



**ISSF**

# **Guidelines for Organizing ISSF Championships**

## **CONTENTS**

- 1. PREAMBLE**
- 2. TERMS AND ABBREVIATIONS**
- 3. GENERAL ORGANIZATIONAL MATTERS**
  - 3.1. ORGANIZING COMMITTEE**
  - 3.2. GENERAL DIRECTOR**
  - 3.3. DIRECTORATE**
  - 3.4. CHIEF REFEREE**
- 4. REQUIREMENTS FOR SPECIFIC AREAS**
  - 4.1. VENUE**
  - 4.2. OFFICES AND FUNCTIONAL AREAS**
    - 4.2.1. OFFICES**
    - 4.2.2. FUNCTIONAL AREAS**
- 5. PROGRAM**
- 6. GENERAL INFORMATION LETTER**
- 7. ENTRY AND ACCREDITATION**
- 8. DOPING CONTROL**
- 9. RESULTS SYSTEM**
- 10. ACCOMMODATION**
- 11. FOOD SERVICE**
- 12. TRANSPORTATION**
- 13. IMPORT AND EXPORT OF ARMS AND AMMUNITION**
- 14. SPORT PRESENTATION**
  - 14.1. LOGOS AND GRAPHIC IMAGES REQUIREMENTS**
  - 14.2. REQUIREMENTS FOR PLANNING AND DECORATING THE FINALS INDOOR/OUTDOOR RANGE**
  - 14.3. REQUIREMENTS FOR TV LAYOUTS**
  - 14.4. REQUIREMENTS FOR MEDALS**
  - 14.5. REQUIREMENTS FOR CEREMONIES**
- 15. PROMOTION, MEDIA RELATIONS**
- 16. SPECTATOR PROGRAM**
- 17. INTERNET**
- 18. TV PRODUCTION AND INTERNET STREAMING**
- 19. ATTRACTING SPONSORS**
- 20. CHAMPIONSHIP BUDGET**
- 21. ISSF SUPPORT FOR ORGANIZERS**
  - 21.1. GENERAL**
  - 21.2. ISSF TECHNICAL DELEGATE**
  - 21.3. COMPETITION JURY**
  - 21.4. DOPING CONTROL**
  - 21.5. ISSF EVENT MANAGER**

## **1. PREAMBLE**

The ISSF has developed these Guidelines for Organizing ISSF Championships (hereinafter the “Guidelines”) for Organizers and their Organizing Committees to be used in the submission of applications and the preparation and conduct of ISSF Championships. These Guidelines have been prepared in accordance with the ISSF General Regulations and are an official part of the ISSF Rules and Regulations. The Organizer of an ISSF Championship must be a National Member Federation of the ISSF in good standing. The Organizer must create an Organizing Committee pursuant to the ISSF General Regulations.

## **2. TERMS AND ABBREVIATIONS**

**EBU** – European Broadcasting Union

**FOP** – Field of Play

**HFA** - Host Federation Agreement

**GR** – the current version of the ISSF General Regulations

Level 1, 2, 3 Competitions – the respective categorization is provided in the General Regulations

**NOC** – National Olympic Committee

**NF** – National Federation

**OC** – Organizing Committee

**TD** – ISSF Technical Delegate

## **3. GENERAL ORGANIZATIONAL MATTERS**

### **3.1 ORGANIZING COMMITTEE**

In accordance with the GR the OC is responsible for administrating and delivering the Championship according to GR, the HFA and the Guidelines.

It is recommended that the OC should include representatives of

- governmental bodies responsible for sports development in their country,
- the NOC,
- the Ministry of Internal and Foreign Affairs,
- the Ministry of Finance,
- the regional government where the Competition will be held,
- gun control agencies.

The members of the OC shall designate their Chairman.

The OC shall appoint a General Director (it is recommended to appoint the Organizer's President or Secretary General to this position).

### **3.2 GENERAL DIRECTOR**

The General Director shall

- set the standard for the Organizing Committee policy,
- establish ties with the government and the NOC,
- ensure and declare to the ISSF that the designated competition venue(s) and FOPs comply with the ISSF Rules and Regulations, in particular these Guidelines, the GR and the ISSF General Technical Rules,
- interact with the TD and advise on the venue preparation and the organization of the Championship,
- interact with the ISSF headquarters,

- arrange a visit of the TD for a preliminary inspection of the venue, or provide photos and layouts for its remote assessment, if the venue was accredited for holding competitions, but was changed or modified later,
- ensure that the competition venue is prepared for the Championship,
- organize interaction with the official result provider of the Championship in advance (at least four (4) months prior to the Championship to ensure implementation of its requirements (for information on the respective official result provider please contact the ISSF headquarters),
- select and train competition staff, which shall have English language skills to communicate with athletes, coaches, referees and jury members,
- carry out overall management of staff involved in the preparation and conduct of the Championship,
- ensure that the competition staff is responsive to the advice given by the TD and the Chairman of the Competition Jury,
- identify the number of volunteers to be involved and their functional areas and establish interaction with organizations that can provide volunteers,
- prepare and approve the General Information Letter (see below 6.),
- ensure that all participating teams and officials are informed and kept up to date about all relevant aspects of the Championship,
- report on the progress of preparation of the Championship to the Chairman of the OC,
- prepare and conduct a technical meeting with team representatives to provide updated information and address questions regarding the Championship;
- provide minutes of meetings,
- provide necessary administrative support to participants,
- provide visa support to participants and guests.

### **3.3 DIRECTORATE**

The General Director shall establish the Directorate which shall support the General Director in carrying out his functions and shall be in charge of the proper execution of the Championship.

The Directorate shall consist of:

- Chief Referee,
- Venue Manager,
- Entry and Accreditation Manager,
- Medical Services and Doping Control Manager,
- Logistics Manager,
- Sport Presentation Manager,
- Media officer,
- Coordinator of TV Production,
- Treasurer.

The composition of the Directorate and the number of members may vary depending on the competition level and the number of participants.

### **3.4 CHIEF REFEREE**

In accordance with the GR and in coordination with the TD, the Organizer shall be responsible for providing a sufficient number of experienced referees and range officials. One of the referees shall be appointed as the Chief Referee by the Organizer.

The Chief Referee shall:

- ensure general management of the referees/range staff,
- prepare a list of referees/key range staff and provide it to the ISSF headquarters for approval,
- participate in the preparation of the schedule of the competition program,
- allocate the responsibilities among referees/range staff,
- manage referee/range staff substitution if necessary,
- ensure that the referees comply with the ISSF rules and supervises the quality of their work,
- supervise the draws of the participants performed by the result provider,
- be responsible for the logistics of athletes' transportation to shooting positions with firearms and ammunition, taking safety requirements into consideration,
- supervise the handling of written and oral protests,
- prepare a daily report about the work of the referees/range officials, taking into account comments and suggestions, and send it to the General Director and the TD,
- ensure on behalf of the referees the coordination with the TV Crew, if TV production is taking place,
- ensure coordination with the respective official result provider of the Championship,
- sign the results protocol together with the official result provider after the end of each competition,
- ensure that comments and suggestions concerning the work of the referees/range officials are registered and include it into the daily report.

#### **4. REQUIREMENTS FOR SPECIFIC AREAS**

##### **4.1 VENUE**

###### **(Persons in charge: General Director, Chief Referee, Venue Manager)**

Ranges used for training, elimination, qualification and competition finals (hereinafter jointly referred to as the "Venue") shall comply with the standards specified in the current ISSF Rules and Regulations, in particular the ISSF General Technical Rules. The applicable rules can be obtained from the ISSF headquarters.

The following requirements are to be observed:

- The Venue shall have been successfully used for previous (test) competitions.
- Pistol shooting ranges shall be equipped with electronic targets (Olympic Qualifying Competitions require SIUS targets until 2024).
- A separate finals range/hall is required for ISSF Championships.
- The number of ranges for Rifle/Pistol shooting, targets/target systems per range and the number of trap/skeet ranges is specified in the GR, unless otherwise agreed upon with the ISSF headquarters.
- Qualification FOPs shall have a sufficient number of shelters for athletes and referees, protecting them against wind, sun and rain.
- The Venues shall have corresponding separate facilities for competition management, sports equipment storage, jury, doping control, food service, as specified in the GR and the ISSF General Technical Rules.

After the competition, the OC shall follow the required government, federation and organizer procedures for the cleaning of the Venue, including the recovery of lead and used expendable materials for environmental protection and nature saving. Special attention shall be paid to the recovery of lead and its wastes. For information and support please contact the ISSF Sustainability Committee via the ISSF headquarters.

## 4.2 OFFICES AND FUNCTIONAL AREAS

(Person in charge: Venue Manager)

### GENERAL REQUIREMENTS

Personal workspaces must have electrical power, high-speed Internet connection, a desk, chairs and printer access which shall be ready at least 2 days prior to the beginning of the Championship.

During the competition days the Venue Manager shall ensure a daily cleaning of facilities and offices at the end of the working day.

### 4.2.1 OFFICES

At level 1 and 2 competitions, separate rooms equipped with tables, chairs and printers are required for:

- TD and Chairman of the Competition Jury – 1 room
- General Director – 1 room
- Classification Office – 1 room
- An office for meetings, discussions and deliberations of the Competition Jury and Jury of Appeal. One room is required with a capacity of at least 10 people.

For level 3 competitions, it is enough to have 1 room for the TD and the General Director and 1 conference room.

### 4.2.2 FUNCTIONAL AREAS

- Equipment Control Centre in accordance with the ISSF General Technical Rules.
- Entry Confirmation Desk. There must be a location in the main venue headquarters area where team representatives can confirm their team's entries, make entry fee payments and submit any entry changes.
- Accreditation Centre. A location near the Entry Confirmation Desk must be provided where necessary photographs can be made and where accreditation cards can be printed and issued.
- Armory. There must be a secure area with sufficient space and shelving to store all guns that will be brought by participants. This must be a lockable room or rooms that can be protected by security guards on a 24-hour basis.
- Information Centre. Each Venue must provide a location where start lists, results lists, and information bulletins can be distributed to team leaders and coaches. Many OCs no longer print and distribute copies of all documents, but instead provide a desk where these documents are provided on demand.
- An official bulletin board or main scoreboard must be set up where copies of all official notices, start lists and official final results can be posted.
- Athlete Rest area. Athletes who are not training or competing on the ranges must have a rest area with tables, chairs, shade cover and - in hot climate areas - air conditioning (if the temperature is over 25 °C, otherwise ventilation is enough). Due to the nature of Shotgun events where athletes must remain at the venue all day to shoot two or three rounds, athlete rest areas for Shotgun athletes must be larger than those provided for rifle and pistol athletes. An area of approximately 500 m<sup>2</sup> is required for a large World Cup.
- Media Room/ Press Centre. The room shall have the capacity of at least 10 people but shall be planned in such a way that it could easily be expanded, depending on the number of media representatives who apply to attend the Championship. Apart from tables and chairs it shall have enough sockets for computers, gadgets, etc. At Level 3 competitions, the conference room may be used as a media center.
- Technical and Organizational Meeting Area. An area for holding meetings with representatives of all teams and other large meetings where the room shall have the

capacity as determined based on the competition level and the number of participating countries.

- Industry Service, Sales and Exhibition Area. It is required that industry technicians who provide free arms and equipment service must have a suitable workspace that is readily accessible by athletes and coaches. Industry representatives who exhibit or sell products may be charged a rental fee upon prior written approval by the ISSF headquarters.
- Toilets. Every venue must have sufficient male and female toilets to serve all athletes, officials and, preferably, separate toilets for spectators who attend the Championship. If sufficient permanent toilets are not available, portable toilets should be rented.

## **5. PROGRAM**

### **(Person in charge: General Director, Chief Referee, Venue Manager)**

The General Director, Chief Referee and Venue Manager prepare the suggestion for the Championship organizational program and the competition daily schedule (hereinafter the "Program") and coordinate it with the TD. In accordance with the GR the TD submits the Preliminary Program to the ISSF Secretary General for examination, at least eight (8) months prior to the Championship. The Final Program prepared by the Organizing Committee must be submitted by the TD for approval by the ISSF Secretary General at least six (6) months prior to the Championship.

The Program shall include information on:

- Trainings – unofficial and pre-event (PET) trainings in accordance with the ISSF General Technical Rules,
- Competition schedule, including qualification and final stages, considering TV and Internet streaming,
- the TV and Internet streaming schedules are to be approved at least six (6) months prior to the Championship,
- Opening and closing ceremonies (if conducted),
- the technical meeting with team representatives,
- Victory ceremonies.

The competition schedule and the TV and internet streaming schedule shall be prepared and communicated to NFs and also published by the ISSF headquarters on the ISSF Website.

Any further schedule changes that are made after the publication of the final Program must be approved by the TD and immediately communicated to all participating teams both through official Internet resources and information boards at the Venue and in the team hotels, as well as presented at the technical meeting. Due to application changes, the Program may need to be reviewed in terms of the elimination stage, unofficial training, qualifications and finals. The final training and competition schedule shall be explicitly marked as such.

Program changes may not be made after the technical meeting except in emergency situations and subject to TD approval.

## **6. GENERAL INFORMATION LETTER**

**(Person in charge: General Director, Chief Referee)**

The General Information Letter prepared by the Organizing Committee shall be submitted to the ISSF headquarters upon approval by the TD at least six (6) months prior to the Championship and shall be distributed by the ISSF headquarters among the NFs upon approval by the TD at least five (5) months prior to the Championship.

The General Information Letter shall contain information on all aspects of participation in the Championship, in particular about the

- date of event,
- venue of event – exact address,
- (preliminary) program of competitions (by days),
- program of ceremonies and additional activities,
- entry and visa regulations,
- regulations on the import and export of arms and ammunition,
- official hotels, prices, distance from the firing range,
- fees,
- transport service information,
- key contacts,
- official invitation,
- bank details for cashless payment of fees,
- cash advance payment terms,
- list of deadlines for submission of information, applications, payment of fees.

It is prohibited to distribute the information to be provided by the General Information Letter to NFs before its approval by the TD.

The General Information Letter must also be placed on online accessible with all necessary forms. Changes to the General Information Letter following distribution to NFs must be approved by the TD.

## **7. ENTRY AND ACCREDITATION**

**(Person in charge: Entry and Accreditation Manager)**

### **GENERAL REQUIREMENTS**

The Entry and Accreditation Manager shall

- coordinate the exchange of data from the ISSF Results and Information System (ISSF RIS), before, during and after the ISSF Championship,
- inform the TD and the ISSF headquarters of any issues that arise when submitting applications at all stages.

### **BEFORE THE CHAMPIONSHIP**

The Entry and Accreditation Manager shall

- obtain access to the ISSF resource for online application entry and accreditation from the ISSF,
- coordinate the entry of applications and accreditations in cooperation with the ISSF headquarters,
- make changes to applications between the receipt of the ISSF data file (sent after the Final Entry Deadline) and noon on the day before Pre-Event Training (PET) in cooperation with the ISSF Event Manager (see below 21.5),

ensure that the NFs comply with the rules on quotas and admission to participation in the

Championship, in accordance with the conditions defined by the ISSF Executive Committee for the Championship and specified in the ISSF Rules and Regulations, in particular the GR, as well as the General Information Letter,

- organize the work of the Accreditation Centre at the Venue of the Championship, including photography and printing of accreditations both in advance for the accreditations received from ISSF and on site for the relevant participants, officials and guests.

## **8. DOPING CONTROL**

**(Person in charge: Medical Services and Doping Control Manager)**

### **GENERAL REQUIREMENTS**

The Medical Services and Doping Control Manager shall observe that

- testing is conducted according to the ISSF Anti- Doping Rules and the ISSF Test Distribution Plan (TDP),
- the detailed instructions for conducting Doping Control as provided in the ISSF Doping Control Handbook are observed.

The OC is responsible for all expenses related to doping control except expenses related to out- of-competition testing sometimes requested and required by the ISSF.

### **BEFORE THE CHAMPIONSHIP**

The OC must contract with:

- A recognized Sample Collection Authority to conduct sample collection (this will typically be the relevant country's National Anti-Doping Organization), and
- a WADA accredited laboratory to analyse samples that are collected.

The Doping Control Station operating staff includes:

- **Lead Doping Control Officer:** is the chief Doping Control Officer appointed by the Sample Collection Authority to carry out all matters related to doping control at a specific Championship. The Lead Doping Control Officer is best qualified to deal with various practical and medical issues that can occur at the doping control station. The TD (or OC Medical Chief) and Lead Doping Control Officer must coordinate their efforts daily to ensure that the Test Distribution Plan is respected, all selected athletes are tested, and doping control issues are quickly addressed and resolved.
- **OC Medical Chief (if applicable) or the Medical Services and Doping Control Manager.** The point person will be responsible for liaising with the TD and the Lead Doping Control Officer for ensuring that sample collection conducted by the Sample Collection Authority follows the TDP. Ideally, this will be a medical professional.
- **Doping Control Officer(s) (DCO).** Heads the doping control process and has been trained and certified by a National Anti-Doping Organization or the Sample Collection Authority with delegated responsibility for collecting doping control samples.
- **Chaperones (escorts)** equal to the number of tests to be made for each event. The Chaperon team must be composed of at least one male and one female because both genders will always be tested.

The Doping Control Station requirements are attached in Annex 1.



## **DURING THE CHAMPIONSHIP**

- The Sample Collection Authority must follow all International Standard for Testing Protocols. They oversee and are responsible for the mission. They possess the qualification and certification to ensure that all protocols are correctly carried out.
- Doping Control Chief can assist in identifying and locating athletes or in other tasks requested by the Sample Collection Authority.

## **AFTER THE CHAMPIONSHIP**

The Sample Collection Authority must complete a Post Championship Sample Collection Authority Lead DCO Doping Control Report and provide it to the TD together with the original copies of all Doping Control Forms (“DCFs” ) Note: these DCFs will eventually all be computerized (see Appendix 3 of the Doping Control Handbook for the Post Championship Sample Collection Authority-Lead DCO Report).

## **9. RESULTS SYSTEM**

**(Person in charge: Chief Referee)**

### **BEFORE THE CHAMPIONSHIP**

The Chief Referee shall

- organize interaction with the Championship’s official results provider in advance, at least four (4) months prior to the Championship, having planned all the work on providing the necessary equipment (information on the official results provider can be obtained from the ISSF headquarters),
- organize at least one beamer/projector or TV panel that can be used by the results provider to display ranked results for team leaders, coaches and spectators and that should be installed in the range,
- organize working space for the results provider and the Competition Jury,
- provide for control rooms with a worktable and chairs for each range in which results provider technicians and Competition Jury members must work. There should be a clear view of the range FOP from the control room,
- designate a contact person for the results provider.

## **10. ACCOMMODATION**

**(Person in charge: Logistics Manager)**

### **BEFORE THE CHAMPIONSHIP**

The Logistics Manager shall ensure that

- the official hotels are located reasonably close to the range,
- there should be hotels of various price categories,
- the preliminary and final hotel reservation forms are distributed among the NFs and are included it into the General Information Letter,
- subject to approval of the ISSF headquarters, single room hotel accommodation in the same hotel for the following personnel is reserved:
  - TD,
  - Chairman and members of the Competition Jury,
  - ISSF Event Manager, if appointed,
  - International Referees, if appointed by the ISSF,

- ISSF Media Officer, if appointed,
- ISSF Photographer, if appointed,
- ISSF TV Crew, if appointed
- ensure accommodation (single rooms) for the results provider representatives.

The OC should negotiate agreements with the official hotels. Official hotels must provide breakfasts for athletes and officials with service starting 1 hour before the first buses depart for the Venue.

## **DURING THE CHAMPIONSHIP**

The Logistics Manager shall

- monitor the situation and be represented at each official hotel by responsible personnel,
- provide for personnel at each official hotel throughout the entire duration of the Championship,
- place an information desk with the schedule and transportation information at each official hotel.

## **11. FOOD SERVICE**

**(Person in charge: Venue Manager)**

### **GENERAL REQUIREMENTS**

The Venue Manager shall

- plan the catering area layout assuming that each sports facility should have a restaurant/food centre/catering centre. If the venue has no regular restaurant, meals may be arranged in a temporary large tent in compliance with all hygienic standards,
- prepare a plan for catering at the sports facility, based on the Program, with lunch scheduled from 12.00 to 14.00, and at other times provide the sales of refreshments, snacks, tea, coffee and soft drinks,
- ensure that all the necessary food service permits are obtained, which are required by the legislation which the Organizer is subject to,
- provide all meals for:
  - TD,
  - Competition Jury,
  - Referee staff,
  - Result provider representatives,
  - Photographer, if sent by ISSF,
  - Presenter, if sent by ISSF,
  - Media Officer, if sent by ISSF,
  - Event Manager, if sent by ISSF,
  - TV Crew, including the Commentator, if sent by ISSF,
- allocate a separate dining area for the above-mentioned persons in the common catering facility, so that they could be served faster, due to the need to fulfil their duties concerning the organization and conduct of competitions,
- ensure the compliance with the sanitary standards and the cleanliness of the dining area,
- ensure that there are enough servings in the menu, so that all competition participants have access to all meals at the venue based on the proposed plan,
- cooperate with the official hotels' representatives, in order to monitor the provision of breakfasts and dinners,
- notify the TD immediately of all cases of food related health issues and the corresponding measures taken.

## **12. TRANSPORTATION**

**(Person in charge: Logistics Manager)**

### **BEFORE THE CHAMPIONSHIP**

The Logistics Manager shall

- appoint and approve one person in charge of any transportation services as the Transportation Manager and supporting transportation personnel,
- determine the contractors for providing transportation, the capacity and number of vehicles necessary for transportation of the following routes:
  - Airport to hotels and hotels to airport for arriving and departing teams and ISSF officials (based on the applications of national federations and the information from the ISSF Headquarters).
  - Airport to range for arms and equipment storage.
  - Hotels to range and range to hotels for teams,
- provide for the transportation of officials as follows:
  - TD, ISSF Staff, Photographer (if sent by ISSF), Media Officer (if sent by ISSF) – 1 minibus,
  - ISSF Competition Jury – 1 minibus,
  - ISSF TV Crew (if sent by ISSF) – 1 minibus,
  - Results provider staff – 1 car,
  - Doping Control Crew – 1 car,
- provide for 1 on-call car and 1 on-call minibus which can be used for the transportation of small groups of the above-mentioned personnel If necessary,
- organize areas for participant pick-up at the range and near the official hotels, as well as a parking at the range for both the official transport and personal vehicles of guests, spectators and other participants,
- post transportation schedules at the range, in hotels, at the information desk and on the official Internet resource of the Championship,
- prepare a transport schedule for participant arrival and departure, as well as for the transportation between the hotels, ranges and airports. The planning shall take into consideration the following:
  - the first bus with teams should arrive at the range at least 90 minutes before the start of the competition,
  - the last bus with teams should leave the range no later than 45 minutes after the end of the competition or training, if no victory ceremony or other ceremonies are scheduled for that day, the departure of transport to the hotel shall not be planned for the time between the end of the competition and the victory ceremony (if one is scheduled at the end of the competition day) or during the victory ceremony and special arrival and departure schedules may be required for ISSF TV Crew and Doping Control personnel.

### **DURING THE CHAMPIONSHIP:**

The Logistics Manager shall

- organize the on-call duty of transportation staff at the hotel and the range for monitoring and quickly answering any requests,
- provide the responsible personnel and hired drivers with means for around-the-clock communication.

### **13. IMPORT AND EXPORT OF ARMS AND AMMUNITION**

**(Person in charge: Logistics Manager, Venue Manager)**

#### **GENERAL REQUIREMENTS**

The Logistics Manager or the Venue Manager shall

- include the information on the specifics of importing and exporting firearms and ammunition to/from the host country in the General Information Letter,
- notify the General Director immediately of any problems concerning the import and export of firearms and ammunition.

#### **BEFORE THE CHAMPIONSHIP**

The Logistics Manager or the Venue Manager shall

- coordinate fees for firearms and ammunition import and export with the ISSF headquarters in accordance with the applicable national legislation,
- collect information, to include in the General Information Letter about the rules and necessary approved permits for the import and export of firearms and ammunition in the host country,
- prepare the draft request of a permit for the import and export of firearms,
- process the requests received and prepare the necessary permissions for the import and export of arms in cooperation with the relevant government authorities regulating this issue,
- provide information on the import of firearms and the corresponding offices of airports and other state organizations,
- inform the corresponding staff about the number of firearms and ammunition that will be stored at the venue, providing corresponding data.

#### **DURING THE CHAMPIONSHIP**

The Logistics Manager or the Venue Manager shall

- coordinate with the staff responsible for airport reception at arrival and departure,
- check for firearms left unattended during and after the competition. In case any such firearms are found, turn them in at the armory.

### **14. SPORT PRESENTATION**

**(Person in charge: Sport Presentation Manager)**

#### **a. LOGOS AND GRAPHIC IMAGESREQUIREMENTS**

##### **BEFORE THE CHAMPIONSHIP**

Upon prior written approval of the ISSF, the OC has the right to use the ISSF Logo and name free of charge in connection with all communications concerning this ISSF Championship.

Each OC must create and adopt a logo that bears a graphic image of the ISSF Championship and its Organizer.

The Sport Presentation Manager shall submit the ISSF Championship logo to the ISSF headquarters for approval as follows:

- A preliminary layout – at least six (6) months prior to the Championship,
- A final layout – at least four (4) months prior to the Championship.

The Sport Presentation Manager shall ensure that

- this logo is displayed on all printed and electronic communications media for the ISSF Championship,
- the Championship logo should not look aggressive or otherwise inappropriate,

- The ISSF and Championship logos, as well as sponsor information should be displayed all over the Venue, including the shooting ranges.

**b. REQUIREMENTS FOR PLANNING AND DECORATING THE FINALS INDOOR/OUTDOOR RANGE**

The Sport Presentation Manager shall ensure that

- the finals area should be clear of any unnecessary items, such as tables, chairs and printers,
- all the necessary furniture and working equipment should be located outside the spectators' field of view in technical zones on the left and right sides,
- there are chairs for the finalists and their coaches in the first row of the seating area or in front of it.

**c. REQUIREMENTS FOR TV LAYOUTS**

**BEFORE THE CHAMPIONSHIP**

The OC shall provide a layout for the finals indoor/outdoor range to the ISSF headquarters for approval as follows:

- A preliminary layout – at least three (3) months prior to the Championship,
- A final layout – at least one (1) month prior to the Championship.

The Sport Presentation Manager shall ensure that

- the finals FOP shall be designed taking into consideration the prioritized placement of sponsor logos (depending on their level),
- the decoration colors are chosen considering TV and Internet streaming, because not all colors look good on TV.

**DURING THE CHAMPIONSHIP:**

The Sport Presentation Manager shall ensure the presentable appearance of the Finals Venue during all competitions: It should be clean and attractive.

**d. REQUIREMENTS FOR MEDALS**

The Sport Presentation Manager shall ensure that gold, silver and bronze medals are awarded to the first, second and third place winners in both individual and team events in accordance with the GR.

**BEFORE THE CHAMPIONSHIP:**

The Sport Presentation Manager shall ensure that

- medals and ribbons are submitted to the ISSF headquarters for approval as follows:
  - A preliminary layout – at least three (3) months prior to the Championship,
  - A final layout – at least one (1) month prior to the Championship.
- the reverse side of medals shall feature the ISSF logo,

The OC shall provide gold, silver and bronze medals according to the Program.

**e. REQUIREMENTS FOR CEREMONIES**

**GENERAL REQUIREMENTS**

For level 1 and 2 competitions, the announcer of the ceremonies should be provided by the OC and approved by the ISSF headquarters no later than one (1) month before the competitions. In case the announcer provided by the OC is not approved by the ISSF, the ISSF sends its own announcer, and the corresponding financial costs for their stay are funded by the Organizer. For level 3 competitions, it is recommended that appropriately qualified person(s) perform the duties of the announcer.

It is recommended to engage school students, physically challenged children, students and volunteers in ceremonies.

The Sport Presentation Manager and the OC shall ensure that

- all ceremonies are coordinated with the ISSF,
- an Opening Ceremony (the format is determined at the Organizers' discretion) is staged on either the first day of the Championship or the day before (considering that athletes may start to train and prepare for the first competition the day before the Opening Ceremony, the ISSF does not recommend engaging athletes in the ceremony for bringing out flags, marching and representing countries),
- the Opening Ceremony shall last no more than 1 hour. It is recommended to organize performances by folk groups and children groups, to promote national heritage, children's creative activities, etc.,
- a Closing Ceremony (the format is determined at the Organizers' discretion) is staged on the last day of the Championship,
- Victory Ceremonies are held as follows:
  - Victory Ceremonies shall include greeting athletes and presenting awards,
  - Victory Ceremonies shall begin no later than 10 minutes after the end of each Final, and in some cases, it may be reasonable to combine ceremonies if the Finals follow one each other, and the Victory Ceremony area is located outside of the finals range. Such changes shall be approved by the TD,
  - the flags of the top 3 athletes in the event shall be raised,
  - when the flags are raised, the anthem of the winner is played,
  - the OC should present the three medal winners with flowers or special gifts,
  - the area for conducting Victory Ceremonies and its decoration are approved by the TD. It is recommended to organize it at the Finals range and the Finals FOP,
  - the area of the Victory Ceremony shall be decorated for conducting photo shoots and interviews.

## **15. PROMOTION, MEDIA RELATIONS**

### **(Person in charge: Media Officer)**

The candidate for the position of Media Officer must be submitted by the OC to the ISSF headquarters at least three (3) months prior to the Championship. If the OC did not appoint or could not agree on the nomination of the Media Officer, the ISSF may appoint the Media Officer at its own discretion and send them to the Championship, specifying the costs which will be funded by the ISSF and the OC in equal parts.

### **GENERAL REQUIREMENTS**

The Media Officer shall

- plan and carry out a publicity campaign to inform NFs, the public and national media about the Championship,
- coordinate and answer all media requests,
- produce press releases for distribution among media to provide information about Championship program and the athletes who will participate,
- ensure the creation of a Championship website or a special webpage on their website that is dedicated to the ISSF Championship,
- inform NFs and the public about the Championship website and post new content on the Championship website on a regular basis.

## **BEFORE THE CHAMPIONSHIP:**

The Media Officer shall

- submit a nomination of a Photographer with their portfolio and work plan to the ISSF headquarters for approval,
- contact the ISSF Media Officer as soon as possible after the designation,
- create and implement a public relations plan in cooperation with the ISSF Media Officer
- ensure that the Championship website is up-to-date and new content is regularly uploaded,
- prepare and send a list of accredited media to the ISSF Media Officer,
- coordinate the preparation and fitting out of the media zone, ensure Internet access,
- inform the ISSF Media Officer about the competition media plan at least 3 weeks prior to the competition,
- prepare a working plan for the Photographer and coordinate it with the ISSF Media Officer.

## **DURING THE CHAMPIONSHIP**

The Media Officer shall

- issue invitations and accreditation for the media,
- provide up-to-date information and results to accredited media,
- timely publish news, photos, current information and documents in local media and on the Championship website,
- ensure the work of the Information Centre and distribute the start lists, results list and information bulletins for team officials, coaches and media. As an alternative, an information desk may be organized for displaying the above-mentioned documents.

## **AFTER THE CHAMPIONSHIP**

The ISSF Media Officer shall be provided with a list of media covering the Championship, as well as a report on media monitoring, including web resources.

## **16. SPECTATOR PROGRAM**

**(Person in charge: General Director)**

### **GENERAL REQUIREMENTS**

The OC shall develop a program for spectators designed to attract them to the shooting sport.

The General Director shall ensure in cooperation with the OC that

- the spectator program is aimed at attracting school students, college students, etc.,
- the spectator program shall be submitted to the ISSF headquarters for approval at least three (3) months prior to the competition (including the ticket program),
- the allocation of spectators in the seating area is managed by staff and in case there are enough free seats, that the staff prevents their dispersion across the seating area,
- space time activities for spectators are planned (the OC may find a sponsor for these purposes).

## **17. INTERNET**

**(Person in charge: Venue Manager)**

The Venue Manager shall ensure the following internet minimum requirements:

### **GENERAL INTERNET LINES**

- Line for the Organizing Committee and ISSF officials - not less than 20 Mbit/s,
- Line for Media - not less than 50 Mbit/s,
- Common line depending on anticipated traffic and participation:
  - for 300-500 gadgets - not less than 300 Mbit/s,
  - for 500-1000 gadgets - not less than 500 Mbit/s,
  - for 1000 - 2000 gadgets - not less than 1 Gbit/s.

### **INTERNET LINE FOR TV**

- OBVan - 40 Mbit/s upload and download,
- for the commentator's position - 10 Mbit/s upload and download,
- in the VAR's room, if it's separates from PTS - 10 Mbit/s,
- 40 Mbit/s Ethernet cable with rj45 connector in PTS area or in TV equipment area.

### **INTERNET LINE FOR RESULT PROVIDING**

At least 10 MBit/s should be available dedicated for the result provider on each range. This means 10 MBit/s download speed as well as 10 MBit/s upload speed. The network should be available by network cable instead of WiFi.

## **18. TV PRODUCTION AND INTERNET STREAMING (Person in charge: Coordinator for TV production)**

### **GENERAL REQUIREMENTS**

All TV and Internet rights for the ISSF competitions remain the property of the ISSF. Therefore, any agreement between the Organizer/the OC and the TV producer must additionally provide for explicit clauses covering the following obligations:

The TV producer (i.e. the Host Broadcaster, see below) shall grant to the ISSF the irrevocable, exclusive, worldwide and temporarily unlimited right to store, copy, publish, reproduce, transmit, broadcast, televise or otherwise use and permit others to use all of the produced content in whole or in part and in any and all forms of media for any purpose as may be determined by the ISSF as well as its legal representatives, assignees and transferees in their sole discretion. The same applies, collectively and individually, to the individuals acting for the TV producer to the extent that any such right is acquired by any individual in context with the performance of the production services.

The TV producer shall provide the ISSF with the master recordings of all TV and media coverage produced in the form of one XDcam disk (1 copy), two DVD (2 copies) and one USB stick (1 piece) per Final (or one 1 hard drive per day) on the Monday following the conclusion of the Championship to the ISSF Headquarters.

The ISSF will seek to

- provide the necessary information and access to the ISSF web resources, in order to organize internet streaming,
- reserve satellite space segments through the EBU and provide necessary information to the OC,
- provide TV graphic packages through the official results provider.

### **BEFORE THE CHAMPIONSHIP**

The Coordinator for TV production shall ensure the following:

- **For level 1 Championships:**
  - TV production and Internet streaming in accordance with schemes 1r-p and 1sh utilizing 12 cameras, including the provision of the signal to the EBU.
  - All finals in individual Olympic events and corresponding Mixed Team, and Team and events should have both TV and internet streaming coverage.
  - All other events should have Internet streaming coverage.
  - The TV commentator should be approved by the ISSF.



- **For level 2 Championships:**
  - TV coverage, including the provision of the signal to the EBU and internet streaming. Cameras should be positioned according to schemes 2r-p and 2sh,
  - TV/Internet commentators must be approved by the ISSF.
  
- **For level 1 and 2 Championships:**
  - The TV crew proposed for the production are to be approved by the ISSF no later than five (5) months before the Championship. After approval they will get the title of Host Broadcaster (HB),
  - The schedule of preparations for the TV production including training productions should be provided by the HB to the ISSF for approval and coordination no later than three (3) months before the Championship,
  - Schedules of TV broadcasting and Internet streaming of finals should be presented by the HB to the ISSF no later than two (2) months before the Championship,
  - All technical coordination with EBU and signal takers will be done by the HB after the schedule is approved and the ISSF informs about necessary bookings with EBU.
  
- **In case of level 3 Championships:**
  - TV production and Internet streaming requirements will be determined by the ISSF and the Organizer. High speed Internet is required,
  - Cameras should be positioned according to schemes 3r-p and 3sh,
  - TV production crew should be submitted to the ISSF for approval no later than 3 months before the Championship,
  - The streaming schedule should be provided to the ISSF for approval no later than 1 month before the Championship.

#### **DURING THE CHAMPIONSHIP**

The Coordinator for TV production shall ensure coordination with the EBU and the ISSF Media Officer to provide reliable TV signal and Internet streaming (internet streaming means streaming to the ISSF internet resources: Website, YouTube, Facebook, and other resources (if any)).

#### **19. ATTRACTING SPONSORS**

**(Person in charge: Sport Presentation Manager)**

##### **BEFORE THE CHAMPIONSHIP**

The Sport Presentation Manager shall

- form sponsor packages of various levels (3 levels are recommended) based on the potential for sponsor promotion, taking into consideration TV and internet streaming,
- include information on displaying sponsor logos based on their level in the plan under discussion, during coordination with the ISSF headquarters of the Venue decoration layout, including, most importantly, the finals range and/or finals FOP,
- include such logos in the decoration plan at places specified by the ISSF headquarters, if the ISSF has any sponsor contracts which include displaying logos at ISSF Championships.

## **DURING THE CHAMPIONSHIP**

The Sport Presentation Manager shall

- ensure that the venue decoration elements containing sponsor logos are shown during the TV and internet streaming, based on the concluded contracts of corresponding levels,
- engage sponsor representatives in Victory, Opening and Closing Ceremonies.

## **AFTER THE CHAMPIONSHIP**

The Sport Presentation Manager shall prepare reports on the fulfilment of contractual obligations in respect of the ISSF sponsors.

## **20. CHAMPIONSHIP BUDGET**

**(Person in charge: General Director, Treasurer of the Organizer/OC)**

An application to host a Championship shall include proposals on participants' additional fees for:

- Transportation from airports to official hotels,
- Unofficial trainings,
- import and export of arms and ammunition, if charged in the host country.

Revenues of the Organizer/OC consist

- Entry fees (entry fees must be accepted in EURO (EUR) or US DOLLAR (USD), unless the receipt of fees is strictly limited to the national currency by the national legislation. OCs should make arrangements so that the participants can pay fees through bank transfers, credit cards or other electronic payment methods),
- Government Support
- NOC Support
- Sponsor Payments including sponsor payments from official hotel,
- Ammunition sales,
- Ticket Sales,
- Souvenir Sales,
- Additional services for participants – separate rest areas – renting of tents,
- Catering.

Expenditures of the Organizer/OC consist of:

- Salaries of staff employed,
- Travel and accommodation costs for staff members,
- Travel and (if necessary) accommodation costs for volunteers,
- Transportation service for participants, the TD, Jury Members, the ISSF representatives, the results provider,
- Rent/services of the sports facility, where the Championship is held,
- Renting target equipment (if the available equipment is insufficient or does not comply with the requirements),
- Air travel costs of the results provider and the costs for representatives' work according to the contract,
- Doping tests,
- Range and facility renovation and repair,
- clay targets and electronic targets,
- accommodation of the results provider, the ISSF representatives, Jury Members and the referees,
- providing meals for the TD, the results provider, the ISSF representatives, the Chairman and the members of the Competition Jury and the referees,
- Opening and Closing Ceremonies (at the discretion of the OC),

- Victory Ceremonies,
- design and production of medals and medal ribbons,
- dress code of staff with designation of functional areas,
- receptions, banquets (at the discretion of the OC)
- provision of internet capacity for all the services, participants and guests,
- mobile communication, operational communication means,
- Miscellaneous (office machine rental, cleaning, trash removal, etc.).

## **21. ISSF SUPPORT FOR ORGANIZERS**

### **a. GENERAL**

The ISSF provides support for Organizers in the preparation and conduct of ISSF Championships, and also may control that the Organizers always comply with the applicable rules and regulations, in particular the HFA, the GR, the ISSF General Technical Rules and these Guidelines.

In particular, the ISSF

- appoints the TD who coordinates the cooperation between the Organizers and the ISSF in all administrative issues related to the preparation and conduct of ISSF Championships,
- approves the Competition Jury which control the preparation and conduct of competitions in full compliance with the GR and the ISSF General Technical Rules,
- appoints international referees, ensuring that there is no conflict of interest when organizing the finals and other competition stages,
- designates a headquarters employee as the Event Manager on ISSF's side who will be responsible for timely handling current issues related to the preparation and conduct of a specific ISSF Championship,
- provides access to the Athlete and Official Database: full names, ID numbers, photos, biographical information and competition history,
- organizes an online registration system for the ISSF Championship participants,
- ensures that the accreditation system is ready,
- three (3) days prior to the official arrival day, the ISSF will forward a file with all participating athletes and officials as well as the bib (start) numbers,
- provides the ISSF logo in the formats necessary for decoration, as well as sponsor logos and requirements to their display,
- undertakes the following expenses:
  - air travel and accommodation costs of the TD,
  - air travel costs of the Competition Jury and international referees, as well as other representatives sent at the initiative of the ISSF,
- support with consultation in respect to TV production and other media coverage upon request and agreement with the Organizer.

### **b. ISSF TECHNICAL DELEGATE**

The TD is the main ISSF representative and the person responsible for interaction with the ISSF headquarters. One or two TDs (pistol shooting / shotgun shooting) are appointed by the ISSF Executive Committee depending on the Program. One person can perform both functions in a combined championship if he/she is well-qualified, the Venue is compact and the ISSF Championships have previously been hosted at such Venue.

The TD shall have the following functions:

- Ensures that the OC complies with the HFA, the GR and the Guidelines,
- coordinates actions with the OC before and during the ISSF Championship,
- interacts with the General Director and the Chairman of the Competition Jury,
- monitors the process of applying for participation, the compliance with the established rules and standards, including the schedules of competitions, trainings, opening, closing and victory ceremonies,
- may initiate and hold a meeting with the OC and/or the Competition Jury,
- presides at daily meetings with the OC and/or the Competition Jury at the end of the day,
- presents the doping control plan. Upon completion of all Doping Tests, they must complete the Doping Control Report, obtain the Doping Control Chief's Report and the originals of all Doping Control Forms. Responsible for forwarding these reports and forms to the ISSF headquarters as soon as possible after the Championship,
- coordinates the Program/Schedule,
- approves the General Information Letter,
- at least 2 weeks prior to the championship, monitors the readiness of the Venue according to the information in the application, and receives corresponding reports from the General Director and the Chairman of the Competition Jury,
- registers protests and appeals from competition participants, takes measures to settle them during the competitions or reports to the ISSF headquarters,
- establishes the Jury of Appeal for adjudicating appeals, if necessary,
- in case of any extraordinary situations, may take decisions both on its own, and in coordination with the ISSF President and/or ISSF Secretary General,
- submits a report following the Championship to the ISSF headquarters no later than two (2) weeks after the Championship.

The TD shall be available throughout the entire Championship, to take a corresponding decision or consult the General Director and the responsible persons of functional areas.

### **c. COMPETITION JURY**

To control the fulfilment of all the ISSF General Technical Rules during the competitions and to guarantee the objective outcome of official results and rankings, a Competition Jury must be appointed for all ISSF Championships and approved by the ISSF Executive Committee.

The Competition Jury must include judges with experience of officiating at major ISSF Championships in respective disciplines, result production and equipment control. The exact number of the Competition Jury members depends upon the level of the ISSF Championship, the competition schedule and the existence of sufficient numbers of experienced range officers, supporting officials and referees provided by the Organizers. All members of the Competition Jury must have a valid respective ISSF Judges license.

The Competition Jury is headed by the Chairman. The Chairman of the Competition Jury shall have the following functions:

- coordinates the interaction with the Organizer in all issues related to refereeing and providing the results of the competition,
- monitors the readiness of ranges for conducting competitions,
- checks the qualification of the referees and chief range officers proposed by the Organizer,
- determines the responsibilities of Competition Jury members, to guarantee the compliance of the competitions with the ISSF General Technical Rules, the accuracy of preparing start protocols, the validity of the intermediate and final competition results,

- assigns responsible Competition Jury members to consider the protests received by the Competition Jury,
- in coordination with the TD, ensures that the Competition Jury takes decisions on issues, not provided for by the ISSF General Technical Rules,
- refers to the ISSF President or Secretary General for consultation in case of emergency situations.

#### **d. DOPING CONTROL**

##### **BEFORE THE CHAMPIONSHIP**

The TD

- shall complete a template letter of the Doping Control Handbook (See Appendix 1A Letter of the doping control handbook) and sent to the Sample Collection Agency to ensure that all the requirements of the International Standard for Testing and Investigations are respected,
- must organize a meeting with the Sample Collection Agency's Lead Doping Control Officer and the Medical Services and Doping Control Manager to coordinate the Test Distribution Plan (TDP) and plan the testing of target tests and the selection of random tests. During this meeting, the TD must remit an ISSF Authorization Letter to the Lead DCO. This is a mandatory requirement (See Appendix 1 B of the Doping Control Handbook. Prior to this meeting the TD should also have prepared the Doping Control Testing Plan and remit a copy of the same to the Lead DCO (See Appendix 2 of the Doping Control Handbook).

##### **DURING THE CHAMPIONSHIP**

The TD shall assist in identifying and locating athletes or in other tasks if requested by the Sample Collection Agency.

##### **AFTER THE CHAMPIONSHIP**

The TD

- must prepare a post Championship Doping Control Report (see Appendix 4 of the Doping Control Handbook for the TD Post Championship Report),
- must forward in a sealed envelope to the ISSF headquarters, as soon as possible after the Championship:
  - Both the DCF's and related documentation and Post Championship SCA Lead DCO Doping Control Report as remitted from the Lead DCO (as per Appendix 3 of the Doping Control Handbook), and,
  - The TD Doping Control Report as completed by the TD (as per Appendix 4 of the Doping Control Handbook)

To assist with these tasks, ISSF will provide the OC with the Testing Plan with regards the correspondent Championship and provide the Sample Collection Authority with ISSF Doping Control Forms.

ISSF is always available to clarify any aspect of the ISSF Doping Control Handbook to ensure that it is carried out. This is a compliance requirement for ISSF as a Signatory to the World Anti-Doping Code and ISSF is responsible for any breaches to the same. Strict conformity to the Doping Control Handbook and all Appendixes is therefore mandatory.

**e. ISSF EVENT MANAGER**

The ISSF Event Manager shall have the following functions:

- Manages the ISSF Online Registration Service,
- Provides the following standardized entry and registration forms that must be distributed by the OC among the NFs:
  - Preliminary Entry Form (to be checked by the ISSF and forwarded to the OC),
  - Final Entry Form (to be checked by the ISSF and forwarded to the OC),
  - Preliminary Hotel Form (to be forwarded to the OC),
  - Final Travel Form (to be forwarded to the OC),
  - Final Hotel Reservation Form (to be forwarded to the OC),
  - Rooming List Form (to be forwarded to the OC),
  - Visa Support Form (to be forwarded to the OC),
  - Gun License Application Form or Arms and Ammunition Declaration (to be forwarded to the OC),
  - Media Accreditation Form (to be forwarded to the OC).