



# HANDBOOK

## Section 1 GENERAL LOGISTICS

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# HANDBOOK: Accreditation & Draw

## A. TIME SCHEDULE

- 3 Months before: Submit the draft rules of the tournament (WC based on the EJU template & ECups based on the guidelines)
- 3 Months before: EJU GS will open the Jumas event for the activity
- 3 Months before: Logo of the event is sent to EJU GS by the organiser
- 2 Months before: Numerical Deadline / Back Number Deadline
- 1 Month before: Accommodation Deadline
- Nominal Deadline:
  - **European Cups** cadets, juniors, and seniors + **World Cups** men and women  
Deadline is Monday of the same week as the competition
  - **European Championships (all excepting Seniors and Clubs)**  
Deadline is Monday of the week before the competition
  - **European Championships Seniors**  
Deadline is 20 days before the first competition day
  - **European Championships Clubs**  
As specified in the rules
- Late entries are only allowed against the penalties in the Late Inscription & Jumas Fees section. It is important that any delegations presenting themselves without Jumas entry, must have a confirmation letter from their federation to confirm their participation.

## B. DELEGATIONS

- Maximum 2 persons per delegation are allowed in the Accreditation Room
- The Head of Delegation should have all the passports / copies of the passports of the athletes
- Each delegation should be given a number of free accreditations depending on the number of athletes , who are accommodated in the official hotels. The price of the additional accreditation cards should be confirmed with the EJU Treasurer. If the organisers decide to accept a non-official accommodation, they are entitled to charge the Accreditation Fee for competitors and officials. Referees selected by the EJU shall not be included in this quota.

### Senior & U23

Competitors	Officials	Competitors	Officials	Competitors	Officials
1-2	2	3-4	3	5-6	4
7-8	5	9-10	6	11-12	7
13-14	8	15-17	9	18-20	10
21-23	11	24-26	12	27-28	13

### Junior & Cadet

Competitors	Officials	Competitors	Officials	Competitors	Officials
1-2	2	3-4	3	5-6	4
7-8	5	9-10	6	11-12	7
13-14	8	15-16	9	17-20	10
21-24	11	25-28	12	29-32	13

### Veterans

Competitors	Officials	Competitors	Officials	Competitors	Officials
1-2	1	3-6	2	7-10	4
11-14	5	15+	7		

### Kata

Couples	Officials	Couples	Officials	Couples	Officials
1-2	2	3-4	3	5-6	4
7-8	5	9-10	6	11-12	7
13-14	8	15-16	9	17-18	10



# HANDBOOK: Accreditation & Draw

19-20	11		
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## World Cups

Couples	Officials	Couples	Officials	Couples	Officials
1-2	2	3-4	3	5-6	4
7-8	5	9-10	6	11-12	7
13-14	8	15-16	9	17-20	10
21-24	11	25 +	12		

## C. PRESS ACCREDITATION

- The organising committee is responsible for the accreditation of the press. The inscriptions should be collected through Jumas.
- Only professional journalists can apply for this accreditation.

## D. CHECK LIST FOR DELEGATION PACK TO BE DISTRIBUTED DURING ACCREDITATION

- Transfers Information (inc. distance to the Sports hall and times)
- Programme and general organisation (allocation of draw, other meetings, weigh-in, meals, etc.)
- Contacts of key personnel
- EJU Training Camp Info (only official EJU Training Camps on EJU Calendar)
- Coaches Conduct including Coaches Attire for the Draw, Preliminaries and Final Block (official pictures in sport section)

At marketing table:

- Judogi declaration are collected
- List of the EJU Official Suppliers allowed on the shoulder stripe (updated version should be downloaded from website: <https://www.eju.net/sponsors-and-suppliers>)
- Back Number Information (included in the Judogi guidelines section)
- Medal Ceremony attire (white Judogi, barefoot, no caps, no religious or political related symbols)

At financials tables:

- Invoice / Receipt

## E. BEFORE ACCREDITATION DAY

- European Cups
  - The Organising Committee has to announce well in advance the local computer team member that will be responsible to run the tournament using the competition software.
  - The EJU Computer Team will send the database to the local computer team.
  - The local computer team will prepare the accreditation cards in advance of the competition.
- World Cups / European Championships
  - The EJU Computer Team representative will send a pdf by email with all the accreditation cards of the athletes and officials registered in the system. The organising committee should print the accreditation cards, cut them (to make individual accreditation cards) and laminate them. These should be prepared before accreditation day.
  - 1 person (computer literate and fluent in English) should be assigned to the computer team 1 day before the registration until the end of the competition.



# HANDBOOK: Accreditation & Draw

## 0. RECEPTION

A volunteer should stand by the door to the accreditation hall, to control the entry to the accreditation room. The order of arrival of each delegation should be recorded and delegations should be asked to enter the accreditation room according to this order. The following documents should be given to the head of delegation upon arrival:

- Copy of the Jumas inscription of that delegation
- Judogi Declaration Form (included in the handbook)

The relevant Ranking List and other information material should be displayed near the entrance.

## 1. REGISTRATION AND ACCREDITATION – EJU Computer team

*In case of a European Cup, the EJU Rep is replaced with the local Computer Team Rep*

Equipment	Amount	Other Details
Lanyards	For all Delegates / volunteers / vips	According to EJU Corporate Handbook (Annex 4)
Lamination Machine	2	Not needed if plastic pouches are used
Plastic Lamination Pouches	For accreditations made on site	Size 154 x 111 mm
Fast Laser Colour Printer	2	Including drivers + extra ink cartridges / toners
Copy Machine	1	+ extra toner
Paper Cutter	2	To cut A4 into A5
Perforator	2	To make holes in the plastic for the lanyard
Stationery		Basic stationery such as stapler, scissors, pens, ruler...
Paper		
Wireless Internet Connection		
Refreshments for EJU Delegates		Coffee / Tea / Water

Personnel	Number	Other Details
Assistant to EJU Rep	1	Work together with the EJU Computer Team rep with accreditation. Should have good computer literacy & be experienced with running of judo competitions.
Volunteers	2	Handing over of accreditation cards to computer team, cutting and laminating new cards, preparing lanyards, passing on lists to the Sports Director

- 1.1. The list of participants registered through the EJU online system and any added on site if allowed by the regulations (check section A), is confirmed and signed by the representative of the delegation.
- 1.2. The EJU is only responsible for the accreditation of the team members, i.e. competitors and team officials. The Organising Federation will issue accreditation for the press, volunteers and other guests.
- 1.3. The Accreditation List is handed over to the EJU Sports Director for Control of Nationality.

*In case of Kata European Championships*

- 1.4. Another computer has to be set up for the couple check. The delegates will check their Kata Couples and these will be confirmed for the draw.

## 2. CONTROL OF NATIONALITY – EJU Sports Director

**In case of WC this is done in conjunction with step 1 by EJU Computer Rep. In case of European Cups, this is done in conjunction with step 1 by the Local Computer Rep or the Local Sports Director.**

- 2.1. Verification of all participants' passports (nationality & date of birth) by the EJU Sports Director. Only EJU / IJF member federations may be entered, and the passport must be verified.
- 2.2. In case of WC and ECups: Passports or photocopy of passports are verified in case of late entries. Passports or photocopy of passports of all competitors must be available on request.
- 2.3. The Delegation list is signed by the SD and handed over to EJU Treasurer.



# HANDBOOK: Accreditation & Draw

### 3. EJU FINANCES – EJU Treasurer

*In case of WC or the General Treasurer not attending, the fees are collected by the local organiser. In this case, the Local Organiser has to liaise with the Treasurer to make sure which countries did not pay 3.1.1 - EJU Participation fees by bank transfer. In case of European Cups, there are no EJU fees, but there are Jumas fees which should be collected by the organiser.*

Personnel	Number	Other Details
Volunteer	1	Assist the EJU Treasurer with photocopies etc

3.1. The EJU Treasurer, or his representative, collects the following fees:

3.1.1. **EJU Participation fees:** stated in Annex 1 – Technical Rules

3.2. In case the EJU Treasurer is not present, a record of fees collected should be sent to the EJU Treasury immediately after the event is over.

3.3. The Delegation list is signed by the General Treasurer and handed over to Organising Committee.

### 4. ORGANISER FINANCES – FAST TRACK – Local Organiser

Personnel	Number	Other Details
Federation Official	1 / 2	

Only the delegations which have their financials settled beforehand can use this station.

4.1. The Accreditation List is handed over to Organiser.

4.2. The Organiser checks that all payments for hotel accommodation have been settled and hands over the accreditation cards.

4.3. The Organiser checks that the delegations departure date, time, number of people and travel details are correct.

4.4. The Organiser should ensure that they get a contact name and number for each delegation.

4.5. The Delegation list is signed by the Organising Committee and handed over to Anthems & Flags desk.

### 5. ORGANISER FINANCES – Local Organiser

Personnel	Number	Other Details
Federation Officials	1 / 2	Ideally, the General Treasurer of the Federation and / or a representative of the company used for booking accommodation

Station for non-fast track delegations will be installed in a separate room, or a separate section of the accreditation venue.

5.1. The Organiser checks what payments for hotel accommodation and other items are still pending, and collects the money from the head of delegation.

5.2. The Organiser checks that the delegations departure date, time, number of people and travel details are correct.

5.3. The Organiser should get a contact name and number for each delegation.

### 6. The Delegation list is signed by the Organising Committee and handed over to Anthems & Flags desk. ANTHEMS AND FLAGS – Local Organiser

Equipment	Amount	Other Details
Flags of each participating nation	Depending on participation	If 2 per country are allowed to participate, then 2 flags should be available, so on and so forth
Computer / CD Player & headphones	1	Depending if the anthems which will be played during the medal ceremony are on an MP3 or CD

Personnel	Number	Other Details
Federation Official	1	confirm the flags (and direction of the flag), and the anthems with the heads of delegation.



# HANDBOOK: Accreditation & Draw

- 6.1. Confirm the colours and direction of the flag. A marker shall be clipped to the top left hand corner so the top left corner can be easily identified when hanging the flags. The IJF flag should be available in case of participants competing under the IJF flag.
- 6.2. Confirm the national anthem. In case of athletes competing under the IJF flag, the Olympic Anthem shall be played.
- 6.3. The head of delegation should sign that the flag and the national anthem the organisers have are correct.
- 6.4. The Delegation list should be handed over to Transportation desk.

## 7. DEPARTURES – Local Organiser

Equipment	Amount	Other Details
List of departures		A list of all the departures should be available for the head of delegation to confirm

Personnel	Number	Other Details
Federation Official	1	confirm the departure flights, which hotel the delegation is staying at, and confirms time of departure and from where

## 8. MARKETING INFO & BACKNUMBER – EJU (if EJU Marketing Observer is not attending, it should be covered by the organiser)

Equipment	Amount	Other Details
Copies of EJU / IJF Marketing rules	Enough for all delegations	

Personnel	Number	Other Details
Federation Official	1	Assist the EJU Observer

- 8.1. The Judogi declaration is collected. Each head of delegation signs that the Judogi of their athletes conform with the EJU / IJF Marketing rules.
- 8.2. The Official at this desk should make sure that the head of delegation has understood the EJU / IJF Marketing rules and a copy of these documents is given to the team representative:
  - 8.2.1. List of the EJU Official Suppliers allowed on shoulder stripe (updated version should be downloaded from website: <https://www.eju.net/sponsors-and-suppliers>)
  - 8.2.2. Judogi guidelines, info on allowed judogi markings
  - 8.2.3. Back Number Information
  - 8.2.4. Medal Ceremony attire info (white Judogi, barefoot, no caps, no religious or political related symbols)

## 9. Collection of ID Cards

- 9.1. The delegation lists are collected and checked that all signatures are on the list and the accreditation cards match the list.
- 9.2. The accreditation cards are handed over to the head of delegation, together with other information material.

## 10. EJU General Secretariat

- 10.1. This station is not used at all events. The GS / PO will inform when this has to be set up. It should not be in the same line as the other tables, and could also be placed outside in the reception area.

## 11. MEDIA ACCREDITATION

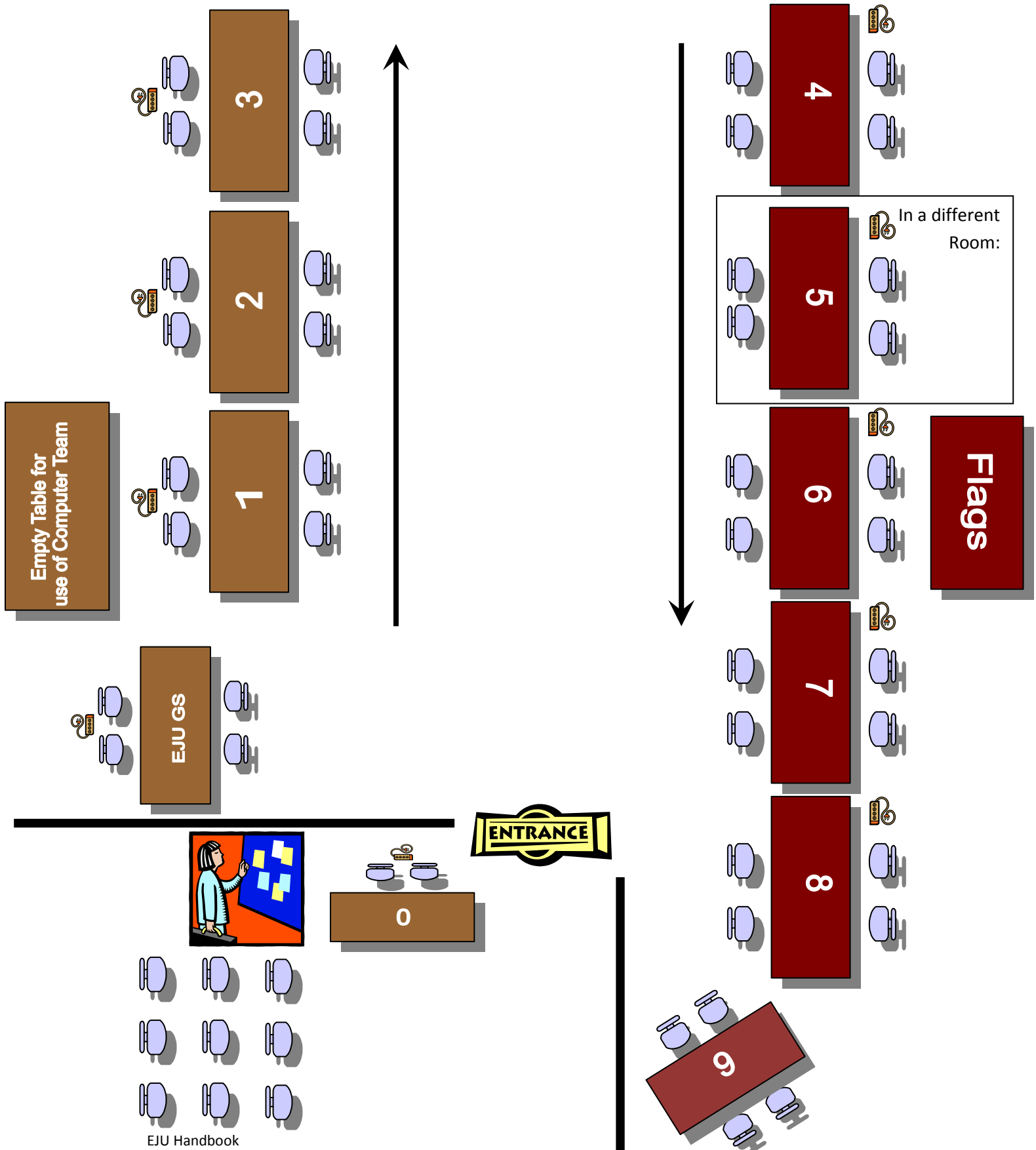
The Media Accreditation should be organised in a separate room and should be kept separate from the accreditation process of delegations.



# HANDBOOK: Accreditation & Draw

Numbers refer to paragraphs on previous pages:

- 1. Registration & Accreditation / 2. Control of Nationality / 3. EJU Finances / 4. Organiser Finances (Fast Track) / 5. Organiser Finances / 6. Anthems & Flags / 7. Departures / 8. Marketing Info / 9. Collection of ID Cards





# EJU - Accreditation Symbols

	<b><i>Athlete</i></b>
	<b><i>Coach</i></b>
	<b><i>Team Leader</i></b>
	<b><i>Doctor</i></b>
	<b><i>Physiotherapist</i></b>
	<b><i>Referee</i></b>
	<b><i>VIP+ VVIP</i></b>
	<b><i>Press: Photo</i></b>
	<b><i>Press: TV &amp; TV Arena</i></b>
	<b><i>Press: Journalist</i></b>
	<b><i>Head of Organiser</i></b>
	<b><i>Organiser, Level 2</i></b>
	<b><i>Head of Security</i></b>
	<b><i>Security</i></b>
	<b><i>EJU Staff</i></b>



# HANDBOOK: Accreditation & Draw

## 12. DRAW

Equipment	Amount	Other Details
PA System		Minimum microphone for top table & speakers
Projector	1	
Projection Area	1	8m x 6m
Laser Printer	1	Including extra ink cartridges / toner
Electricity Points at Computer Table	4	An electricity extension or electricity points should be available at the computer table
Photocopier	2	Speed of minimum 50 pages per minute

12.1. The Draw is held the day before the first competition at 20:00hrs (for all categories). At European Cups, the draw may be held at 21:00hrs, depending on transportation and local conditions.

12.2. Attendance at the draw is open for:

12.2.1. The EJU Directing Committee

12.2.2. EJU Officials

12.2.3. **A maximum of 2 officials per delegation must attend the draw**

**Dress Code:** Men - Suit (Jacket and Trousers) incl Tie / Women: Suit (Trouser or Skirt Suit) Formal Shoes for both Men & Women

12.3. The draw must be done with the EJU software.

12.4. At the EC and WC an official should check that all the delegations are present by asking a representative of each delegation to sign an attendance sheet at the entrance of the draw room.

12.5. The Procedure at the draw will be:

12.5.1. The EJU Computer Team will print one list for every weight category and organizers display them in the foyer / corridor next to the draw room for the representatives of the delegations to check them, not later than 15 minutes before the start of the draw.

12.5.2. Necessary modifications / corrections to weight categories, name spelling etc. have to be made before the draw. During and after the draw changes are not possible.

12.5.3. A contest sheet per category is printed and signed by the Sports Director. This is then handed over to the Organising Committee for copying. These copies are to be made available to the delegations immediately after the draw.

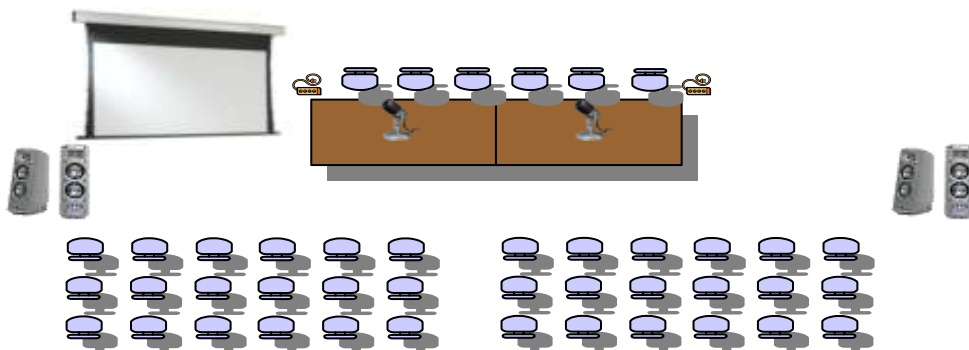
12.5.4. Order of fights or timetable of categories for each day will be made available to the delegations after the draw, or latest at the time of the official weigh-in.

12.5.5. The weigh-in lists should be given to the SD/observer and copies to the organiser volunteers who will be doing the weight control jobs.

12.5.6. The draw, including participation statistics, shall be sent as one PDF to [media@eju.net](mailto:media@eju.net) as soon as possible.

12.6. The room for the draw must be large enough to accommodate at least 100 people. It must remain at the disposal of the Sports Commission until such time that they are finished preparing the competition paperwork. This may be late in the night and one person from the organisation must stay with them.

12.7. The organisers should prepare a reserve system for the draw as a contingency plan.



## 1. Personnel

The organiser must appoint:

- A responsible person for the hall, *floor manager*, who will be at the disposal of the Sports Director / Commission during the whole running of the championship (preparation and competition).
- A responsible person for Marketing at the disposal of the Marketing Director / Commission.
- A responsible person for Refereeing at the disposal of the Refereeing Director / Commission -
- A responsible person for Medical services at the disposal of the Medical Commission.
- A responsible person for Media at the disposal of the Media Director / Commission.
- A responsible person for IT at the disposal of the Computer & Live Streaming Teams.
- A responsible person for general administration and VIPs at the disposal of the Presidential Office and General Secretariat.

## 2. Technical Officials Table

### 2.1. Personnel per mat

2.1.1) All EJU Tournaments / Championships	Number per mat	Other Details
Speaker	1	Announce names in English & other announcements in English and the language of the organising country
Manual Time Keeper	1	Both Shiai & Osaekomi <ul style="list-style-type: none"> <li>o In case of power failure and the scoreboard laptop still runs, the laptop can be continued to be used for the fight timer and osaekomi timer. Only one person to operate the manual scoreboard is required.</li> <li>o In case the computer really fails, the scoreboard operator can take the two manual timers and run this by themselves</li> </ul>
Electronic Score-Board admin	1	
Camera operator	1	Manage the camera of the CARE system

2.1.2) Extra to 2.1.1. European Championships & World Cups	Number per mat	Other Details
Runner	1	To facilitate communication with the central table

2.1.3) Extra to 2.1.1. European Cups	Number per mat	Other Details
Responsible for Referee Nomination	1	Responsible for the referees call board and also to ensure that the next sets of referees are ready to go to their tatami at the correct time.

### 2.2. Equipment per mat - extra to equipment listed IT Sections & in Corporate Handbook

General	Number	Other Details
Manual Scoreboard	1 per mat	The manual scoreboard will be displayed only in case of electronic scoreboard failure.
Long Table seating 6	1	Enough space between 1 chair & the other (Delegates listed above & EJU Ref Commissioner)
Electric Sockets	Minimum 6	Enough to connect all required equipment
Manual Scoreboard	Number	Other Details
Manual Scoreboard	1	To be used as backup system
Stopwatch	2	To be used as backup system



# HANDBOOK: Equipment & Personnel

Manual Sound Signals	1	To be used as backup system
Pair of Blue & White Flags	3	For hantei

Refereeing	Number	Other Details
Board to indicate referees	1	Only in European Cups not using computerised refereeing draw
Computer & Screen minimum 19"	1 for each 2 Tatami	In case of 3 Tatami, 2 computers plus screens should be provided. These computers should be connected to the central computer through a network. (only required in European Championships and World Cups and in Tournaments using a computerised system in referee draw)
CARE System		Please refer to CARE System section in handbook

Internet connection for the main jury table (central computer)

*Each mat as well as the main jury table should be provided by a separate power supply coming from a different power group.*

### 3. Official Table

#### 1.1. Personnel

20 EJU Officials

#### 1.2. Equipment

Long table with seating enough for EJU Delegates (according to travel schedule) and a number of seats for EJU Guests and other VIP Guests

20 electricity connections

Panels with the functions and the names of the EJU officials

Internet Connection (Wireless or Wired)



# HANDBOOK: Transport

The Organiser must make available a means of transportation to facilitate the arrivals and departures of the officials and participants between the station or the airport and the place of accommodation, and also between the competition venue and training sites and the place of accommodation. These transportation arrangements are only made available to participants who have been accredited.

## 1. President

A chauffeur-driven car has to be dedicated to the President, from his time of arrival till his time of departure. The model of the car has to be confirmed with the Presidential Office. Closer to date, the name and telephone number of the driver should be communicated to the Presidential Office.

## 2. Directing Committee

A dedicated minivan(s) should be available for the EJU DC. Times for transfers should be agreed on with the Directing Committee Members.

## 3. VIPs

A min-bus (the exact number of VIPs will be confirmed by the Presidential Office) should be dedicated to the transfers of VIPs to the competition hall and any other locations required. The schedule will be confirmed by the Presidential Office.

## 4. Sports Directors

A Mini-Bus / Car (depending on number of people) should accompany the Sports Directors to the Venue for Facility Visits and to Registration. They should also have a separate car to accompany them to the Sports Hall during Competition Days before the competitors, at the time agreed with the sports director..

## 5. Refereeing Commission

The Refereeing Commission should have a Car / Mini-Bus for transfers to the Sports Hall and return. This van / car should be exclusively for the Commission.

## 6. Computer Team

The organisers should make sure that the transportation which picks up the computer team from the airport has enough luggage space for the equipment brought over by the computer team, especially when the EJU is providing the live broadcast equipment.

A Car / Mini Bus with ample luggage space should be assigned to the computer team all day during set up. During the competition day, the vehicle should take the team to the sports hall. At the end of each competition day, it should wait for the team members to finish their tasks at the competition hall. It is important to note that on the last day, the team has to dismantle all the equipment, so the team would be finishing late. The transport should take the computer team to the hotel or to any official dinners being organised.

## 7. General Secretariat & Presidential Office

A car / van should be allocated to the General Secretariat and Presidential Office from their arrival until their departure in the host city. It should take the team to and from the sports hall and should also remain on standby during the event for any emergencies with VIPs or other errands.

## 8. Media

A car / van should be allocated to the media team (Media Director, Video Editor, Photographer), and should be at their disposal from the day of their arrival. The car should accompany the team to the sports hall and other locations where any events / dinners are to be held. It is important that the car waits for the team to finish their work at the end of the competition day.

## 9. Referees

The referees should have dedicated transport to and from the venue. A transport schedule should be distributed to all referees.



## 10. Athletes and Coaches

A shuttle service should be provided for athletes and coaches (booked through the organising committee) from the official hotels to the sports complex and vice-versa. This service should have a set time-table which should be displayed in all venues.

If the locations are not within walking distance (not more than 5 minutes on foot), transport has to be provided accordingly. In all cases, backup transport has to be provided for emergency situations like injured athletes, coaches or referees with mobility problems, or weather conditions such as heavy rain.

- For accreditation
  - A shuttle service should be provided every hour.
- For the draw
  - Transport has to be provided so that the delegates arrive at the draw room not later than 15 minutes before the start of the draw.
- On competition days:
  - At least from 2 hours before the start of the competition each day each half hour (athletes should be able to arrive at the sports hall 1.5 hours before the first fight). The journey time from the hotel to the sports hall should be clearly defined on the transport information schedule, which should be displayed in each hotel and the sports hall.
  - From the hall to the accommodation one hour before expected end of competition, at the end of medal ceremony and every half an hour after that, until 1,5 hour from the end.
- Anti-Doping control:
  - A car has to be provided to take the EJU Doctor back to the hotel.
  - Cars, Minivans and / or buses should be available to take the athletes and accompanying officials after the anti-doping control from the sports hall to the hotels.



# HANDBOOK

## Section 2

## SPORTS

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# HANDBOOK: Code of Conduct for Judo Coaches

## **1. Position of coaches**

Chairs for two coaches per each competition mat, for the white and the blue side, will be provided behind the barrier of advertising panels.

## **2. Code of Conduct for Coaches**

The coach is responsible for his athlete's conduct from entering the competition venue until leaving it, before and after each contest.

Coaching will be strictly limited to communication with athlete, tactical advice, encouragement, instructions in unexpected situations, as injury, etc.

The coach will remain seated on his chair throughout the contest and will leave the mat together with his athlete.

The coach should make sure that the competitor leaves the mat immediately; otherwise the whole team may be suspended.

## **3. Forbidden behavior of a coach:**

- Coaching throughout the contest except for between *Matte* and *Hajime* (the coach is only allowed to speak to his athlete between *Matte* and *Hajime*) (EXCLUDING EC VETERANS) In case of disrespect, referee on the mat will send the coach out of the competition zone. In this case, the coach must leave immediately.
- Any comments on or criticism of the referees' verdicts.
- Demanding correction of the referees' decisions
- Any abusive gestures toward referees, officials, or public
- Touching, hitting, kicking, etc. the advertising panels or any equipment
- Any kind of behavior showing disrespect to the opponent, referees, officials, opponent's coach, his own athlete, the public, etc.

## **4. Dress code**

- Draw meetings: jacket suit with tie
- Elimination rounds: national track suit with trousers reaching down to shoes or jacket suit with tie.
- For the final block program (TV time): jacket suit with tie.

The following are forbidden at any time: shorter trousers, undressed upper body, sleeveless T-shirts, any kind of head caps and cover, jeans, sweaters or similar sports unrelated dress, flip-flops.

## **5. Penalizing**

Any coach who infringes upon these rules will be disqualified from accompanying his athletes into competition zone and taking up coach's chair until the end of event (not only for the particular day).

Officials authorized to penalize coaches:

- EJU events: SD/observer in consultation with EJU referee director/commissioner



# HANDBOOK: Dress Code

## 1. PRELIMINARY BLOCK

*ALLOWED*

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Attired from Final Block can also be worn during the preliminary block



*NOT ALLOWED*

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## 2. FINAL BLOCK & DRAW

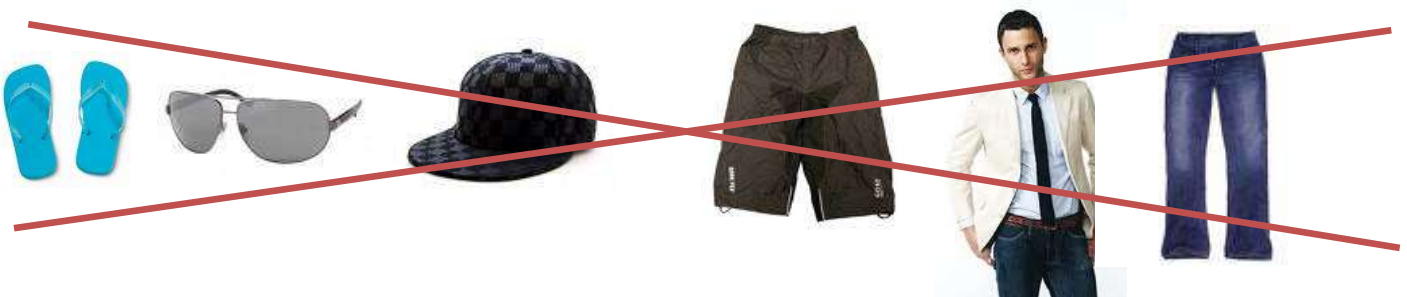
*ALLOWED*

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*NOT ALLOWED*

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# HANDBOOK: Sports Hall

## 1. HALL SIZE

Event	Minimum Capacity (Spectators)
Cadet European Cup	1,000
Junior European Cup	1,000
Senior European Cup	1,000
World Cup	1,000
Cadet European Championships	1,000
Junior European Championships	2,000
U23 European Championships	2,000
Senior European Championships	5,000
Kata European Championships	1,000
Veteran European Championships	3,000
European Championships for Army, Police & Fire Forces	1,000

## 2. TATAMI AREA

Event	Minimum No of Tatami	Tatami Size	Common safety area (between tatami)
Cadet European Cup	3	8m x 8m or 7m x 7m	3m
Junior European Cup	3	8m x 8m or 7m x 7m	3m
Senior European Cup	3	8m x 8m or 7m x 7m	4m
World Cup	3	8m x 8m or 7m x 7m	4m
Cadet European Championships	3	8m x 8m or 7m x 7m	3m
Junior European Championships	3	8m x 8m	3m
U23 European Championships	3	8m x 8m	4m
Senior European Championships	3	8m x 8m	4m
Kata European Championships		According to Kata Handbook	
Veteran European Championships	3	8m x 8m or 7m x 7m	3m
European Championships for Army, Police & Fire Forces	3	8m x 8m or 7m x 7m	3m

- In case of low number of inscribed athletes, number of Tatami can be adjusted after consultation with responsible SD.
- The area outside the contest area shall be called the safety area and shall be at least 3m wide. Where two or more adjoining competition areas are used, a common safety area may be used satisfying the minimum distances of the table above.
- A free zone, a minimum of 50 cm must be maintained around the entire competition area.
- Puzzle Tatami is not allowed in any EJU Tournaments.

## 3. MISC

- The competition areas and the adjacent area shall be protected against the entry of unauthorised persons.
- There shall be sufficient number of seats for the members of the EJU attending the event.
- A certain number of seats shall be reserved for EJU guests.
- An athlete's tribune has to be set up / reserved for the delegations. This should be as close as possible to the competition area, and have direct access to the warm up area / competition area.
- A bar / restaurant should be available in the sports hall or walking distance, for the delegates and the public.



# HANDBOOK: Training Areas & Warm Up

## 1. TRAINING HALL

The organising committee shall provide training areas and transportation for all delegations, which must correspond, to the number of competitors. Training hours should be coordinated with the delegations and included in a training timetable.



# HANDBOOK: Weigh In

## 1. CONTROL

- The weight control can take place in one or more locations simultaneously
- National Referee / Official of the Federation of the same gender as those being weighed shall control the weight
- There should be a minimum of two local officials per scale. One to check the passport and the weight and the second official to record the exact weight on the official form. An additional official or volunteer should be available in each room to control the flow of athletes.
- The officials conducting the weigh in should have copies of the weigh in lists.
- Officials must ensure that the athletes approach the scales in an orderly fashion. This is best achieved by lining the athletes up into a single file as illustrated below.
- Officials can further control efficiency by posting in front of the scales the category to be controlled e.g. scale 1 -60kg , - 66kg Scale 2 -73kg, -81kg.
- In the case that the weigh in is held in one location, there must be minimum of two electronic scales for women, two for men and one reserve scale. These must be accessible to teams on their arrival at the official hotels each day between 08:00 – 22:00 hrs.
- The Weighing Scales should show only 1 decimal place eg: 52.1 kgs / 154.9 kgs.
- The time for weigh in is specified in the regulations of event. Duration: unofficial weigh in 30 or 60 min., official weigh in 30 or 60 min. The official weigh in must end minimum 2 hours 30 minutes before the start of competition.
- Scales should have been professionally calibrated.
- Photography or filming is not permitted in the weigh-in area. This includes the use of mobile phones with camera facilities.

## 2. ATHLETES

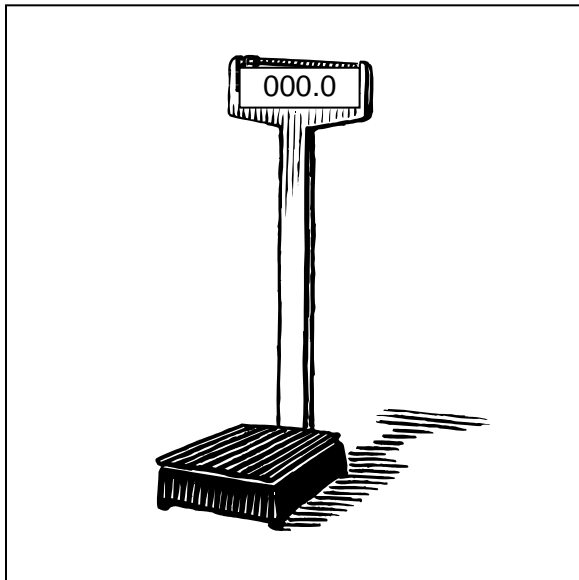
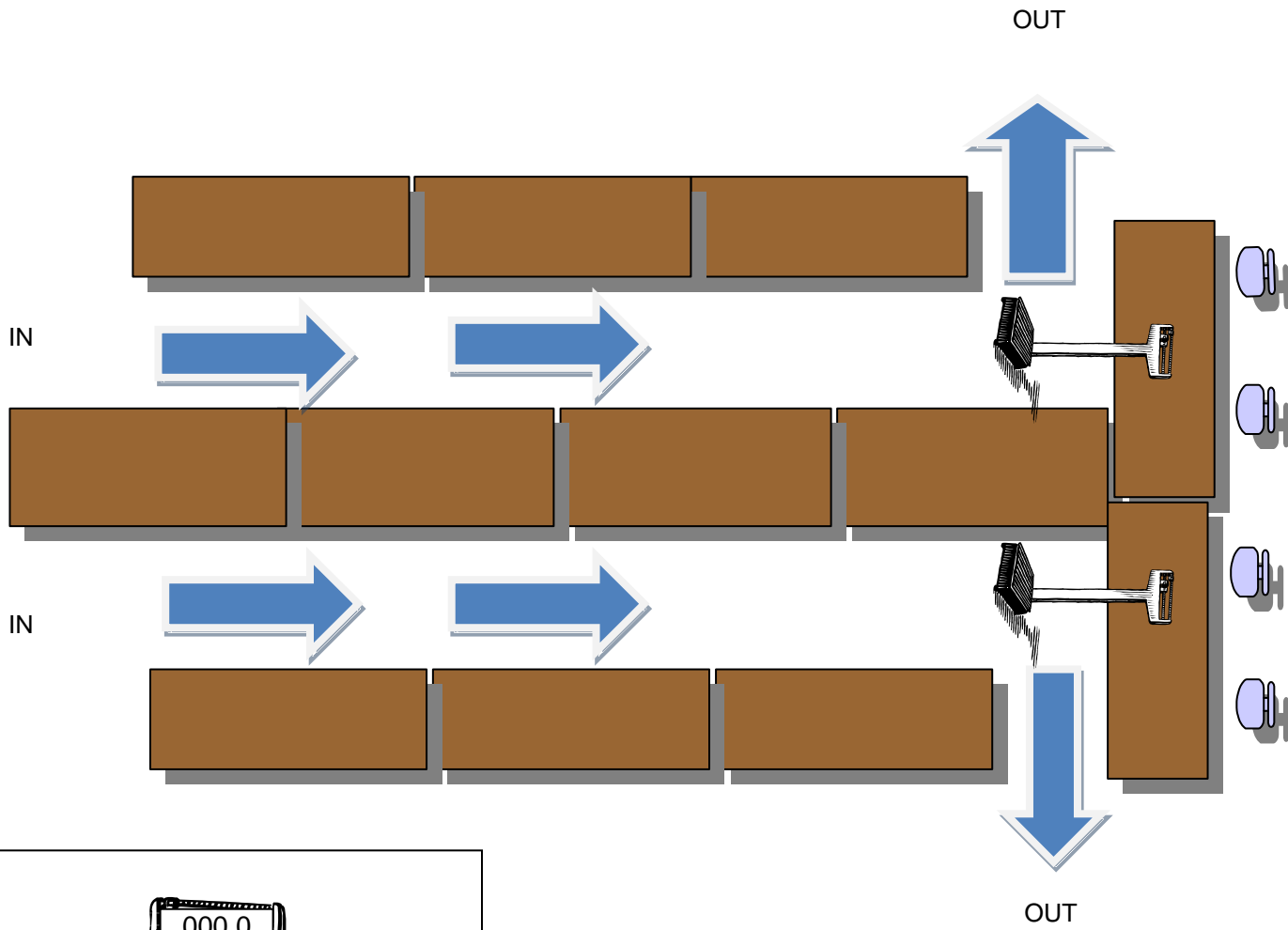
- Athletes should present themselves with their Accreditation Card and Passport.
- Cadet athletes must wear underwear in the weigh-in area and onto the scales and additional 100 grams weight allowance will be allowed. Under no circumstances are they allowed to remove all of their clothing.
- Athletes failing to appear for weigh-in during the official weigh-in period, shall be excluded from competing in that weight category. This is noted beside his name on the official weigh-in list as DNA (did not appear). The notation shall be signed by a weigh-in official and a member of the Sports Commission.

## 3. PROCEDURE

- All coaches and athletes should empty the weigh in room just before the start of the *official* weigh in.
- Actual Weight recorded on Official weigh-in list document to 1 decimal place. Should a competitor weigh either above or below the prescribed limits for the category in which he is entered, the exact weight shall be recorded in the normal manner. The weight shall be circled and signed by a weigh-in official, and a member of the Sports Commission and by the athlete himself or a member of his delegation. The athlete shall be excluded from competing in that weight category.
- Athletes are required to sign the form only in the event that they fail the weight.
- Athletes are only allowed one attempt on the official scales
- At completion of the weigh-in the forms should be signed by the responsible official and passed to the SD/observer who in turn should report any changes to the Computer Team as soon as possible.



# HANDBOOK: Weigh In





# HANDBOOK: Athlete and Judogi Control

In order to restore responsibility of competitors for their equipment (Judogi), fair conditions for all athletes, basic hygiene conditions and smooth running of events, the EJU is setting amended Judogi control procedure starting at the European Championships Seniors 2011 in Istanbul. This procedure does not change any relevant rules on Judogi, the aim is to make control smooth and effective.

During accreditation, the coach or team leader would have signed the Judogi Declaration Form (enclosed in handbook) stating that the Judogi are according to the EJU rules (as stated in the Judogi Technical and Control Rules (<https://www.eju.net/statutes>))

## Part 1 – the Marketing check – Preparation Zone

### 1. OFFICIALS CONDUCTING CONTROL

- 1 per Tatami (ideally with linguistic capabilities)

### 2. EQUIPMENT REQUIRED

- Table & chair per mat
- Set of printed contest sheets and contest order per mat
- 1 Sokuteiki for free use by competitors
- 1 laptop and 1 plasma screen showing contest order (operated by central table) incl network cables
- Hair dryer and iron to be used in case the Judogi is wet and the back number needs to be changed

### 3. Local Officials will check:

- Accreditation cards of the competitors, coaches and team doctors
- Dress Code of coaches and team doctors
- Back Numbers (correct name and country) and correct version of back number
- Judogi brand - Judogi must be from official IJF Suppliers (available on IJF Website)
- Judogi shoulder stripes - Only EJU Official Suppliers are allowed to use the shoulder stripes area (available on EJU website)

If the points are not fulfilled, an athlete cannot proceed, and therefore it is a case hansokumake.

## Part 2 – the Sokuteiki check – Competition Zone

### 1. OFFICIALS CONDUCTING CONTROL

- Sokuteiki control will be performed by local referees with IJF license who are not involved in refereeing of the Championships and by National referees with the highest national license. In case of any doubt the Refereeing Director or Refereeing Instructor on duty at the Championships will be consulted and then final decision taken together.
  - Minimum 1 per Tatami (ideally with linguistic capabilities)
- 6 volunteers per mat should be assigned to escort the athletes to the mat (2 for the judoka currently fighting, 2 for the judoka of the next contest and 2 for the judoka in the Judogi Control)
- Each volunteer should have a basket to carry the personal belongings of the athletes (accreditation card, track suit, zori, drink bottle etc.)

### 2. EQUIPMENT REQUIRED

- Table & chair per mat
  - Set of printed contest sheets and contest order per mat
  - 1 Sokuteiki per Tatami for official Judogi control
  - 1 laptop and 1 plasma screen showing contest order (operated by central table) incl network cables
  - Network cables to connect Laptops & Plasma Screens to central table
1. 1 rack with 2 sets of judogi (1 blue and 1 white) for sizes 150 (junior and cadet events), 160, 170, 180, 190, 200. The Judogi should satisfy all Marketing requirements but **must be placed in the competition zone, and not in the athlete control area.** The reserve Judogi will be provided to an



# HANDBOOK: Athlete and Judogi Control

athlete only in case of rupture, cut, stains from bleeding and similar reasons for which an athlete cannot continue fighting in his own Gi. In no case will the reserve Judogi be provided at control area for markings and advertisement (marketing) and for legal size (Sokuteiki control).

**Local Referees (with IJF Licence who are not involved in refereeing of the Championships and by National referees with the highest national licence) will check:**

- Sokuteiki Measurements
- Jewellery, braces, hats, scarves, religious or political symbols of any kind are not allowed beyond this point.

If the points are not fulfilled, an athlete cannot proceed, and therefore it is a case hansokumake. In case of any doubt the Refereeing Director or Refereeing Instructor on duty at the Championships will be consulted and then final decision taken together.

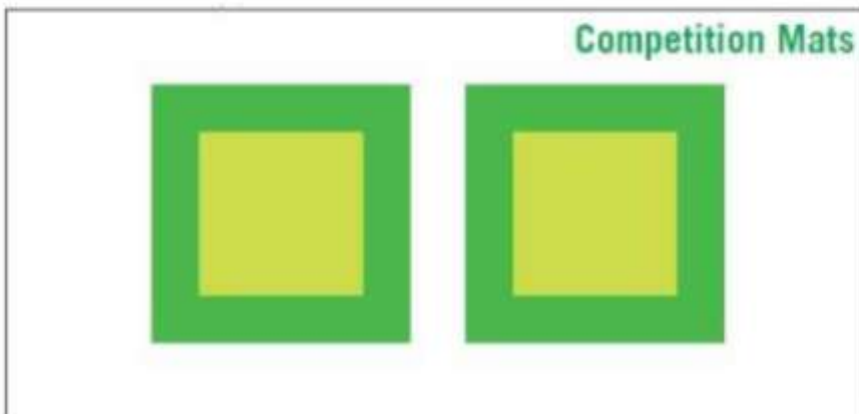
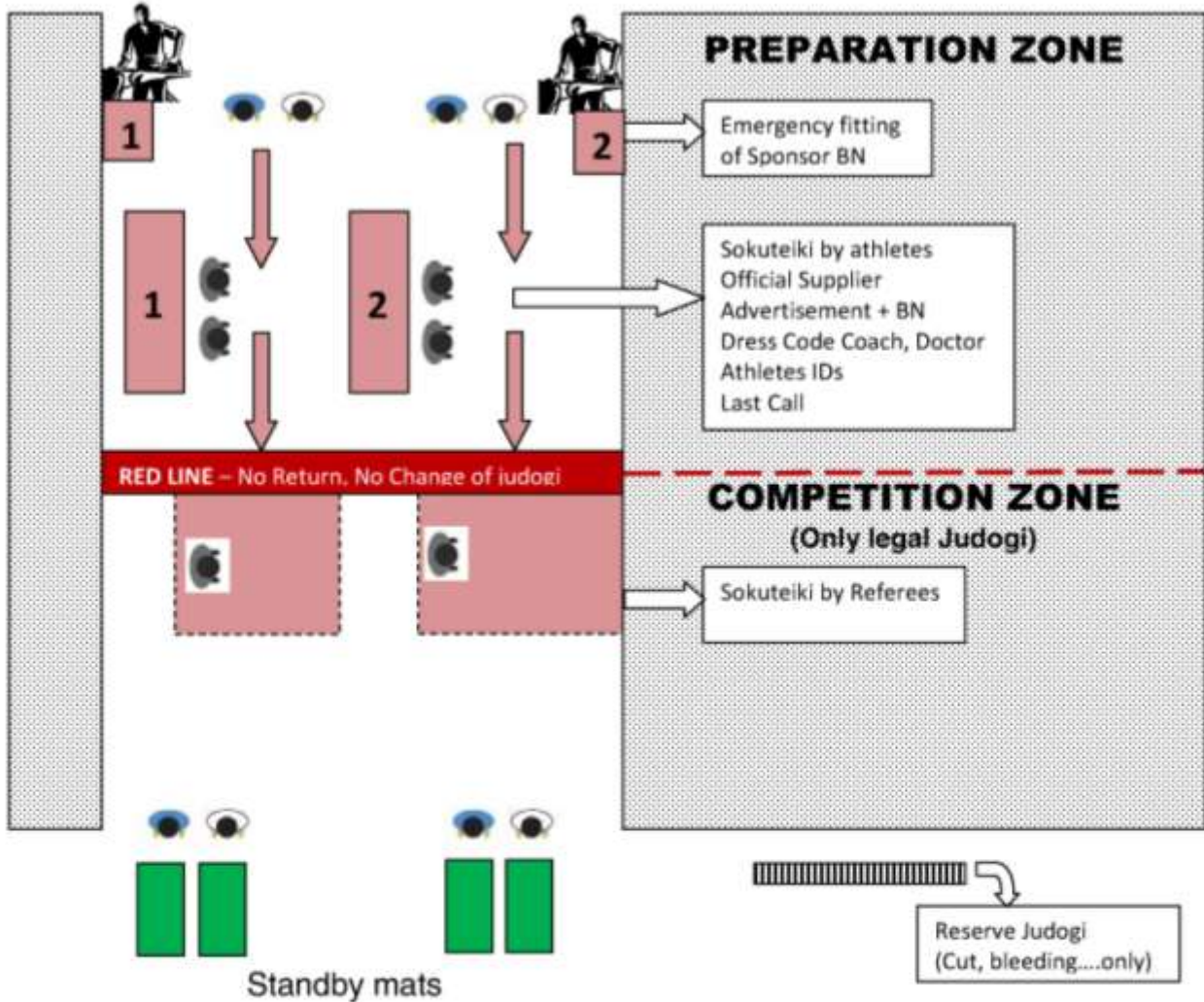


# HANDBOOK: Athlete and Judogi Control



## EJU JUDOGI CONTROL PROCEDURE

From EC Seniors Istanbul 2011





## JUDOJI DECLARATION FORM

Tournament: \_\_\_\_\_

Participating Federation: \_\_\_\_\_

Please tick all points below

- All Judogi and Belts of our Team are of the IJF / EJU approved brand
- All Judogi have the back number/event sponsors and advertisement (including shoulder stripes) according to current EJU rules.
- Judogi and belts were controlled for each athlete by the Sokuteiki and they comply with its criteria on penalty of disqualification.
- The trousers and the jacket's colour are identical. It is of a Pantone colour according to the IJF current Judogi rules.
- The athletes were informed that if a back number or sponsor is torn down, it is necessary to be replaced, on penalty of disqualification.
- The athletes were informed that reserve judogi WILL NOT be available at controls of marketing and sokuteiki before the contest

Team Coach or his representative:  
Name and Surname \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# HANDBOOK: Seeding & Competition Systems

## 1. COMPETITION SYSTEM AND SEEDING

Competition system and seeding for each European Championships or European Cup is defined in the technical rules. In case there are 2 athletes from the same country in the top seeded athletes, the athletes will be separated by nation.

## 2. COMPETITION SYSTEM WITH LOW NUMBER OF COMPETITORS

When there is less than 6 competitors the *IJF rules for small numbers* will apply:

### 1) In case of 5 competitors

In case of five competitors a pool of three competitors and a pool of two competitors is formed:

- The two competitors on one side of the table will compete for the access to the final
- The three competitors on the other side of the table will compete in a Round Robin system in order to classify them
- The winner of the single contest meets the winner of the round robin system in the final
- The loser of single contest meets the second ranked player of the round robin system for bronze. Only one bronze medal is awarded.

#### Auxiliary option:

A round robin system can be used where specifically decided by organizers:

- One gold and one silver medal will be awarded.
- Only one bronze medal is awarded.

### 2) In case of 4 competitors

In case of four competitors a normal knock-out system will be used.

- The two winners will meet in the final
- The two losers will compete for bronze. Only one bronze medal is awarded.

#### Auxiliary option:

A round robin system can be used where specifically decided by organizers:

- One gold and one silver medal will be awarded.
- Only one bronze medal is awarded.

### 3) In case of 3 competitors

In case of three competitors a round robin system will be used.

- One gold and one silver medal will be awarded.
- A bronze medal will be awarded when one contest was won by the third ranked competitor.

### 4) In case of 2 competitors

In case of two competitors two contests will be held between them.

- In case of equal wins (1-1), a third contest will decide the gold medal winner.
- One gold medal will be awarded. A silver medal will be awarded when one contest was won.

### 5) In case of 1 competitor

In case of one competitor no medal or points are given.

**Whenever a Round Robin system is used the following rules will apply:**



### 3. ROUND ROBIN

“Round Robin” is defined as a system where each competitor will compete each other.

To define the winners the following criteria are used:

1. First criteria: Number of wins
2. Second criteria (in case of equal number of wins): The highest sum of winning score points will decide  
Example: White scored Waza-ari and Yuko; Blue scored Waza-ari and two Yuko: the Yuko is defined as the winning score (1 point) for Blue
3. Third criteria (in case of equal number of wins and sum of winning score points): Direct comparison. If two contestants have equal number of wins and sum of score point, the contestant who won the contest between them is defined as better
4. Fourth criteria (in case of equal number of wins and no direct comparison possible because of “beating in circle”): The shortest accumulated time of all winning contests will decide
5. Fifth criteria (in case of equal time): Weight at the weigh-in. The competitor with the lower weight is defined as better.
6. Sixth criteria (in case of same weight): Decision matches. A knock-out system between the involved players will be used. A new draw has to be performed.  
Example in case of three competitors: one contest between two players will be held. The winner of this match will compete against the third player to get a final decision.

Scores will be given as follows:

- a. Ippon Gachi / Sogo Gachi / Fusen Gachi / Kiken Gachi 100 points
- b. Waza-ari 10 points
- c. Yuko 1 point
- d. Yusei Gachi 0.5 points



## In case of 2 competitors

<b>Competition:</b>	
---------------------	--

<b>Category:</b>
------------------

Contest	Name	Score	Score	Name	Time
1 - 2					
1 - 2					
1 - 2					

**Score points:** Ippon 100 / Wazaari 10 / Yuko 1 / Yusei gachi 0,5

**Criteria to define winner:** better of 2 contests, if 1 - 1 the third match will decide

Placing		Nation
1		
2		



## In case of 3 competitors

**Competition:**

**Category:**

	Name	Nation	Fill in winning score			WINS	POINTS	PLACE
			1	2	3			
1								
2								
3								

**Order of Contests:** 1 - 2 / 1 - 3 / 2 - 3

Contest	Name	Score	Score	Name	Time
1 - 2					
1 - 3					
2 - 3					

Placing	Nation
1	
2	
3	

**Scores will be given as follows:**

- a. Ippon Gachi / Sogo Gachi / Fusen Gachi / Kiken Gachi 100 points
- b. Waza-ari 10 points
- c. Yuko 1 point
- d. Yusei-Gachi 0,5 point

**Criteria to define winner (in order):**

1. Number of wins
2. The highest sum of winning score points (Example: White scored Waza-ari and Yuko; Blue scored Waza-ari and two Yuko: the Yuko is defined as the winning score (1 point) for Blue)
3. Direct comparison (If two contestants have equal number of wins and sum of score point, the contestant who won the contest between them is defined as better)
4. The shortest accumulated time of all winning contests
5. Weight at the weigh-in. The competitor with the lower weight is defined as better
6. Decision matches. A knock-out system between the involved players will be used. A new draw has to be performed. Example in case of three competitors: one contest between two players will be held. The winner of this match will compete against the third player to get a final decision



## In case of 4 competitors

**Competition:**

**Category:**

	Name	Nation	Fill in winning score				WINS	POINTS	PLACE
			1	2	3	4			
1									
2									
3									
4									

**Score points:** Ippon 100 / Wazaari 10 / Yuko 1 / Yusei gachi 0,5

**Order of Contests:** 1 - 2 , 3 - 4 / 1 - 3 , 2 - 4 / 1 - 4 , 2 - 3

Contest	Name	Score	Score	Name	Time
1 - 2					
3 - 4					
1 - 3					
2 - 4					
1 - 4					
2 - 3					

Medal Placing		Nation
1		
2		
3		

**Competition:**



## In case of 5 competitors

Category:

	Name	Nation	Fill in winning score					WINS	POINTS	PLACE
			1	2	3	4	5			
1										
2										
3										
4										
5										

**Score points:** Ippon 100 / Wazaari 10 / Yuko 1 / Yusei gachi 0,5

**Order of Contests:** 1 - 2, 3 - 4 / 1 - 5, 2 - 3 / 4 - 5, 1 - 3 / 2 - 4, 3 - 5 / 1 - 4, 2 - 5

Contest	Name	Score	Score	Name	Time
1 - 2					
3 - 4					
1 - 5					
2 - 3					
4 - 5					
1 - 3					
2 - 4					
3 - 5					
1 - 4					
2 - 5					

Medal Placing		Nation
1		
2		
3		



## SECTION 3

# REFEREEING



# HANDBOOK: Refereeing

## 1. Referee Meeting Room

- Takes place the evening before the 1<sup>st</sup> competition day at 19:00hrs
- Takes place every morning in the sports hall before the competition
- The final meeting takes place after the competition in the sport hall

## 2. Seating for Referee Commission Members

- 2 chairs for Referee Commission Members on each mat (close to the mat) – preferably next to Joseki

## 3. CARE system

- The CARE system should be set up at each place allocated for the Referee Commission Members
- A helper should be assigned to each of these CARE systems to direct the camera
- The CARE system software should be installed and set up at the place of the Refereeing Director.

## 4. Preparation of Fighters

- Sokuteiki must be available at the Judogi Control and where the athletes are preparing for the competition.
- Sokuteiki must be available at the score-board desk for the referees, should they want to check the Judogi.

## 5. Enough chairs for referees

- There should be enough chairs for the referees, on both sides of the competition area.
- From this seating area, the referees should be able to see the screen listing the numbers of the referees refereeing the context, and the next ones.

## 6. Referee rest room

- A referee's rest room should be available close to the mat with drinks and small snacks.
- If this is not within a couple of metres from the refereeing seating area and not easily accessible, the referees should be serviced with coffee / tea and small snacks throughout the day.



# HANDBOOK

## Section 4

IT

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# EJU - Accreditation Symbols

	Athlete
	Coach
	Team Leader
	Doctor
	Physiotherapist
	Referee
	VIP+ VVIP
	Press: Photo
	Press: TV & TV Arena
	Press: Journalist
	Head of Organiser
	Organiser, Level 2
	Head of Security
	Security
	EJU Staff




# Event requirements: Internet

EJU DC and staff Network		<input checked="" type="checkbox"/>
Delivery location	<ul style="list-style-type: none"> <li>EJU podium</li> </ul>	<input type="checkbox"/>
Signal	<ul style="list-style-type: none"> <li>Wireless connection</li> </ul>	<input type="checkbox"/>
Speed	<ul style="list-style-type: none"> <li>Download speed <math>\geq</math> 5 Mbit/s, Upload speed <math>\geq</math> 5 Mbit/s</li> </ul>	<input type="checkbox"/>
Remarks	<ul style="list-style-type: none"> <li>The connection must be exclusive and not shared with anybody else</li> <li>The wireless connection SSID must be "EJU DC"</li> <li>The wireless connection must be secured with WPA2</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Internet Live Streaming		<input checked="" type="checkbox"/>
Delivery location	<ul style="list-style-type: none"> <li>Internet Streaming Studio</li> </ul>	<input type="checkbox"/>
Signal	<ul style="list-style-type: none"> <li>Cable connections</li> </ul>	<input type="checkbox"/>
Speed	<ul style="list-style-type: none"> <li><b>Commented Channel:</b> Minimum <b>1.5 MBit/s upload speed</b></li> <li>Additional for <b>each tatami:</b> Minimum <b>1.5 MBit/s upload speed</b> That means a three mat event needs min. 6 Mbit/s upload, a four mat event needs min. 7.5 Mbit/s upload....</li> <li>Download speed for all connections <math>\geq</math> 1.5 Mbit/s</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Remarks	<ul style="list-style-type: none"> <li>Please confirm that the speed required above is the <b>upload</b> speed – not the download speed</li> <li>The connections must be exclusive and not shared with anybody else</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
EJU Media Network		<input checked="" type="checkbox"/>
Delivery location	<ul style="list-style-type: none"> <li>Venue</li> </ul>	<input type="checkbox"/>
Signal	<ul style="list-style-type: none"> <li>Cable connection, two work places</li> </ul>	<input type="checkbox"/>
Speed	<ul style="list-style-type: none"> <li>Download speed min. 4 Mbit/s, Upload speed min. 4 Mbit/s</li> </ul>	<input type="checkbox"/>
Remarks	<ul style="list-style-type: none"> <li>Please confirm that the speed required above is the <b>upload</b> speed</li> <li>The connections must be exclusive and not shared with anybody else</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Press Network		<input checked="" type="checkbox"/>
Delivery location	<ul style="list-style-type: none"> <li>Press center &amp; venue</li> </ul>	<input type="checkbox"/>
Signal	<ul style="list-style-type: none"> <li>Wireless connection</li> </ul>	<input type="checkbox"/>
Speed	<ul style="list-style-type: none"> <li>Download speed <math>\geq</math> 10 Mbit/s, Upload speed <math>\geq</math> 10 Mbit/s</li> </ul>	<input type="checkbox"/>
Remarks	<ul style="list-style-type: none"> <li>The connection must be exclusive and not shared with anybody else</li> <li>The wireless connection SSID must be "EJU press"</li> <li>The wireless connection must be secured with WPA2</li> <li>Final bandwidth must be confirmed with EJU Media Director depending on the number of accredited press</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

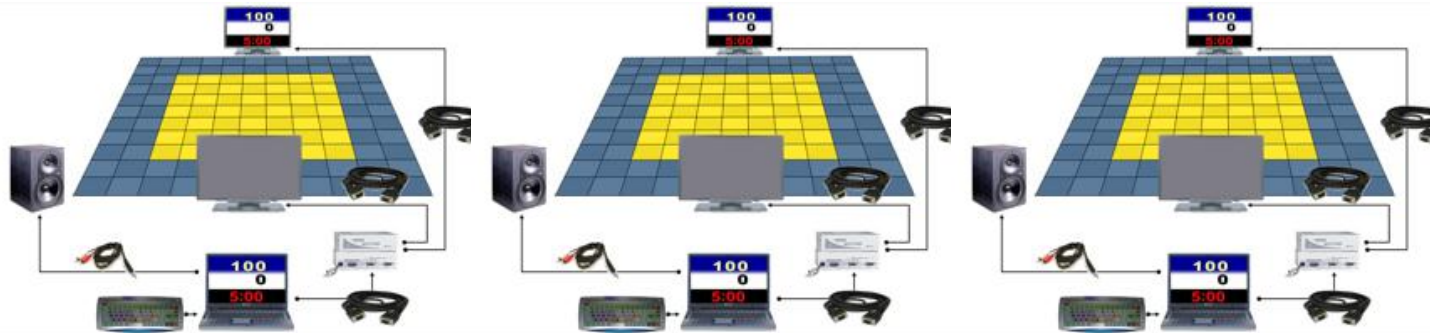


# Event requirements: Laptops

Laptops	Number	<input checked="" type="checkbox"/>	
for Scoreboard	<ul style="list-style-type: none"> <li>One for each mat</li> </ul>	<input type="checkbox"/>	
for Judogi control	<ul style="list-style-type: none"> <li>Minimum: 1</li> <li>Recommended: one for each mat</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
for Warm-up area	<ul style="list-style-type: none"> <li>Minimum: 2</li> <li>Recommended: 3</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
for Referee draw screen	<ul style="list-style-type: none"> <li>One for each referee location (sitting by groups)</li> </ul>	<input type="checkbox"/>	
for CARE video replay	<ul style="list-style-type: none"> <li>One for each mat</li> </ul>	<input type="checkbox"/>	
for Announcer	<ul style="list-style-type: none"> <li>One for main speaker</li> <li>Optional: One for each table speaker</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
Optional	tournament information in <ul style="list-style-type: none"> <li>VIP room</li> <li>press room</li> <li>spectator stands</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Requirements			
<ul style="list-style-type: none"> <li>Operating system</li> </ul>	Windows XP or Windows 7	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Windows language</li> </ul>	English	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Firewall software</li> </ul>	Only Windows firewall (no Norton Suit etc.)	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Windows firewall exception</li> </ul>	File and Printer sharing allowed	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Protection</li> </ul>	Virus free checked, clean system	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Software installations:</li> </ul>	<ul style="list-style-type: none"> <li>for scoreboard laptops: nothing</li> <li>for CARE laptops: Snapstream Beyond TV</li> <li>for all others:               <ul style="list-style-type: none"> <li>Internet Explorer 7 or higher</li> <li>Flash plug-in for Internet Explorer</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Screen resolution</li> </ul>	1024x768	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Screen saver</li> </ul>	Disabled	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Energy settings</li> </ul>	Always full, no power savings	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Network</li> </ul>	<ul style="list-style-type: none"> <li>all connected to local network (only for CARE not needed)</li> <li>scoreboard laptops: cable network obligatory (!)</li> <li>for rest: cable or secure wireless network</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
IP settings			
<ul style="list-style-type: none"> <li>LAN IP setting</li> </ul>	192.168.2.x*	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>LAN Subnet-mask</li> </ul>	255.255.255.0	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>LAN Gateway</li> </ul>	empty	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>LAN DNS 1+2</li> </ul>	empty	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>*IP =</li> </ul> 	<ul style="list-style-type: none"> <li>Scoreboard</li> </ul>	x=11 (mat 1), x=12 (mat 2), x=13 (mat 3),....	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Judogi control</li> </ul>	x=21, 22, 23, ...	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Warm-up area</li> </ul>	x=31, 32, 33, ...	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Referee draw</li> </ul>	x=41, 42, 43, ...	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Announcer</li> </ul>	x=51, 52, 53, ...	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Optional information</li> </ul>	x=61, 62, 63, ...	<input type="checkbox"/>



# The Tournament Network

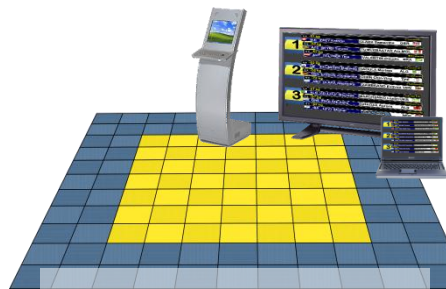


scoreboards

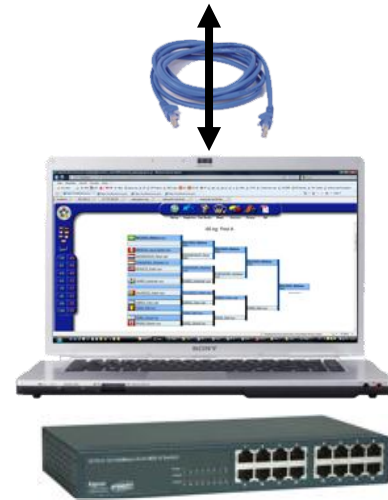
referee draw



judogi control



warm-up area



EJU SERVER

TV contest feed



press center



public information



live internet results



# The Tournament Network

## Network settings

The network must be build like follow:		Check <input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>local network, not connected to any internet connection</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>connection by network cables, no wireless</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>separate cables from each mat directly to central switch</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>cables with different colors or stickers to identify <b>every</b> cable connection</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>no other computer connected to network, except agreed ones</li> </ul>	<input type="checkbox"/>

Every computer on network must be prepared like follow:		Check <input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>English language and keyboard (exception must be agreed)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Windows XP (exception must be agreed)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Clean system, virus checked</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Switch off any screen saver</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Switch off any energy savings</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Switch off any firewalls (except Windows firewall)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Windows firewall exception: File and printer sharing switched on</li> </ul>	<input type="checkbox"/>



# The Tournament Network

IP settings:		
	<ul style="list-style-type: none"> <li>• Manual IP setting for every computer on network must be set like follow</li> </ul>	
	<ul style="list-style-type: none"> <li>○ <b>Scoreboard laptops:</b> <ul style="list-style-type: none"> <li>▪ Mat 1: 192.168.2.11</li> <li>▪ Mat 2: 192.168.2.12</li> <li>▪ Mat 3: 192.168.2.13</li> <li>▪ Mat 4: 192.168.2.14</li> <li>▪ ...</li> </ul> </li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ <b>Entrance control:</b> <ul style="list-style-type: none"> <li>▪ Control 1: 192.168.2.21</li> <li>▪ Control 2: 192.168.2.22</li> <li>▪ ...</li> </ul> </li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ <b>Warm-up area:</b> <ul style="list-style-type: none"> <li>▪ Control 1: 192.168.2.31</li> <li>▪ Control 2: 192.168.2.32</li> <li>▪ ...</li> </ul> </li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ <b>Referee Draw numbers:</b> <ul style="list-style-type: none"> <li>▪ Draw 1: 192.168.2.41</li> <li>▪ Draw 2: 192.168.2.42</li> <li>▪ ...</li> </ul> </li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>On each:</b> <ul style="list-style-type: none"> <li>○ DNS: 255.255.255.0</li> <li>○ Gateway: empty</li> <li>○ DNS 1 + DNS 2: empty</li> </ul> </li> </ul>	<input type="checkbox"/>

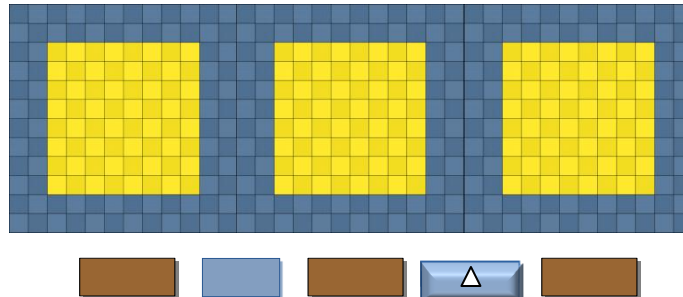
➤ Referee Commission Location	
<p><b>General remarks:</b></p> <ul style="list-style-type: none"> <li>○ Place on the middle of each mat or between two mats</li> <li>○ no cameras / photographers in front blocking view</li> <li>○ Place for two persons</li> </ul>	

➤ Referee Commission Equipment		
<p><b>Equipment needed:</b></p> <ul style="list-style-type: none"> <li>• 1 Laptop on each mat with CARE software:               <ul style="list-style-type: none"> <li>○ <b>Snapstream Beyond TV</b> Can be bought and downloaded at: <a href="http://www.snapstream.com/">http://www.snapstream.com/</a></li> </ul> </li> <li>• 1 video encoder on each mat (Analogue -&gt; digital)               <ul style="list-style-type: none"> <li>○ TerraTec Grabster Cynergy AV 250 / AV 400 / AV 450 MX</li> <li>○ Pinnacle Dazzle</li> <li>○ ...</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• video camera with composite out on each mat</li> </ul>	
	<ul style="list-style-type: none"> <li>• Composite cables from camera on to laptop</li> <li>• composite adapter if BNC cables are used</li> </ul>	
	<ul style="list-style-type: none"> <li>• Tripod for video camera on each mat</li> </ul>	
<p><b>Persons needed:</b></p>	<p>One operator per camera, trained persons</p>	

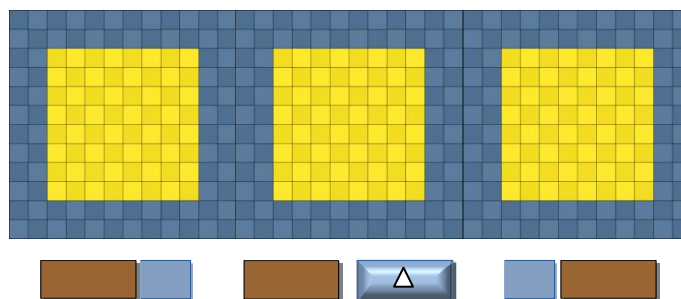


## Where to place the tables for the Referee Commission? ■

- ▶ Best solution: between the mats!



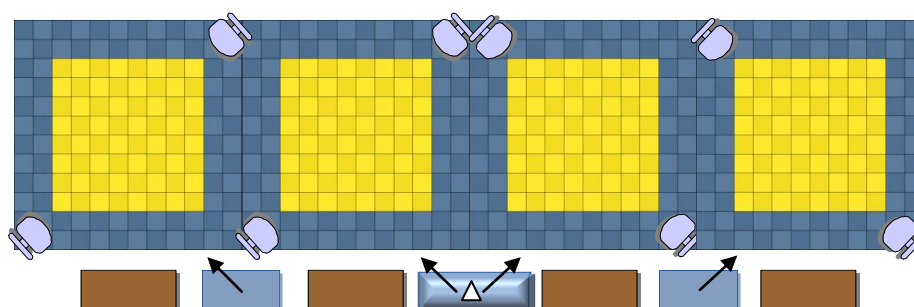
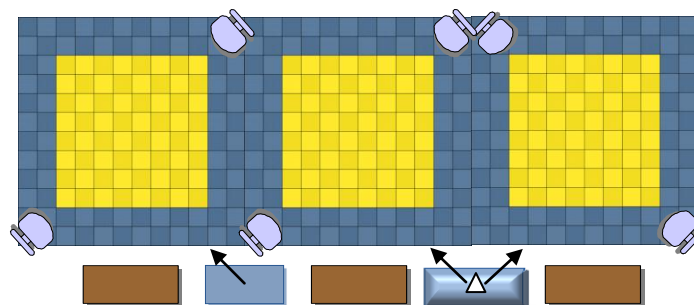
- ▶ Alternative (e.g. when TV-cameras occupy the middle position):



- ▶ The place for the Refereeing Directors  $\Delta$  must be between final mat + bronze mats

## Where to place the chairs for the Judges?

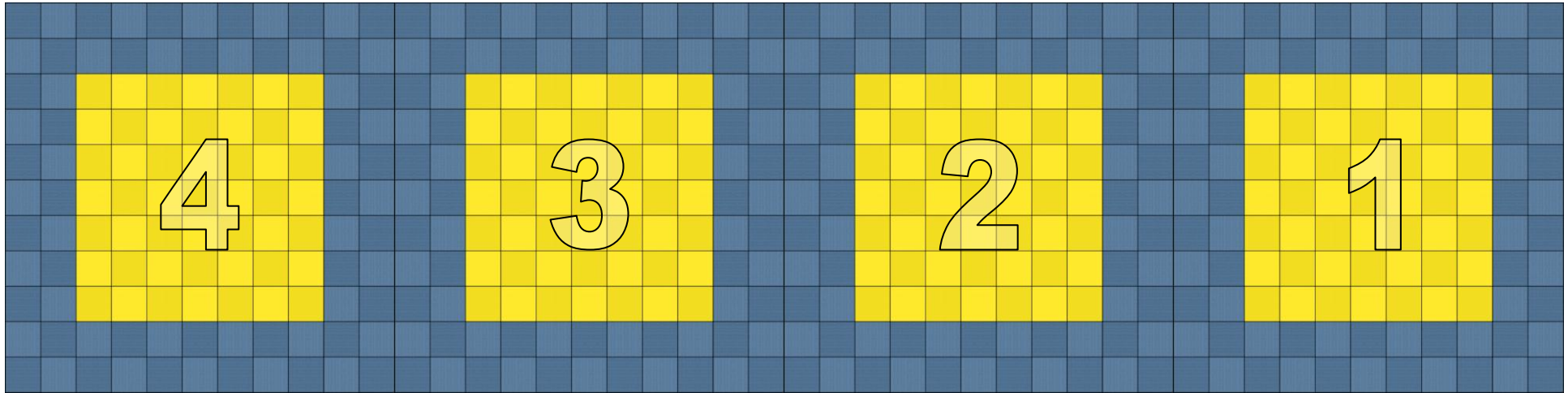
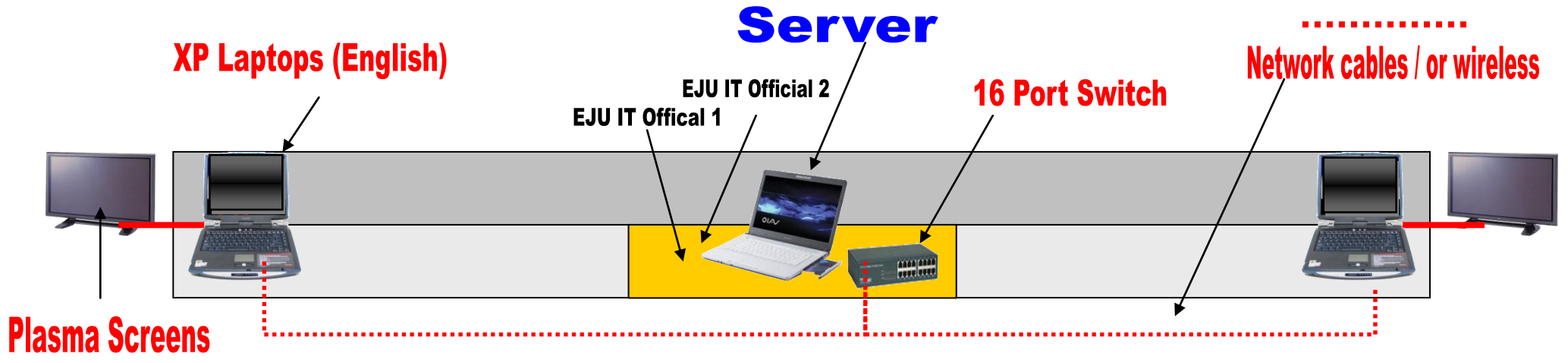
- ▶ The chairs for the judges should never block the view of the Referee Commission!  
Additionally the Referee Directors must have free view on final mat + bronze mats!





# REFEREE SUPPORT SETUP

## Referee Draw Information





**The place for the laptops and screens depends on the place of the referee groups:  
they must have a good view on the screens**

**EJU Equipment  
Organiser Equipment**





# The Scoreboard Team



## Head operator:

<b>Before event:</b>
<ul style="list-style-type: none"> <li>• Communication with EJU officials</li> <li>• Selection of the scoreboard operators</li> <li>• Planning of training session with operators</li> </ul>
<b>During event:</b>
<ul style="list-style-type: none"> <li>• Observing + controlling operators</li> <li>• Manpower planning</li> <li>• Debriefing with EJU officials at end of each competition day</li> </ul>
<b>Special skills:</b>
<ul style="list-style-type: none"> <li>• Good English language skills  </li> </ul>

## Head technician:

<b>Before event:</b>
<ul style="list-style-type: none"> <li>• Communication with EJU officials</li> <li>• Confirming equipment list</li> <li>• Supervising technical installation</li> </ul>
<b>During event:</b>
<ul style="list-style-type: none"> <li>• Observing and controlling running of system</li> <li>• Available all time for trouble-shooting</li> </ul>
<b>Special skills:</b>
<ul style="list-style-type: none"> <li>• Good English language skills  </li> <li>• Computer and network knowledge</li> </ul>

## Operators:

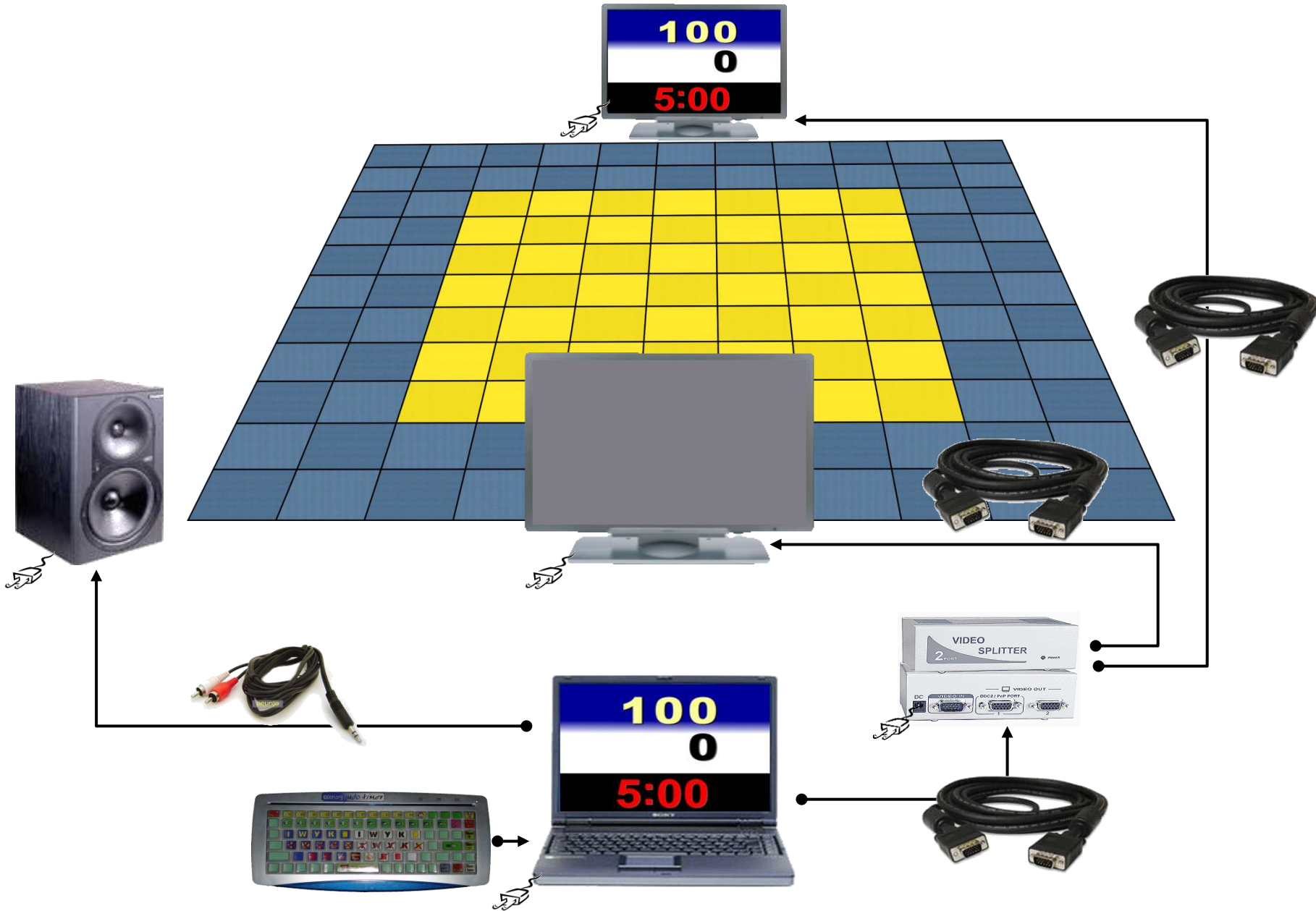
<b>How many?</b>
<ul style="list-style-type: none"> <li>• For each tatami <b>two persons</b> must be available: one main operator + one replacement</li> </ul>
<b>Before event:</b>
<ul style="list-style-type: none"> <li>• Attend training seminar</li> </ul>
<b>Special skills:</b>
<ul style="list-style-type: none"> <li>• English language skills  </li> <li>• Refereeing knowledge</li> </ul>

## • Training seminar :

<ul style="list-style-type: none"> <li>• A training seminar for using the scoreboard software with all operators is obligatory</li> <li>• <b>When?</b> Latest two days before start of competition (normally Thursday) at 20:00h</li> <li>• <b>Where?</b> Official hotel in the accreditation room</li> </ul>
---



# The Scoreboard Setup





# The Scoreboard Setup

## Scoreboard Equipment needed for each tatami:

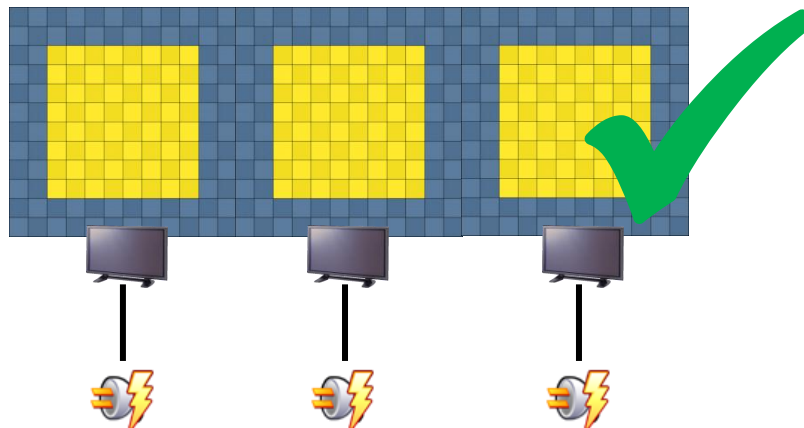
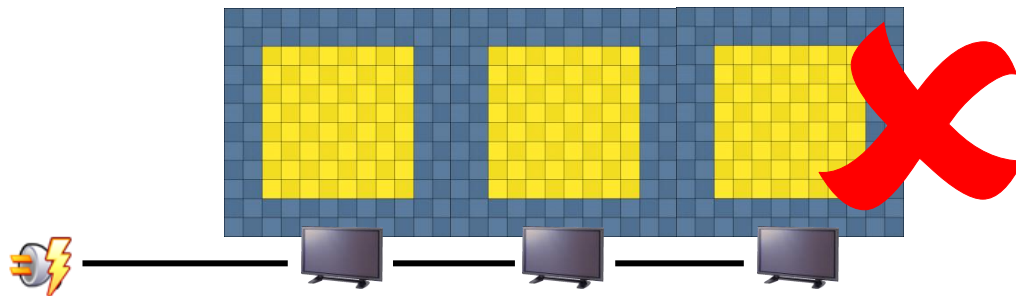
#	Item	Quantity	Remark	Check <input checked="" type="checkbox"/>
S001	Laptop	1	<ul style="list-style-type: none"> <li>• Actual model</li> <li>• Windows XP Professional English</li> <li>• English Keyboard</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution 1024x768</li> <li>• No screen saver, no energy saver activated</li> <li>• No firewall except Windows firewall</li> </ul> <input type="checkbox"/>
S002	Special scoreboard keyboard	1	Please contact IJF IT department about	<input type="checkbox"/>
S003	Computer mouse	1		<input type="checkbox"/>
S004	Active loudspeaker + cable to laptop	1	<ul style="list-style-type: none"> <li>• Used for the time signal</li> <li>• Will be connected to line-out from the laptop</li> <li>• Do not use a passive speaker: they are not loud enough</li> <li>• Do not use an internal plasma/LCD speaker: they are not loud enough</li> <li>• When choosing the speaker make sure that the signal can be heard well in a crowded and noisy competition hall!</li> <li>• Instead of installing an extra speaker the line-out from the laptop can be plugged to a central speaker system!</li> </ul>	<input type="checkbox"/>
S005	Plasma / LCD screen	2	<ul style="list-style-type: none"> <li>• Size: 55" – 65" (As bigger as better!)</li> <li>• Resolution needed: 1024x768</li> </ul>	<input type="checkbox"/>
S006	VGA monitor splitter	1	To distribute the monitor out signal from laptop to two screens	<input type="checkbox"/>
S007	Monitor cable ~5 m	1	<ul style="list-style-type: none"> <li>• Connected from laptop to splitter</li> <li>• Exact length depends on local condition</li> <li>• Make sure cables cannot be unplugged by accident!</li> </ul>	<input type="checkbox"/>
S008	Monitor cable ~2 m	1	<ul style="list-style-type: none"> <li>• Connected from splitter to screen 1</li> <li>• Exact length depends on local condition</li> <li>• Make sure cables cannot be unplugged by accident!</li> </ul>	<input type="checkbox"/>
S009	Monitor cable ~35 m	1	<ul style="list-style-type: none"> <li>• Connected from splitter to screen 2</li> <li>• Exact length depends on local condition</li> <li>• Make sure cables cannot be unplugged by accident!</li> </ul>	<input type="checkbox"/>
S010	Extra 5-plug power extension	1	<ul style="list-style-type: none"> <li>• With high voltage protection</li> <li>• Nobody else is allowed to connect</li> <li>• Make sure cables cannot be unplugged by accident!</li> </ul>	<input type="checkbox"/>



# The Scoreboard Setup

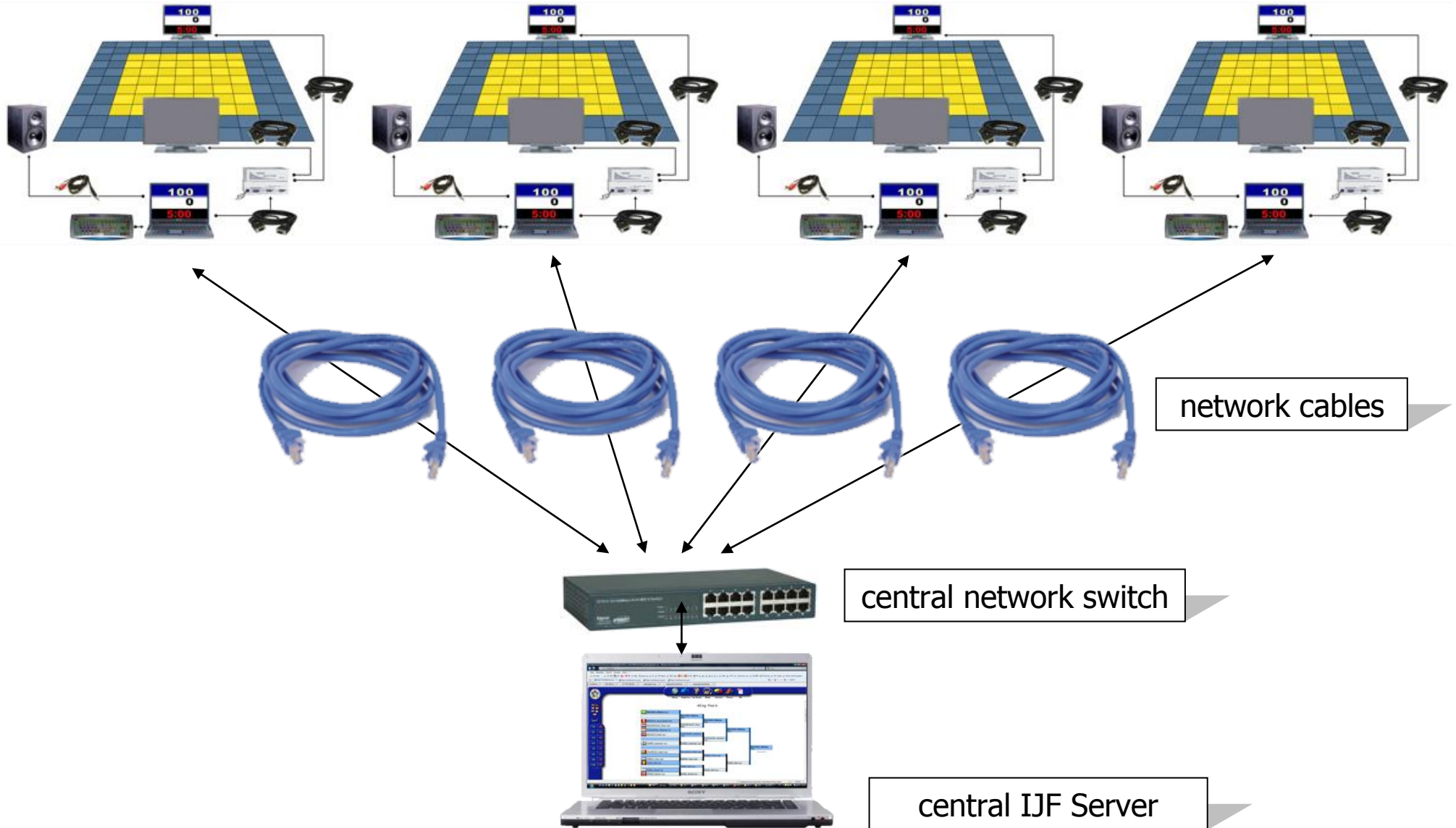
► **Remark:** Plasma-Screens are very power consuming!

Never switch all screens in a row; each screen needs it's own seperated socket!





# The Scoreboard Network





# The Scoreboard Network

Scoreboard Equipment network		Check <input checked="" type="checkbox"/>
Every laptop must be prepared like follow:		
	<ul style="list-style-type: none"> <li>• Clean system, virus checked</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Switch off any screen saver</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Switch off any energy savings</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Change resolution to 1024x768</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Change background picture to judo picture with mat number (can be provided by IJF)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Switch off any firewalls (except Windows firewall)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Windows firewall exception: File and printer sharing switched on</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Change of IP settings to fixed address:               <ul style="list-style-type: none"> <li>○ Mat 1: 192.168.2.11</li> <li>○ Mat 2: 192.168.2.12</li> <li>○ Mat 3: 192.168.2.13</li> <li>○ Mat 4: 192.168.2.14</li> <li>○ ...</li> </ul> </li> <li>• Subnet: 255.255.255.0</li> <li>• Gateway: empty</li> <li>• DNS 1 + DNS 2: empty</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▶ connection by network cables, no wireless</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▶ separate cables from each mat directly to central switch</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▶ cables with different colors or stickers to identify which cable belongs to which mat</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▶ no other computer connected to network, except agreed ones</li> </ul>	<input type="checkbox"/>

# Scoreboard Protocol

- The IJF ippon.org scoreboard software can communicate live information via UDP (User Datagram Protocol) to external applications like TV graphics systems. Here are the specifications of version 4.3. For more details please contact the IJF technical team.



Byte	Description	25	1	Gender*	50	9	ID White	75	12	Name White Long	100	1	Team-Score White
1	1 Start Token chr(2)	26	1	Category**	51	10	ID White	76	13	Name White Long	101	1	Nation Blue
2	1 Protocol version	27	2	Category	52	11	ID White	77	14	Name White Long	102	2	Nation Blue
3	2 Protocol version	28	3	Category	53	12	ID White	78	15	Name White Long	103	3	Nation Blue
4	3 Protocol version	29	4	Category	54	13	ID White	79	16	Name White Long	104	1	ID Blue
5	1 ID Event	30	1	Age Group***	55	14	ID White	80	17	Name White Long	105	2	ID Blue
6	2 ID Event	31	1	Round****	56	15	ID White	81	18	Name White Long	106	3	ID Blue
7	3 ID Event	32	1	contest ID	57	1	Name White Short	82	19	Name White Long	107	4	ID Blue
8	4 ID Event	33	2	contest ID	58	2	Name White Short	83	20	Name White Long	108	5	ID Blue
9	5 ID Event	34	3	contest ID	59	3	Name White Short	84	21	Name White Long	109	6	ID Blue
10	6 ID Event	35	1	Timer Flag	60	4	Name White Short	85	22	Name White Long	110	7	ID Blue
11	7 ID Event	36	1	Timer Minute	61	1	WRL White	86	23	Name White Long	111	8	ID Blue
12	8 ID Event	37	2	Timer Second	62	2	WRL White	87	24	Name White Long	112	9	ID Blue
13	9 ID Event	38	3	Timer Second	63	3	WRL White	88	25	Name White Long	113	10	ID Blue
14	10 ID Event	39	1	Nation White	64	1	Name White Long	89	26	Name White Long	114	11	ID Blue
15	11 ID Event	40	2	Nation White	65	2	Name White Long	90	27	Name White Long	115	12	ID Blue
16	12 ID Event	41	3	Nation White	66	3	Name White Long	91	28	Name White Long	116	13	ID Blue
17	13 ID Event	42	1	ID White	67	4	Name White Long	92	29	Name White Long	117	14	ID Blue
18	14 ID Event	43	2	ID White	68	5	Name White Long	93	30	Name White Long	118	15	ID Blue
19	15 ID Event	44	3	ID White	69	6	Name White Long	94	1	Ippon White	119	1	Name Blue Short
20	16 ID Event	45	4	ID White	70	7	Name White Long	95	1	Waza White	120	2	Name Blue Short
21	17 ID Event	46	5	ID White	71	8	Name White Long	96	1	Yuko White	121	3	Name Blue Short
22	18 ID Event	47	6	ID White	72	9	Name White Long	97	1	Penalty White	122	4	Name Blue Short
23	19 ID Event	48	7	ID White	73	10	Name White Long	98	1	Timer Osae-komi White	123	1	WRL Blue
24	20 ID Event	49	8	ID White	74	11	Name White Long	99	2	Timer Osae-komi White	124	2	WRL Blue

125	3	WRL Blue	144	19	Name Blue Long	163	1	Golden Score	182	3	ID Judge 1	201	7	ID Judge 2
126	1	Name Blue Long	145	20	Name Blue Long	164	1	Winner	183	4	ID Judge 1	202	8	ID Judge 2
127	2	Name Blue Long	146	21	Name Blue Long	165	1	ID Referee	184	5	ID Judge 1	203	9	ID Judge 2
128	3	Name Blue Long	147	22	Name Blue Long	166	2	ID Referee	185	6	ID Judge 1	204	10	ID Judge 2
129	4	Name Blue Long	148	23	Name Blue Long	167	3	ID Referee	186	7	ID Judge 1	205	11	ID Judge 2
130	5	Name Blue Long	149	24	Name Blue Long	168	4	ID Referee	187	8	ID Judge 1	206	12	ID Judge 2
131	6	Name Blue Long	150	25	Name Blue Long	169	5	ID Referee	188	9	ID Judge 1	207	13	ID Judge 2
132	7	Name Blue Long	151	26	Name Blue Long	170	6	ID Referee	189	10	ID Judge 1	208	14	ID Judge 2
133	8	Name Blue Long	152	27	Name Blue Long	171	7	ID Referee	190	11	ID Judge 1	209	15	ID Judge 2
134	9	Name Blue Long	153	28	Name Blue Long	172	8	ID Referee	191	12	ID Judge 1	210	1	Mat sending
135	10	Name Blue Long	154	29	Name Blue Long	173	9	ID Referee	192	13	ID Judge 1	211	2	Display mode****
136	11	Name Blue Long	155	30	Name Blue Long	174	10	ID Referee	193	14	ID Judge 1	212	3	not used
137	12	Name Blue Long	156	1	Ippon Blue	175	11	ID Referee	194	15	ID Judge 1	213	4	not used
138	13	Name Blue Long	157	1	Waza Blue	176	12	ID Referee	195	1	ID Judge 2	214	5	not used
139	14	Name Blue Long	158	1	Yuko Blue	177	13	ID Referee	196	2	ID Judge 2	215	6	not used
140	15	Name Blue Long	159	1	Penalty Blue	178	14	ID Referee	197	3	ID Judge 2	216	1	End Token chr(3)
141	16	Name Blue Long	160	1	Timer Osae-komi Blue	179	15	ID Referee	198	4	ID Judge 2			
142	17	Name Blue Long	161	2	Timer Osae-komi Blue	180	1	ID Judge 1	199	5	ID Judge 2			
143	18	Name Blue Long	162	1	Team-Score Blue	181	2	ID Judge 1	200	6	ID Judge 2			



Gender*		Round****		Category**	Display mode****	
<b>m</b>	men	<b>1</b>	Eliminatory	e.g. "-60", "-57", "-100", "+100"	1	Logo
<b>w</b>	women	<b>2</b>	Pool Final		2	Info contest
		<b>3</b>	Repechage		3	Info white
Age Group***		<b>4</b>	Semi-Final	Name	4	Info blue
<b>S</b>	Seniors	<b>5</b>	Bronze	FAMILY NAME, Given Name	5	Info both
<b>J</b>	Juniors	<b>6</b>	Final	(seperated by ", ")	6	Scoreboard
<b>C</b>	Cadets					



# ACCREDITATION


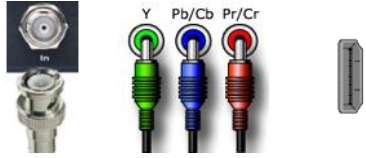







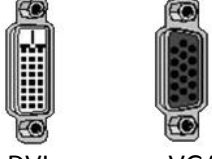

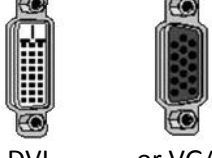
Number	Item	Remark
2	Color laser printer (network)	+ toner reserve
1	Copy machine	+ toner reserve
3	Laminating machines	not needed if plastic pouches used
x*	(Laminating) pouches	size 154x111 mm
x*	Lanyards (ribbons)	
	Paper cutter	
	Paper	
	Hole puncher	
	Wireless Internet connection	

\* number depends on entries



# Event requirements: Monitors

## for Head Referee Commission Replay System & Internet TV

Screens	Information	Input Connections	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Head Referee Commission</li> </ul>	 <p>HD-SDI      or      or Component      HDMI*</p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Head Referee Commission</li> </ul>	 DVI	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	 DVI	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	 DVI	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	 DVI      or VGA	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	 DVI      or VGA	<input type="checkbox"/>



# Event requirements: Video Signals

SIGNAL 1	Internet Live Streaming	<input checked="" type="checkbox"/>																		
Delivery location	• Tournament control table																			
Signals	• One video signal from each tatami (operated) • Plus one video signal from live feed (including graphics)	<input type="checkbox"/> <input type="checkbox"/>																		
Signal format	<table border="1"> <tr> <td colspan="2">Preferred signal:</td> </tr> <tr> <td>1. HD-SDI (+Audio embedded)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. HD-SDI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. HD Component video</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. SDI (+Audio embedded)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. SDI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6. S-Video Y/C</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7. Component video</td> <td><input type="checkbox"/></td> </tr> <tr> <td>8. Composite video</td> <td><input type="checkbox"/></td> </tr> </table>	Preferred signal:		1. HD-SDI (+Audio embedded)	<input type="checkbox"/>	2. HD-SDI	<input type="checkbox"/>	3. HD Component video	<input type="checkbox"/>	4. SDI (+Audio embedded)	<input type="checkbox"/>	5. SDI	<input type="checkbox"/>	6. S-Video Y/C	<input type="checkbox"/>	7. Component video	<input type="checkbox"/>	8. Composite video	<input type="checkbox"/>	
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3. HD Component video	<input type="checkbox"/>																			
4. SDI (+Audio embedded)	<input type="checkbox"/>																			
5. SDI	<input type="checkbox"/>																			
6. S-Video Y/C	<input type="checkbox"/>																			
7. Component video	<input type="checkbox"/>																			
8. Composite video	<input type="checkbox"/>																			
Availability	• Availability preferred: Preliminaries + Final Block • Availability: Final Block only	<input type="checkbox"/> <input type="checkbox"/>																		
Additional	• Ground Loop Isolation Transformer / Hum Eliminator	<input type="checkbox"/>																		
SIGNAL 2	Head Referee Commission Camera 1 HD	<input checked="" type="checkbox"/>																		
Delivery location	• Head Referee Commission table																			
Signals	• One video signal from each tatami (operated)	<input type="checkbox"/>																		
Signal format	<table border="1"> <tr> <td colspan="2">Preferred signal:</td> </tr> <tr> <td>1. HD-SDI (+Audio embedded)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. HD-SDI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. HD Component video</td> <td><input type="checkbox"/></td> </tr> </table>	Preferred signal:		1. HD-SDI (+Audio embedded)	<input type="checkbox"/>	2. HD-SDI	<input type="checkbox"/>	3. HD Component video	<input type="checkbox"/>											
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2. HD-SDI	<input type="checkbox"/>																			
3. HD Component video	<input type="checkbox"/>																			
Availability	• Availability obligatory: Preliminaries + Final Block	<input type="checkbox"/>																		
Additional	• Ground Loop Isolation Transformer / Hum Eliminator	<input type="checkbox"/>																		
SIGNAL 3	Head Referee Commission Camera 2 SD	<input checked="" type="checkbox"/>																		
Delivery location	• Head Referee Commission table																			
Signals	• One video signal from each tatami (operated)	<input type="checkbox"/>																		
Signal format	• Component video	<input type="checkbox"/>																		
Availability	• Availability obligatory: Preliminaries + Final Block	<input type="checkbox"/>																		
SIGNAL 4	Referee Commission	<input checked="" type="checkbox"/>																		
Delivery location	• Referee Commission tables																			
Signals	• One video signal from corresponding tatami (operated)	<input type="checkbox"/>																		
Signal format	• Component video	<input type="checkbox"/>																		
Availability	• Availability obligatory: Preliminaries + Final Block	<input type="checkbox"/>																		
For all video signals		<input checked="" type="checkbox"/>																		
Cable	<table border="1"> <tr> <td>1. BNC</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. Cinch</td> <td><input type="checkbox"/></td> </tr> </table>	1. BNC	<input type="checkbox"/>	2. Cinch	<input type="checkbox"/>															
1. BNC	<input type="checkbox"/>																			
2. Cinch	<input type="checkbox"/>																			
Format	<table border="1"> <tr> <td>1. PAL</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. NTSC</td> <td><input type="checkbox"/></td> </tr> </table>	1. PAL	<input type="checkbox"/>	2. NTSC	<input type="checkbox"/>															
1. PAL	<input type="checkbox"/>																			
2. NTSC	<input type="checkbox"/>																			
Ratio	<table border="1"> <tr> <td>1. 16:9</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. 4:3</td> <td><input type="checkbox"/></td> </tr> </table>	1. 16:9	<input type="checkbox"/>	2. 4:3	<input type="checkbox"/>															
1. 16:9	<input type="checkbox"/>																			
2. 4:3	<input type="checkbox"/>																			












# European Cups: Live Results


<b>Before the Event</b>		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contact with EJU GS and EJU IT about who the responsible person for draw and running the event</li> <li>• Exchanging of contact details (eMail, Skype, Mobile number)</li> <li>• Contact person receives links and passwords for updating the live results from EJU IT</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirmation that in the sports hall stable internet connection is available exclusive for person running the event and EJU observers / officials</li> </ul>		<input type="checkbox"/>
<b>Speed</b>	<ul style="list-style-type: none"> <li>• Download speed <math>\geq</math> 2 Mbit/s, Upload speed <math>\geq</math> 2 Mbit/s</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Latest half hour after the draw is finished the "export to ippon.org" is sent to EJU IT</li> <li>• Latest half hour after draw is finished the PDF of contest sheets is sent to EJU GS, EJU Media and EJU IT</li> </ul>		<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Evening before competition: Test in the sports hall of internet connection and EJU software working</li> </ul>		<input type="checkbox"/>
<b>During the event</b>		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• In the morning of each day before start of competition: Information from contact person to EJU IT about absent athletes from weigh-in</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contact persons performs uploading of control of live results</li> </ul>		<input type="checkbox"/>
<b>After the event</b>		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Filled in contest sheets and results are sent as PDF to EJU GS, EJU Media and EJU IT</li> </ul>		<input type="checkbox"/>



# EJU Live Streaming


↻ Internet Connection		<input checked="" type="checkbox"/>
	○ 1.5 MBit/s <u>upload speed</u> (or more) for <u>each tatami</u> and	<input type="checkbox"/>
	○ 1.5 MBit/s <u>upload speed</u> (or more) for <u>commentated channel</u>	<input type="checkbox"/>
	<b>Remarks:</b>	
	○ Essential for live video streaming is the UPload speed, not the DOWNload speed	<input type="checkbox"/>
	○ The connection must be <i>exclusive</i> for live streaming by cable: <b>not shared!</b>	<input type="checkbox"/>


Screens	Information	Input Connections	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Head Referee Commission</li> </ul>	 DVI	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	  DVI                      or VGA	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Size:</b> 23"-24" TFT</li> <li>• <b>Format:</b> 16:9</li> <li>• <b>Resolution:</b> full HD 1920x1080</li> <li>• <b>Signal:</b> HD</li> <li>• <b>Place:</b> Internet TV</li> </ul>	  DVI                      or VGA	<input type="checkbox"/>

↻ TV Studio		<input checked="" type="checkbox"/>
	○ Nice backdrop with EJU sponsor logos	<input type="checkbox"/>
	○ Fancy table with studio character	<input type="checkbox"/>
	○ Place for interviews etc,	<input type="checkbox"/>
	<b>Remarks:</b> The TV Studio should be placed central to have perfect overview of all mats. The TV Studio should have easy access for guests and interview partners	



# EJU Live Streaming

Others		
	<ul style="list-style-type: none"> <li>1 x Uninterruptible power supply (UPS) device</li> </ul>	<input type="checkbox"/>

Team		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>English speaking commentator with profound judo knowledge, Second commentator/expert analyst recommended</li> <li>Capable camera operators to follow and zoom the contests in a professional way</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>

Brought from EJU		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li><i>Cameras</i></li> </ul>	
	<ul style="list-style-type: none"> <li><i>Cables</i></li> </ul>	
	<ul style="list-style-type: none"> <li><i>Streaming encoder</i></li> </ul>	
	<ul style="list-style-type: none"> <li><i>Headsets + Audio Equipment</i></li> </ul>	
	<ul style="list-style-type: none"> <li><i>Streaming Provider</i></li> </ul>	



# EJU INTERNET STREAMING

## Information sheet for EJU World Cups

The European Judo Union is happy to announce that an **official EJU commentator** is sent to your World Cup for the internet streaming! He/she will work together with your local commentator during the event!



You as Federation can choose if you want to organize the live internet streaming by yourself / order to a local company - or if you invite the EJU streaming team to run it!

**Before taking a decision please assure that the following requirements can be fulfilled:**

1	<b>You can provide a separate stream from each mat!</b>	
2	<b>Two commentators can comment!</b> (either from one mat or extra commented channel)	
3	<b>You can show the EJU logo all the time!</b> (small and transparent in one corner of the video)	
4	<b>You can show the EJU advertising logos!</b> (every hour)	
5	<b>You can show scores and names of players!</b> (at least for Final Block on main channel)	


If these basic requirements cannot be fulfilled please book our EJU streaming team for your World Cup! Give us a 2 month notice in advance for proper planning.





For any questions or if you want to book the EJU streaming team please contact

**[live-tv@eju.net](mailto:live-tv@eju.net)**





For all technical requirements please refer to the PDF: *EJU World Cups - live streaming done by federation*


↻ Internet Connection		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ 1.5 MBit/s <u>upload speed</u> (or more) for <u>each tatami</u> and</li> <li>○ 1.5 MBit/s <u>upload speed</u> (or more) for <u>commentated channel</u></li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
	<p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>○ Essential for live video streaming is the UPload speed, not the DOWNload speed</li> <li>○ The connection must be <i>exclusive</i> for live streaming by cable: <b>not shared!</b></li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>

↻ Cameras		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ One digital video camera per mat</li> <li>○ Optional: One video camera to show commentators</li> <li>○ Optional: One video camera to show overview of hall</li> <li>○ Professional Tripods for each camera</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>○ High-Definition cameras recommended</li> </ul>	

↻ Signals + cables		<input checked="" type="checkbox"/>
	<p><b>Signals format (in order of quality):</b></p> <ol style="list-style-type: none"> <li>1. HD-SDI (+Audio embedded) (recommended)</li> <li>2. HD Component video</li> <li>3. SDI (+Audio embedded)</li> <li>4. S-Video Y/C</li> <li>5. Component video</li> <li>6. Composite video</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p><b>Cables (in order of quality):</b></p> <ol style="list-style-type: none"> <li>1. <b>BNC</b> (recommended)</li> <li>2. Chinch</li> </ol> <p>The signal will be transported via with BNC video cables (75 ohm) to the IJF TV Studio (one BNC cable per camera, Adapter Chinch-&gt;BNC needed)</p>	<input type="checkbox"/> <input type="checkbox"/>
	<p><b>Ratio:</b></p> <ol style="list-style-type: none"> <li>1. <b>16:9</b> (recommended)</li> <li>2. 4:3</li> </ol>	<input type="checkbox"/> <input type="checkbox"/>

# EJU Live Streaming

➤ Streaming equipment		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li><input type="radio"/> Media Encoder</li> <li><input type="radio"/> Video + Audio Mixer</li> </ul> <p>Video mixer needs ability to show EJU logo on top corner as transparent logo bug</p> <p>Video mixer needs ability to show EJU sponsor logos every full hour</p> <p>Video mixer needs ability to include external TV graphics with live timer. Score, names etc.</p> <p>For example Newtek Tricaster models, Sony Anycast stations, Digital Rapids TouchStream etc.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> <li><input type="radio"/> Streaming Service Provider / Streaming Server to distribute the streaming worldwide</li> </ul> <p>For example Limelight, Akamai, local providers etc.</p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li><input type="radio"/> Professional headsets for commentators</li> </ul> <p>For example AKG, Audio Technica etc.</p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li><input type="radio"/> LCD monitors</li> </ul> <p>for commentators to see live view of contests</p> <p>for video operator</p> <p>Recommended: size 21"-24" in Full HD resolution</p>	<input type="checkbox"/> <input type="checkbox"/>

➤ TV Studio		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li><input type="radio"/> Nice backdrop with EJU sponsor logos</li> <li><input type="radio"/> Fancy table with studio character</li> <li><input type="radio"/> Place for interviews etc,</li> </ul> <p><b>Remarks:</b></p> <p>The TV Studio should be places central to have perfect overview of all mats</p> <p>The TV Studio should have easy access for guests and interview partners</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



# EJU Live Streaming

↻ Team		<input checked="" type="checkbox"/>
	<input type="checkbox"/> English speaking commentator with profound judo knowledge, Second commentator/expert analyst recommended	<input type="checkbox"/>
	<input type="checkbox"/> Capable camera operators to follow and zoom the contests in a professional way	<input type="checkbox"/>
	<input type="checkbox"/> Capable technical operator to supervise the streaming procedure in a professional way	<input type="checkbox"/>

↻ Communication		<input checked="" type="checkbox"/>
	<input type="checkbox"/> During streaming the EJU sponsor logos have to be shown every full hour. Federation has to make sure they have all correct logos.	<input type="checkbox"/>
	<input type="checkbox"/> On all video channels the EJU logo has to be shown transparent on top right or left corner	<input type="checkbox"/>
	<input type="checkbox"/> Federation have to send the following information to <a href="mailto:live-tv@eju.net">live-tv@eju.net</a> at least three days before the event:	<input type="checkbox"/>
	<input type="checkbox"/> Media format: Windows Media, Flash etc.	<input type="checkbox"/>
	<input type="checkbox"/> Quality of stream in Kbit/s	<input type="checkbox"/>
	<input type="checkbox"/> Size of video picture (eg 640x360)	<input type="checkbox"/>
	<input type="checkbox"/> HTML code to embed the player in EJU live page	<input type="checkbox"/>
<input type="checkbox"/> Information about the qualification from foreseen local commentators	<input type="checkbox"/>	
<input type="checkbox"/> After the event a detailed report about internet speed, number of unique users, page views, problems etc. has to be send to above address.	<input type="checkbox"/>	

↻ To arrange during event		<input checked="" type="checkbox"/>
	<input type="checkbox"/> During streaming the EJU sponsor logos have to be shown every full hour. Federation has to make sure they have all correct logos.	<input type="checkbox"/>
	<input type="checkbox"/> On all video channels the EJU logo has to be shown transparent on top right or left corner	<input type="checkbox"/>
	<input type="checkbox"/> Live information with TV graphics has to be shown: Names of the players, score, timing etc.	<input type="checkbox"/>



# EJU Live Streaming

## ➔ Contact



○ For any questions or help please don't hesitate to contact

[live-tv@eju.net](mailto:live-tv@eju.net)

Please remind: In case of booking the EJU team only the *internet connection* and *monitors* are needed as equipment. EJU has to be contacted two month in advance. Detail specification will be exchanged.



# EJU Live Streaming



**Sponsor Wall**



**Commenator Table**

**Portable video station**

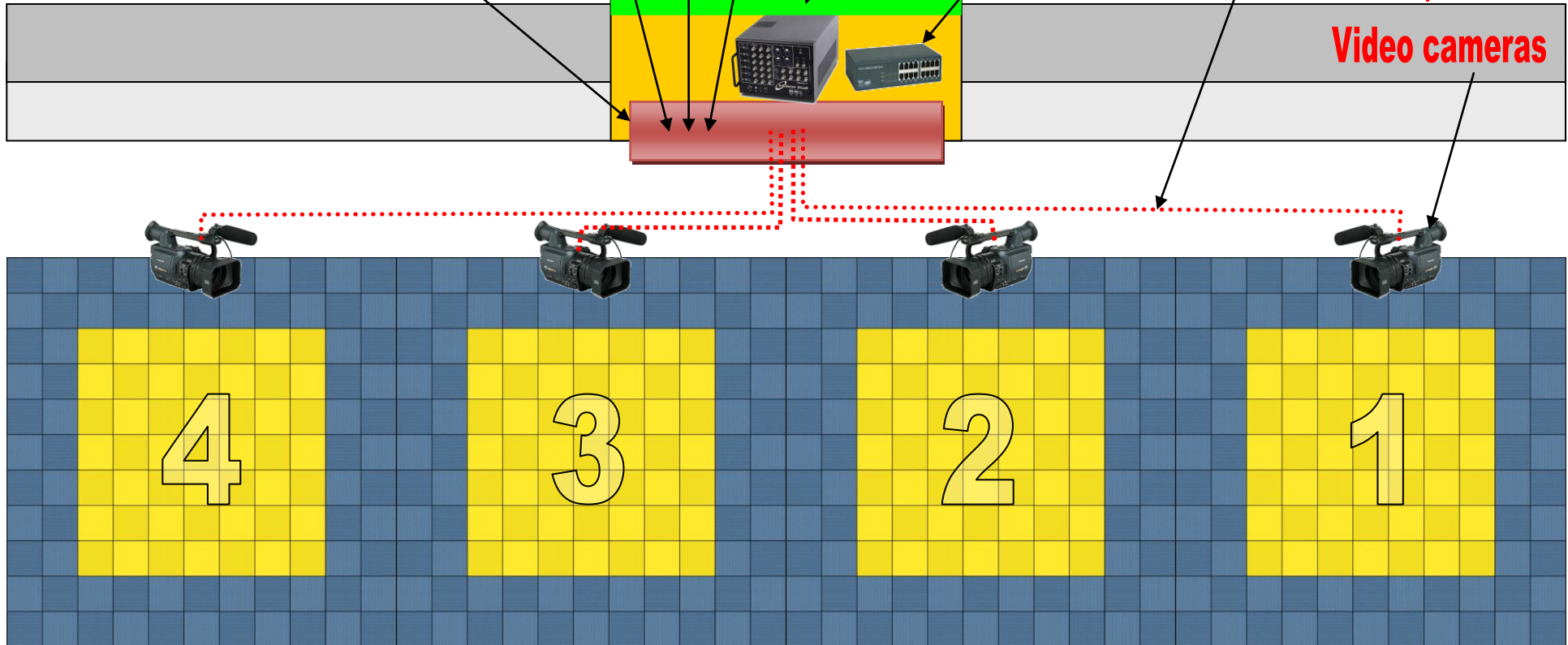
**Internet**  
(1.5 MB/s UPstream per mat  
and 1.5 MB/s UPstream for  
commented channel)



**BNC cables**  
Composite Video  
or Component Video

**Video Director**  
**Commentator 2**  
**Commentator 1**

**Video cameras**





## Section 5

# MEDIA & MARKETING

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## 1. Responsible for the Press

The organising federation will nominate a responsible person for the press, who will be the liaison with the EJU PR Officer. The name and contact data of this person should be submitted to the EJU GS and Press Officer [media@eju.net](mailto:media@eju.net) not later than 2 months before the competition.

He/She should be at the disposal of the organisation one day before the commencement of the competitions and will be present at the draw to satisfy the needs of the press.

The Local Press Officer should send to the EJU PR Officer ([media@eju.net](mailto:media@eju.net)):

- The first English preview including the registration of the nations should be sent on Thursday in advance of the tournament.
- The Organising Committee shall provide information minimum one day in advance to the EJU media department at [media@eju.net](mailto:media@eju.net) giving an English written preview of the event with minimum 15 lines including: Program, history of the event (since when and what happened last year and only in case of WC / European Cups), name of the venue, expected number of participants and countries, and favourite judoka per category of organising country. Plus minimum a picture of the venue (outside and inside) or picture of a national favourite participating judoka. The Information will be published in the EJU news section.
- The draw sheets immediately after the draw on Thursday or Friday before the event as one PDF in possible including participants overview.
- The Organising Committee shall provide to the EJU media department on [media@eju.net](mailto:media@eju.net) within one hour of the end of the fights, an English written Review of the event with minimum 15 lines including: Major surprises, best performances of judoka from organising country, leading country in the medal table, present VIPs, circumstances, venue name, present crowd, and information which couldn't have been known without attending the event, such as the most thrilling match.

The EJU Press Officer will then publish news about the event on the EJU website [www.eju.net](http://www.eju.net).

## 2. Image of the event

The event organiser is recommended to 'sell and market' the event to the international fans and media. No promotion, no publication. Event organisers that will promote their event via the EJU media department by sending information, photos and making clear agreements about deadlines, will get more publications. This is not only applicable during the event, but recommended for all events with an international character. Any international news can be sent to [media@eju.net](mailto:media@eju.net) and will be considered for publication.

## 3. Press Box

The places reserved for the journalists must guarantee a good view of the mats and an easy access to the press centre.

Sockets and a place for writing or installing computers must be provided.

## 4. Press Center

All the rooms allocated to the press must be operational one day prior to the commencement of the competition.

The press centre must, if possible, be divided in 2 sections:

1) Telecommunication: 5 to 10 telephones, 4 to 5 photocopy machines and wireless internet access

2) Working area: this room is equipped with tables for 50 journalists working at the same time

It is recommended to have a TV screen per mat in all the rooms reserved for journalists.

Telephone lines must be provided for those who have asked for in advance.



## 5. Accreditation Forms

Media Accreditation should be done through Jumas.

Only professional journalists can ask for an accreditation.

The TV teams must obtain filming rights.

The television teams may not impede the cameras of the pilot TV channel.

## 6. Information

The organisation must provide regular information to the accredited journalists, minimum:

- After the draw
- Before the start of the competitions
- Before the start of the repechage
- Before the finals with the biographic forms of the qualified athletes and the results of previous years
- After the finals with the order of the countries

At the end of the competition, the organisation must distribute to all journalists a document with the pool sheets and if possible an individual biography of all the medallists

## 7. Electronic Press

The organisation must do its utmost to fulfil the needs of the new media and new ways of communication.

## 8. Local Official Photographer

A local official photographer should be nominated. The name and contact details should be submitted to the EJU in advance.

This photographer should send photographs of the following, digitally on a daily basis to [media@eju.net](mailto:media@eju.net) in batches of a maximum of 9MB. If the email exceeds 9MB, the files are probably not sized correctly (minimum 800\*600, maximum 1600\*1200). If it still exceeds the size, send it as downloadable link.

- Photos of each category at the medal Ceremony
- Photos of each final, with sponsors at the backdrop
- Photos of VIPs, outstanding performances, official ceremonies, any relevant detail. The EJU will hold the copyright of these pictures; however the organising federation can post these pictures on their website.
- The email should contain the source: the photographer, so that we can credit them for their efforts.

The organiser is free to use a local photographer for own pictures. Pictures should also be possible to use by EJU, coordinated by EJU Press manager.

The Organising Committee shall appoint a photographer in advance of the event and send contact data to the EJU media department at [media@eju.net](mailto:media@eju.net) and send minimal 6 photos of all finals and podium pictures of per category in internet format (minimal 800\*600, max 1600\*1200). The way of distribution of pictures should be considered and proposed in advance in the email with contact data, Option is email (max9.5MB) or downloadable internet vehicles. The EJU Media Department will upload pictures received from the event on the EJU website [www.eju.net](http://www.eju.net).

## 9. Photographers

Places provided to face the publicity board.

The photographers must be accredited.

The vests and "balcars" should be consistent with the EJU Corporate Image. This equipment should be provided by the organisers.



# HANDBOOK: Media

Official accredited photographers may sell pictures taken at the event, however never on the spot, ie at the competition venue during the EJU competition.

## 10. TV Commentators

- TV Broadcasting (especially events for which the tv rights have been sold).
  - good position in the hall, usually next to the highest camera position.
- Internet Streaming
  - at the EJU table, preferably close to the computer team
  - have a good overview of the hall

## 11. Live Results

In order to guarantee continuous live results, internet bandwidth as explained in the IT section of the handbook has to be available from the morning before at 08:00hrs. The internet has to be accessible in the arena as well as in the room, and where the draw takes place. In case no live results are being broadcasted, the draw, and partial results throughout the day have to be sent to [media@eju.net](mailto:media@eju.net).

## 12. Video footage (World Cups only)

Event organizers of World Cups are responsible for the production of the EJU live video feed. Not only to broadcast the material either by its own production party or by the EJU video team hired by the LOC. Secondly the organizer is responsible for the collection of the material. The actual footage, either on disk or camera should be transferred to a hard disk directly after the match, starting from day 1, each day. The original footage shall be provided to the EJU commentator, or sent by courier to the EJU video team:

Mario Krvavac  
 Kozarceve Tene 31  
 10020 Zagreb  
 Croatia  
 Telephone: +385 98 132 7730  
 e-mail: [media@eju.net](mailto:media@eju.net)

## 13. Media Guide (Senior European Championships only)

The Media Guide will be a full colour cover and black and white inside contents of approx. 200 pages. Complete .jpg files of sponsors and event logo should be provided to the PR/Media Director the latest 2 months before the EC, should the organiser would like to include their logos. Should the event organisers choose to print the A5 format guide themselves, only the production price will be paid.

<i><b>copies</b></i>	<i><b>production</b></i>	<i><b>printing</b></i>	<i><b>shipping</b></i>	<i><b>total</b></i>	<i><b>PpCopy</b></i>
200	€ 2,500	€ 1,500	€ 250	€ 4,250	€ 21.25
300	€ 2,500	€ 2,250	€ 275	€ 5,025	€ 16.75
400	€ 2,500	€ 3,000	€ 300	€ 5,800	€ 14.50
500	€ 2,500	€ 3,750	€ 325	€ 6,575	€ 13.15
600	€ 2,500	€ 4,500	€ 350	€ 7,350	€ 12.25



Detailed information is available in Annex 4 – Marketing.

## **Setting up Equipment**

- 13.1. Advertising Boards - will be placed near the tatami in front of IT cameras.
- 13.2. Sponsor wall - Placed behind the podium.
- 13.3. Polo shirts - will be given to all staff working in the competition.
- 13.4. Doctors and photographers Vests - will be given for appropriate staff.
- 13.5. The blue fabric is used to cover vertical parts of tables and parts in the hall, what you want to cover.  
This can also be used to give walls a nice decoration.
- 13.6. The yellow fabric is also for decoration but mainly to cover the table tops. (officials table, merchandising stand, Info points, .....)
- 13.7. Roll up Banner - On the day of delegations arrival 2 roll-ups should be located at the entrance to the hotel and 2 should be located at the entrance to the accreditation room.
- 13.8. In the competition hall 2 roll-ups should be located at the entrance of competitors and 2 should be located at the exit.
- 13.9. Recommendation: an EJU Flag should be hung outside the official hotel.



# HANDBOOK: Logo

The Logo is what will sell your event, and give an indication of what the event is about.

## **1. Guidelines for a Logo**

- The central image of the logo should be something directly related to judo.
- Create a colour scheme for your logo, but try and limit it to five or six colours.
- Ideally the background of the logo is transparent, so it can be easily placed on other banners.
- Try and keep the logo symmetrical left to right.
- Keep the logo simple, clear and recognisable from a distance.
- Use high resolution when designing it. A minimum of 300 dpi are required for printing.
- Do not include the sponsors in the logo. The EJU and event sponsors will be later included in the poster.

## **2. Submission of Logo**

- Before you make your logo public, send the logo for approval to the EJU.



## 1. Opening Ceremony

- 1.1. After the announcement of the opening ceremony and the animation session organised by the organising committee, the parade of the signs, which display in a readable font size the name of the country, and the national flag of the participating countries commences. The sign holders shall stand still in facing the Official's stand. The delegations must not be present in this march past.
- 1.2. The sign holders' entry shall be in alphabetical order, accompanied by music. The organising country shall enter last.
- 1.3. When all the delegations are present, the host country flag and the EJU flag shall be raised and remain raised for the rest of the event.
- 1.4. During the playing of the host country national anthem, all Officials shall stand. The President of the Organising Federation shall then give a speech. A speech by the Government Representative of the host country can also be made. The President of the EJU, or his representative, then declares the event open.
- 1.5. The ceremony should not be more than 30 minutes long, including the cultural and sports' manifestations.
- 1.6. In case of European Championships, a summary of the program of the show should be sent to the General Secretariat for review.

## 2. Hand Over of the Flag and Closing Ceremony

**(Hand over of the flag is only relevant to European Championships)**

- 2.1. The Closing Ceremony should take place after the presentation of the last medals of the last competition day under the same conditions as the Opening Ceremony.
- 2.2. The President of the National Federation of the current host country and next host city join the EJU President on stage. The National Federation President of the host country hands the flag to the EJU President, who hands it to the National President of the next host country. If the EJU President is not attending the event, the Vice President / General Secretary / General Treasurer can receive the EJU flag on behalf of the EJU President. The announcement shall be made in English. If the Organising Committee wishes to announce also in their language, the sections in *italics* shall be translated to the native language.

SPEAKER NOTES:

Ladies and Gentleman, we now hand over the EJU Flag to the next organiser of the XXX European Championships. *Ladies and Gentleman, we now hand over the EJU Flag to the next organiser of the XXX European Championships.*

*The President of the European Judo Union receives the flag of the EJU,* The President of the European Judo Union, Mr Sergey Soloveychik, receives the flag of the EJU from Mr XXX XXX, President of the XXXX Judo Federation, host for the 201X XXXX European Judo Championships. *From the President of the XXX Judo Federation, host for the 201X XXX European Judo Championships.*

Mr Soloveychik hands over the flag to Mr XXX XXX, President of the XXX Judo Federation, organisers of the 201X Championships, next (month) in (country). *The flag is passed on the President of the XXX Judo Federation, host for the 201X XXX European Judo Championships.*

## 3. Medal Ceremony

- 3.1. The Medal Ceremony shall take place between or after the final matches, as advised by the marketing director on site, in order to give time to the athletes to prepare themselves for the ceremony, thus not delaying or stopping the competition. The Order of awarding ceremony will be determined depending on the amount of finals of that day and with the advice from the marketing member present.
- 3.2. The medallists should be bare foot (no shoes or socks) and wearing a white judogi (females with white t-shirt underneath). The medallist must not bring with them or wear to the podium any symbol of a national, religious or political nature and this includes but is not limited to national flags, scarves and head wear.
- 3.3. A medallist who does not attend the ceremony without good reason may lose the right to their medal.
- 3.4. The athletes shall be placed behind the podium according to the following order (2,1,3,3).



# HANDBOOK: Ceremonies

- 3.5. Officials who will present the medals shall be in a row next to the podium. The officials presenting the medals shall be properly dressed.
- 3.6. Athletes' entry and leaving shall be accompanied by music.
- 3.7. The speaker of the ceremony must clearly announce the names and nationality of the recipients of the medals, as well as the capacity of the Officials presenting the medals. Names shall be only announced in English. If the native language will be used as well, Names must only be announced once. In this case, the position of the officials and the nationality of the athletes shall be first announced in the native language, and then in English, together with the names.
- 3.8. At the announcement of the medal to be presented, the athlete should step up on the podium. 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 and shake hands. The order should be bronze, bronze, silver and gold.
- 3.9. Trophies are awarded only to the winner of the category.
- 3.10. Flowers or Mascot's shall be presented to all the medal winners. These should be provided by the organiser.
- 3.11. The flag of the winner's delegation is hoisted on the central flagpole, and those of the second and third on adjoining flagpoles to the right and to the left of the central flagpole, respectively. Flags shall be raised at the same time but with a slight difference of level between the three (1<sup>st</sup> place on top, 2<sup>nd</sup> just a bit lower, and 3<sup>rd</sup> a little bit lower). In case virtual flags on a screen are used, the same set up should be used. Whilst the winner's national anthem is played (abridged version – about 45 seconds), the medallists shall face the flags. If this is not possible because of the location of the podium, a solution should be found together with the Marketing Director.
- 3.12. The backdrop, podium and all equipment required for the medal ceremony shall be consistent with the EJU Corporate Image and the EJU Copyright Handbook.
- 3.13. Music suitable for the medal ceremony shall be played in the beginning and at the end of the ceremony.
- 3.14. The list of officials who will present the medals is discussed and decided with the EJU President / General Secretary / highest authority present at the event. The medals will be presented as follows:  
European Championships:  
Medals: (Bronze, Bronze, Silver, Gold): EJU DC  
Trophy: Local VIP  
Flowers / Mascot: EJU Sponsor  
  
World Cups:  
Medals: Bronze: Local VIP  
          Bronze: EJU VIP  
          Silver: Local VIP  
          Gold & Trophy: EJU VIP
- 3.15. The officials presenting shall be in a row facing their respective recipient. At the announcement of the medal presented, the athlete should step up the podium, in the designated place. The Official, together with the hostess carrying the medals, shall advance towards the athlete and the official shall place the medal around the neck of the athlete. This shall be done for all the medal recipients, in order: Bronze (3rd and 3rd). Silver (2nd) and Gold (1st).
- 3.16. After the presentation of the medals, the national flags of the four medal winners are to be raised at the same time as the National Anthem (abridged version – but not less than 45 seconds) of the winner of the category. While the anthem is being played, the officials and athletes should turn towards the flags for salute. The Organiser should confirm, in advance and in writing, the abridged version of the National Anthems with the heads of all the delegations. The athletes and presents should then position themselves for the official photos.
- 3.17. The Organising Committee is responsible for ordering and buying the medals and trophies as stipulated in the Marketing Handbook. Trophies shall be also presented as explained in the Annexed Handbook.



# HANDBOOK: Ceremonies

3.18. The Organising Committee may ask the participating NFs to provide their national anthem. The anthems shall be checked by an Organizing Committee representative and a representative of the participating country during the Accreditation.

3.19. Number of medals required at the events: (EC: European Championships / ECup: European Cup)

Event	Gold	Silver	Bronze	Comments
EC Senior Individual / EC U23 / ECup Senior	14	14	28	
EC Senior Team / ECC / EEL	11	11	22	10 athletes + 1 coach per team
EC Cadet / Junior / ECup Cadet / ECup Junior	16	16	32	
World Cup (Men OR Women)	7	7	14	
World Cup (Men AND Women)	14	14	28	
EC Kata	20	20	20	
Open EC Kata	10	10	10	
ECup Koshiki No Kata	2	2	2	
Judo Show ECup	6	6	6	

#### 4. **Ippon Trophy – The Judoka with most Ippon (only Senior European Championships)**

The organiser shall assist the EJU General Treasurer in preparing 2 envelopes, one for the female Ippon Trophy winner and one for the male Ippon Trophy winner. The organiser shall also prepare two bouquets to be presented to the athletes.



## Section 6

### BIDS

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# HANDBOOK: Bid Book: EC 2014

## 1. CANDIDATURE

The candidature should include:

### 1.1. Background of the Federation

1.1.1. Short background of the Federation

### 1.2. Motivation

1.2.1. What is your principal motivation for hosting the European Championships

1.2.2. What would be the impact and legacy to your city/region of hosting the Championships?

1.2.3. What is the motivation behind the choice of the location for the Championships?

### 1.3. Experience

1.3.1. What experience have you had in hosting international sports events?

1.3.2. List a maximum of ten major events over the last ten years, indicating dates.

### 1.4. Transport Infrastructure

1.4.1. Which will be the main airport for these championships?

1.4.2. What are the journey times between the hotels, venues, airports etc?

1.4.3. Provide a map with all main venues, hotels, airports, borders etc.

### 1.5. Public Opinion

1.5.1. What is the general public opinion in your city/region towards your hosting of the European Championships?

1.5.2. Is there any opposition to the organisation of the Championships in your city?

### 1.6. Political Support

1.6.1. What support is the national / regional / local government and city authorities giving to your bid for the organisation of the Championships?

1.6.2. Is the National Olympic Committee supporting the event?

1.6.3. Is the Ministry of Sports supporting this event? Please provide a letter of confirmation from your Ministry.

### 1.7. Legal Aspects

1.7.1. What are the existing laws, if any, in your country that relate to sport?

1.7.2. What are the laws, or other means, in your country, if any, that combat doping in sport?

1.7.3. Does your country currently apply an anti-doping code? Explain.

### 1.8. Sports Facilities

1.8.1. Do the sports facilities intended to be used already finished, or do they need further works?

1.8.2. How many spectators does the facility hold?

1.8.3. How far are they from the hotels?

### 1.9. Accommodation

1.9.1. Where are the hotels located?

1.9.2. What amenities do they have?

1.9.3. Which price ranges are the hotels in?



# HANDBOOK: Bid Book: EC 2014

## 1.10. Security

- 1.10.1. What security resources do you plan to provide for the European Championships (human resources – public and/or private sector – and technology)?

## 1.11. Media

- 1.11.1. Which media will cover the event?
- 1.11.2. What possibilities of outside broadcasting does your federation / country have? (only to be answered by candidates of EC Seniors and EC Teams)
- 1.11.3. Give information about your host broadcaster. (only to be answered by candidates of EC Seniors and EC Teams)

## 2. DOCUMENTS TO BE INCLUDED

- 2.1. A guarantee letter from the host city / local / national sport authority that it agrees with and supports the event.
- 2.2. A letter from the Government declaring if the country is in conflict or refusing entry to any country, member of the IJF.
- 2.3. In the case of the organiser of EC Seniors, a letter by the host broadcaster has to be included giving details about the possibilities of broadcasting and uploading the signal.

## 3. BID BOOK MEETING

- 3.1. 5 minutes video or power point presentation of bid
- 3.2. 10 minutes for questions

## 4. PROCEDURE AFTER ACCEPTANCE OF CANDIDATURE

- 4.1. The Creation of a logo which should consist of a graphic device, including the year, the category (Senior, Junior, etc) of the Europeans, and the city where these will be held.
- 4.2. The Organising Committee shall construct and publish a website for the event.

## 5. Other notes

- 5.1. The EJU may appoint experts to assess the city and sports hall
- 5.2. Countries / Cities hosting the European Championships may promote their candidature on the occasion of national events.



# HANDBOOK: Bid Book: Congress

## 1. CANDIDATURE

The candidature should include:

### 1.1. Background of the Federation

1.1.1. Short background of the Federation

### 1.2. Motivation

1.2.1. What is the motivation behind the choice of the location for the Congress?

### 1.3. Experience

1.3.1. What experience have you had in hosting international sports Congresses?

### 1.4. Transport Infrastructure

1.4.1. Which will be the main airport for this Congress?

1.4.2. What are the journey times between the hotels, venues (if different), airports etc?

1.4.3. Provide a map with all main venues, hotels, airports, borders etc.

### 1.5. Public Opinion

1.5.1. What is the general public opinion in your city/region towards your hosting of the Congress?

1.5.2. Is there any opposition to the organisation of the Congress in your city?

### 1.6. Political Support

1.6.1. What support are the national / regional / local government and city authorities giving to your bid for the organisation of the Congress?

1.6.2. Provide an agreement from the government of your country guaranteeing:

1.6.2.1. that it will take the necessary measures in order that the city fulfils its obligations completely

1.6.2.2. free access to and free movement around the host country for all accredited persons

1.6.3. Is the National Olympic Committee supporting the event?

### 1.7. Accommodation

1.7.1. Where are the hotels located?

1.7.2. What amenities do they have?

1.7.3. Which price ranges are the hotels in?

### 1.8. Security

1.8.1. What security resources do you plan to provide for the Congress?

### 1.9. Media

1.9.1. Which media will cover the event?



# HANDBOOK: Bid Book: Refereeing Seminar

## 1. CANDIDATURE

The candidature should include:

### 1.1. Background of the Federation

1.1.1. Short background of the Federation

### 1.2. Motivation

1.2.1. What is the motivation behind the choice of the location for the Seminar?

### 1.3. Experience

1.3.1. What experience have you had in hosting international sports events?

### 1.4. Transport Infrastructure

1.4.1. Which will be the main airport for this seminar?

1.4.2. What are the journey times between the hotels, venues, airports etc?

1.4.3. Provide a map with all main venues, hotels, airports, borders etc.

### 1.5. Public Opinion

1.5.1. What is the general public opinion in your city/region towards your hosting of the Refereeing Seminar?

1.5.2. Is there any opposition to the organisation of the Seminar in your city?

### 1.6. Political Support

1.6.1. What support are the national / regional / local government and city authorities giving to your bid for the organisation of the Seminar?

1.6.2. Provide an agreement from the government of your country guaranteeing:

1.6.2.1. that it will take the necessary measures in order that the city fulfils its obligations completely

1.6.2.2. free access to and free movement around the host country for all accredited persons

1.6.3. Is the National Olympic Committee supporting the event?

### 1.7. Accommodation

1.7.1. Where are the hotels located?

1.7.2. What amenities do they have?

1.7.3. Which price ranges are the hotels in?

### 1.8. Security

1.8.1. What security resources do you plan to provide for the Refereeing Seminar (human resources – public and/or private sector – and technology)?

### 1.9. Media

1.9.1. Which media will cover the event?



# HANDBOOK Bid Book: Kodokan Seminar

## 1. CANDIDATURE

The candidature should include:

### 1.1. Background of the Federation

1.1.1. Short background of the Federation

### 1.2. Motivation

1.2.1. What is the motivation behind the choice of the location for the Seminar?

### 1.3. Experience

1.3.1. What experience have you had in hosting international sports events?

### 1.4. Transport Infrastructure

1.4.1. Which will be the main airport for this seminar?

1.4.2. What are the journey times between the hotels, venues, airports etc?

1.4.3. Provide a map with all main venues, hotels, airports, borders etc.

### 1.5. Political Support

1.5.1. What support are the national / regional / local government and city authorities giving to your bid for the organisation of the Seminar?

1.5.1.1. Provide an agreement from the government of your country guaranteeing free access to and free movement around the host country for all accredited persons

1.5.1.2. Provide an official letter stating if the country is currently at war against another country or if any countries are not granted visa.

### 1.6. Accommodation

1.6.1. Where are the hotels located?

1.6.2. What amenities do they have?

1.6.3. Which price ranges are the hotels in?

### 1.7. Media

1.7.1. Which media will cover the event?

### 1.8. Cultural Program

1.8.1. What is the proposed program for the cultural day?