: Team Contests Official weigh-in: Team Contests	Sport Hall Hotel Ibis
Sunday 22 March	10:00 17:00 20:00	Competition Day 3 (Team Contests) Preliminaries (on 2 tatami) Final block (on 1 tatami) Farewell dinner for delegations	Sport Hall Hotel Hilton
Monday 23 March		Departure of the delegations	

1.8 Spectator Strategy



Local clubs / Members

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

Local schools

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

Local / National heroes

- Ex/current athletes signing autographs, photographs, etc.

Other

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

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1.9 Arrivals and Departures

Airport

Manned welcome desk with event logo and banners. Airport reps waiting at the exit with a poster of the logo of the event that is clearly visiible from the arrivals exit.



Hotels

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

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

Special Guests

ALL VIP, EC and other special guests must be waited for at the airport and also at the hotel on arrival.

THE JUA WILL SEND PICTURES OF ALL JUA VIP GUESTS SO THEY CAN BE RECOGNIZED.

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

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

Welcome Pack

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

- Welcome letter by the JUA President (to be provided by JUA)
- Welcome letter by the President of the Host National Federation
- Program including competition details (preliminaries and final block), all official dinners and other associated events (if any)
- Information including time and place for all the meals in the hotel and the sports hall (Times for breakfast, lunch and dinner, name of Restaurants for each group of people – VIPs and JUA staff)
- Information on transportation (see transportation section for further info) – document to be made by IJF after receiving names and numbers of drivers, as well as shuttle schedule info
- Map of the venue marking the VIP access, VIP tribune and JUA tribune on the field of play, also marking the route
- Alist of contact persons from the JUA Team and the Local Organizing Committee (General Matters, Protocol, Accreditation, Transport)
- Departure information (time of pick up from the hotel to the airport)
- Any gifts given to the JUA delegates and Guests by the Local Organising Committee
- Any brochures about the event or the country
- Accreditation card if needed



1.10 Transport

Car Lists

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



Requirements

All Transportation Systems must be presented to and approved by the JUA. There must be person in charge of transport who speaks English. Scheduled System of transportation needs to be set and announced to all people including circulation from Venue to Hotels. All Private Cars need to be assigned to certain people and those people need to be made aware of Driver Information and who they share car with. If the locations are not within walking distance (not more than 5 minuteson foot), transport has to be provided.

For accreditation

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

For the draw

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



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



1.11 Accommodation and Catering

Hotels should be provided for

- VIPs
- International Referees and JUA staff
- Delegations – low, moderate and high priced options
- If more than one category of rooms are available, the number of rooms per category should be sent to the JUA for allocation.

Catering

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

Menu suggestions for athletes can be found in Annex 4.



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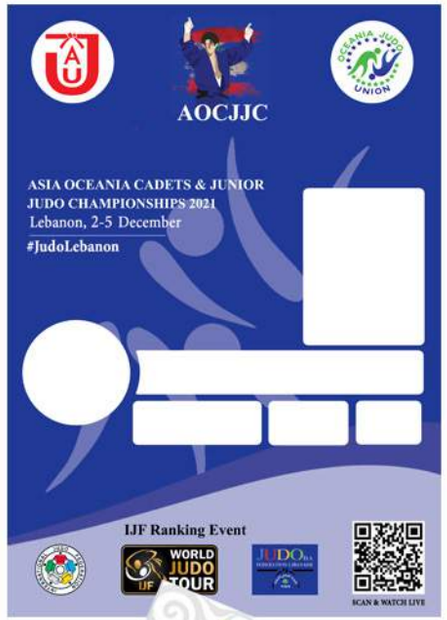
1.12 Accreditations

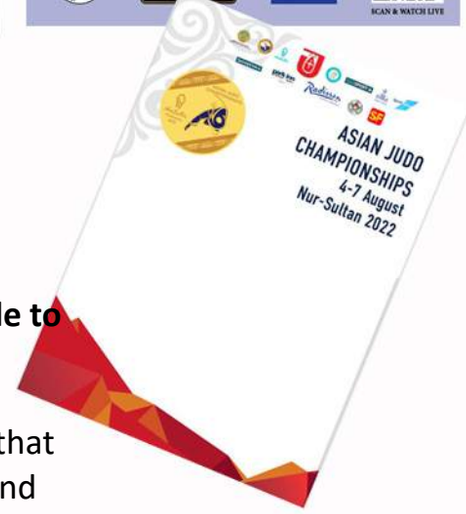
JUA – Accreditation Symbols

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









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

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

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1.13 Draw and Welcome Cocktail

Event Draw: Elements and Procedure

- High speed copiers should be ready to make duplicates of draw sheets and technical requirements available from technical team.
- Draw takes place at 14:00 local time
- Plasma screens facing officials with Signal from Computers
- Preferred video switch Folsom DCS 100 or similar



Elements

- One big projector with audio connection in centre
- Two tables for three officials on sides of projector, spider behind each table
- Name cards on tables
- JUA logo on tables with color background
- Real-time switcher between two computer feeds for projector
- Audio equipment with microphones on each table and two to three roving microphones
- The key person from organizer must assists the draw for any possible questions concerning any subject related with domestic issues
- VVIP "celebrity" guest arranged by organizer is welcomed/recommended to attract media
- Lighting control must be available to dim during presentation and bright during speech - as well as spots on organizer
- Speaker rostrum and microphone for the presenter.
- It is recommended that local VIPs / CELEBRITY are invited by organizer in order to interest the media.
- Food and drink for people attending.
- JUA and event flag on stage.
- Draw speeches - three minutes maximum and not longer than the Presidents if he is in attendance
- Internet.
- Cabling must be tidied and covered.

DRESS CODE IS FORMAL FOR ALL.

Welcome Cocktail

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

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

ALL BANNERS MUST BE APPROVED BY THE JUA

Elements

- Translator on site for translation from English to local language and back
- Press invitations need to be made in cooperation with organizer and JUA
- Wireless microphones



1.14 Press Conference



Layout

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

Running

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

After

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

1.15 IJF/JUA Official Judogi



Judogi - Bib Advertisment

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

There should be only one sponsor on the back number.

ALL WHITE Judogi will have the JUA Selected Sponsor
ALL BLUE Judogi will have the LOC Selected Sponsor

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

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

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

It is strongly recommend that a sewing service runs during the competition days. This may help to sew any unsewn backnumbers or sew any missing advertisement labels.

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

- Size 1: 30cm x 31cm to fit athletes in the -48kg, -52kg, -57 kg and -60kg weight categories.
- Size 2: 34cm x 35cm to fit athletes in the -63kg, -70kg, -66kg and -73kg weight categories
- Size 3: 37cm x 38cm to fit athletes in the -78kg, +78, -81kg, -90kg and -100kg weight categories
- Size 4: 39cm x 40cm to fit athletes in the +100kg and +78kg and any athletes wearing a judogi size 200 and over.

1.16 Weigh-in

Weigh-in (separate rooms for men and women)

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





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COMPETITION VENUE

The detailed plan of the sport hall needs to be presented to the IJF team for approval and must include the following:
Access Strategy
Security Arrangements
Seating Logistic (All people attending including spectators) Flow of Judoka during the event
VIP/Spectator Areas
Lunch Areas for All
Sponsorship locations and Selling Points Advertisement Locations
Ceremony Plan and Final Block Movement Plan Media Placement and Movement Plan
Height of objects: Tatami, Official Seating, Referee Table (Clear View without any obstructions), etc.
Temperature in Sports Hall

The JUA makes all the final decisions!

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

2.1 General

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

2.2 Security

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

These measures include:

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

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

2.3 Competition Venue Dressing

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

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

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



2.4 Athletes Area

Training Venue

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



Warm Up Area

Recommended size of warm up: There must be warming up areas of minimum 400 m² "attached" to the competition site or with the competition hall for the Senior Asian Championships, 250 m² for the Juniors and Cadets Championships.

Judogi Control

The judogi control requirements checklist can be found in Annex 6. An area of at least 100m² is required for judogi control. The area should be ready the evening before the start of the competition for inspection by the JUA Coaching and Education Commission. The reserve judogi with the different sizes and belts should be made available at this time.



Athlete Seating and Facilities

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

Athlete Entry to Field of Play

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

DO NOT FORGET LIGHTING.

Athlete Escorts

Box boys or girls must be trained to be professional and be able to control the Judoka and need to be dressed in the competition clothing. The boxes must be decorated on the outside to look nice with competition logos.



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

Installation plan and rehearsals

VENUE SETUP-LOC to inform the JUA of the installation start dates

FOP preparation steps

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

Cabling

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

2.5 Field of Play

Cleaning

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



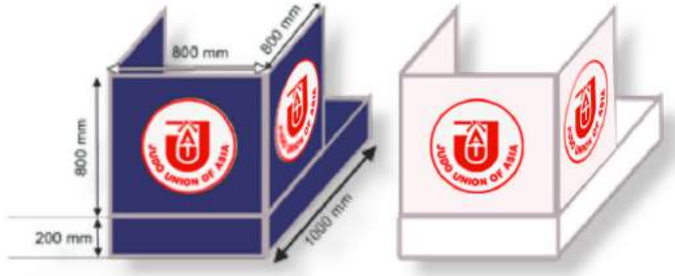
Tatami Setup (Annex 8)

TATAMI must be matt and totally clean for TV production.

- Tatami position
- City name and year on tatami - Font style, Font dimension , Color , Position on tatami
- Movement plan for final block (advertising boards / tatami covers)

Coach Box

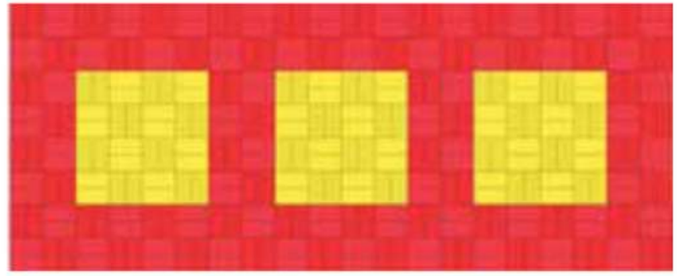
- Coach boxes on a 20cm high podium - dimensions , Colors , stickers , position



- Placement behind LED boards
- One with IJF logo the other with event logo
- Writing table for coach inside his box
- Fixed chairs if possible.



TATAMI NEEDS TO HAVE THE CITY NAME AND YEAR (THE IJF WILL PROVIDE THE LAYOUT).



Tatami Cover

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



LED/Scoreboard Setup

- dimensions
- Specifications: must be 1m high with a minimum of 96 pixels
- positions
- back covers
- sponsors running order and duration

2.5 Field of Play



Advertising Boards Setup

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

Banners Setup

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

Awarding Stage / Podium / Flags / Hostesses

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

Official Tables

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



The Official Tables must be covered in front with JUA logo on color background of the event.

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

The official table should have spaces for the following:

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

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

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

Competition running (4 spaces)

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

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

2.5 Field of Play

Photographers / Cameramen Position

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

FOP Security

- Acces areas
- Acces points
- Restricted area

Rehearsal

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

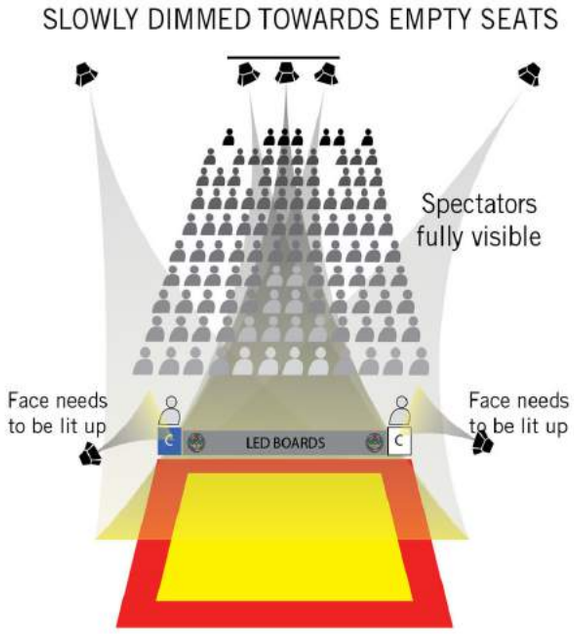
It is vital to hold a general rehearsal with all staff and TV as well as technology providers to inspect the systems and gain experience in running the event. We recommend to hold the finals of a national event so that you have Judoka there with real combats and awarding. If not, then from a local club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



2.5 Field of Play

FOP Lighting

A lighting rig should be installed at every JUA event. A warm lighting specification is required.



The light from the rig must be 1,500 LUX on the tatami and should be consistent. This means that it should be 1,500 LUX covering all tatamis and the entire safety area and one metre beyond the safety area. This is so that should any throw continue into the safety area it will always be safe on TV.

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

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

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





2.5 Field of Play

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

Athletes' Entrance Lighting

Broadcast quality lighting should be provided at the athletes' entrance.
A warm lighting specification is required.

Awarding Stage Lighting

The awarding stage area should be flood lit.
A warm lighting specification is required.

Sound System

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

The following should be provided for the JUA and local announcers:
- 2 microphones
- 1 audio mixer with mimim 3 inputs (input for the microphones and for JUA announcer laptop)

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

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

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





2.5 Field of Play

Technology
Refer to section 3

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

Show Running
Announcers I DJ
Speaker and DJ must be positioned side by side and able to see the show. NO Music when there is judo happening.

1) Announcers! This is a major issue. We must have strict guidelines as to the number of announcers (two absolute maximum). But only one is better, and only one announcement per mat (every time there is a new fight only one announcement, then clean sound).

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

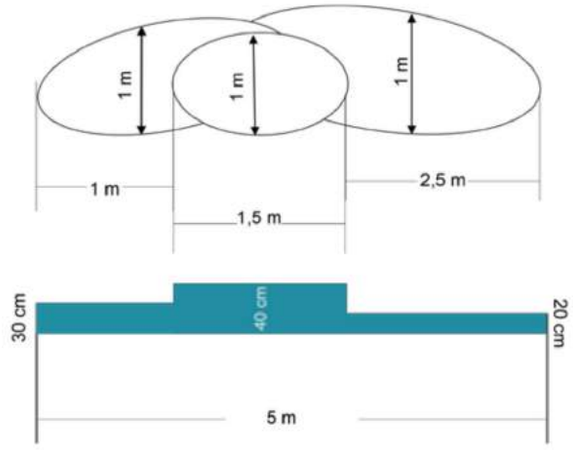
2) Not too much talking over the top, specially when we have many ippons, otherwise you lose the atmosphere from the crowd and only have a bad commentator.
4) Not too much talking that is coming through on the camera sound and on TV.
5) No commentating live, it is very strange on film.
6) Not any announcements about where "the referees can eat their sandwiches", or that "there is a lost phone" !
7) Solutions must be found to pass this information on (can be done during the break).

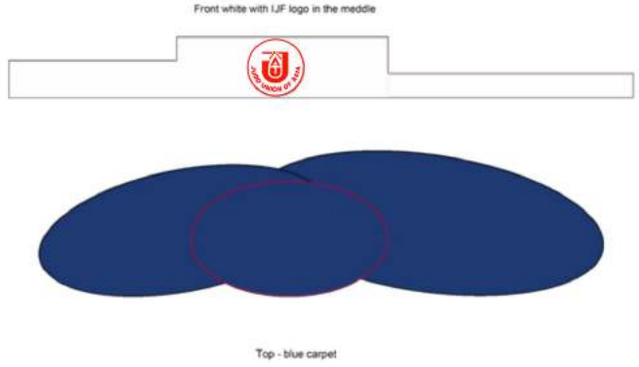
Spectator seating
Spectators in Front of Cameras! The organizer must initiate the proper local marketing strategy as well as any other arrangements to ensure that AT LEAST all the areas which are visible from the camera positions are filled with spectators and also that there are no empty seats visible!!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

Awarding Ceremonies
MAKE SURE that the spider goes high enough that the head of the tallest judoka when standing on podium is below the LED Sceen. Spider needs to be at least 2.6 meter high depeneding on the size of the awarding blocks.

Creative Stage design to include:
- Competition colours
- Spider
- Podium with 2 places for Bronze and JUA logo on first place
- JUA, competition and National Federation logos

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





2.5 Field of Play



2.5.11 Things to avoid

- NEVER A DEAD MOMENT during the final blocks, something must always be happening, either judo or music or speaker comment, there should never be a point where the tatami is empty and stadium is quiet.
- Medical staff and equipment must not be visible in any of the cameras. Preferred placement should be on the side of referee tables.
- No religious action should be caught on camera or included in the TV production.
- Box carrier should also not be visible on the screen, they need to sit as far back as possible from the coach and during the final blocks, they must not walk in with athlete and coach.
- Dress code must be enforced at all times: If any media members or doctors from teams are working with shorts / slippers, they should be asked to return in adequate dress.
- Standby area controller should also check dress code of coaches for the above and during final blocks in Suite and Tie.
- VIP catering area should also have some people to service the guests by bringing them drinks and food to their tables as well as cleaning them off.
- Trash cans, which have a nice design, must be present at all necessary locations in order to maintain cleanliness. NO CARTON BOXES.
- Necessary quantity of volunteers which must not speak or laugh in groups without paying attention to the competition running and their duty.
- Temperature in sports hall must be regulated between 18 and 26 Celsius. Lighting fixtures and spectators should be taken into account.
- Organizing staff must speak good English as well as other international languages to be able to effectively communicate with IJF team and participants.
- Awarding stage spider must be high enough that first place Judoka fits totally inside when on podium - bottom of LED screen should start at least from 2.6 meters from the ground depending on size of awarding blocks.
- No empty seats should be visable in front of the cameras during the event. Cover the empty seats with fabric or advertising.
- TV GRAPHICS must be implemented by the organizer. Please make sure the technical team you use can properly implement the TV graphics.

THE JUA PROVIDE THE TV GRAPHICS!



TECHNOLOGY

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

SECTION 3

3.1 IT Requirement - Introduction

The JUA IT Group is directly under the JUA Head Sports Director, the Head of IT Group is automatically member of the JUA Sports Commission. All JUA IT equipment, including the JUA Care System is undet the charge of the Head of IT Group.

The JUA IT requirements are made in order to help make your event successful. Therefore:

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



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

3.2 IT Requirement and Transport of JUA IT Group

TRANSPORT MANAGER



Amount of **IT Equipment** (without personal luggage)

Customs: Please arrange all neccessary procedures for our equipment at customs





Van with extra space for luggage needed

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

	Checklist	☑
1	Van with extra space for luggage for transport from • Airport to hotel • Hotel to venue • Venue to hotel • Hotel to airport	☐

3.3 Accreditation Cards and Lists

ACCREDITATION RESPONSIBLE

Organiser sends to JUA:

Logos:
- Event
- Federation
- Local sponsors

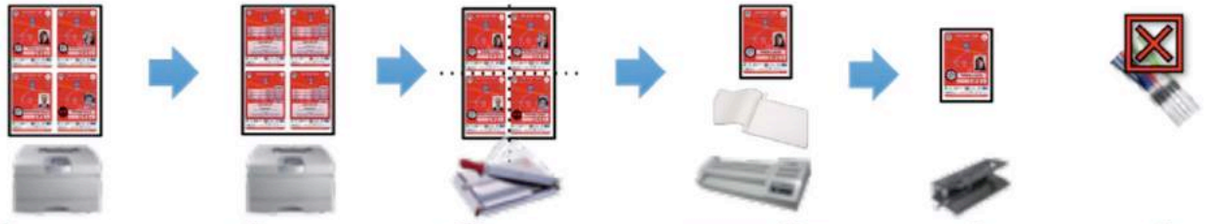
Responsible Persons (printed on back of card):
- General organisation: Mr. A +12 34 56 77
- Accommodation: Ms. B +12 34 56 78
- Transport: Mr. C +12 34 56 79

→ JUA finalises the card layout → Organiser gives final approval

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



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



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

Turn all papers and print backsides on the back.

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

Laminate with A6 pouches (154x111 mm).

Punch hole(s) for lanyard.

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

Asian Championships
Asina Opens
Asian Cups

3.4 Accreditation Setup





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

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

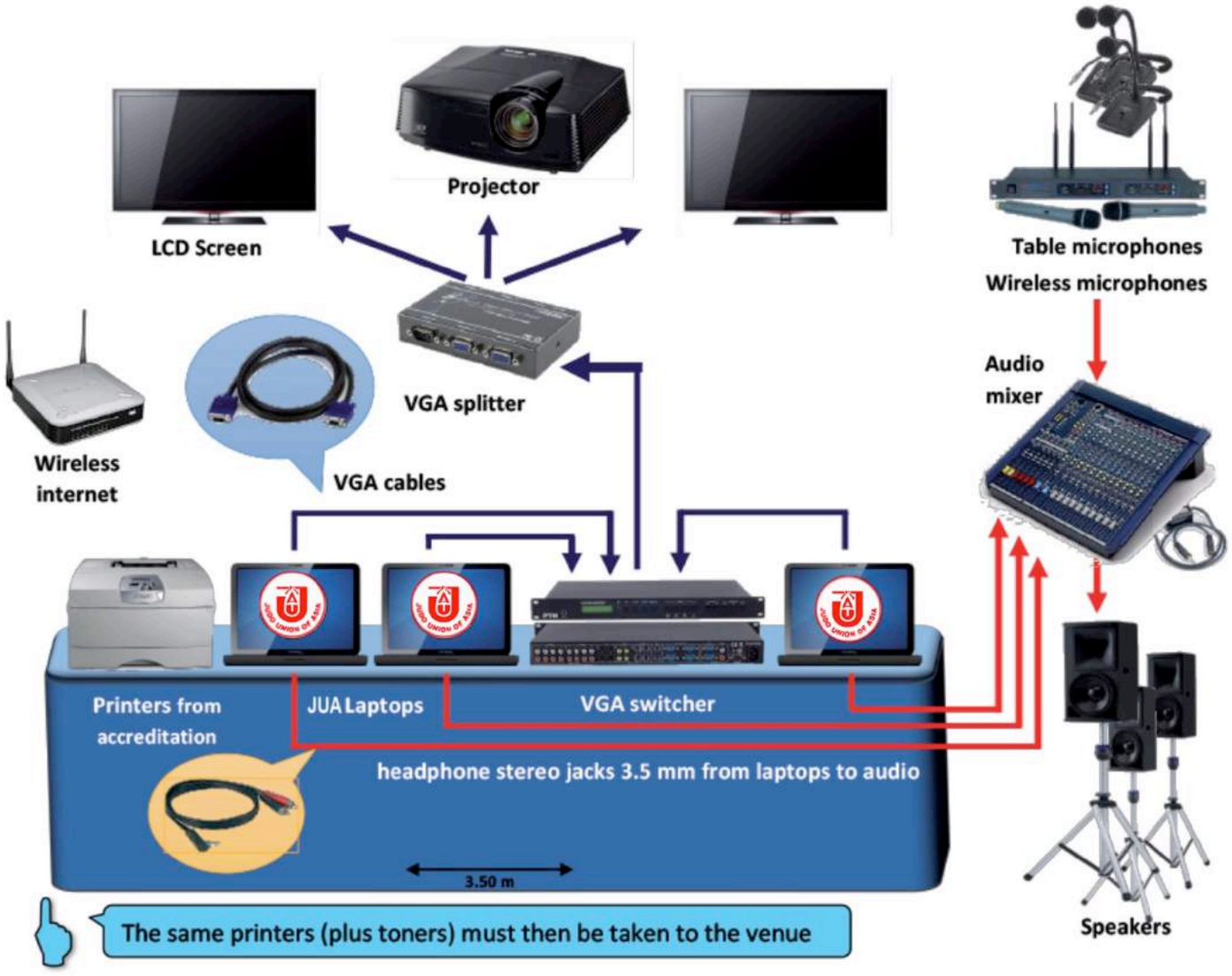
The same printers (plus toners) must then be taken to the draw and then to the venue

	Checklist	☑
2	Color laser printer: • 20 ppm or faster • network connection	☐
2	Complete set of toner	☐
1	Copy machine	☐
2	Laminating machines	☐
2	Paper cutter	☐
2	Hole puncher	☐
	Paper A4*	☐
	Laminating pouches* Exact size: 154x111 mm	☐
	Lanyards*	☐
5	Multi-outlet power strips	☐
	Wireless Internet	☐

*Numbers depending on participation.
Please plan a big reserve

3.5 Draw Technical Table

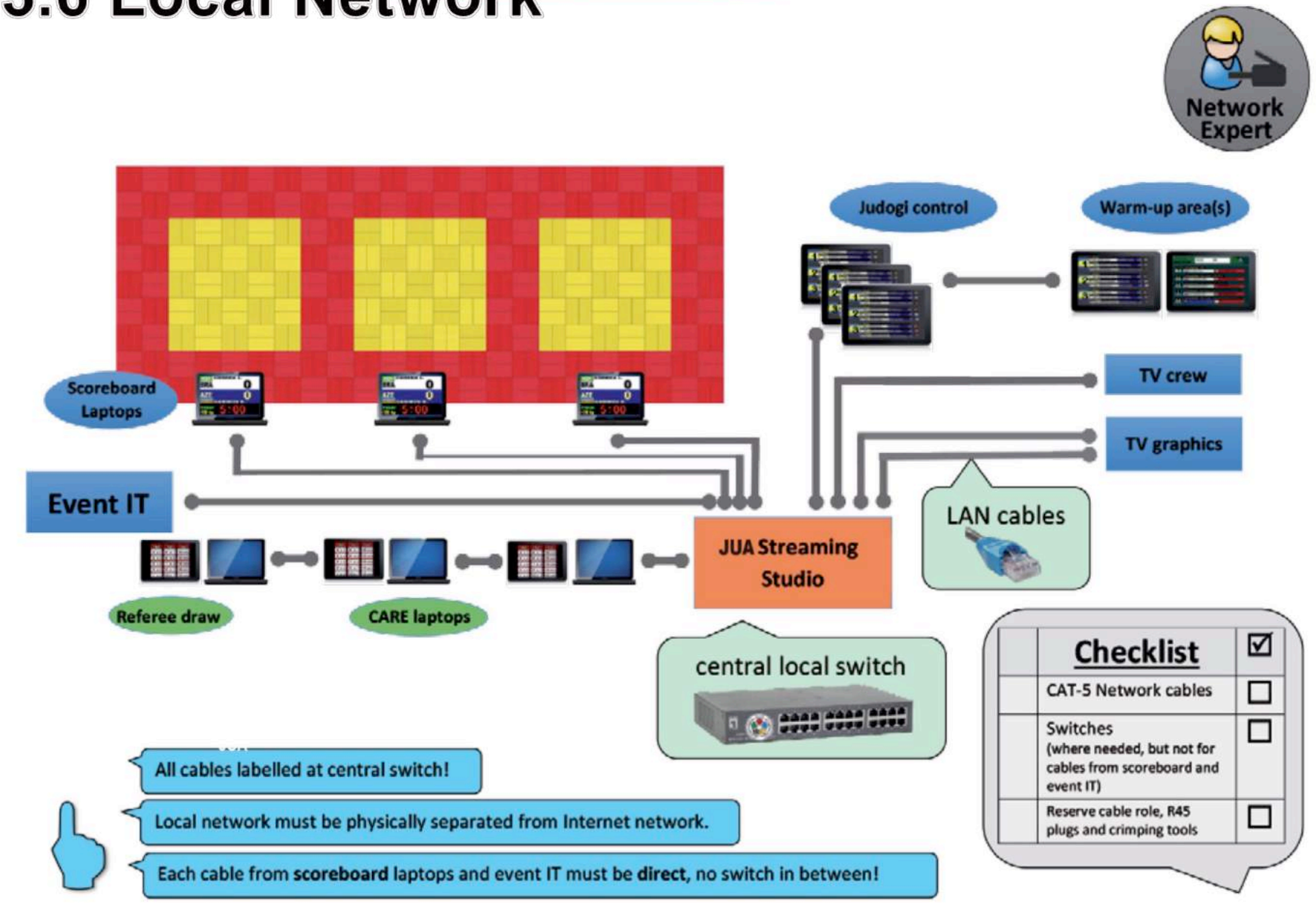




	Checklist	☑
1	Projector (VGA input, 3000 ANSI Lumen or more)	☐
2	LCD Screens* (50", VGA)	☐
1	VGA switcher (3x VGA in, 1x VGA out, seamless switching)	☐
1	VGA splitter (1x VGA in, 3x VGA out)*	☐
6	Cabled microphones	☐
2	Wireless microphones	☐
1	Audio mixer (+cables)	☐
	Speakers (+cables)	☐
3	Audio cables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

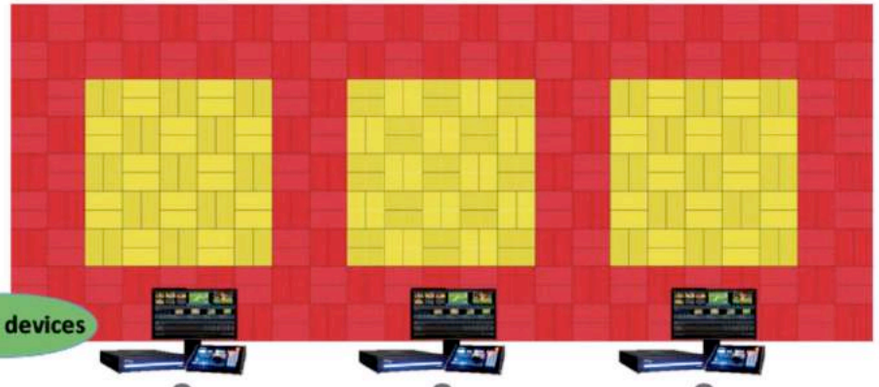
* depending on room size more screens, splitters and VGA cables are needed

3.6 Local Network



3.7 Internet Network





Replay devices

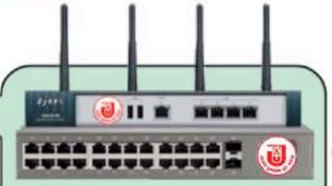
Internet speed – dedicated to IJF:

- **Download** speed: **100 MBit/s** or more
- **Upload** speed: **100 MBit/s** or more

(Speed must be tested to Frankfurt using www.speedtest.net)

Event IT

JUA Streaming Studio



JUA internet switch



JUA staff | **JUA TV crew** | **JUA VIP** | **JUA Head Ref** | **JUA Speaker**

LAN cables



	Checklist	☑
	CAT-5 Network cables	☐
	Switches	☐
	Reserve cable role, R45 plugs and crimping tools	☐



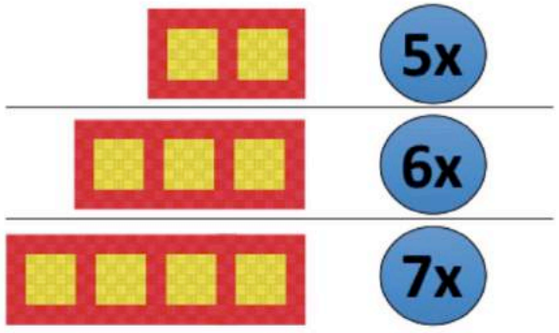
Internet for Media/others is handled by organiser.

Internet line must be ready for test two days before start of event.

All Internet connections need to be wired. Additionally IJF will create own wireless network.

3.8 Power Requirements

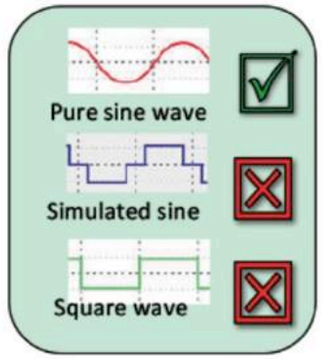






5-7x Uninterruptible Power Supplies (UPS):

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





Exclusive power lines:

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



8x Multi-outlet power strips:

- With 5 or more plugs each

	Checklist	☑
5-7	UPS as specified	☐
8	Multi-outlet power strips	☐
3	Power cable extension	☐

3.9 Scoreboard Setup

Equipment Expert



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

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

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

Asian Championships
Asina Opens
Asian Cups

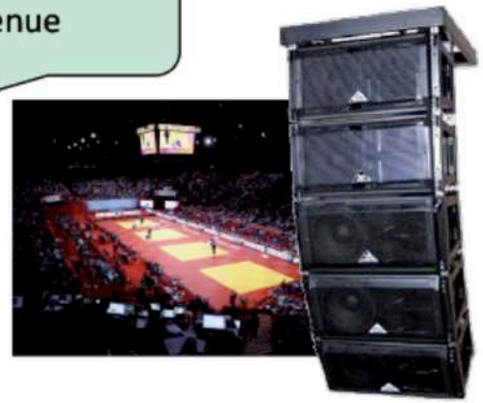
3.10 Audio



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









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





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

Use ground loop isolators for each connection!

	Checklist	☑
1	Professional audio mixer, connected to venue speaker system	☐
x	3.5 mm audio jack splitter cables	☐
x	Long audio cables (3.5 mm jack) from scoreboard laptops to audio mixer	☐
x	Active speakers plus audio cables (3.5 mm audio jack) to laptops	☐
2x	Ground loop isolators	☐

x = number of tatami (+reserve)

3.11 Monitor

Monitors for Referee Replay + Streaming

Equipment Expert



All TFT monitors:

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



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

	Checklist	☑
6-8	Full HD TFT Monitors with DVI input	☐
2	Full HD TFT Monitors with VGA input	☐
4-6	Full HD TFT Monitors with HDMI input	☐
6-8	DVI cables (2 m)	☐
2	VGA cables (5 m)	☐
4-6	HDMI cables (3 m)	☐

3.12 Information System

Equipment Expert

Referee Draw



Field of play

2x

Contest order



Judogi control

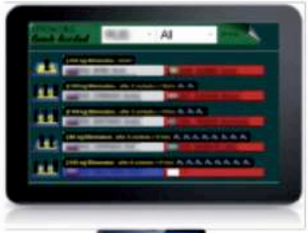
Warm-up

2x per mat

Number of screens can be reduced by showing more than one mat on each screen.

Number of laptops can be reduced by using VGA splitters at judogi control and long VGA cables to warm-up area, cloning the signals

Coach Assistant



Warm-up

1-2x

Touchscreens recommended

Live TV from each mat



Warm-up

1 per mat

Signals and cabling done by the organiser. JUA can offer to provide HD-SDI signals from JUA Streaming Studio place. HD-SDI to analogue converters and cables for each mat would be needed in this case.

	Checklist	☑
x	LCD Screens Size 50" or more	☐
x	Touchscreens for coach assistant	☐
x	Laptops connected to local network	☐
x	VGA cables	☐
x	Video cables	☐

Number of screens and laptops depends on number of stations.

See as well „Local Network" sheet for cable connections

3.13 Video Cabling

Video cabling Referee Replay + Streaming



For each mat

Opposite signal

delivered by TV**



Side signal*

Cabling by Organiser

PGM 1, 2, 3... dirty*

Front signal

PGM clean*

Crane signal*

JUA Streaming Studio

Referee Commission

CARE laptop

Head Referee Commission



All signals **HD-SDI** with **audio embedded** via BNC cables!

Checklist	☑
HD-SDI video cables (RG59, 75 ohm) with BNC connectors	☐
HD-SDI Distributors	☐
HD-SDI repeater / optical fibre converters	☐
HD-SDI video isolators	☐
Reserve: HD-SDI BNC cable role 100-200 m, BNC connectors & crimping tools	☐



LED Wall/Cube

Use **HD-SDI repeater** or **BNC <-> optical fibre** for long distances!

Use **HD-SDI video isolators** for potential differences in power!

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

Asian Championships
Asina Opens
Asian Cups

3.14 Laptops

Equipment Expert



Hardware Requirements:

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

Operating System Requirements:

- MS Windows 7, 8 or 10
- English language version
- Clean installation

- No login password
- Windows firewall: file- and printer sharing exception enabled
- No security suite/Antivirus software/3rd party firewall installed
- Screensaver/powersaver disabled
- Reduced screen brightness on battery

local IP 192.168.2.x

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

Subnet: 255.255.255.0
Gateway: empty
DNS: empty

3.15 Care System

Equipment Expert

Commission+Judges Replay

For each tatami:



	Checklist	☑
x	Laptop	☐
x	Blackmagic Design ProRecorder H.264	☐
x	USB cables	☐
x	JUA CARE software	☐

X= number of tatami

The host country has to provide a high definition replay system with two cameras per mat.
The laptops need to be provided from host country for backup.

Asian Championships
Asina Opens
Asian Cups



VIP and PROTOCOL

SECTION 4

4 VIP & Protocol

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

Welcome Desk in Sport Hall

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

Service to VIP Tribune

- Security

VIP service to provide

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

Service to IJF Tribune

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

- Tea, Coffee, Water
- Snacks

VIP Lounge

The VIP Lounge should be an exclusive lounge and only accessible to the executives of the JUA, National Federation presidents, delegates and selected JUA and local VIPs (e.g.: government officials, top sponsors, special guests).

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

This lounge should also serve lunch:

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



4 VIP & Protocol

Opening Ceremony

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

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

- Artistic / Cultural Program
  - Program needs to be submitted to the JUA for approval
- Parade of the countries with flags and / or country name (no athletes / coaches are required in the parade)
  - The sign holders shall be dressed in Judogi or National Costumes. They shall parade holding a placard bearing the name of the participating countries written in full in English (also possible to include the names of the countries in the language of the Organising National Federation) or Olympic Codes. Flags of the National Federations may be carried together with the placards or instead of the placards. The sign holders shall enter the field of play in alphabetic order, accompanied by music with the host country entering last. Once they finish their march, they shall stand still facing the designated Officials area
- National Anthem
  - If possible, the flags of the host country and of the JUA shall be raised
  - During the playing of the host country's national anthem, all Officials shall stand until the last musical note of the national anthem is played
- The announcer invites to the stage or presents the persons onstage, in the same order, as they are to deliver speeches in the Opening Ceremony
- Welcome speech from the National Federation President (or his / her representative)
- If any high profile officials such as the IOC President, the President of the Organizing country or Minister of Sports are attending, they may also give an official speech in a previously agreed order with the JUA Protocol
- Official speech and declaration of opening by the JUA President (or his representative)
  - "On behalf of ... I declare the opening of...Judo World Event"
- The sign holders then march out of the arena

Asian Championships Flag Passing Ceremony

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

Awarding Ceremony

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

Hostess

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

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

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

4 VIP & Protocol

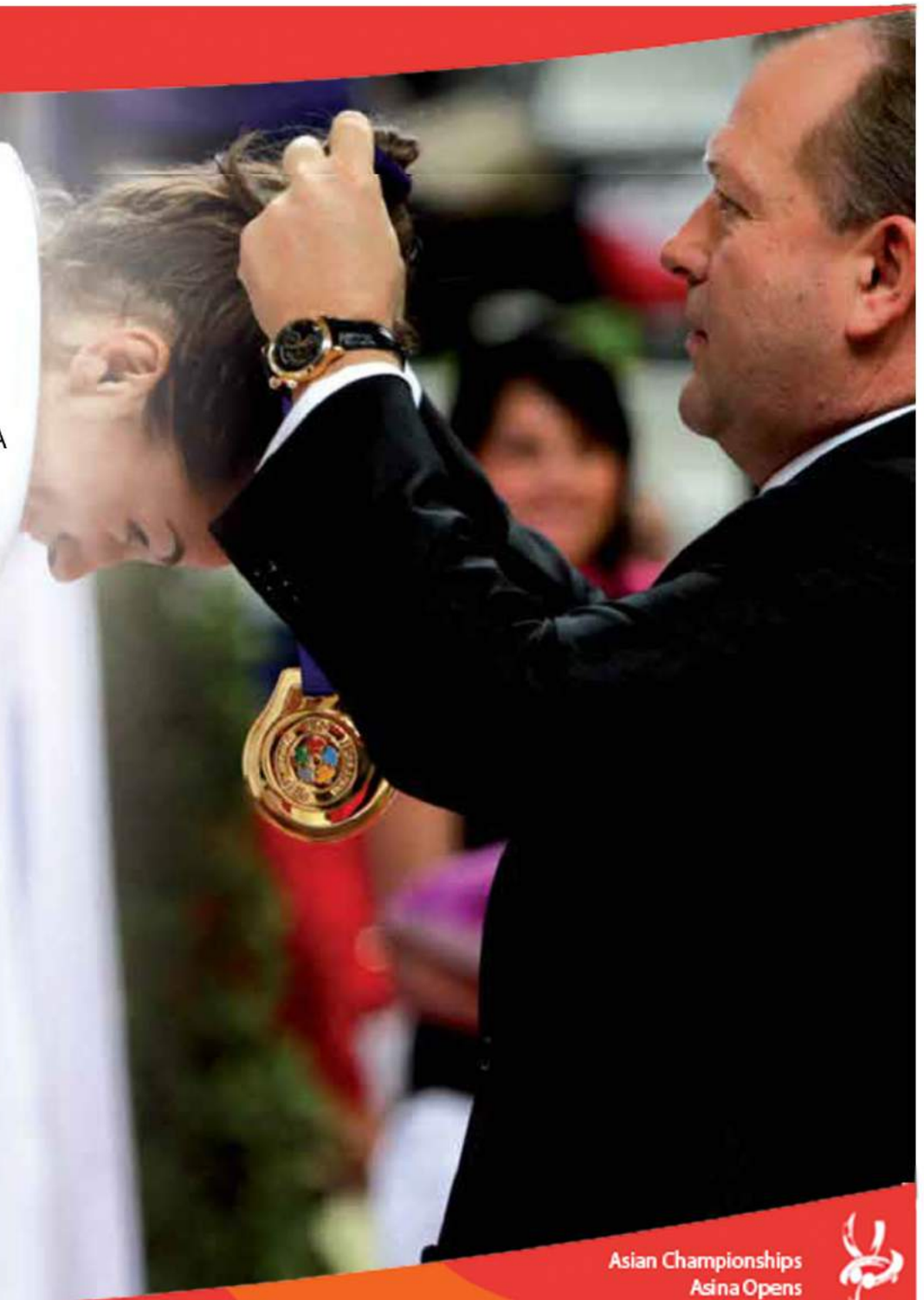
In general, for World Championships, Masters and Grand Slams three officials should present: one the medals, one the prize money and one the flowers or trophy and/or mascot. For Grand Prix, two officials should present: one the medals and one the prize money and flowers or trophy. Officials chosen to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

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

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

The honour of medal presentation belongs to the JUA President who can delegate this honour to high profile personalities.
In case a competition is taking place with the presence of a Government representatives of the host country, a high IOC representative, the JUA President and the President of the National Federation of the host country, the order of precedence will be determined in consultation with the JUA protocol officer.

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



Asian Championships
Asina Opens
Asian Cups



JUA MEDICAL AND DOPING CONTROL HANDBOOK

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

SECTION 5

5.1 Medical requirements

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

Personnel

Medical personnel required for JUA events:

- One Medical Coordinator on behalf of the Organizing Committee. The person is responsible for organizing the medical personnel, equipment and rooms below. The person's name and contact details shall be included in the contact list

- One certified medical doctor per mat
  - MUST have traumatological experience
  - MUST be able to recognise cervical and spinal injuries
  - MUST be familiar with loss of consciousness symptoms
  - MUST be able to detect concussion
- One Chief of Doctors per day (one of the mat doctors)
  - A responsible person to coordinate medical treatment and the shifts of doctors/nurses throughout the day
  - Is in close contact with the JUA

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

Other medical personnel:

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

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

Materials

Materials needed for JUA events:

- One (1) transportable oxygen container with regulator and Ambu-bag near mats
- Resuscitation (including defibrillator) and first aid equipment and medicines
- Spinal boards at each side of the competition area, with stiff collars; splints for extremities
- Screens in case athlete cannot be moved and has to be treated on mat
- Litter basket per doctors table
- Ice (with plastic bags for take away)
- Uniforms, vests or other unified means to distinguish mat doctors
- Dedicated tables and chairs for mat doctors with a clear view of the mats
- Dedicated chairs for team doctors near the mat doctors' tables
- Clear signs indicating the location of the First Aid room
- Any type of detergent to clean the mat in case of bleeding
- New bucket and mop for cleaning the mats during the break and at the end of each competition day

Rooms

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

- One medical room for first aid
- One room for massage (or 1-6 massage beds in the warm up area)

5.2 Doping Control requirements

Personnel

Doping control personnel required for JUA Events:

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

The need of escorts can be up to 14 (16 for cadets and juniors) per day. They have to be briefed for their tasks by the Chief of Doping Control. Chaperons have to arrive at least 30 minutes prior the final block, must know at least basic English and the IJF Medical/Anti-doping Rules.

Rooms + material

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

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

Doping Control Station (DCS)

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

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

Doping Control Equipment

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

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

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

5.2 Doping Control requirements

Selection Procedure for Doping Control

An JUA Official and a representative of the responsible Sample Collection Authority will carry out the draw before the start of the final block; all participants must sign the draw protocol. For veteran and kata competitions: There will be no doping control for veteran and kata competitions.

Athlete Notification and Registration for Doping Control

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

Sample Taking Procedure

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

Only one athlete at a time shall be called into the test room (processing room).
At JUA competitions the maximum number of samples that can be taken from an athlete in a Doping Control session is two even if the second sample does not meet the criterion for specific gravity.

Transportation to Hotels after Doping Control

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

Accredited Laboratory

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



MEDIA

All media matters are the responsibility of the JUA.
Media must register for JUA events

The media accreditation is closed 5 days prior to the event

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

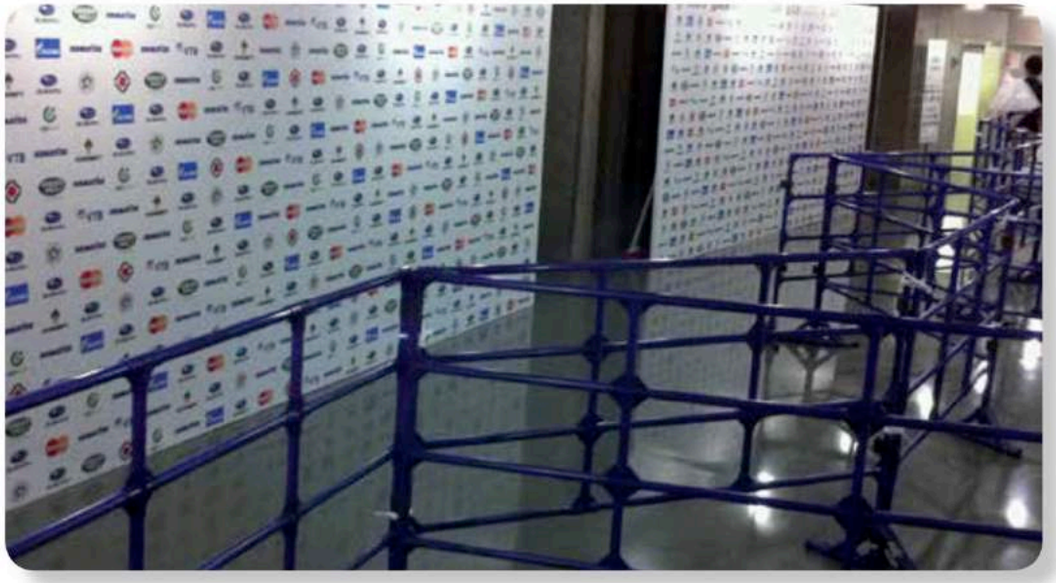
6.1 Mexed Zone

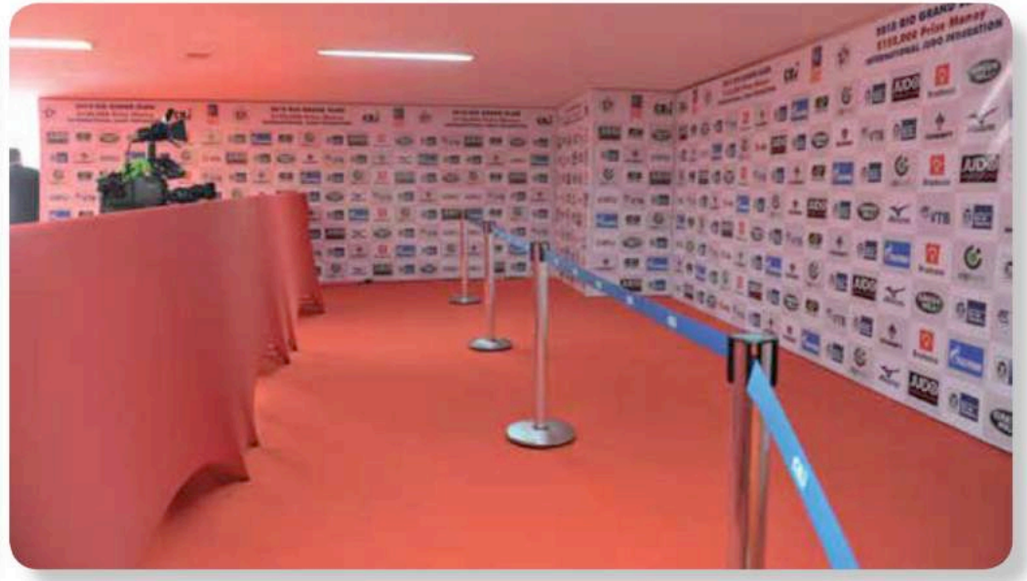
The mixed zone is to be located in a space (big enough to receive the accredited media) on the way of the athletes from the mats to the dressing room/warm up area. It has to be on the logical exit way so that no athletes can leave the competition area without passing through the mixed zone. Preferably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

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

There needs to be proper lighting available and security on site to enforce access and that no personal backgrounds are used.

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





6.2 Photographers

Along with the proper accreditation, the photographers shall be provided with a bib so they can be easily identified. The FOP has to offer enough access to the photographers and they are to be located as close as possible to the mat, on the same side as the TV cameras in order not to have the latter embarrassed by flashes and people walking around in the background. Between 30 to 40 places shall be provided for photographers, without obstructions within their field of vision (no referees tables in front of them, no annoying passages).

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







Elements

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

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

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

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



JUDO UNION OF ASIA

CONGRESS AND OTHER EVENTS

SECTION 7

7.1 JUA Congress

Registration for the JUA Congress (the day before the Congress)

- Space, simultaneous welcome of 30 persons
- Number of persons : 90 (2 per country)
- Time: 16:00-19:00
- Equipment: 1 table for registration, photocopier
- Distribution of the Congress accreditation. To issue nominative accreditations (different from those of the competition)

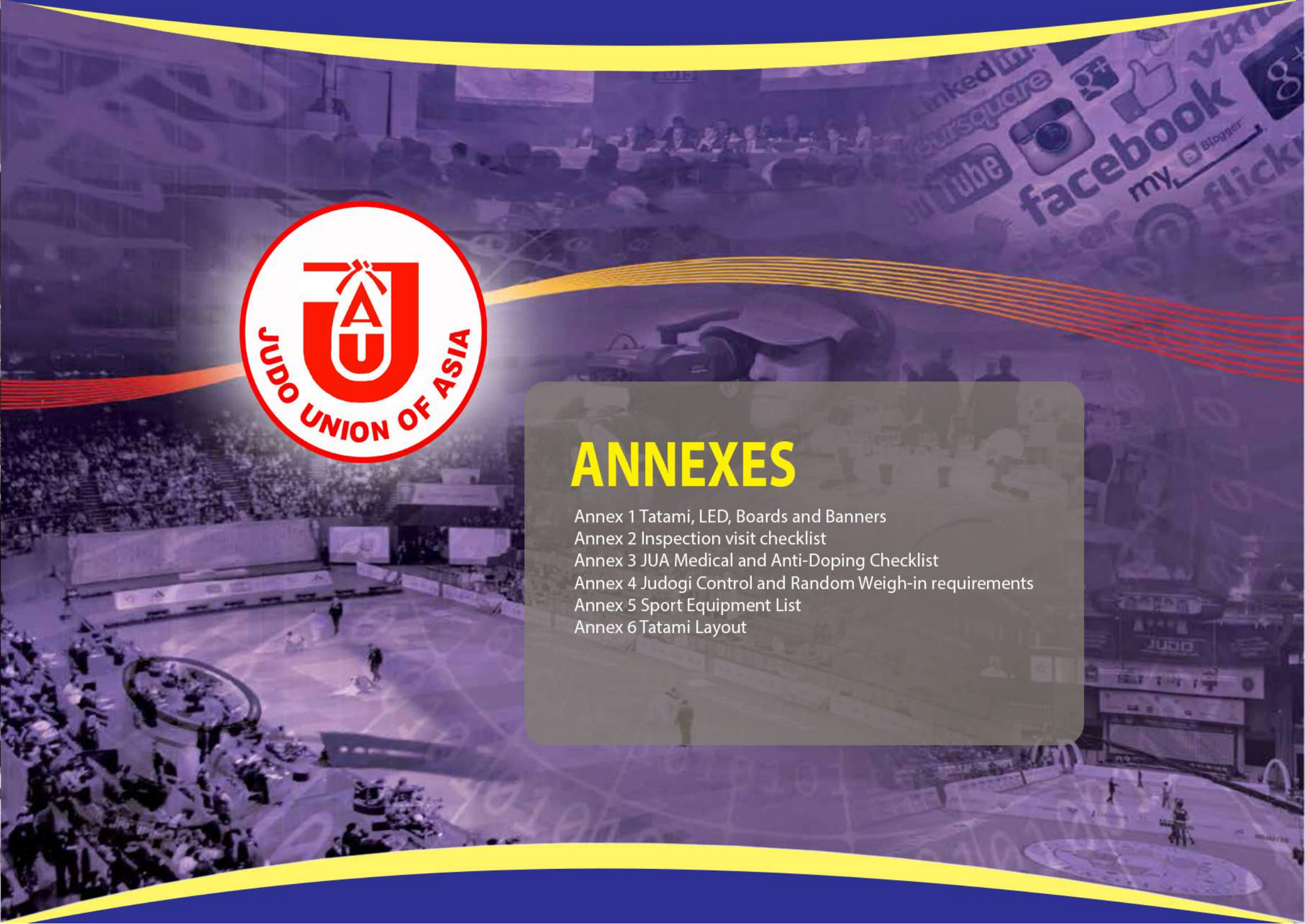
IJF Congress technical equipment

- A stage large enough in front of the delegates to accommodate about 20 EC members in a row depending on the type of room available. Possibility to have 2 rows (the second row being elevated)
- 5 microphones, a pulpit with a microphone
- 3 large screens to be hung on the wall behind the JUA EC and at a reasonable height from the stage so that the delegates can see the power point presentations projected
- Smaller screens to be placed on the front lower part of the stage (for the IJF EC members) – visible from the 1st and the 2nd row
- Recording devices (preferably DVD/CD) to record SEPARATELY all the translations in English
- The organizer must put at disposal of the JUA a technician who will record (on CDs/DVDs) all communications and interventions used in the congress room by all the participants to the congress, JUA EC members included during the Congress
- 3 wireless microphones and as many chairs as needed for the delegates
- Tables for the JUA staff to show on screen the JUA EC members' presentations to the Congress
- 5 persons from the organizing committee should be available for the organization of the Congress

Important: All the arrangements concerning the JUA Congress must be confirmed by the Organizers beforehand. The Congress room must be set up 1 day before the Congress.

According to the needs, additional arrangements can be required.





ANNEXES

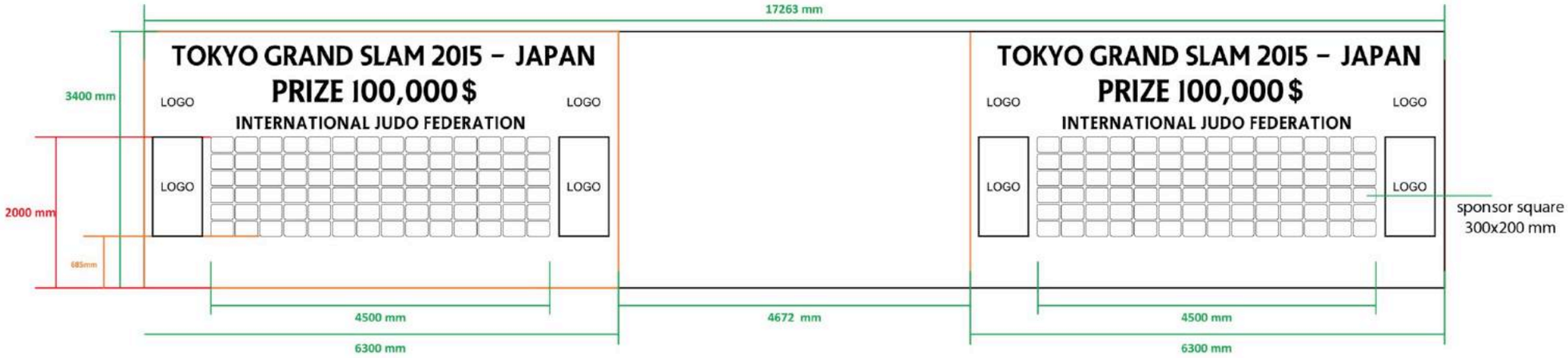
Annex 1 Tatami, LED, Boards and Banners
Annex 2 Inspection visit checklist
Annex 3 JUA Medical and Anti-Doping Checklist
Annex 4 Judogi Control and Random Weigh-in requirements
Annex 5 Sport Equipment List
Annex 6 Tatami Layout

A1 Tatami LED Boards Banners

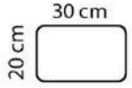
The banner sizes described are the MINIMUM requirements.
The final sizes will depend on the layout and sizes of the venue and will be approved by the JUA

Draw Banner



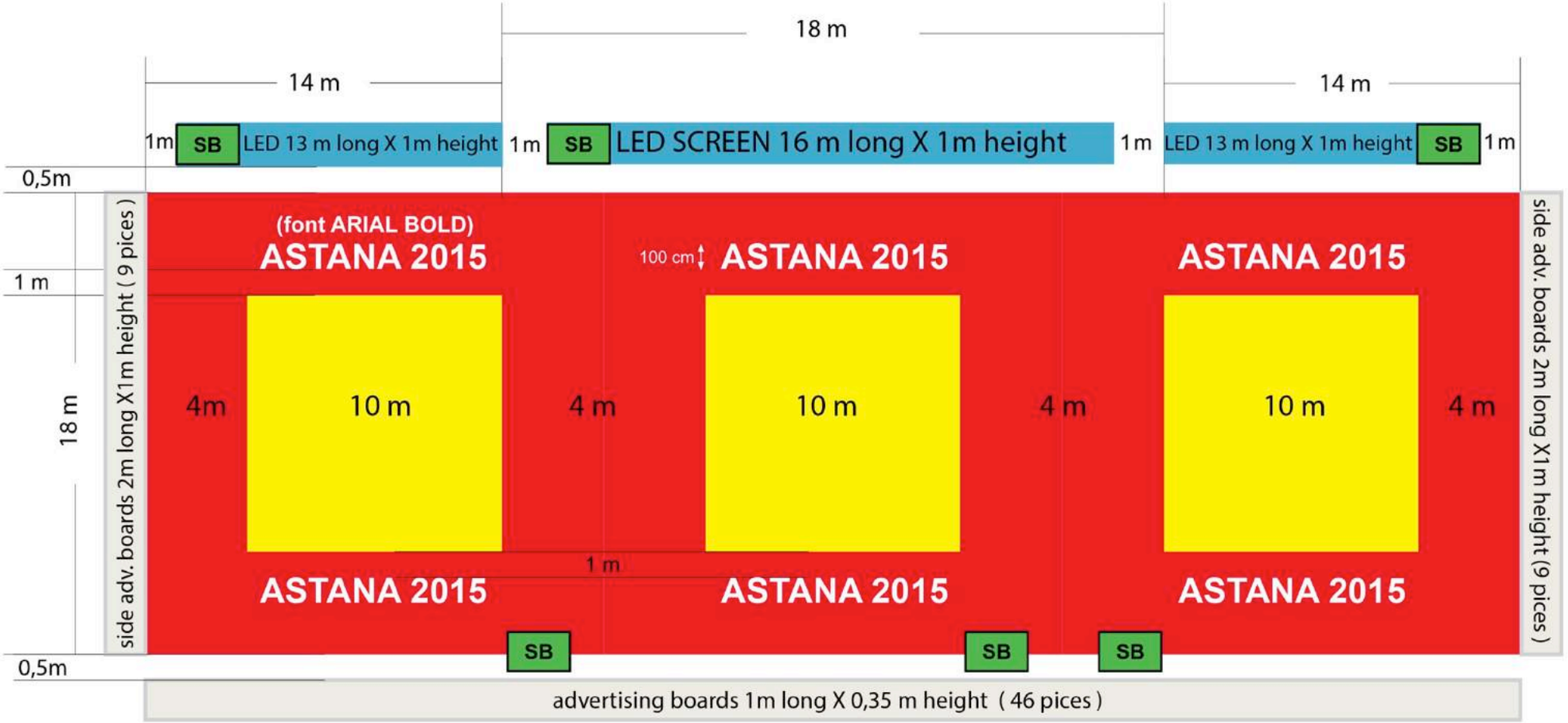


1. Draw banner - 6300 mm (wide) X 3400 mm (height) X 2 pieces
2. Sponsor area - 4500 mm (wide) x 2000 mm (height) - first 685mm in the bottom without sponsors squares
3. Sponsor square - 30cm x 20cm
4. Screen - aspect ratio 4 : 3 . The dimensions of the screen depends of the projector screen. 1 piece



A1 Tatami LED Boards Banners

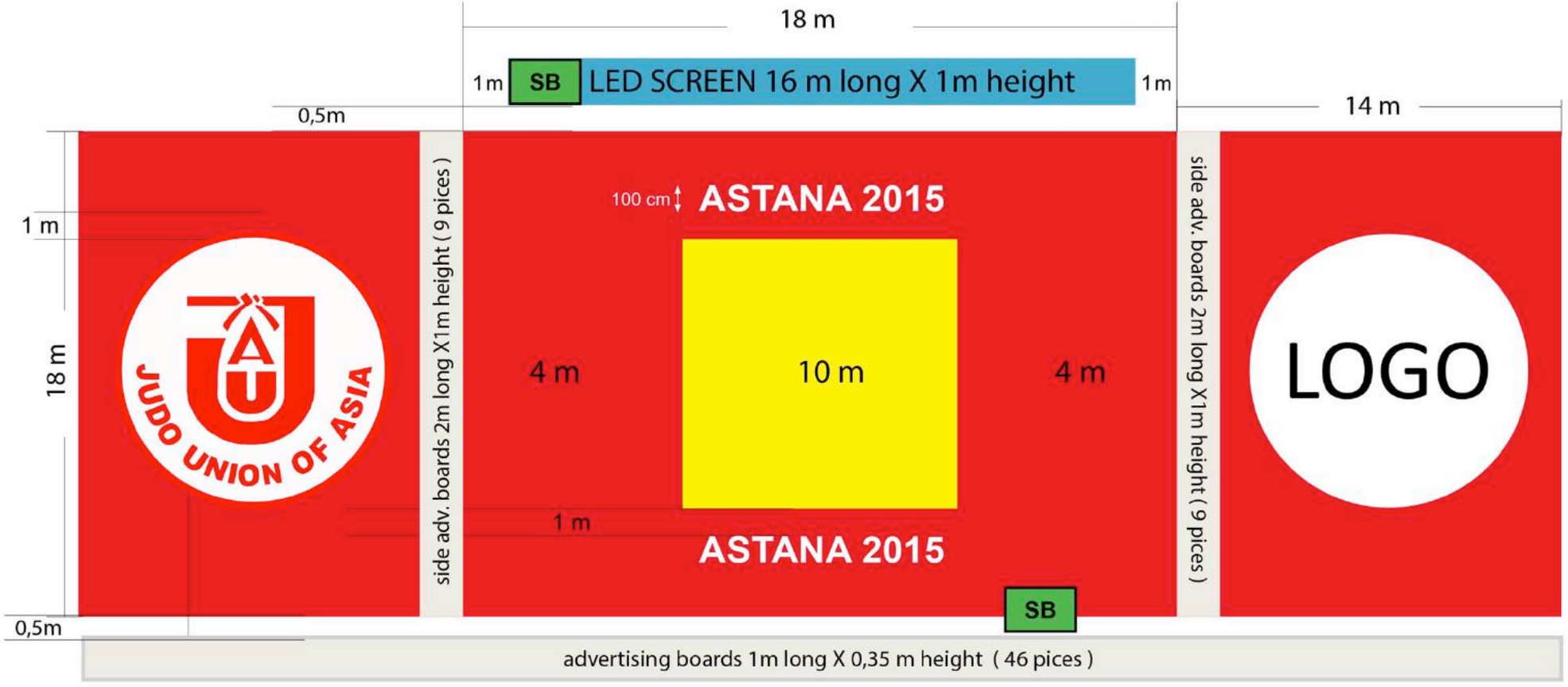
Tatami Setup Preliminaries



Scoreboard integrate in LED (2 meter wide)

A1 Tatami LED Boards Banners

Tatami Setup Finals

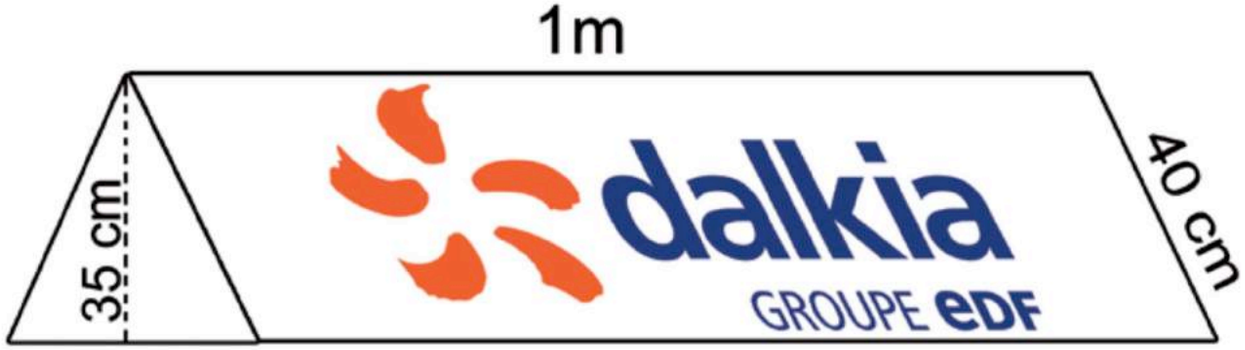


Scoreboard integrate in LED (2 meter wide)

A1 Tatami LED Boards Banners

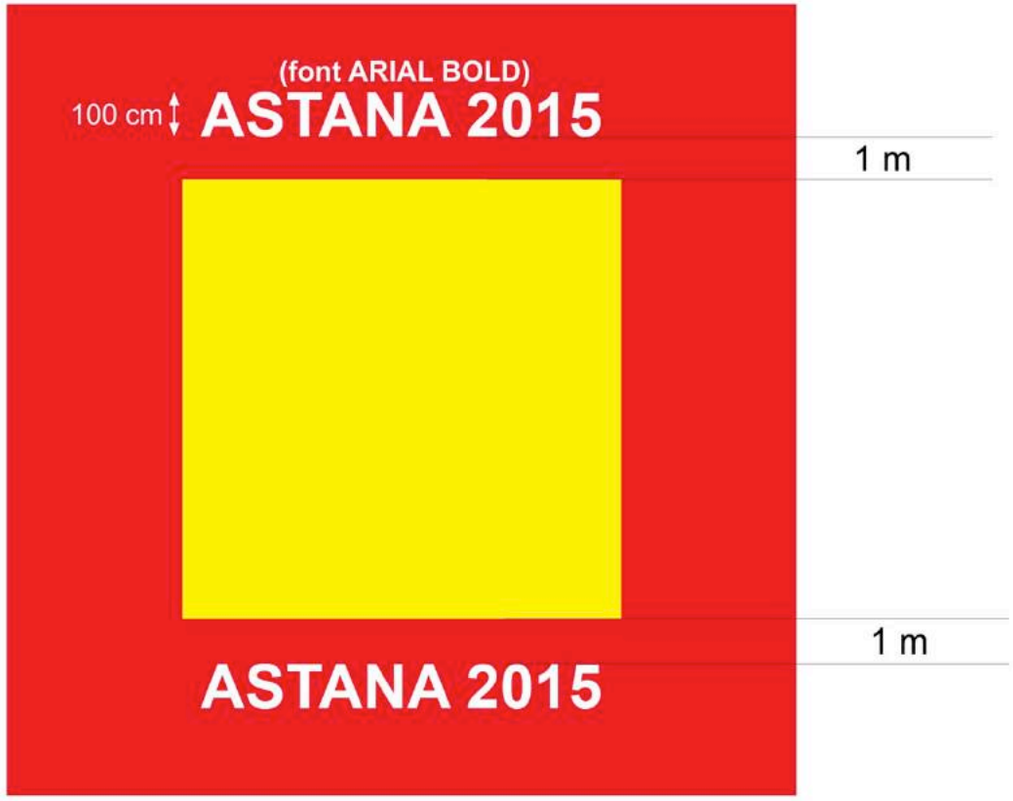
Side Advertising Boards Layout





A1 Tatami LED Boards Banners

City Name 1

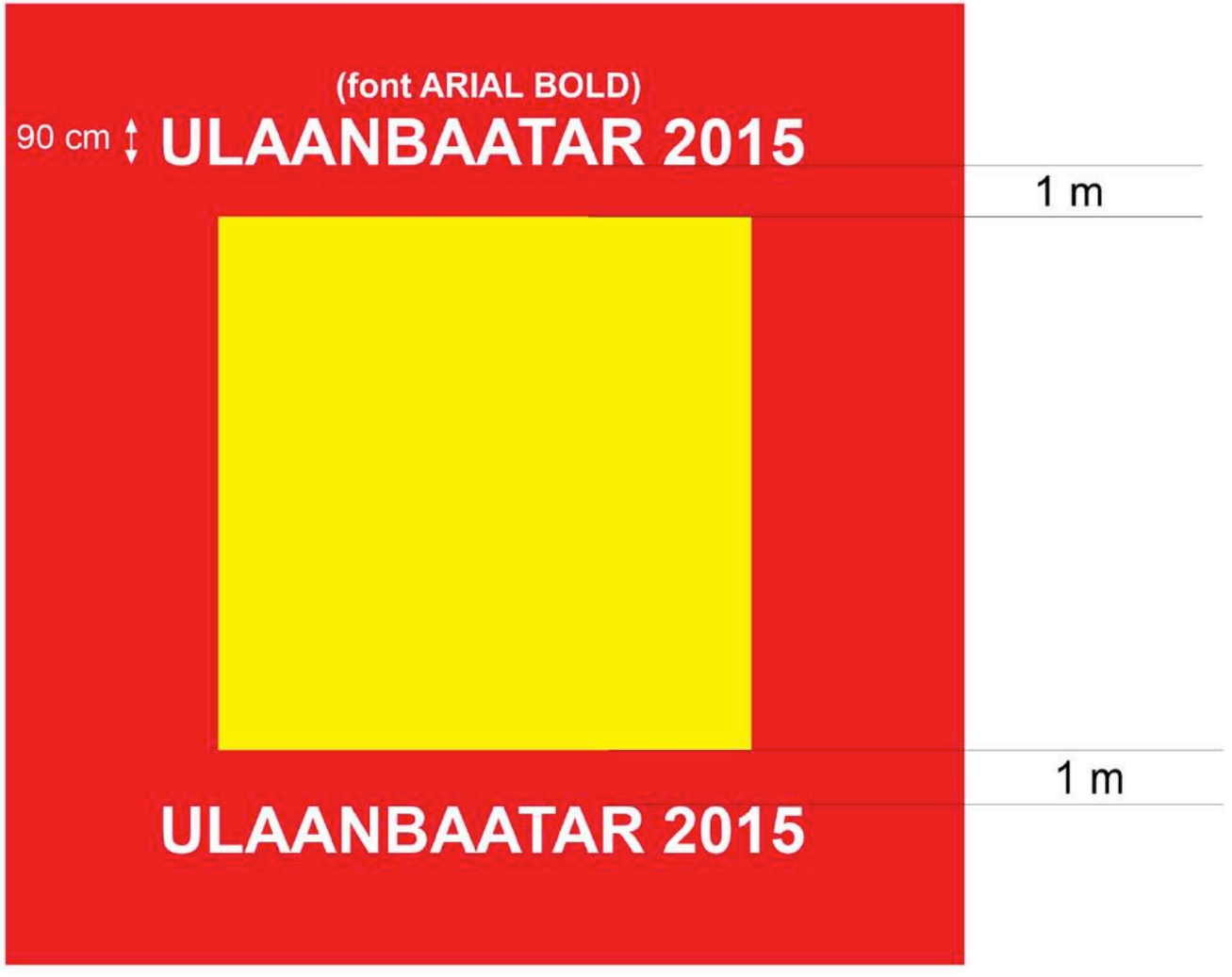


City Name 1



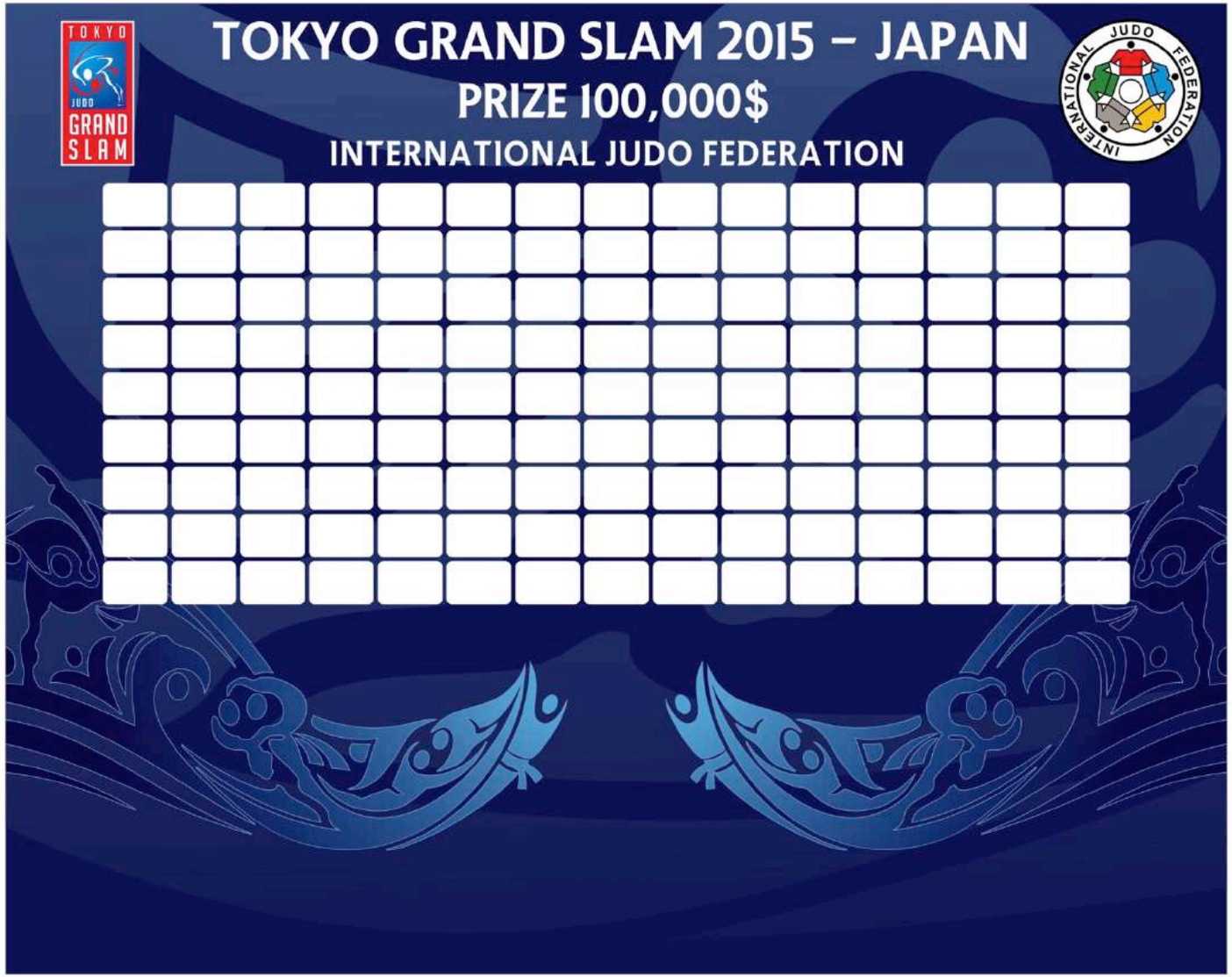
A1 Tatami LED Boards Banners

City Name Ulaanbaatar



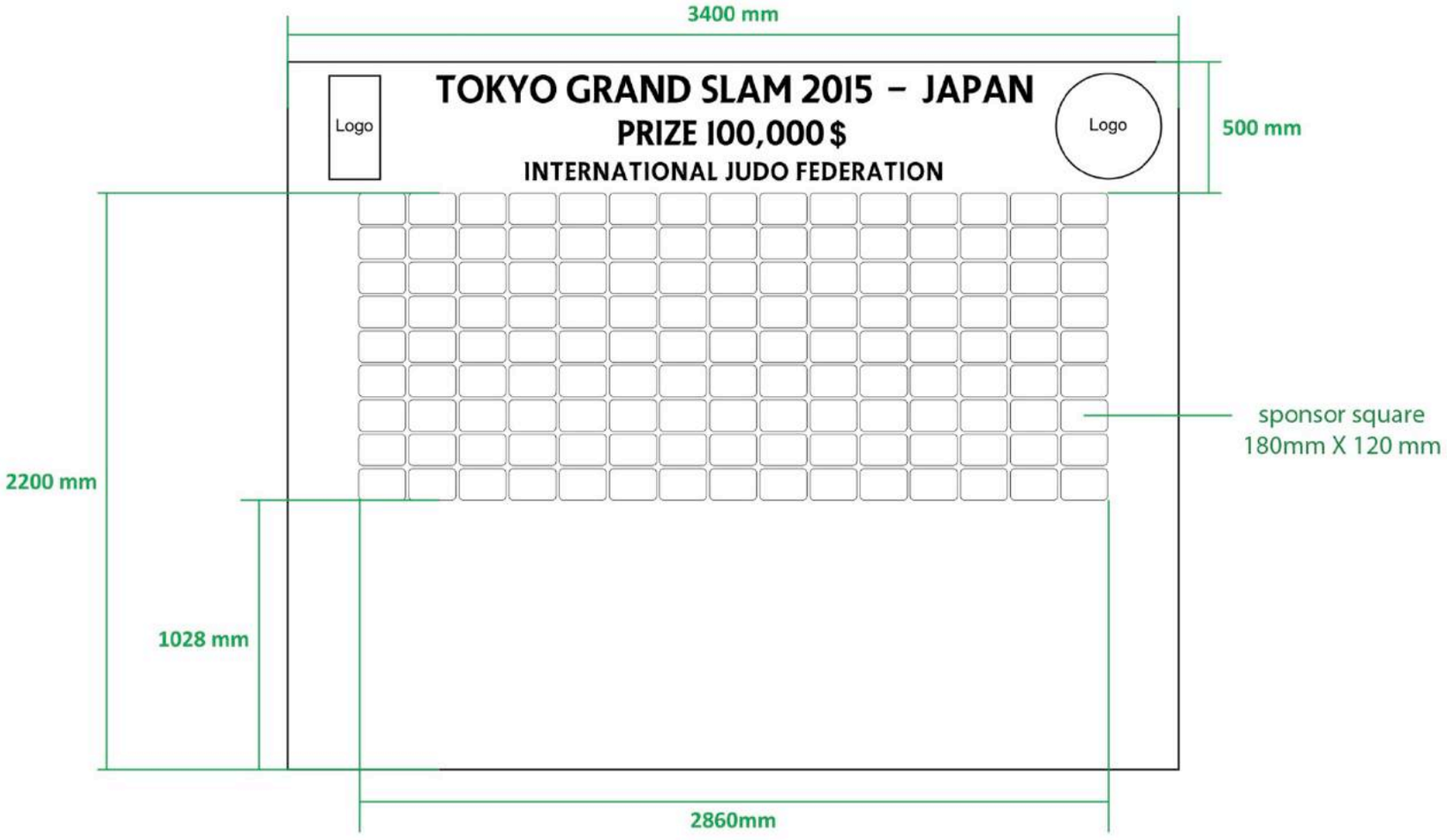
A1 Tatami LED Boards Banners

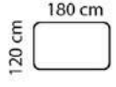
TV Presentation Banner



A1 Tatami LED Boards Banners

TV Presentation Banner



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

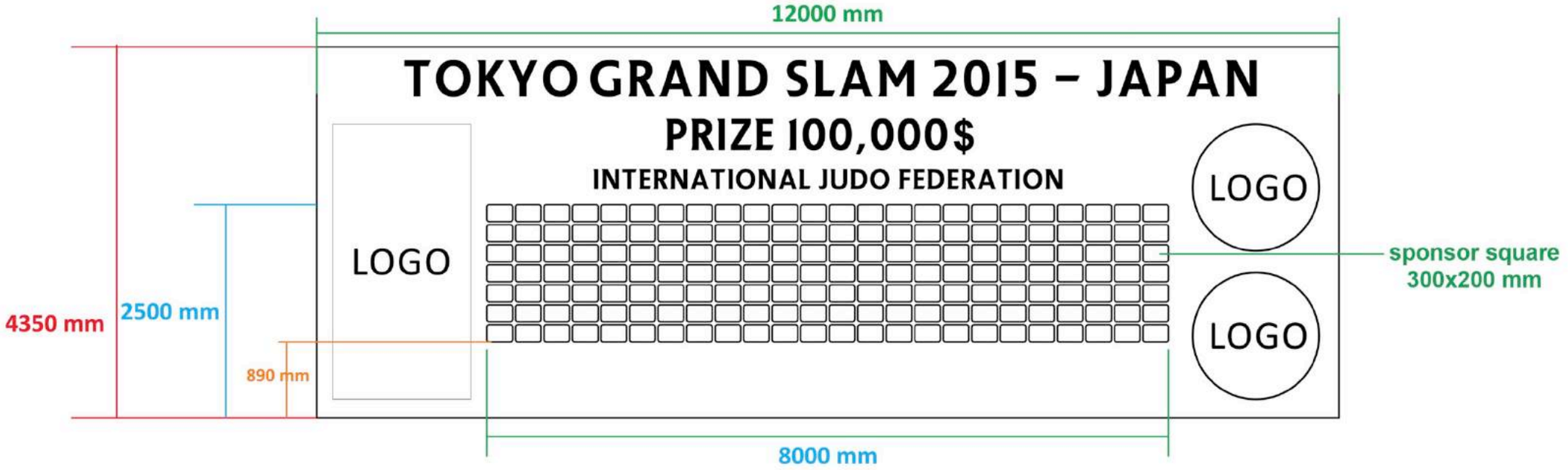
A1 Tatami LED Boards Banners

Awarding Banner



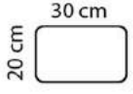
A1 Tatami LED Boards Banners

Awarding Banner



1. Awarding stage banner - 12000 mm (wide) X 4350 mm (height)

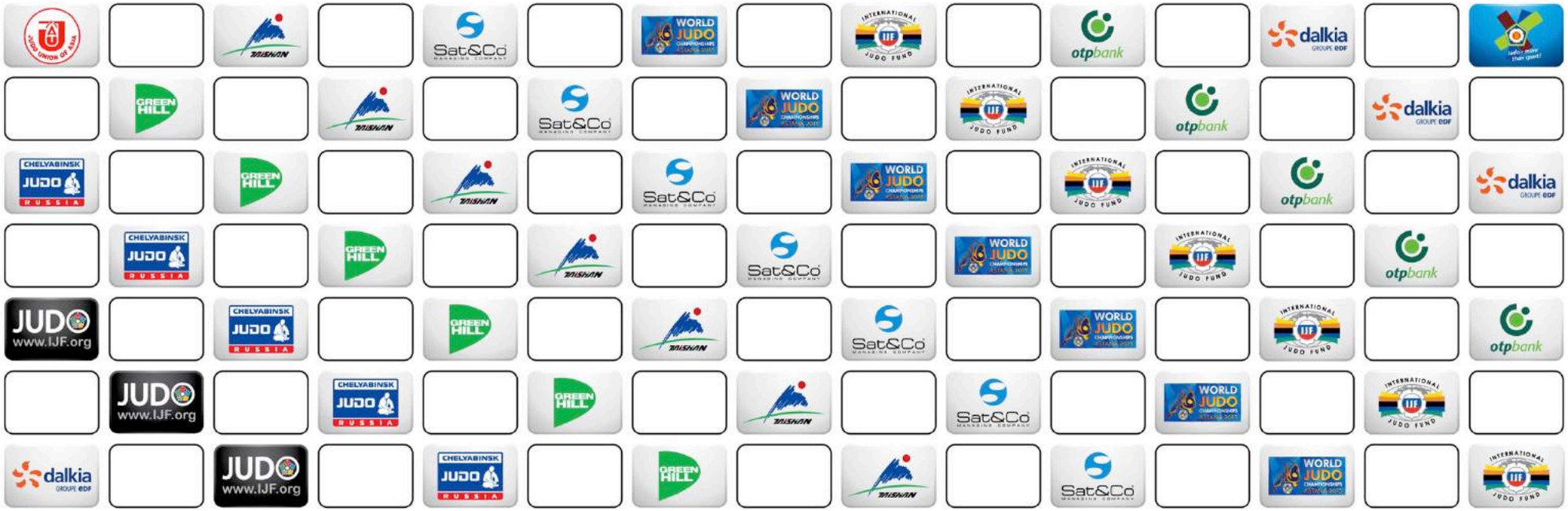
2. Sponsor area - 8000 mm (wide) X 2500 mm (height) - first 890 mm in the bottom without sponsor squares

3. Sponsor square - 300 mm X 200 mm 

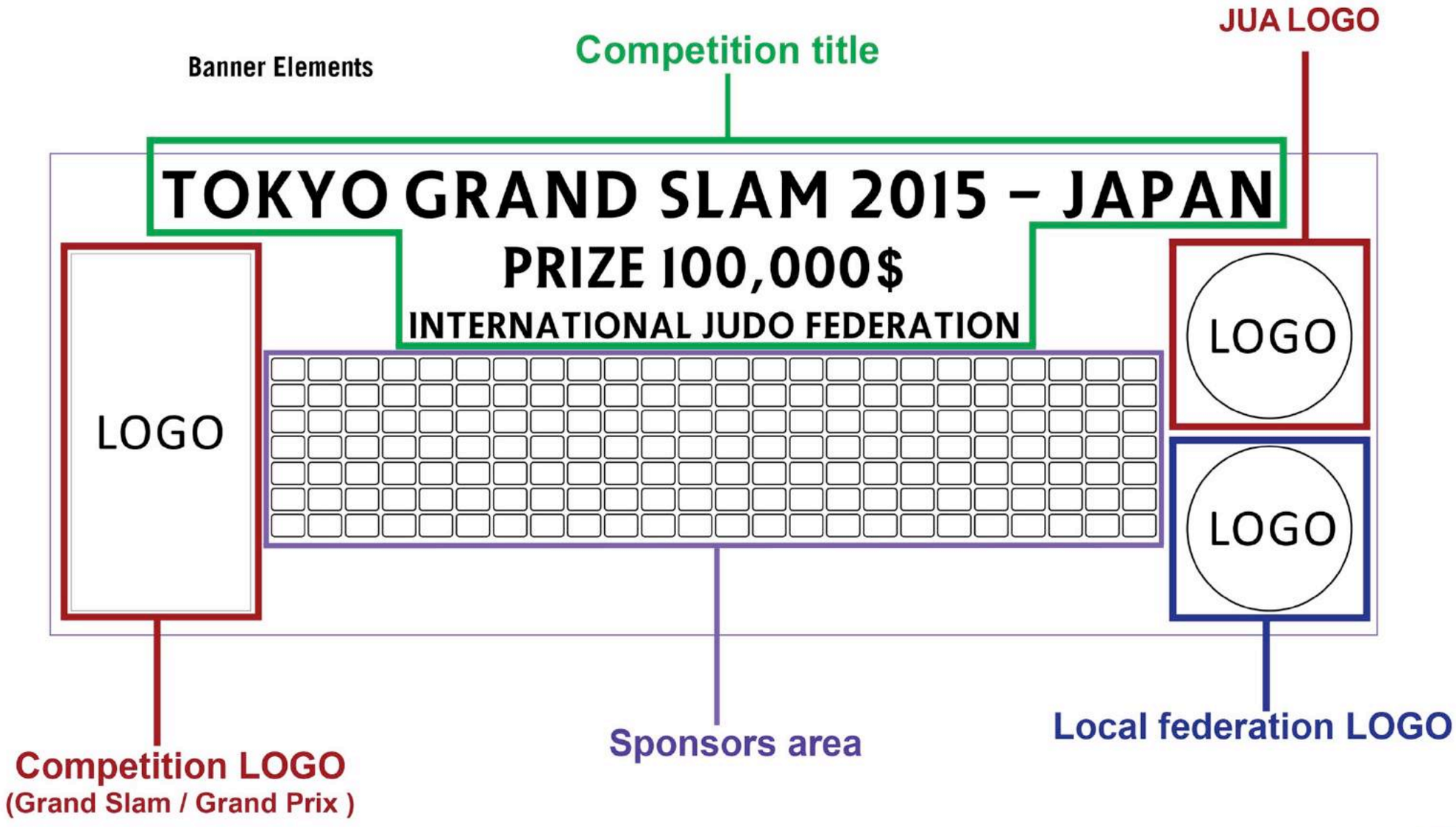
* Awarding stage banner dimenisions can be bigger but not smaller than the layout.

A1 Tatami LED Boards Banners

Banner Sponsor Distribution



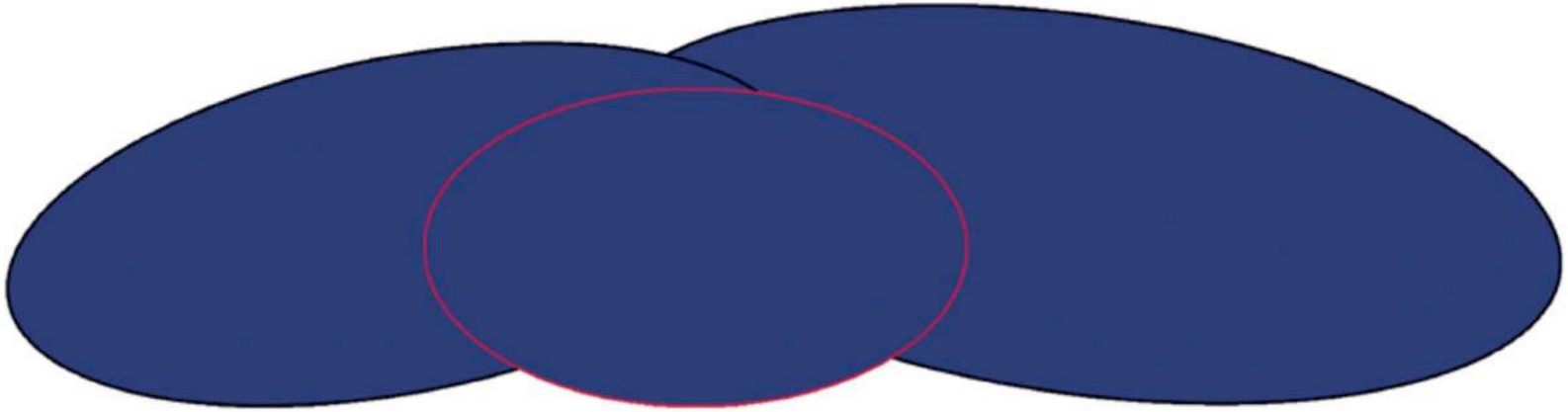
A1 Tatami LED Boards Banners



A1 Tatami LED Boards Banners

Podium Colours

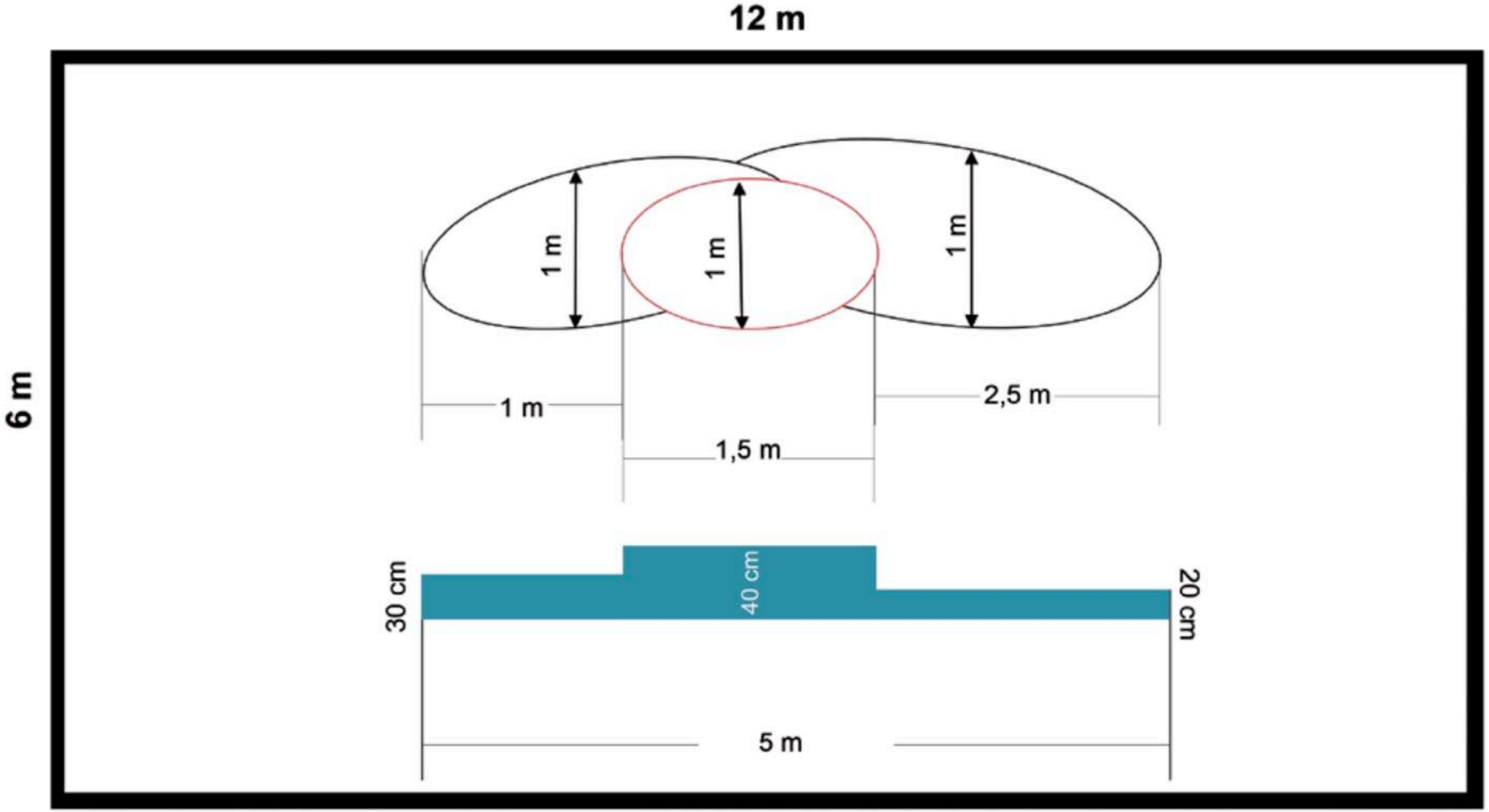




Top - blue carpet

A1 Tatami LED Boards Banners

Podium Dimensions



Asian Championships
Asina Opens
Asian Cups

A2 JUA Event Inspection Visit Checklist

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

A2 JUA Event Inspection Visit Checklist

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

A2 JUA Event Inspection Visit Checklist

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

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

A3 JUA Medical and Anti-Doping Checklist

See the JUA Event Organisation Guide for precision

Medical Requirements & Instructions for JUA events

1. The Rooms we need

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

2. The Persons we need

- 1 Medical Coordinator for all medical matters

Near the mat

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

At the First Aid station:

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

3. The Material we need near the mats

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

4. The Installations / Procedures we need

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

Doping Control Requirements and Instructions for JUA events

Doping Control Station

5. The Rooms we need

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

6. The Persons we need

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

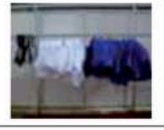
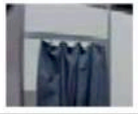
7. The Material we need

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

8. The Installations / Procedures we need

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

A4 Judogi Control equipment/Random Weigh In

	Space between warm up area and field of play of 150m2	☐
	One (1) table per tatami (Athletes' check in)	☐
	Two (2) chairs per tatami (Athletes' check in)	☐
	Four (4) Sokuteiki.	☐
	Four ultra violet lamps to check authenticity of IJF optical labels.	☐
	Three (3) hanging systems (one for white judogi one for blue and another one for athletes judogi).	☐
	50 hangers	☐
	One booth (a closed space) serving as changing area.	☐
Weigh-in space	2 private rooms close to the warm up area (1 for men and 1 for women)	☐
	2 small tables (for IJF supervisors)	☐

Asian Championships
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A4 Judogi Control / Random Weigh In Requirements

	2 chairs (for IJF supervisors)	☐
	Two (2) LAN cables or wifi internet connexion in the judogi control area.	☐
	Large screens showing contest order.	☐
	Large screens showing live feed.	☐
	Six volunteers to proceed with Judogi Control (4 to perform judogi control and 2 for running reserve judogi).	☐
	Two table officials volunteers per tatami to control the accreditations and contest order.	☐
	Four volunteers to perform Weigh-in task (two men and two women) to take care of the random weight check of 4 athletes in each category who will be drawn every competing day, one hour before preliminaries. These could be the same as the Table Officials volunteers.	☐
	A sound system is required. Each table should have one wireless microphone. There should be a loud speaker in the warm up area to allow the athletes to hear their names.	☐
	Four volunteers with four (4) Walkie talkies to organize communication between warm up area and call room to assist with athletes' check in	☐

A4 Judogi Control / Random Weigh In Requirements

	Two separate private rooms (one for men and one for women) with a weighing machine and a table and a chair in each room.	☐
	Two (2) weighing machines (scales) to be installed in the private rooms for random weigh in	☐
	**Reserve Judogi (number depends on the type of event)** Sponsor labels (32 cm width x 15 cm height) for the event as agreed with JUA and back-number to be sewn on reserve judogi as shown on attached picture . You could have the name of the event on the backnumber to be sewn on the judogi or stuck (if it is a sticker) . **Athlete judogi** Sponsor labels (32 cm width x 15 cm height) for the event as agreed with JUA. They should comprise the number of registered athletes + 20 %	☐
	A sewing service in the sport hall operating during the competition days close to the ju-dogi control area.	☐
	20 box boys for the preliminaries and only 10 for the final block.	☐

A5 Sport Equipment List

For all IT equipment please see EOG Section 3.
For all medical equipment and requirements please see EOG Section 5.
For all basic hygiene requirements please see EOG Annex 5.

Description	Amount
Airhorn - in case a manual system is needed	1 per tatami
Audio system (including microphones) on the FOP for announcers	1
Backnumbers (sponsor) for athlete judogi	
(35cm width x 15cm height)	Number of registered athletes +20%
Backnumbers (sponsor) for reserve judogi	
(35cm width x 15cm height)	40
Baskets or boxes for athlete clothing	
Approximate external dimensions (mm) 600(l) x 400(w) x 270(h), Internal dimensions (mm) 551(l) x 351(w) x 265(h)	10 per tatami
Care System (high definition replay system, including two cameras per mat and cables)	
Carpet - Cover floor in arena and warm up area, should be laid wherever an athlete can walk barefoot	Enough to cover the FOP and any surfaces where athletes will walk barefoot
Carpet protector	Enough to cover all carpeted areas in FOP
Chairs	60-80
Chairs – turn able possibility to change heights	4
Coaches boxes	2 per tatami
Country flags - 1 per country to hang in venue, 2 for medal ceremony (4 for host), 1 IJF, 1 LOC	3 per country and 5 per host country
Draw bowl in case a manual draw is needed	1
Flowers for FOP decoration	20
IJF approved black belts - various sizes	20
Judogi - blue spare IJF approved (IJF and Event sponsor label to appear on the back).	
Sizes: 1X150cm, 2X155, 1X160, 2X165, 1X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205, 1X210	20
Judogi - white spare IJF approved (IJF and Event sponsor label to appear on the back).	
Sizes: 1X150cm, 2X155, 1X160, 2X165, 1X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205, 1X210	20
Manual Referees' board	1 per tatami
Manual Score Board	1 per tatami
Measure tongs - sokuteiki	4
Official noticeboard in or close to warm up area	1

A5 Sport Equipment List

Optical lights - ultra violet lamps to check authenticity of IJF judogi and belt optical labels	4
Pigeonholes or information desk in or near warm up area	150
Ping-Pong Balls (numbered) in case of manual draw	2
Podium for tatami - certain events only	Tatami size plus one metre exterior
Radios communicators (Walkie-Talkies) for judogi control	4
Scales - maximum 4 digits (000,0), 200kg cap, one decimal place	6
Sewing Machine and accessories	2-4
Sound system for draw then in warm up area	1
Stools or low chairs for video camera operators	3 per tatami
Stop watch - in case of manual timing and scoring	1 per tatami
Table cloths with logos	Enough to cover all tables on FOP and judogi control area
Table nameplates	20
Tables	Enough to seat all personnel on FOP and in judogi control area
Tatami red and yellow	See Annex 8 for FOP numbers, 400-600m2 for warm up area
Tensa barriers	Enough to control flows on FOP, in judogi control and the mixed zone
Time Cards - table tennis bat size paddles, in case of manual timing and scoring	1 yellow and 1 green per tatami
Universal adaptors	Enough for the technical tables and judogi control

Specific equipment for Asian Games and other Multi Sport Games

Colour printer
Stand alone printer on FOP for JUA IT
Large (3m x 4m) plasma colour screens for video replay – minimum 2
Large (3m x 4m minimum) colour screens for public scoreboards – minimum 2
0.8 – 1m high platform for tatami must have vertical sides
Warm up area must have a sprung floor
10 private small cubicles in warm up area (3m x 2m)
Internet connections on the Technical table for JUA IT, Sport Commission, Referee Commission, Coaching and Education Commission etc.

A6 Tatami Layout

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

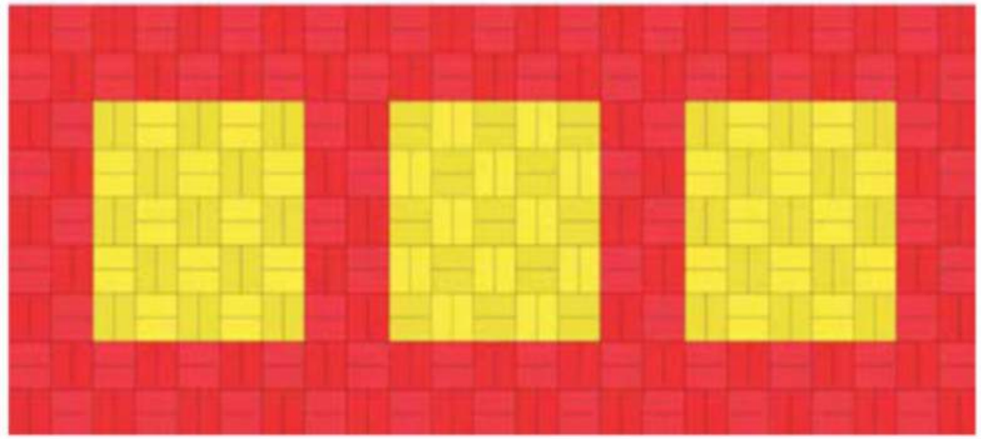
The mats are always numbered from left to right from the side of the official tables, camera and photography positions.

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

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

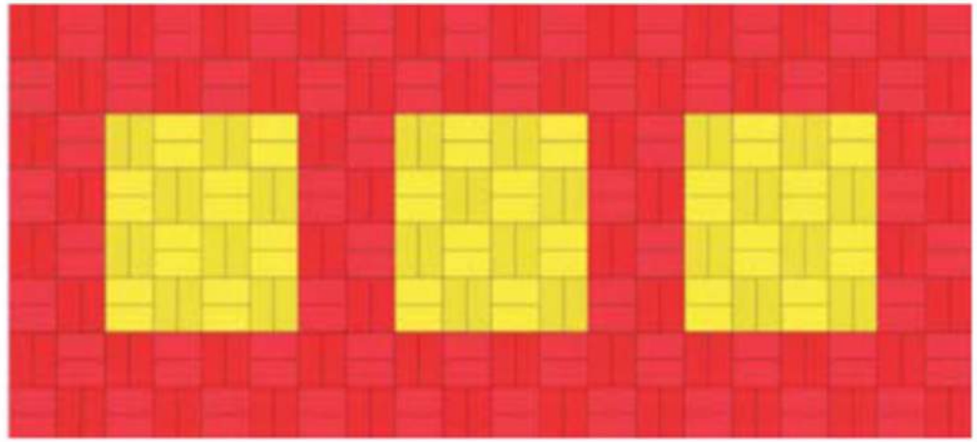
Plasma screens should be central to each mat on the athlete and coach side and off-centre on the side of the official tables.

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

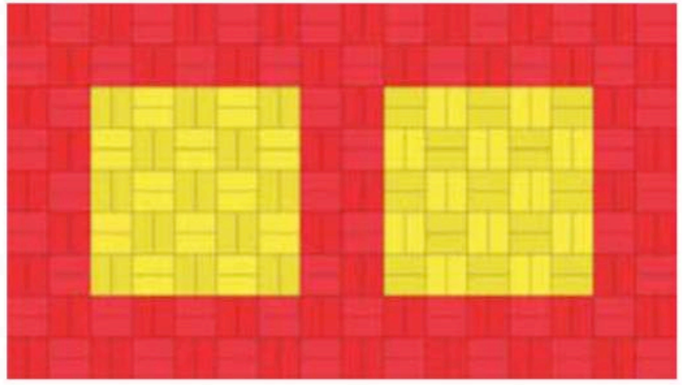


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Three mats of 8 m x 8 m (40 m x 16 m, 96 yellow mats, 224 red mats)



A6 Tatami Layout

	Two mats of 10 m x 10 m (32 m x 18 m, 100 yellow mats, 188 red mats) 

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JUDO UNION OF ASIA



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