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# **AIBA EVENT OPERATIONAL MANUAL**

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## **AIBA PRESIDENT'S MESSAGE**

Dear Boxing Family,

It is a great pleasure for me to introduce the AIBA Event Operational Manual. This document is the culmination of many hours of work and is a comprehensive guide in all aspects of running an AIBA event.

Although the Technical Delegate and Officials for all AIBA events are from AIBA, the ultimate success of the event lies with the organization capability of the Local Organizing Committee. Therefore, in order to assist the Local Organizing Committee, we have drawn up this Operational Manual to give a detailed overview of the numerous aspects that need to be considered when planning and staging an AIBA event.

This manual presents sum of the expertise of all relevant AIBA Commissions, together with the departments at AIBA Headquarters. I therefore hope you will find this manual a useful tool and valuable assistance in planning and implementing an event.

Yours Boxing,



**Ching-Kuo Wu**  
AIBA President



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## **FOREWORD**

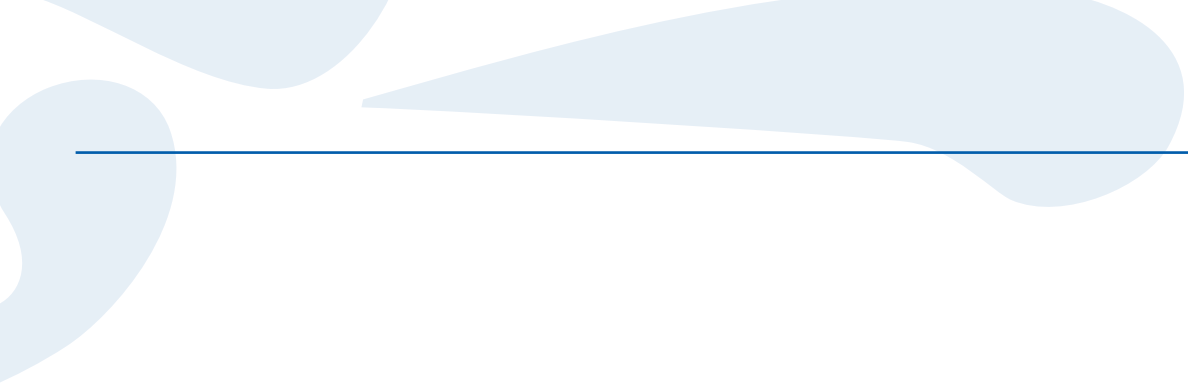
As the world governing body of Olympic boxing, the International Boxing Association (AIBA) has seen a considerable growth over the last four (4) years in boxing events organized around the world. This enhancement in organizing boxing events has formed the pivotal point in the development of events management within AIBA and has called for raising the standards. As a result of years of experience and expertise in boxing events, AIBA is pleased to publish its Event Operational Manual.

The contents of this manual are constructed as guidelines to be used by the event organizer - before, during and after an event. Supporting information for all areas surrounding an AIBA event has been documented to fully benefit the Host National Federation (NF) and the Local Organizing Committee (LOC).

As a basic principle, the guidelines provided in this Operational Manual should be used solely as AIBA guidance which could be adjusted in local situation. However, as the management of events is in constant evolution, the Operational Manual for AIBA events will also reflect these changes and updates continuously.

The organizations using this event manual should be in contact with respective departments within AIBA to ensure that there will be no question or problem to follow these guidelines.

Finally, we would like to thank all the persons from the AIBA Family who have contributed to the contents of this manual.



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# INTRODUCTION





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## **CONTRACTUAL REQUIREMENTS**

The contractual agreement between the Host National Federation and International Boxing Association (AIBA) is defined by the Host City Agreement.

The contents of this manual do not form a contractual agreement between the Host National Federation and AIBA unless specifically referred to by a clause in the Host City Agreement.

## **BIDDING PROCESS AND DOCUMENTS**

The bidding process for each AIBA Controlled Event is determined and executed by AIBA. The standard process includes the information sent to all AIBA National Member Federations on the opening of the bid process.

Should a National Federation wish to host an event, the Letter of Intent (LOI) is completed and returned to the AIBA HQs Office.

The bidding National Federation must submit a bid document entailing detailed specifications of the proposed concept to host the event. The bid document is evaluated against the AIBA's criteria and submitted to the AIBA Executive Committee (EC).

All the bidding National Federations will have the chance to present their bid to the AIBA Executive Committee. Once all the presentations have been made, the AIBA EC will take a decision on the Host City for the respective event and will make the announcement immediately.

### **Pre-Host City Agreements**

Pre-host city agreements are provisional contractual agreements between the Host National Federation/City and AIBA.

### **Host City Agreements**

Host city agreements form the definitive contractual obligations that both the Host National Federation/City and AIBA have towards each other.

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## EXECUTIVE SUMMARY

Organizing a boxing event is not as simple as providing a boxing ring and arranging the participants for the competition: it is a science of planning all resources and facilities required for the period of the event. A well structured Local Organizing Committee (LOC) is crucial to the success of an event. The LOC is appointed by the National Federation of the Host Country to organize and manage the event.

The personnel of the LOC form the back bone of the organization. The LOC is accountable for all areas associated with the management of the event. Therefore, it is critical to have a good LOC structure, with clearly defined roles and responsibilities.

There are several different phases involved in the management of events, which can be grouped in pre-event, event delivery and post event and the responsibility of the LOC runs throughout the three phases of the event.

A good level of coordination is required between the Host National Federation, the LOC and AIBA. Effective communication channels must be established to ensure a good working relationship. During the pre-event phase, AIBA (together with the Technical Delegate) will arrange coordination visits to the Host City. Following these visits, reports will be produced to specify areas of improvement in the preparation of the event.

The LOC must arrange the transport of all the participants of the event, throughout the Championships date, between all the Venues used. The Venues for the competition will consist primarily of competition and training, including other Venues for the Technical Meeting, Official Draw and General/Daily Weigh-In. The transport schedule must correspond to the competition timetable.

A successful competition is the key for a successful event. All areas concerning the competition must be well planned and executed by the LOC. The guidelines provided within this Operational Manual will provide a good foundation in understanding the scope of all the fields concerned. Specifications with regard to the equipment must be well coordinated. Marketing and communication activities must be well constituted by the LOC in liaison with AIBA.

The facility requirements for the competition is equally as important as the competition itself. All event facilities must be in good condition and managed effectively during competition. Specifications on the technical requirements of the event facilities have been included in this manual. In this regard, there is considerable responsibility on the technical personnel of the LOC to prepare and manage all technical areas.

The operational aspect of the event during competition time is an integral part of the overall event delivery phase. There is a considerable amount of work required from the LOC personnel in delivering programs such as the Technical Meeting, Official Draw and General/Daily Weigh-In. It is important to coordinate areas concerning transport as well as communication of each program.

Lastly, one of the defining areas of the competition is the protocol as determined by AIBA. As a highly exposed area, each defined protocol must be followed with due diligence, particularly in circumstances which involve the AIBA President.

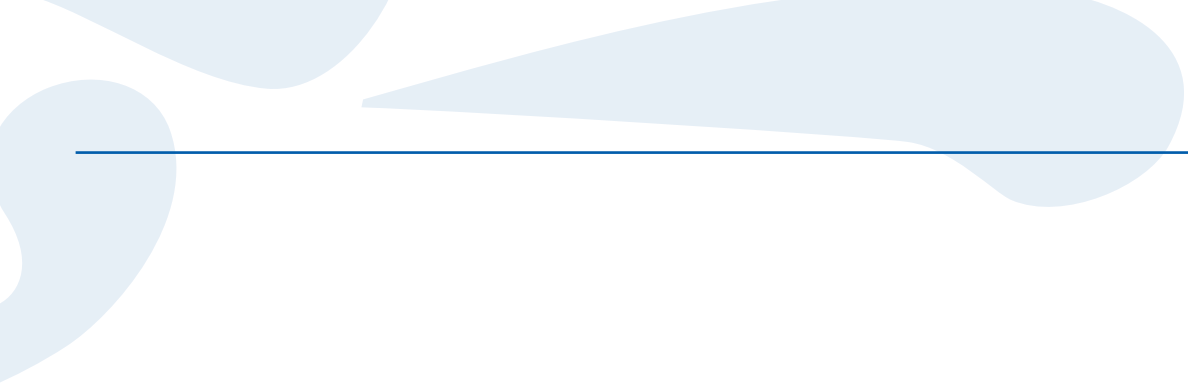
## GLOSSARY

In this Section, you will find all terms relevant to this specific Operational Manual. It should be noted that these definitions are used for information and educational purposes only to assist in the reading of this manual.

Term	Definition
<b>AIBA</b>	International Boxing Association.
<b>AIBA Controlled Events</b>	The events which are solely managed by AIBA and of which AIBA is the Rights Holder.
<b>AIBA Approved Events</b>	For boxing competitions which are approved and/or endorsed by AIBA, AIBA allows the use of its logo and provides AIBA officials to manage these events.
<b>Accreditation</b>	A form of identification used during the event to effectively divide groups in order to identify those groups.
<b>Ambush Marketing</b>	Promotional activities at or around an AIBA event carried out by companies that have not purchased sponsorship rights.
<b>Bidding Guidelines</b>	The guidelines containing additional information for those interested in presenting a candidature to host an AIBA event.
<b>Broadcast Sponsorship</b>	A form of commercial advertising on television or radio whereby the advertiser is associated with the program to be transmitted. AIBA sponsors are entitled to purchase broadcast sponsorship connected to the transmission of AIBA events. A broadcast sponsor often purchases additional commercial slots (called airtime advertising) during the broadcast.
<b>Bout</b>	A boxing match.
<b>Championships period</b>	The entire duration starting from the arrival date to the departure date of all groups participating in the event.
<b>Competition Period</b>	The duration from the first boxing session to the last boxing session.
<b>Competition Program</b>	The list of events to take place at an AIBA event (see Event Program).
<b>Competition Timetable</b>	The schedule of events and activities (including Award Ceremonies) to take place at an AIBA event.
<b>Daily Schedule</b>	The list of Boxers, including date, time and opponent participating in competition in any given day.
<b>Daily Weigh-In</b>	The process of verifying the weight of Boxers participating in competition for a given day, on the same morning of competition.
<b>DCO</b>	Doping Control Officer
<b>ENG</b>	Electronic News Gathering; in the context of this manual, this term means a cameraman and sound recorder for any coverage that is required outside the scope of the World Feed, in particular Mixed Zone interviews, Press Conferences and other ancillary events.

<b>Event Program</b>	A publication that provides spectators with information at an AIBA event (the schedule of events, participant numbers, records, etc.).
<b>EVS</b>	A company that specializes in instant tapeless technology for instant replays.
<b>Exclusivity</b>	A company which purchases sponsorship rights for an AIBA event is protected from business competitors having similar rights at the same event.
<b>FOP</b>	Field of Play – the area of the Venue used for competition.
<b>General Weigh-In</b>	The collective process of verifying weight of Boxers prior to the competition.
<b>Host Broadcaster</b>	The national television company responsible for, among other things, the production of the image and sound signals.
<b>Host City</b>	The city where an AIBA event takes place. Normally the Host City is a signatory to the event contract.
<b>Host City Agreement</b>	The mutual legal agreement between Host National Federation/ City and AIBA, which contains all terms and conditions of the competition.
<b>Host Country</b>	The country where an AIBA event takes place.
<b>IBC</b>	International Broadcast Center is the main working area for those involved in the television and radio production aspects of an AIBA event.
<b>IF</b>	International Federation.
<b>IOC</b>	International Olympic Committee.
<b>ITO</b>	International Technical Official. ITOs are expert competition Officials from countries other than the Host Country appointed by AIBA to assist with the competition.
<b>LAN</b>	Local Area Network, a group of interconnected computers and servers.
<b>LOC</b>	Local Organizing Committee.
<b>Licensing</b>	Supplier who has been granted an official license from AIBA to supply boxing equipment or rings.
<b>Marketing</b>	Activities related to realizing maximum value (in terms of cash) from an AIBA event for the organizers and AIBA through the sales of sponsorship and broadcast rights associated with the event and the provision of services to other customer groups. Marketing also includes increasing the value of the associated rights by promoting the event through advertising and other communications activities.
<b>Media Center</b>	An area where media representatives can work, access services and relax; usually located in or near the stadium at an AIBA event.
<b>Media Tribune</b>	The seating area for broadcast and print media representatives to work as they view the competition at an AIBA event.
<b>National Federation</b>	National boxing federation affiliated to the International Boxing Association (AIBA).

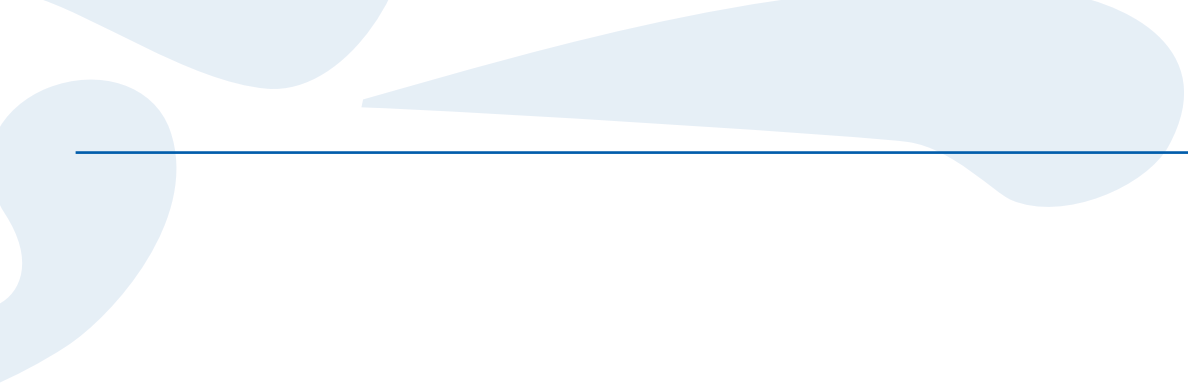
<b>NOC</b>	National Olympic Committee.
<b>Non-Rights Holders Broadcaster</b>	A Non-Rights Holders Broadcaster is one who has not entered into agreement with AIBA or its appointed agency to acquire the rights to broadcast footage of an AIBA event.
<b>Mixed Zone</b>	An area which all Boxers must pass after their bout (near the exit of the FOP) in which media representatives are stationed in order to conduct interviews with the Boxers.
<b>OBC</b>	Outside Broadcast Compound is the area where the heavy equipment and transport vehicles required for the broadcast operations at an AIBA event are stored.
<b>Official Draw</b>	The method used to determine the opponents of the boxing bouts prior to the competition commences.
<b>R&amp;Js</b>	Referees & Judges.
<b>Registration/Entries</b>	The process by which National Federations enter Boxers into competitions.
<b>Rights Holder Broadcaster</b>	A Rights Holder Broadcaster is one who has entered into agreement with AIBA or its appointed agency to acquire the rights to broadcast footage of an AIBA event.
<b>Seconds</b>	The coach and assistant who accompany the Boxer during the bout.
<b>Team Delegation</b>	Participating team members including Boxers, coaches, team doctors and team managers in competitions.
<b>SNG</b>	Satellite News Gathering; this refers to providing a broadcast signal to a satellite, usually by means of a satellite truck or OB unit.
<b>Sponsor</b>	The individual or group that supports the event financially or through the provision of products or services as part of brand identification and marketing.
<b>TD</b>	Technical Delegate is a person who is appointed by AIBA or Confederation to be responsible for all technical related issues in boxing competitions.
<b>Technical &amp; Competition Rules</b>	The official rules used by AIBA to govern boxing and boxing competitions.
<b>TSA</b>	Total Sports Asia is AIBA's appointed TV rights distribution agency.
<b>VIK</b>	Value-in-Kind are goods or services provided by a sponsor instead of, or in addition to, cash.
<b>Venue</b>	The stadium or place where an event takes place. At an AIBA event, other areas such as training facilities and Press Center.
<b>VIP</b>	Very Important Person.
<b>VVIP</b>	Very, Very Important Person.
<b>Weight Categories</b>	Specified weight groups categorized by the AIBA Technical & Rules Commission for competitions.
<b>World Feed</b>	The World Feed is the international television signal broadcast from the event, which must be broadcast with video and separate audio tracks with English commentary and full English graphics.



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CHAPTER I

# **AIBA EVENTS**





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## 1. AIBA EVENTS OVERVIEW

Over the last four (4) years, there has been a great expansion in the organization of boxing events. As a result, this development has led to an increase in participation by amateur Boxers of all ages. The current portfolio of AIBA Controlled Events, include the following:

AIBA Controlled Events	
<b>Men</b>	Elite Men World Championships
	Junior World Championships
	Youth World Championships
	President's Cup/World Cup
<b>Women</b>	Elite Women World Championships
	Junior World Championships
	Youth World Championships

AIBA Approved Events are divided into three levels (1-Star, 2-Star and 3-Star) depending on the number of Boxers participating from different countries. For further details on AIBA Approved Events, please refer to the AIBA Technical & Competitions Rules.



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CHAPTER II

**EVENT PLAN &  
ORGANIZATIONAL  
STRUCTURE**



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## **2. EVENT PLAN AND ORGANIZATIONAL STRUCTURE**

The key to success of a smooth running Championships is a good and clear organizational structure, set up in time to prepare all areas accordingly.

AIBA's boxing calendar is set for a period of four (4) years and most events are held in a cycle of two (2) or four (4) years. AIBA's bidding guidelines are sent at least two (2) years in advance to allow sufficient time for National Federations to obtain necessary funding through their governments.

### **2.1. PLANNING**

For the AIBA Controlled Events like the Elite Men World Championships and Olympic Qualifying Tournaments, it is advised to plan well in advance. If you wish to bid for such event, you should work at least four (4) years ahead lobbying with candidate cities and government bodies to prepare the bid (see table below) and get the required funding.

The table below highlights the timeline for the event and the necessary preparations that should take place accordingly.

Timeline for the event countdown	Activity
<b>Year one</b>	<ul style="list-style-type: none"> <li>• Prepare action plan and draft timeline</li> <li>• Select Host City</li> <li>• Lobby governing bodies for funding</li> <li>• Prepare budget</li> <li>• Appoint key positions</li> </ul>
<b>Year two</b>	<ul style="list-style-type: none"> <li>• Get approval from governing bodies</li> <li>• Involve key influential people and have them on board (NOC, NF, governing bodies)</li> <li>• Request budget</li> <li>• Find sponsors and partnerships</li> <li>• Visit international events with key influential people</li> </ul>
<b>Year three</b>	<ul style="list-style-type: none"> <li>• Prepare bidding file (marketing agency, video preparations)</li> <li>• Pre-reservations of hotel accommodations, Venue, training Venue</li> <li>• Detailed setup of LOC structure and people</li> <li>• Appointment of Competition Manager</li> <li>• Prepare marketing and sales plan</li> <li>• Medical and anti-doping preparations</li> <li>• Detailed budget allocation</li> <li>• Host broadcasting company preparations</li> <li>• Media preparations</li> <li>• Development of promotional activities</li> <li>• VISA support preparations</li> <li>• Administrative preparations</li> <li>• Volunteer recruitment</li> </ul>
<b>Year four</b>	<ul style="list-style-type: none"> <li>• Finalize contractual arrangements (Venue, accommodation, Host Broadcaster, etc.)</li> <li>• Finalize registration process</li> <li>• Prepare and send VISA support letters</li> <li>• Volunteer training</li> <li>• Supplier arrangements</li> <li>• Development of schedules for accommodation, transportation, arrivals, departures, financial payments</li> <li>• Finalization of competition schedule</li> <li>• Development of team information booklet</li> <li>• Sending (V)VIP invitations</li> <li>• Logistic arrangement schedule</li> <li>• Finalize accreditation</li> </ul>

**Table 1:** Timeline for the event countdown and the required planning

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## **2.2. STRUCTURE**

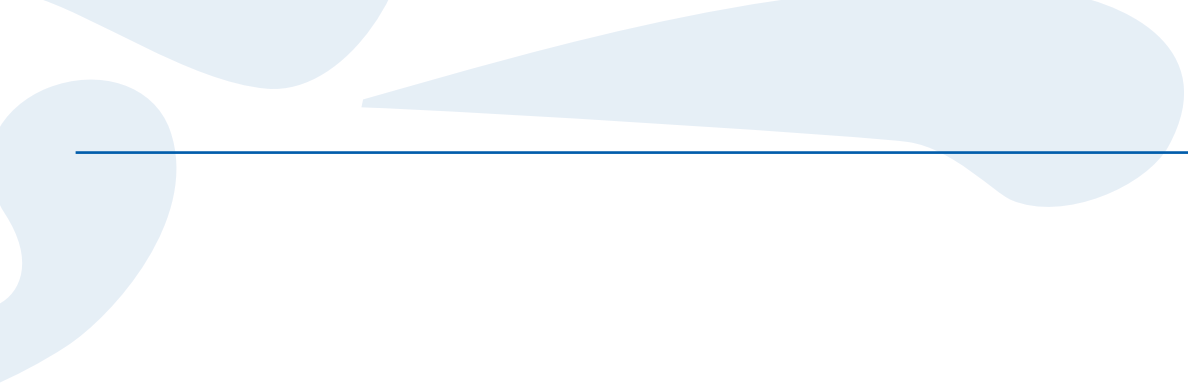
Defined structure for the Organizing Committee is very important in determining the overall operational competence of the event delivery. Defining each role within the Organizing Committee will avoid many problems in the planning and event phase of the event. A defined and stable Organizing Committee will make a big difference in the formation of the overall organization.

### **2.2.1. LOCAL ORGANIZING COMMITTEE**

The Bidding Committee should submit the organizational structure of the Organizing Committee. The organizational structure must include Executives from the National Federation and representatives from various social and governmental sectors in the country, including a timeline with the recruitment of key personnel for the Organizing Committee.

Please use refer to Appendix [A] for an example of an organizational structure.

The recruitment of the Organizing Committee personnel begins with the senior positions. Once the recruitment process is completed and all the areas have a responsible person, the name and contact information should be communicated to AIBA, Confederations and National Member Federations. It is highly important for the LOC to determine a line of communication between AIBA, Confederations and National Member Federations.





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CHAPTER III

# **AIBA COORDINATION**



### 3. AIBA COORDINATION

In order to organize all events to the same level and to guarantee that all events are executed in a similar way, AIBA has developed various documents (including this Operational Manual). One of the most important documents is the Coordination Committee Checklist and Evaluation Form.

#### 3.1. COORDINATION COMMITTEE CHECKLIST AND EVALUATION FORM

In the Host City Agreement (Appendix B) you will find the number of coordination visits agreed upon. The first coordination meeting will take place a minimum of one year in advance. During this meeting, AIBA will check all proposals that are made in the bidding file.

In Appendix [C] you will find a copy of the Coordination Committee Checklist. This checklist covers all areas to be checked with the possibility of indicating the level of further preparation that is needed (for example, score one (1) indicates rapid improvement required, five (5) indicates the area is well prepared and may require minor improvements).

The same checklist as above will be used post event to evaluate the level of satisfaction on the delivery of the event in different areas. Feedback and recommendations for future events will be included on this report. The post-event checklist should be completed by the Technical Delegate and forwarded to AIBA HQs Office for review.

#### 3.2. COMPETITION PROGRAM

Every event is divided into two Sections - a Championships and Competition Period. The Competition Period is from the date of the first session until the Finals (including rest day, if any). The Championships Period is the date prior to the Competition Period of which a special room rate is applicable for teams and Officials until the date after the finals. In many cases the Championships Period is three (3) days prior to the first day of competition until one (1) day after the last day of competition. Please refer to Figure 1 below, which highlights the difference.

	Competition Days								
	-3	-2	-1	0	1	2	3	4	5
Competition Period									
Championships Period	Arrival								Departures

**Figure 1:** Illustration of Competition and Championships Periods

For World Championships, Olympic Games and events with over 300 participants, the General Weigh-In and Official Draw will be held one (1) day prior to the start of the competition. In all other events, the General Weigh-In will be conducted on the day (at the start) of the first session with a minimum of three (3) hours between the end of the Official Draw and the first bout.

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The final competition schedule can only be completed after the General Weigh-In as soon as the final number of Boxers per weight category is confirmed. Before this, only a draft of the competition schedule can be made based on the final registration. The Technical Delegate is responsible for the preparation of the competition schedule in consultation with the Competition Manager.

The Competition Manager should be aware of any requests by the National Broadcaster in regards to the start of the following:

- The daily competition schedule
- Start of the Finals
- Opening Ceremony
- Order of weight categories for national interest
- Ticket sales request, and/or any other issues that could have consequences for the final competition program

### **3.3. COORDINATION BETWEEN EVENT ORGANIZERS**

The coordination process between AIBA and the different organizations involved in delivering the event is a crucial starting point. It is through this coordination that relationships between the organizations are defined and important decisions concerning the event can be made. The following are the main coordination channels:

- AIBA and Local Organizing Committee
- AIBA and National Member Federations
- AIBA and Organizers

#### **3.3.1. AIBA AND LOCAL ORGANIZING COMMITTEE (LOC)**

The current organizational structure of AIBA consists of the following five (5) departments: External Relations & Development, Sports, PR & Communications, Finance & Legal and Licensing. Each department of the LOC must liaise with the corresponding department within AIBA.

The LOC is often set up by the Host National Federation to deliver the event according to the specifications stated in the Host City Agreement. In most cases, specialists or external agents (event companies) are employed by the LOC to deliver their expertise in event management.

The LOC is the local work force that is responsible for delivering the event, it is therefore important for all AIBA Controlled Events, that the LOC structure is approved by AIBA. There should be a very close cooperation between the LOC and AIBA HQs Office.

For each tournament, a new and different LOC will be in place whereas AIBA is a constant factor with experienced people that will guide the LOC and provide necessary instructions for the well being of the event.

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It is therefore very important that all instructions provided by AIBA are followed up immediately by the LOC.

For all other AIBA Approved Events (i.e. Continental Championships), AIBA can provide directions and advices to the LOC; however, as AIBA is not the rights-holder of the event, AIBA can only provide guidance for these events.

### **3.3.2. AIBA AND NATIONAL FEDERATIONS**

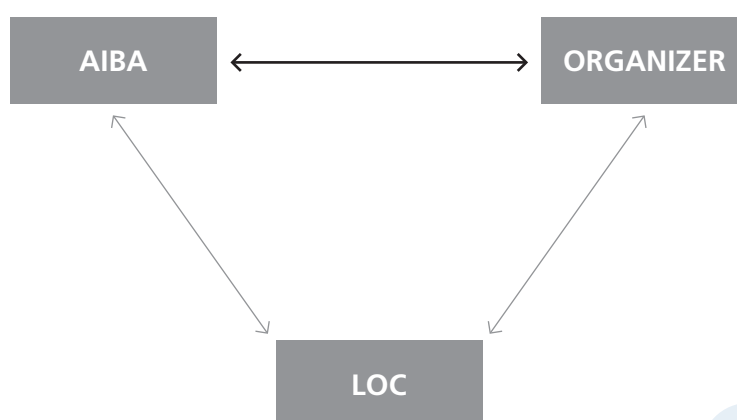
The involvement of the National Federation (NF) within the LOC is of great importance, because the NF not only has the expertise in the field of boxing itself, but also in most cases, they have been leading the project of hosting this international tournament in their country.

Any situation that might occur, that is not explained in the Host City Agreement (HCA) will be dealt with between AIBA and the NF in order to find a solution.

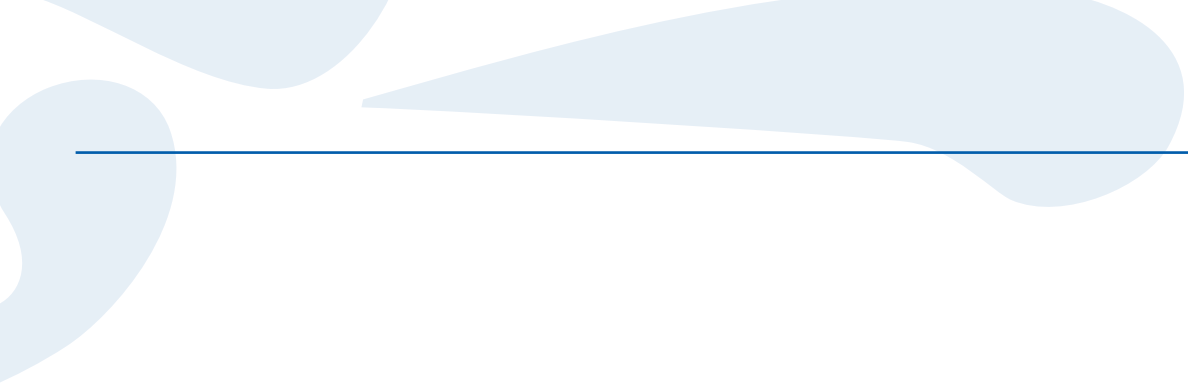
In some cases, commercial companies are attracted by the NF in order to fulfill all obligations as stated in the HCA; however the commercial companies' work with different interests to those of the NF. It is the aim of the NF to organize the best event possible whereas it is the aim of a 'ommercial company to increase profits (or in some cases, spend less money).

### **3.3.3. AIBA AND ORGANIZERS**

Events organized as multi-sports events such as the Olympic Games form the third part of AIBA's relationship with external stakeholders. The organizers of the multi-sports events are central in the point of coordination between AIBA and the LOC. The LOC is responsible for reporting to the organizers on all issues and to coordinate with AIBA on the competition matters. The basic structure demonstrating AIBA's relationship with the organizers and the LOC can be seen in the Figure 2 below:



**Figure 2:** AIBA's Relationship with Organizers and LOC



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CHAPTER IV

# **ADMINISTRATION**





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## **4. ADMINISTRATION**

Many administrative preparations are to be made towards an event. Therefore the right people are required to be able to follow-up on administration at a clear and good level.

### **4.1. LOCAL ORGANIZING COMMITTEE (LOC)**

The LOC is the basis of a successful event. Only with the right experienced people and clearly defined tasks and responsibilities, is it possible for the event to run smoothly.

The LOC should contain a mix of people with various backgrounds and fields of expertise. For instance, key influential people from governmental bodies and NF representatives should be involved in order to use their assistance if and when required.

#### **4.1.1. ORGANIZATIONAL STRUCTURE**

Every event will have its own LOC structure and people on board. Appendix [A] shows an example on how the setup can work and the tasks be fulfilled.

#### **4.1.2. PERSONNEL**

With the amount of work that needs to be done and the preparations that need to be made, it is important to get the responsible people on board or involved at least one year in advance. From that moment, more and more people will need to become involved and it is therefore crucial for the managers to be experienced, or specialists in their field.

#### **4.1.3. STAFF AND VOLUNTEER MANAGEMENT**

Besides fixed LOC staff responsible for the various departments and tasks to fulfill, many volunteers are needed to assist in execution of the event as the number of tasks are varied. Although often called volunteers, the reality is that many countries require a certain daily fee, that needs to be paid to the volunteers as expenses. Also, the number of hours volunteers are allowed to work per day can be restricted in some countries.

Volunteers often have lesser responsibility in administrative tasks and often fulfill operational tasks, e.g. welcome desk, translator, steward, chauffeur, etc. In most cases, the volunteers deal directly with the Team Delegations and Officials, whereas the administrative people remain unknown. It is therefore very important for the volunteers to receive good and extensive training on all related areas.

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Nothing is worse than having volunteers who do not know what to do, who are not able to answer questions and are constantly talking to each other without any interest in helping the participants. An information desk with volunteers who cannot give any information gives a bad impression of the organization and is not a good publicity for the event.

Depending on the size of Championships and number of participants, up to 200 volunteers might be required. These volunteers should be able to work shifts and to replace each other. In order to recruit volunteers, preparations need to be made one year prior to the event in terms of planning the numbers required and to determine the recruitment process. The training for the volunteers must be prepared in the lead up to the event.

The volunteers must receive training on their assigned area at least 14 (fourteen) days prior to the start of the competition.

All volunteers should receive accreditation and be able to have access to the areas they will be operating in. All volunteers at the event should preferably have some kind of recognizable uniform. This can vary from caps, T-shirts, polo shirts, to trousers and shoes. The LOC should decide on the uniforms to be used by volunteers.

#### **4.1.4. LOC OFFICES**

As the communication amongst all LOC members is vital, it is advised to create a temporary office where all members are able to work together with special event related email accounts and telephone numbers. Of course the office should be equipped with the required workstations, computers, printer(s), fax machine, etc.

It is advised to create email accounts for the management within the LOC corresponding to the function. An example could be accreditation@2011youthworldchampionships.com or ywc.boxing\_accreditation@gmail.com. An email account can be made for the following functions:

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

#### **4.2. FINANCIAL MANAGEMENT**

The financial arrangements regarding budget, sponsors, spending, invoicing are all up to the LOC to decide and arrange. In this chapter, you will find some directions and instructions towards financial matters related to AIBA, which need to be respected. Aside from this, the LOC is responsible for the financial management of the organization for the event.

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#### **4.2.1. INSURANCE**

In the Host City Agreement for AIBA Controlled Events, the LOC shall, at its own cost and expense, obtain and maintain in full force and effect throughout the Championships Period and for at least six (6) months after the date of the Closing Ceremony, comprehensive third-party liability insurance, of an amount of no less than US\$ 10,000,000 (US\$ ten million), against all risks (including personal injury and death) in connection with the Championships. Such insurance must be in a form reasonably acceptable to AIBA and provided by an insurer approved by AIBA.

AIBA must be named as an additional insured on such insurance policy. The LOC shall deliver a copy of such insurance policy to AIBA within 180 days of the execution of the Agreement (or as otherwise agreed by AIBA) together with evidence of all payments of all relevant premiums having been made and shall ensure that such policy requires the insurer to give at least 30 days' prior written notice to AIBA of its cancellation, intent not to renew or any material change in coverage.

For other AIBA Approved Events, the value of comprehensive third-party liability insurance can be lower, but it is advised as a minimum value of US\$ 1,000,000 (US\$ one million) depending on the number of participants and the size of the competition.

#### **4.2.2. MONITORING, ACCOUNTS AND AUDIT**

It is recommended that:

- The LOC has a tight control over the expenditures and the accounting. Cash balances (in hand or at the bank) must be checked regularly and compared to the accounts to ensure it corresponds. The more often these controls occur, the better.
- A payment process with double signatures is necessary to avoid the empowerment of a single individual over the finances.
- A single manager must be appointed for the book keeping and for the cash management. The Account Manager must account for any irregularity.
- An audit shall be conducted after the event to ensure that the books are properly closed, that nothing remains pending and that everything is accurate.

#### **4.2.3. APPROVAL FOR EXPENDITURE**

Any expenditure must be approved before it occurs. In that regime, any purchase order must be approved before it is sent to the supplier.

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

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#### **4.2.4. FINANCE RESPONSIBILITIES (TD, ITOs AND R&Js)**

Details of the financial responsibilities are written in the Host City Agreement and subscribed in the bidding documents in order to give clear directions on the expectations towards the financial responsibilities. In general the following guidelines are used; for all AIBA Controlled (3-Star) Events, the costs for Per Diem, accommodation and transportation for the TD and the ITOs are for the account of the LOC. For the R&Js, the costs for travel and accommodation (up to the amount of the team officials' room rates) and Per Diem are for the account of AIBA.

For other AIBA Approved and 1- or 2-Star Events, the costs for Per Diem, accommodation and transportation for the TD and the ITOs are for the account of the LOC. For the R&Js, the costs for travel and visa fees are for the account of the respective National Federation. In most cases, no Per Diem is paid to the R&Js; however the costs for accommodation are accounted for by the LOC.

For AIBA Controlled Events a financial calculation will be made at the end of the tournament by the LOC, to be approved by AIBA in order to make the final reimbursement to the LOC for all expenditure on behalf of AIBA.

Appendix [D] shows an indication of the various responsibilities towards the costs involved (e.g. who is responsible for each payment).

#### **4.2.5. PER DIEM POLICY**

For all AIBA Controlled (3-Star) events, the following amounts are to be provided:

- TD, US\$ 100 per day
- ITOs, US\$ 50 per day
- R&Js, US\$ 50 per day

The Per Diem must be paid from the day of arrival until the day of departure. In any case, no Per Diem is to be paid to any AIBA staff or other paid employee of AIBA.

It is very important for the Per Diem to be paid in cash, before the start of the competition. The Per Diem is an allowance for the Officials to use for any local expenses. In the event the Per Diem is paid too late, this could cause unnecessary stress amongst the Officials.

In case of a coordination meeting, the same Per Diem guidelines are in place for the people attending.

For other AIBA Approved and 1- or 2-Star Events, the same guidelines are advised but the amounts and the payment of a Per Diem is not compulsory.

In case the agreed three (3) meals are not included in the arrangements for the Officials, an additional amount should be provided per meal so that the Officials can purchase their own meals.

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#### **4.2.6. VISA FEE POLICY**

In all AIBA Controlled (3-Star) Events, the costs of the visa to enter the Host Country are at the expenses of the LOC. This is applicable for all Officials - TD, ITOs and R&Js. In the event a transit visa is required to travel to the organizing country, the visa costs for the TD and ITOs are to be covered by the LOC. For the R&Js, transit visa costs are to be covered by AIBA.

For other AIBA Approved and 1- or 2-Star Events, the guidelines are the same, in addition to which the visa costs for the R&Js should be covered by the respective National Federation.

In any case, a copy of the invoice/receipt is compulsory for all reimbursements. Without a valid receipt, there will be no reimbursement.

#### **4.2.7. ACCOMMODATION EXPENSE POLICY**

In all AIBA Controlled (3-Star) Events, the costs of accommodation for the TD and ITOs are at the expenses of the LOC. For the R&Js, the cost of accommodation is covered by AIBA and is similar to the amount of the team officials. The difference of the actual costs and agreed room rate is to be covered by the LOC.

All expenses in regards to mini-bar, hotel bar, telephone, laundry, etc., are at Officials' own expense. It is advised to make clear arrangements with the Officials' hotel that no charges can be made upon the room.

In the event an overnight stay at a hotel is needed to arrange travel schedule to the organizing country, this reimbursement must be agreed upon before the travel arrangements are made. For the TD and ITOs, any additional costs of overnight stay at a hotel during travel should be covered by the LOC, for R&Js by AIBA. In case of AIBA Approved Events, these costs are to be covered by the respective National Federation.

In any case, a copy of the invoice/receipt is compulsory for all reimbursements. Without a valid receipt, there will be no reimbursement.

#### **4.2.8. TRANSPORTATION EXPENSE POLICY**

Only transportation for TD, ITOs and R&Js to and from the event is considered as transportation expense. Public transportation must be used in cases where private transport is not available. In exceptional circumstances, taxi fees may be reimbursed to and from the event at a fixed rate.

In all AIBA Controlled (3 Star) Events, transportation costs for the TD and ITOs are at the expense of the LOC. The R&Js costs are to be covered by AIBA.

For other AIBA Approved and 1- and 2-Star Events, the guidelines are the same, except that the transportation costs for the R&Js are to be covered by the respective National Federation.

In any case, a copy of the invoice/receipt is compulsory for all reimbursements. Without a valid receipt, there is no reimbursement.

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### **4.3. REPORTING**

To review the progress of the event preparation, reporting from the LOC is required. It is the responsibility of the LOC to determine how to organize the reporting system, whether a central system is preferred or the manager of each area is to report directly to the responsible persons at AIBA.

#### **4.3.1. PROGRESS REPORTS**

Based on the Coordination Committee template (provided during the visit), the Organizing Committee should start to prepare and put in place the comments that were made during the previous meeting. Different subjects can be reported individually throughout the event preparations, but during the Second or third Coordination Committee meeting, a detailed report should be given by the LOC with all responsible people involved. This should be done in a planning session presenting a PowerPoint presentation to the TD and the AIBA representatives.

This presentation should be a detailed report that covers all subjects showing pictures, images, plans and maps including a look and feel of the items to be developed.

#### **4.3.2. FINAL REPORTS**

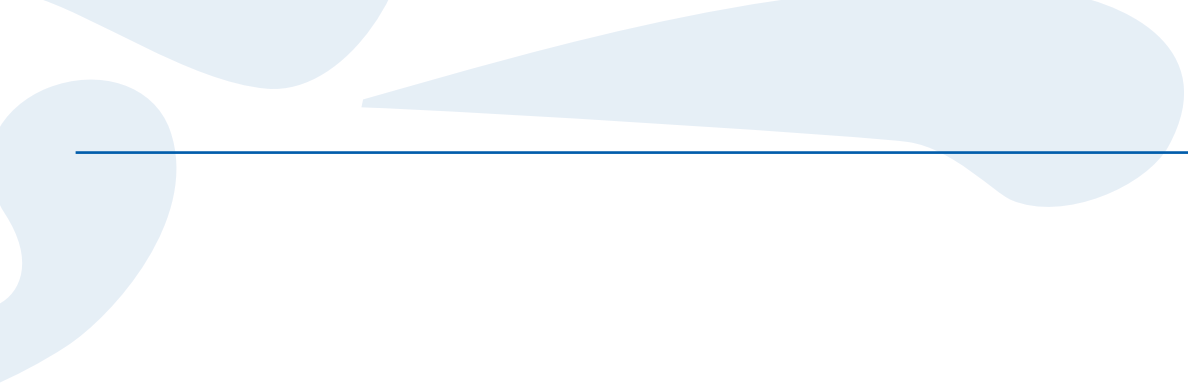
After the event is over, the LOC should develop (at its own cost) an overview of the Championships. This overview should be a decorative book that covers, as a minimum requirement, the following items:

- Messages from the key people involved (AIBA President, LOC and/or NF President, TD, etc.)
- History of the Championships
- List of participating countries
- List of participants
- Information about the Press Conference(s)
- Opening Ceremony
- The Venue
- Preliminary results
- Quarter-Finals results
- Semi-Finals results
- Finals results
- Contest sheet
- Medallist table
- Best Boxer / R&J awards
- List of participating ITOs & R&Js
- Any other points of interest around the tournament

For AIBA Controlled Events, the final report should be approved by AIBA before production. The total amount of printed/copied versions is to be agreed upon.

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CHAPTER V  
**LOGISTICS**





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## **5. LOGISTICS**

Logistical arrangements for the overall delivery of the event require a detailed planning and implementation. The successful logistical plan will take the entire event and program into consideration, including the number of people to be transported to different locations. It is highly important to understand the requirements of the event program and to tailor a logistical plan to meet these needs. The LOC must submit a transportation plan to AIBA and discuss any improvements where necessary.

The LOC must have a strategy to manage all the logistical areas surrounding the event. The strategy for managing the requirements around the event needs to be clearly defined in terms of:

- The objectives;
- How to achieve these objectives including resources required; and
- Contingency (back-up plan) in case of problems.

### **5.1. VISA AND FOREIGN AFFAIRS RELATIONS**

It is imperative for the LOC to make all necessary arrangements to obtain visas for the individuals participating at the event. For this process, the LOC should establish positive relations with the Foreign Affairs Office of the Host Country and, where necessary, assist the individuals who are experiencing problems obtaining a visa.

As the process of obtaining a visa requires considerable time, sufficient time must be allocated prior to the event. The recommended time to begin this process is at least four to six weeks in advance of the event in line with the registration process. Between the preliminary and final registration process, the LOC must receive the request for visa letters from the team delegations. The visa letter template must be prepared and ready for this process including all the necessary approvals and authorization from the Foreign Affairs Office. For more information on the registration process, please refer to Chapter 6 on Registration.

Once the participants have been appointed (Officials or Team Delegations), the LOC should make the arrangements for the visa invitation letters for individuals who require a visa. In exceptional circumstances, the LOC must ensure to provide landing visas (as and when necessary) for the participants. For a sample visa invitation letter, please refer to Appendix [E.1].

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

Depending on the geographical location of the Host Country and the routes to be taken to arrive at the Host City, the LOC must ensure to issue transit visas to those travelers who require it. The LOC should define the routes and be familiar with the country (and/or countries) to be used for transit. The request for a transit visa should therefore be arranged in accordance with the transit routes.

In the case of late entries or replacements of Boxers for the competition, the LOC must structure a system of issuing emergency visas or landing visas. Considering the nature of boxing, there are usually last minute changes to the teams and the LOC must be in a position to cater for these changes.

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## **5.2. ARRIVAL AND DEPARTURE**

As a first step, the LOC should define the entry points for the event. If there is only one airport for the city, this would be the main entry point. However, should the Host City be in an accessible area (for example by train or boat) then these forms of transport should be considered. Once the main port of entry is determined for the arrivals, the LOC should proceed in developing the arrival and departure plan.

The preparation for the arrivals needs to be divided into the following categories:

- Arrivals of the Officials (TD, ITOs and R&Js)
- Arrivals of the Team Delegations
- Arrivals of the AIBA President and AIBA HQs Office

For each of the above groups of people, the LOC would need to devise a collection service that will transport the individuals to their allocated hotel. The LOC must have a list of all the arrival dates and times, including the arrival terminal (if necessary) and the hotels allocated for each individual.

### **5.2.1. ARRIVAL AND DEPARTURE STRATEGY AND MANAGEMENT**

The plan of how to transport individuals from the airport to their designated accommodation is the responsibility of the LOC. Whether a pick-up is arranged for certain time slots or a shuttle-bus system is preferred for the airport collection, needs to be determined by the LOC.

To determine the arrival and departure strategy management, the following information must be used:

- The arrival (date & time) and departure (date & time)
- Vehicles should be booked based on the number of people who need transport
- The strategy on how the transportation plan will be managed including a communication plan to be used between the transport team.

### **5.2.2. PASSPORT CONTROL AND CUSTOMS**

One area at events that often proves to be the most complicated is the passport control for all the arrivals, depending on the country and policy. It is required for the LOC to liaise with the government officials to make the process of arrivals of teams and Officials at the airport as efficient as possible. The LOC should have a designated person who is responsible for overseeing the process of passport control and if necessary assisting individuals. It is also required for the LOC to ensure that the passport control process is efficient considering there could be large numbers of people arriving for the event at any one time.

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### **5.2.3. INFORMATION DESK(S) AT AIRPORT**

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

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

The information desk should be clearly labeled with the competition name and posters with a clear indication as an 'Information Desk'. There must be a table with chairs for the staff.

During the opening hours of the information desk, there should be at least two (2) staff present.

The staff should speak fluent English and the local language. The staff at the information desk must have all the information required for the arrival process and for transportation to the hotels. On arrival, the participants should be informed with regard to the necessary transport to their designated hotel.

The staff on the information desk must have the list of people arriving (including name, country, date and time). A record should be kept of all the arrivals, in the event there is a team which does not arrive, the LOC will be able to follow-up.

### **5.2.4. BAGGAGE COLLECTION AND TRANSFER TO HOTELS**

The participants will go through the baggage collection once they have passed through passport control. In some cases due to the volume of arrivals and the route of transport, it is possible for the participants to lose luggage. For these cases, it is recommended that the LOC allocate a person (who could be a volunteer) to the baggage collection area to address these problems as and when they arise. The dedicated person for the baggage collection process can be located at the information desk after the baggage collection and customs declaration. However, these individuals must speak English and the local dialect/language in addition to having the necessary contact information within the airport to facilitate the process.

### **5.2.5. DEPARTURE MANAGEMENT**

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

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Where there is more than one hotel for all the participants in the competition, a suitable departure plan should be devised for each hotel.

The plan for the departure must be communicated to the AIBA HQs Office. The plan should include the vehicles required for the number of people who need the transport to the airport, with the dates and times clearly defined.

### **5.3. TRANSPORTATION**

The transportation during the event is a crucial factor in determining the success of the event. The recruitment and training of necessary personnel, including effective planning, should be made prior to the event. The training of the personnel, particularly the drivers of private vehicles, in all locations, routes and dropoff points is paramount.

The transport planning should be based on the competition timetable for each group of people depending on the number of hotels used for the competition. Considerations such as defined routes and daily traffic should be made.

Additional planning should be prepared by the Transport Manager in case of major delays. All possible (including worst case) scenarios should be taken into account. The necessary planning should be made available in the event of anticipated problems in transportation.

#### **5.3.1. AIBA FAMILY**

The following groups are categorized as AIBA Family and must have specified vehicles provided for transportation during the event:

- AIBA President – a dedicated vehicle with a driver
- AIBA Executive Director - a dedicated vehicle with a driver
- Technical Delegate - a dedicated vehicle with a driver
- Officials (ITOs and R&Js) – for each group of Officials, there should be dedicated mini buses, with a driver. The number of vehicles would depend on the number of Officials. It is the responsibility of the LOC to allocate the correct number of vehicles that must be at the sole disposition of the Officials. Please refer to Appendix [E.2] for an example of the transport plan used in the 2008 Beijing Olympic Games for the boxing event.
- AIBA HQs Office – depending on the number of AIBA staff present at the event, there should be vehicle(s), with a driver, allocated to the sole disposition of AIBA Staff.

#### **5.3.2. TEAM DELEGATION**

The transport arrangement for the teams should be based on the competition timetable and the training times. If the Training Venue and Competition Venue are in different places, there should be transport arranged for both locations. Should there be one location for the Training and Competition Venue, having one transport plan would be sufficient; however the number of people to be transported must be taken into account.

A shuttle bus service has proved to be the most effective transport arrangement for Team Delegations. However, the success factor for an effective shuttle service is to have a coherent timetable and a sufficient amount of vehicles to meet demand. The timetable should be arranged from the Hotel-to-Venue and Venue-to-Hotel. The transport plan should include the number of vehicles and drivers required.

There should be a transport timetable for each hotel for team delegations depending on the number of hotels used. You can refer to the example below on figure 3 for a transport timetable plan for a shuttle bus system.

<b>Transport Timetable Hotel X to Competition Venue</b>	
<b>Start date: XX-XX-XX</b>	<b>Last day: XX-XX-XX</b>
Departure Time from Hotel X	Expected Arrival Time at Competition Venue
13:00	13:25
09:30	09:55
10:00	10:25
10:30	10:55

**Figure 3:** Example of a Transport Timetable (Shuttle Bus system)

### 5.3.3. (V)VIP SPECIFICATIONS

Each (V)VIP individual, (as designated by the AIBA HQs Office) attending the event should be allocated a private vehicle (with a personal driver) which should be approved by AIBA.

### 5.3.4. TRANSPORT SPECIFICATIONS

It is within the AIBA protocol guidelines (as covered under Chapter 16 on Protocol) for the President of AIBA and the Executive Director to receive a dedicated vehicle each with a personal driver. The dedicated vehicles must be within the parameters of the following specifications:

<b>Person(s)</b>	<b>Type of Vehicle(s)</b>
<b>AIBA President</b>	Mercedes S Class (or a vehicle with similar features)
<b>Executive Director</b>	BMW 5-series (or a vehicle with similar features)
<b>Technical Delegate</b>	BMW 5-series (or a vehicle with similar features)
<b>AIBA Officials</b>	16-18 Seater Sprinter Minibus or 24 Seater Minicoach
<b>AIBA HQs Office</b>	6-8 Seater Mini Van

The vehicles provided must be within the same class as the specifications above, but can be a different brand. It is important to note that the above vehicle brand and specifications are only guidance and should not be considered as brands to be provided. For detailed description of the vehicles and images, please refer to Appendix [E.3].

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### **5.3.5. TRANSPORT STRATEGY AND MANAGEMENT**

It is mandatory for the LOC to submit a transportation plan to AIBA prior to the event. The transportation plan should contain the following details:

- Number of people who will need transportation including the designated vehicles for the AIBA President, AIBA Executive Director, AIBA HQs Office, TD, Officials and Team Delegations
- Based on the number of people who require transportation, the LOC will need to designate vehicles for each group
- The number of personnel required for the effective operation of the transport must be determined
- A clear and concise plan of how the overall plan will function must be explained
- Police escort for the vehicles (if required)

### **5.3.6. REQUIRED RESOURCES**

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

- Buses for arrivals and departures
- Buses for Team Delegations
- Private vehicles for the AIBA Family, (V)VIPs and Officials
- Number of drivers required for the operation of the transport plan
- Number of LOC personnel and volunteers required

### **5.3.7. COMMUNICATION**

Communication for the transportation plan must be incorporated into the strategic planning. The communication process must be devised by the LOC Transport Manager. The main objective of the communication plan is to have the necessary information exchange channels between the LOC Transport Manager and the drivers. The LOC Transport Manager should inform AIBA of the communication tools to be used between the LOC and the drivers and also between AIBA and the LOC for any transport requirements. The main objective of the communication processes is to ensure that the people who are involved in the event are made aware of all the arrangements.

Information desks at the hotels and at the Competition Venue must have details of transportation and contact numbers for the necessary persons. The Transport Manager needs to provide the required information to the information desks.

It is important to establish a clear communication plan between the arrival team at the airport and the transport team in case of delayed flights. In such cases, also between the transport team and the accommodation team, to make any changes (if necessary).

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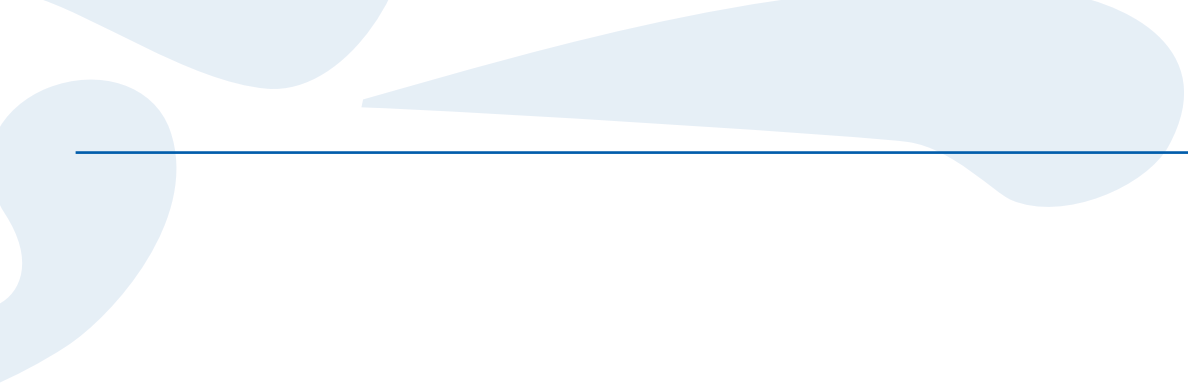
### **5.3.8. PARKING ARRANGEMENTS**

Parking arrangements must be provided for the following locations:

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

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

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





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# CHAPTER VI

# **REGISTRATION**



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## **6. REGISTRATION**

One of the crucial determinants of a successful competition is the entry process for registering Boxers. The National Federations in this respect have considerable responsibilities to ensure that all Team Delegations to be registered adhere to the guidelines outlined in this chapter.

### **6.1. INVITATION TO NATIONAL FEDERATIONS**

The next two steps should be followed when inviting National Federations to register teams for AIBA Controlled Events and should be used as guidance for AIBA Approved Events:

A. An invitation to an international competition shall be sent out to National Federations a minimum of 12 weeks prior to the competition and shall contain the following information:

- Competition name
- Eligibility details
- Location and Venue details
- Draft schedule of the competition
- Competition format and the purpose of the competition (i.e. qualifying events)
- Room rate for participating teams and extra officials
- Championships dates and competition dates

B. The invitation shall contain a preliminary entry form with:

- Contact details (fax, email address) to which the preliminary entries details must be sent
- The deadline for the submission of the preliminary entries and the final entries
- A form to be filled with the National Federation delegation details (Boxers, team officials, reserve Boxers)
- Information regarding accommodation should be sent with the invitation (if possible)

The entries process consists of two stages: Sports Entry Form and the Entry/Eligibility Conditions Form (both these levels are described below).

#### **6.1.1. SPORTS ENTRY FORM**

There are two stages to the Sports Entry Form – the Preliminary and the Final. For examples of the Preliminary Entry Form please refer to Appendix [F.1] and for the Final Entry Form to Appendix [F.2].

Sports Entry Forms will be sent to National Federations by AIBA and only forms completed and returned (to the LOC) by the respective National Federation will be considered as the official entry.

Each National Federation is responsible for:

- Entering its Team Delegation in the international boxing competitions;
- Ensuring all nominated Boxers and officials fulfill eligibility criteria for participation.

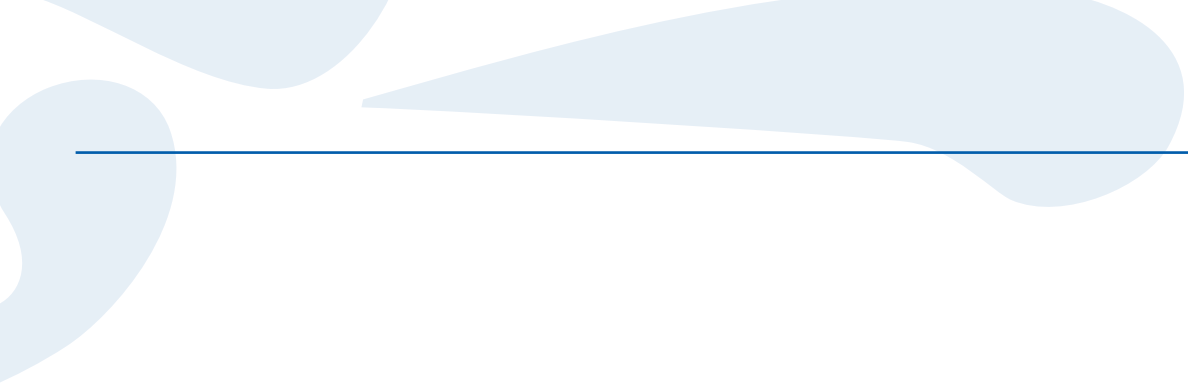
The table below has detailed steps on the Sports Entry form and the process of registering.

Process	Activity								
<b>1</b>	The National Federation must endorse Preliminary Application for Entry of Team Delegation.								
<b>2</b>	The Local Organizing Committee must receive Preliminary Applications for Entries at least 9 weeks prior to the competition. Late Applications for Preliminary Entries cannot be accepted.								
<b>3</b>	<ul style="list-style-type: none"> <li>• A Preliminary Application for Entry shall contain (as a minimum) the following details:               <ul style="list-style-type: none"> <li>◦ The name of the Federation which the Team Delegation is representing;</li> <li>◦ The full name of the Federation’s President and Secretary General which the Team Delegation is representing;</li> <li>◦ The contact details of the Federation which the Team Delegation is representing;</li> <li>◦ The signature of the Federation’s representative (President or Secretary General), as well as the stamp of the Federation which the Team Delegation is representing;</li> <li>◦ The number of team officials (team manager, team coaches, team doctor, team physiotherapist), after taking into account the following restrictions:</li> </ul> </li> </ul> <table border="1" style="margin-left: 40px; margin-right: 40px;"> <thead> <tr> <th>Number of Boxers</th> <th>Number of Coaches</th> </tr> </thead> <tbody> <tr> <td>1 – 4</td> <td>2</td> </tr> <tr> <td>5 – 8</td> <td>3</td> </tr> <tr> <td>9 – 11</td> <td>4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>◦ Maximum one (1) Boxer and a reserve Boxer per weight category (indicating the weight category).</li> </ul>	Number of Boxers	Number of Coaches	1 – 4	2	5 – 8	3	9 – 11	4
Number of Boxers	Number of Coaches								
1 – 4	2								
5 – 8	3								
9 – 11	4								
<b>4</b>	<ul style="list-style-type: none"> <li>• The National Federation must endorse Final Applications for Entry of team delegation.</li> </ul>								
<b>5</b>	<ul style="list-style-type: none"> <li>• The Organizing Committee must receive Final Applications for Entries at least 5 weeks prior to the competition. Late Applications for entry will not be accepted.</li> </ul>								

<b>6</b>	<ul style="list-style-type: none"> <li>• A Final Application for Entry shall contain as a minimum the following details for the delegation:             <ul style="list-style-type: none"> <li>◦ The name of the Federation which the Team Delegation is representing;</li> <li>◦ The full name of the Federations' President and Secretary General which the Team Delegation is representing;</li> <li>◦ The contact details of the Federation which the Team Delegation is representing;</li> <li>◦ The signature of the Federation's representative, as well as the stamp of the Federation which the Team Delegation is representing;</li> <li>◦ The full name, AIBA ID Number, date of birth, passport number of team officials (team manager, team coaches, team doctor, team physiotherapist);</li> <li>◦ Details of Boxers and reserve Boxers: full name, AIBA ID Number, date of birth, passport number, indicating the weight category in which the Boxer wishes to compete;</li> <li>◦ In case the delegation member does not have any AIBA ID – a passport copy must be provided</li> </ul> </li> </ul>
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**Table 2:** *Process of Sports Entry Form*

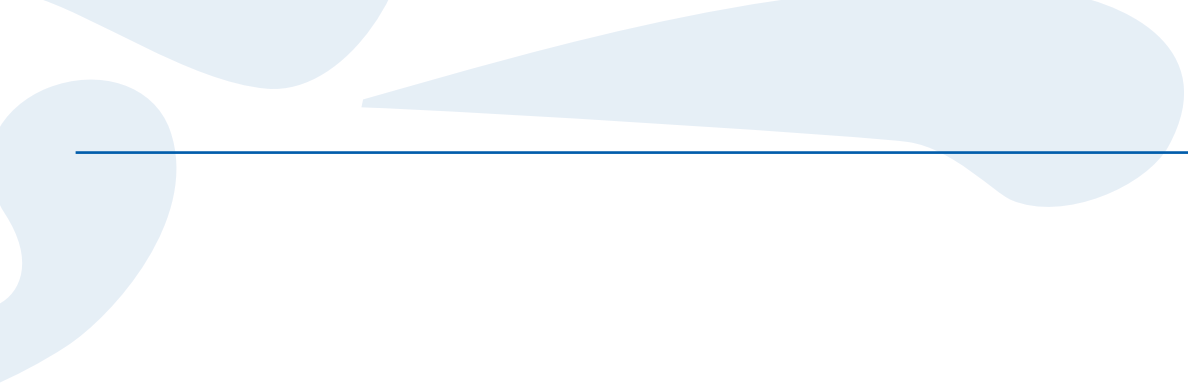
The LOC administration must organize the information in an excel spreadsheet table once they receive all the registration information from each participating National Federation, as seen in Appendix F3.



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CHAPTER VII

# **ACCREDITATION**





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## **7. ACCREDITATION**

### **7.1. ACCREDITATION STRATEGY AND MANAGEMENT**

The purpose of accreditation is to identify people and their functions for the duration of the event and allow access to identified zones to perform their roles.

In addition, accreditation ensures the working areas to be safe, orderly and to keep unauthorized persons out of secure zones.

The accreditation process includes three (3) phases:

- Registration
- Production
- Distribution

The Accreditation Card, produced after the above three (3) phases, confers on its holder the right to attend an AIBA Controlled or AIBA Approved Event. It establishes the identity of the holder, identifies the access rights and other privileges of the card holder.

For AIBA Controlled Events, AIBA is responsible for determining the people entitled to an Accreditation Card and for setting the conditions for its granting and issuance. For AIBA Approved Events, it is the Event Organizer who owns this right. It is, however, advisable to use the AIBA guidelines described within this Chapter.

Through the Local Organizing Committee, the right to an Accreditation Card is granted to all people who have a recognized official function to perform during the event, as permitted by the accreditation charter.

An Accreditation Card is not granted in lieu of a free pass or event ticket.

## 7.2. IDENTIFICATION SYSTEM AND CONTROL

The accreditation chart describes in detail all the accreditation categories and, for each category, the list of eligible persons, their access rights and privileges by responsible organization (as described below).

Zones		Categories	
Code	Area	Color	Category
1	VVIP SEATING/LOUNGE	Blue	AIBA Family
2	VIP SEATING	Green	Team
3	TRAINING AREA	Red	LOC Family
4	WARM-UP AREA	Yellow	Press
5	LOCKER ROOM	Orange	Broadcasting
6	R&J LOUNGE	Purple	Services
7	ITO LOUNGE	Grey	Volunteer
8	PRESS OPERATIONS		
9	BROADCAST OPERATIONS		

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

The color identifies the group of people someone belongs to. Only the number associated with each zone indicates if you are granted access to each restricted zone. For instance, to enter the locker rooms, the person will need the zone number five (5) on the card regardless of the color on the card.

The Accreditation Card also permits entry to the reserved seating area of the competition Venue during the event. This is often indicated as NF (National Federation stand) and TS (Team Stand).

Responsible organizations of the accreditation process (depending on the event) are highlighted below:

Code	Organization
IOC	International Olympic Committee
IF	International Federation
LOC	Local Organizing Committee
NOC	National Olympic Committee
NF	National Federation

\*For the IOC Code of NOCs, please refer to Appendix [G.1].

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### **7.3. IDENTIFICATION OF FLOWS AND POPULATIONS**

The recognition of the different categories of people and the control of their flow will be due to the personalized Accreditation Cards, given to all persons authorized to transit through the Competition Venue.

In fact, as described in Section 7.2, the Accreditation Card Operating System identifies areas within the Venue and assigns codes, colors and numbers to these zones within the Venue.

An Accreditation Card shall contain the following main information:

- The official logo and the official name of the event
- AIBA logo
- A recent and colored ID photo of the holder
- Personal information of the holder, including full name, organization, function
- Accreditation category and sub-category against a colored background
- Various numbers verifying Venue and zone access entitlements of the card holder

An example of a possible design of the Accreditation Cards can be found in Appendix [G2].

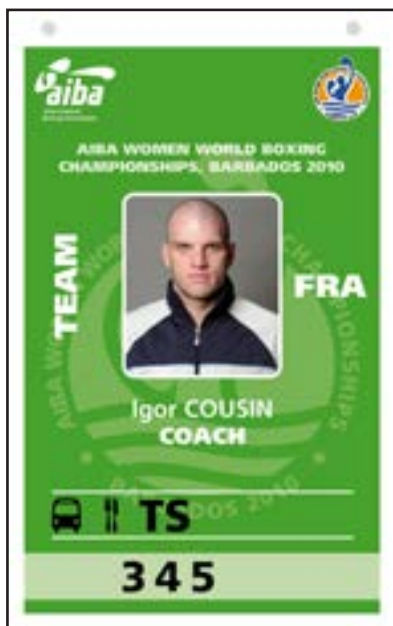
Supplementary access cards are temporary access permits for temporary access purposes. They allow the holders to access specific zones within a specific period of time.

A day pass can be granted to people who need to enter the Venue temporarily, normally due to functional needs. According to the regular procedure, the applicant should submit a day pass application to the Accreditation Center 24-hours in advance, presenting a valid identification document for identity verification.

### **7.4. DESIGN AND PRODUCTION OF ACCREDITATION CARDS**

The following are guidelines for the design and production of the Accreditation Cards:

- The size of the Accreditation Card must be 160mm x 112mm
- The language used on the Accreditation Card is English
- The image below represents an example of Accreditation Card



Front of the Accreditation Card



Back of the Accreditation Card

**Figure 4:** Example of an Accreditation Card used at AIBA events

The production process includes the following phases:

- The application form for registrant has been received and data entered within accreditation system
- AIBA confirms data validity and eligibility of registrant with the Local Organizing Committee and that registrant is able to be accredited
- The applicant goes to Accreditation Center with an identification document (passport or ID)
- A photo of the applicant is taken and the Accreditation Card is printed and validated
- Accredited person obtains access to all the areas granted on the Accreditation Card

Please refer to Appendix [G.3] for the matrix used to enter all necessary details to obtain an Accreditation Card.

If the applicant data is not registered in the accreditation system, the applicant needs to complete the application form and wait for AIBA's approval.

Any person who has lost his/her Accreditation Card will need to go to the Accreditation Center and fill out a lost card declaration. Afterwards, approval needs to be obtained from either AIBA or the responsible person from the Accreditation Office, before a replacement card can be re-issued.

## 7.5. IDENTIFICATION OF RESTRICTED ZONES

The following diagrams represent an example of Accreditation Card and Competition Venue with zone designations. Also see Appendix [G.3] for a detailed outline of the criteria to be used when defining restricted zones.



## 7.6. APPLICATION OF ACCREDITATION SYSTEM

The design and layout of the application for accreditation forms are to be submitted to AIBA for approval 12 weeks prior to the start of the Championships.

All forms must include the following data:

- Name of responsible organization
- Last name
- First name
- Date of birth
- Nationality
- Passport number
- All other personal data required by the Host Country for security checks and visa issuance
- Category and Sub-Category as defined by AIBA accreditation system
- Function name
- Signature of authorized person

The deadline for the return of application for accreditation forms must be clearly indicated on each form and should include the return location of the form.

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## **7.7. ACCREDITATION CENTER AND DISTRIBUTION OF ACCREDITATION CARDS**

The purpose of the accreditation facilities is to process, issue and validate the identity and Accreditation Card to individuals efficiently.

An Accreditation Center is managed by the Local Organizing Committee and offers the following services:

- Application for accreditation registration and data entry form
- Real-time photo capture
- Accreditation Card production and distribution
- Problem resolution

### **7.7.1. ACCREDITATION CENTER**

An Accreditation Center normally consists of different areas. The size of the center must be large enough to cater for the expected number of people, with the following areas:

- Waiting area(s);
- Efficiently accreditation processing area(s) equipped with a sufficient number of processing stations where cards are produced;
- Area(s) where problematic cases can be presented to and resolved by competent personnel;
- Administrative area(s) for accreditation personnel.

An Accreditation Center must be located at or near:

- Entry points on the territory;
- AIBA Family hotel;
- Team Delegation accommodation;
- Competition Venue.

It is preferable that the staff members at the Accreditation Center are multilingual and speak at least the language of the Host Country and English.

The opening hours for the Accreditation Center should be determined according to needs.

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### **7.7.2. VENUE ACCREDITATION CENTER**

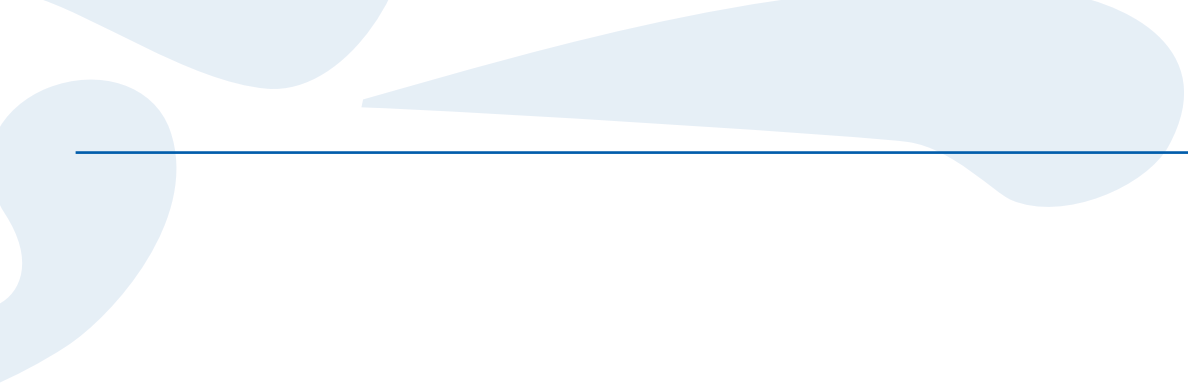
The Venue Accreditation Center must be easily accessible.

During the event, Venue Accreditation Center provides the following services:

- Application for accreditation registration and data entry(\*)
- Real-time photo capture
- Accreditation Cards production and distribution
- Problem resolution
- Nullifying Accreditation Cards upon AIBA's instructions
- Replacing lost Accreditation Cards
- Granting access zone modifications with agreement of AIBA and Local Organizing Committee
- Day passes

(\*) The accreditation application (see Appendix [G.4]) form must include the following data:

- First name
- Last name
- Passport number
- Nationality
- Organization
- Title
- Function





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CHAPTER VIII

# **ACCOMMODATION**



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## **8. ACCOMMODATION**

AIBA has various specifications on the requirement of accommodation for the different groups attending the event. These specifications are highlighted in the bidding documents and, as part of the bidding process, the LOC should have submitted the hotels to be used for the following groups:

- AIBA Family (plus AIBA (V)VIPs)
- ITOs and R&Js
- Boxers and participating team officials

### **8.1. ACCOMMODATION SPECIFICATIONS**

The following criteria should be used for the planning of the accommodation:

- Specifications of AIBA groups (as determined above)
- Geographical distribution of the hotels, in relation to each other and the Competition Venue – as a standard the hotels should not be more than 30 minutes from the Competition Venue
- Available rooms for the period of the event – the capacity of the hotel is crucial as the space required for the Team Delegations can be very high for large events. In most cases, twin rooms are requested for Team Delegations, including single rooms
- Capacity of the hotel to cater for the required number of guests in terms of restaurant space and catering services
- Parking spaces available for all vehicles

The above specifications should be used as a benchmark for the selection of the accommodation. Other considerations such as reputation of the hotel, service level, cleanliness and the overall feel should also be considered when making the selection of each hotel.

It is the responsibility of the Accommodation Manager to guarantee the availability of the hotels for the duration of the event.

The distribution of the hotels and the distance from the Competition Venue must be the primary objective when planning the accommodation selection.

### **8.2. ACCOMMODATION STRATEGY, PLANNING AND MANAGEMENT**

LOC is expected to highlight a management strategy for the accommodation planning. The objectives of the LOC should be defined in conjunction with AIBA. There should be personnel responsible from the LOC on all accommodation matters. The Accommodation Manager from the LOC will be responsible for establishing the planning and management of the accommodation for the event while being the main point of contact for all issues related to accommodation. The objectives of the accommodation plan should be outlined and the method of achieving these objectives.

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For AIBA Controlled Events, AIBA will provide advice and support to the LOC through coordination visits and in correspondences. The terms and conditions set out in the Host City Agreement (Appendix [B]) must be taken into consideration when planning the accommodation plan. The LOC must submit the terms and conditions agreed to with AIBA and vice-versa.

### **8.3. AIBA FAMILY ACCOMMODATION**

The AIBA Family includes the following groups:

- AIBA President
- AIBA Executive Director
- AIBA (V)VIPs
- AIBA HQs Office
- ITOs and R&Js

#### **8.3.1. SPECIFICATIONS AND PLANNING**

The hotel selected for the AIBA Family should be a 5-Star hotel. The room rates must be approved by AIBA for each participant. Services such as Internet access should be free for all AIBA Staff in their rooms.

It is AIBA's requirement for the ITOs and R&Js to be accommodated at the same hotel as the AIBA Family. Therefore, the LOC must select a suitable hotel with the capacity to support the numbers involved.

#### **8.3.2. INTERNATIONAL TECHNICAL OFFICIALS (ITOs)**

The specifications for the ITOs must be single rooms in the AIBA Family hotel.

#### **8.3.3. REFEREES & JUDGES (R&Js)**

The specifications for the R&Js must be twin rooms in the AIBA Family hotel. In exceptional circumstances, the R&Js may have single rooms provided for them during a competition (i.e. Olympic Games). However, for all other AIBA Controlled Events, the R&Js will be accommodated in twin rooms with persons from similar backgrounds (i.e. gender, language, continent, etc.).

#### **8.3.4. MANAGEMENT**

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

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

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The Accommodation Manager must establish the following:

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

### **8.3.5. SERVICES**

The hotel for the AIBA Family should have the following services:

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

### **8.3.6. INFORMATION DESK**

Each hotel used by the LOC for the purposes of the event must have a dedicated information desk. These information desks will be used by the participants who are staying in the respective hotels and therefore must have information concerning the transport, accommodation and competition. It is common practice for most organizers to have volunteers present at the information desks.

The information desks prepared for the event must be visible to all when entering the hotel. For example, the posters of the event should be used including appropriate signage. The desks must be placed in a visible location in the lobby of the hotel and/or any other area that is suitable and visible.

There should be at least two (2) people present on the table at any given time.

The LOC must ensure the correct rotation of staff between shifts and ensure that all information desk personnel speak fluent English and the local language.

Information boards should be put up in each hotel. Information such as the event program for the current and following day, announcements, changes and transport timetable should be constantly updated on the board by the volunteers and/or information desk personnel.

For AIBA Controlled Events, the rooming list of the AIBA Family hotel must be provided to the AIBA HQs Office.

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### **8.3.7. CATERING**

The hotel selected should provide a buffet style breakfast, lunch and dinner. The times of the meals should be determined based on the competition program, but maintain a degree of flexibility. For example, if there are three sessions in one day, the Officials would only need to be provided with breakfast, unless the competition Venue is very close to the hotel and there is enough time between sessions. The times of the breakfast and dinner provided will therefore have to vary i.e. earlier or later depending on the arrival time of the Officials at the hotel after competition.

Competition program should form the basis for arranging the buffet meals during the day. For example on the day of the "General Weigh-In", all the Officials must attend very early in the morning. Therefore breakfast arrangements should be made earlier for the Officials on this day.

It should also be noted that each morning during the competition, there is a Daily Weigh-In meaning that some of the Officials must attend very early. Due to this fact, it is requested for the hotel to provide breakfast for these individuals.

Specifications on the provision of drinks should be clearly communicated to all individuals. For example, if the room fee includes free soft drinks and the alcoholic drinks need to be paid for by the individual, this information would need to be communicated to all residents of the hotel. The LOC must define all the inclusions in the room fee and communicate all the non-inclusive items of the room to those concerned.

### 8.3.8. OFFICE REQUIREMENTS

It is compulsory to have an AIBA HQs Office and an office for the AIBA Executive Director within the hotel used by the AIBA Family. The office should contain basic office needs such as a printer, telephone, desks and chairs including a very good Internet connection. The office should be at the service of AIBA staffs as and when required.

AIBA Family Accommodation	
People	<ul style="list-style-type: none"><li>• AIBA President</li><li>• AIBA Executive Director</li><li>• AIBA (V)VIPs</li><li>• AIBA HQs Office</li><li>• Officials (ITOs and R&amp;Js)</li></ul>
Specifications	<ul style="list-style-type: none"><li>• AIBA President to have the best suite in the hotel</li><li>• AIBA Executive Director to have the second best suite in the hotel</li><li>• AIBA (V)VIPs to have suites</li><li>• ITOs to have single rooms</li><li>• R&amp;Js to have twin rooms</li></ul>
Requirements from the LOC	<ul style="list-style-type: none"><li>• Information desk</li><li>• Information board</li><li>• Contact person from the LOC (e.g. Accommodation Manager)</li></ul>
Requirements from the Hotel	<ul style="list-style-type: none"><li>• All standard services provided in 5-Star hotels</li><li>• Contact person from the hotel</li><li>• AIBA Office provided for AIBA Staff</li><li>• Catering must be buffet-style and tailored to the needs of the event program</li></ul>

### 8.4. TEAM DELEGATION ACCOMMODATION

The Team Delegation hotels must be separated from the AIBA Family hotel. There are various specificities with Team Delegation hotels such as diet requirements and the types of rooms provided, which is different from the AIBA Family accommodation requirements. Only team officials can be accommodated at the Team Delegation hotels (extra officials attending the competition cannot be accommodated in the same hotel).

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#### **8.4.1. SPECIFICATIONS AND PLANNING**

The Team Delegation hotel should be a 3- to 4-Star hotel. All the room rates for the hotel should include three (3) meals a day and should be approved by AIBA prior to the event. There should be free Internet access or a designated room with multiple Internet connections provided (free of charge).

All the rooms provided for the Boxers should be twin rooms. Single rooms should also be provided as the team officials may choose to stay on their own.

One hotel should accommodate all the Boxers and their officials attending. However, in exceptional circumstances when there are no large hotel available, it is possible for the LOC to arrange multiple hotels to accommodate all the teams.

#### **8.4.2. MANAGEMENT**

It is the responsibility of the Accommodation Manager to allocate rooms where necessary to avoid conflict between teams. For example, some teams will have uneven number and some teams could choose for the team officials to share a room. In this case, the Accommodation Manager must coordinate with the teams and allocate the requested rooms.

The LOC must arrange to communicate the cost of rooms to all Team Delegations through National Federations attending the competition. All the policy surrounding the rooming fee must be included. For example, the Team Delegations should be aware of the cost of a twin room with three (3) meals included a day, plus any other inclusions on the price. It is important for the LOC to have confirmation from the Team Delegations of all the associated costs before agreeing to take any type of accommodation.

The arrival of the teams and their transport to the correct hotel (in the case of multiple hotels) is crucial. It is the responsibility of the Accommodation Manager to liaise with the Transport Manager to make sure all the transport arrangements reflect the accommodation arrangements.

#### **8.4.3. SERVICES**

The International standard of services available in 3-to 4-Star hotels must be provided. For example, a reception, Internet in rooms or a business center, laundry services, etc.



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#### **8.4.4. CATERING AND DIET REQUIREMENTS FOR BOXERS**

The competition program should form the basis for arranging buffet meals during the day. For example on the day of the General Weigh-In, all the Boxers must attend very early in the morning. The Boxers will not be eating very early on the day of the General Weigh-In but instead afterwards. Therefore the breakfast must be provided later than usual to be in line with competition arrangements.

On competition days with the Daily Weigh-In, the breakfast buffet must be available for the Boxers attending the Daily Weigh-In. Therefore, the breakfast should be available from early hours to after the Boxers return from the Daily Weigh-In. The arrival times must be calculated and food provided accordingly.

The selection of food provided in the Team Delegation hotels must have a variety. Specifications such as the nutritional content of each food should be considered. The variety in terms of cultural needs and various ethnic dietary requirements should be considered. For example, pork should not be the only main meal choice in any one mealtime but should be accompanied with a choice of another product (e.g. pork or chicken or pork or fish).

The catering must be geared towards a diet of an elite athlete and consequently, for example, the catering services must avoid deep fried, fried and greasy foods. Alternatively, a selection of fruits and proteins should be provided. Meat should be served grilled or baked. Food items such as pasta, baked potato, cereals, rice and brown rice form the basic requirements. However, the simple principle is to provide a variety of foods (carbohydrates, proteins, fats) for the Boxers.

#### **8.5. (V)VIPs ACCOMMODATION**

It is AIBA standard for the (V)VIPs to be hosted in the same hotel as the AIBA Family. Under exceptional circumstances, there could be a separate hotel selected for the (V)VIPs. However, this must be discussed and agreed upon with AIBA in advance.

### 8.5.1. SERVICES

All the services that are expected from a 5-Star hotel should be the basis for the (V)VIP hotel. Services such as 24-hour reception, restaurants, health & beauty, Internet, business center, customer services and laundry should be available in the hotel.

Team Delegation Accommodation	
People	<ul style="list-style-type: none"><li>• Team Delegations including Boxers, coaches and team managers only</li></ul>
Specifications	<ul style="list-style-type: none"><li>• Boxers to have twin rooms</li><li>• Coaches to have single rooms (the choice must be provided)</li></ul>
Requirements from the LOC	<ul style="list-style-type: none"><li>• Information desk</li><li>• Information board</li><li>• Contact person from the LOC (e.g. Accommodation Manager)</li></ul>
Requirements from the Hotel	<ul style="list-style-type: none"><li>• All standard services provided in 3- to 4- Star hotels</li><li>• Contact person from the hotel</li><li>• Catering must be buffet style and tailored to the needs of the event program</li><li>• Specific diet requirements must be provided for the Boxers</li></ul>

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CHAPTER IX  
**SECURITY**



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## 9. SECURITY

When we talk about security, we can define two types – one is the access zones inside the Competition Venue and the other concerns the security of the Boxers during their stay. The access control security can be done by well-trained volunteers or a professional security company. Security of Boxers is often an issue that concerns national security and therefore a task that will be taken care of by police or special services.

The level of security provided for Boxers in any boxing event will depend on the political and social issues within the Host Country and/or the relations with other participating countries. In every case, the Host Country should ensure a safe environment for the participation of all countries. Therefore, in the event security for the Boxers' accommodation or escorted transportation is required, the necessary and required measures will be in place.

If a (police) escort were provided for transportation to clear the roads for (V)VIPs, Team Delegations or Officials to arrive on time, this would be a matter for the transportation team rather than a matter for security.

In exceptional circumstances, additional security could be requested for teams and/or spectators. In such cases, the LOC must make the necessary arrangements with professional security companies to ensure all relevant areas are covered.

### 9.1. OVERALL EVENT

The Head of Security must liaise with the Competition and Venue Managers from the LOC to determine the Venue's security needs. Based on this, the Head of Security must arrange the necessary number of personnel. All the security officers must be briefed about the different areas around the Competition Venue prior to the event.

Each day during the competition, the Head of Security must brief the security before the first session. All security officers must be in position at least one (1) hour before the first bout. The Head of Security must speak to the Competition and Venue Managers at the end of each competition day for a debrief session. The necessary adjustments must be made by the Head of Security for the remaining competition days.

All security officers must:

- Be clearly visible and identifiable, unless they are undercover security officers
- Have knowledge of the accreditation zones to clearly identify restricted areas
- Have communication tools to consult with the Head of Security
- Be familiar with the LOC, AIBA Staff and Competition Officials

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Any other security measures, for example spectator checks, can be arranged by the LOC in circumstances with potential risks and/or at the request of AIBA.

A detailed explanation about the Accreditation Cards at AIBA Approved Events is provided in Section 7.2 on the Accreditation Chapter. For further specifications on security within the FOP, please refer to Section 10.1.7 on FOP Security.

As for the external areas of the Competition Venue, security must be provided for accreditation purposes. There should be security for each area of zones (as defined by the LOC and AIBA). Security personnel should be present at each entry and exit point. The number of security officers required would depend on the size of the Competition Venue and the number of zones. Depending on the duration of daily competition, sufficient security must be provided for full security coverage at all times.

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CHAPTER X  
**VENUES**





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## **10. VENUES**

There are two main Venues required for AIBA events: Competition Venue and Training Venue. Depending on the infrastructure of the Competition Venue, there could be additional Venues required for the General/Daily Weigh-In, Medical Examination, Official Draw and the Technical Meeting. The Venues to be used for all the required operations of the competition must be determined in advance and secured for the Championships Period. This chapter covers all the necessary preparations which must be made and the facilities required from the Venues.

### **10.1. COMPETITION VENUE SPECIFICATIONS**

As specified in the Host City Agreement (depending on the Championships) the Competition Venue must meet certain criteria with regards to the number of spectator seats and floor and office spaces. Details about these specifications can be found in this chapter including technical requirements. Every Venue will have its own specifications and identity and therefore for each Championships, a detailed plan must be designed with its own flows, access possibilities and seating arrangements.

The guidelines provided in this Operational Manual will help you in preparation of the Competition Venue, according to the standards set by AIBA. For AIBA Controlled Events, these requirements are compulsory. For AIBA Approved Events, the specifications will provide guidance.

The following minimum Venue specifications are required:

- Field of Play (FOP) space for one (1) or two (2) rings (depending on the Championships)
- Meeting room space(s)
- Office space(s)
- Jumbo screen(s)
- Scoreboard
- Lounge space(s) for (V)VIPs and R&Js
- Sufficient locker rooms
- IT equipped rooms for press
- Anti-doping room

It is AIBA's requirement that the Competition Venue is within a maximum of (thirty) 30 minutes (by car) of the hotels proposed.

#### **10.1.1. VENUE MANAGEMENT**

Venue management starts with the following:

- Overseeing all aspects of the competition (including the Draw, General/Daily Weigh-Ins)
- Allocating the right rooms for the right purpose
- Creating the right plans and maps with different layers of needs

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A seating plan should be put in place to oversee the number of required free seats for Team stands, National Federation stands, (V)VIP seats and 'ticket seats' for audience.

A liaison is required between the LOC and the Venue management to ensure smooth cooperation between the Championships' needs and the Venue capacities. For example, cooperation is necessary regarding opening times, cleaning, construction plans, technical specifications, catering, Venue staff, etc.

### **10.1.2. VENUE PLAN AND INFRASTRUCTURE**

The Venue plan must indicate all details concerning the FOP setup, room and office space allocations, dedicated zones according to the accreditation (Boxers' area, press area, (V)VIP area, positions of monitors, TV screens, etc. After a Venue plan is in place, more detailed plans can be developed, for example on the setup of tables in the office spaces, R&J Lounge, ITO Lounge, (V)VIP area, etc.

The Venue plan should also indicate the entrance(s) that is(are) available for Boxers, spectators, (V)VIPs, R&Js and Press. If possible, all these groups should have separate entrances that must be well indicated with signage upon entering the parking area of the Venue.

Only when a good Venue plan is set up can all volunteers, security and drivers be well trained about their tasks, dropoff points and information can be provided about the information desk and accreditation office.

When designing the Venue plan, it is important to outline the infrastructure of the Venue and make sure all aspects are taken into account. For this task, the involvement of the Technical Delegate, Competition Manager, Venue Manager and in case of AIBA Controlled Events, AIBA Staff is of great importance.

### **10.1.3. PLANNING**

As most events will take a minimum of five (5) days and as much as sixteen (16) days of event for some AIBA Controlled Events, the Competition Venue should be secured and free for use at least seven (7) days prior and up to two (2) days after the Championships.

The setup and preparations inside the Competition Venue should start at least (seven) 7 days before the start of the competition. Aside from the setup of the ring(s) and Venue dressing for AIBA Controlled Events, all meeting rooms should be put in place to ensure all preparations are complete within the Venue.

The table below lists the guidelines on the Competition Venue preparations:

Timeline to the Start of the Competition	Activity
<b>-7 days</b>	<ul style="list-style-type: none"> <li>• LOC office preparations in order to move in the next day with the entire LOC operations team</li> <li>• Telephone and Internet connection</li> </ul>
<b>-6 days</b>	<ul style="list-style-type: none"> <li>• Moving the LOC operations from main office to Venue office</li> <li>• Office space preparations for AIBA office, TD office and Executive Director office</li> <li>• Floor covering (if needed)</li> <li>• Roof installations for lightning, sound and other items that will be raised into the Venue ceiling</li> </ul>
<b>-5 days</b>	<ul style="list-style-type: none"> <li>• Finalizing the office spaces to be ready for use</li> <li>• Telephone and Internet up and running</li> <li>• Setup of the ring(s)</li> <li>• Preparations for the R&amp;J lounge and (V)VIP lounge</li> <li>• Preparations for Venue dressing (flags, banners, signage)</li> <li>• Placing partitions for competition flows; for example separation of each zone area based on accreditation zones</li> </ul>
<b>-4 days</b>	<ul style="list-style-type: none"> <li>• Finalizing the ring setup</li> <li>• Setup of the tables and chairs for the Officials and volunteers in the FOP</li> <li>• Preparations on the broadcasting platforms and on constructions</li> <li>• Placing the barrier or A-frame around the Field of Play (if required)</li> <li>• Venue dressing</li> <li>• Press Center setup</li> </ul>
<b>-3 days</b>	<ul style="list-style-type: none"> <li>• Catering preparations</li> <li>• Venue dressing</li> <li>• Advertisement and Venue dressing</li> <li>• AIBA President office setup</li> <li>• Equipment check, setup for equipment distribution</li> <li>• Boxers warm-up and locker room(s) preparations</li> <li>• Signage and access zone indications</li> </ul>

<b>-2 days</b>	<ul style="list-style-type: none"> <li>• (V)VIP seating, National Federation stands, team stands and public seating preparations</li> <li>• Installation of Venue information desk</li> <li>• Preparations on the Venue Accreditation Center</li> <li>• Installation of scoring system</li> <li>• Broadcasting cabling</li> <li>• Finalization of all areas of Venue dressing, signage, security checks, rehearsals</li> <li>• Cleaning the house and testing</li> <li>• Inspection of all areas</li> <li>• Setup and preparations of the General Weigh-In and Medical Examination location</li> <li>• Setup and preparations of the Draw location</li> </ul>
<b>-1 days</b>	<ul style="list-style-type: none"> <li>• Ready to start competition</li> <li>• Setup of the Daily Weigh-In and Medical Examination room</li> </ul>
<b>0 Day</b>	<ul style="list-style-type: none"> <li>• <b>First Day of Competition</b></li> </ul>

**Table 3:** *Timeline and Activities during the Event Countdown*

If the preparations are done as described above, there will be enough time to anticipate unforeseen circumstances and to address them effectively where necessary.

In most cases, the training facilities, Draw, Technical Meeting, General Weigh-In and Daily Weigh-In are held in different locations than the Competition Venue. Therefore, the involvement of the Competition Manager cannot be 100% restricted to the Competition Venue. The LOC should appoint one “Venue Manager” who is devoted to all areas that needs to be covered inside the Competition Venue. The Venue Manager should report to the Competition Manager regarding the progress of the Competition Venue preparations.

#### **10.1.4. FACILITY SPECIFICATIONS AND REQUIREMENTS**

##### **10.1.4.1. FIELD OF PLAY**

The main area of the boxing competition is the Field of Play (FOP). The Field of Play is a closed competition area only limited people will have access to. Depending on the number of participants, the Competition Manager should consider setting up one or two (2) rings inside the FOP. In case of a two ring setup, the adjustment from two (2) rings to one (1) ring (for the Semi-Finals and Finals) is done during the rest day (between the Quarter-Finals and the Semi-Finals). In order to set up two (2) rings, a minimum of 800m<sup>2</sup> (40x20 meters) floor space is required and for a one (1) ring set up, the minimum floor space is 400m<sup>2</sup> (20x20 meters).

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The position of the Technical Delegate and Competition Jury should be decided within the FOP depending on the entrances to the FOP for R&Js (location of R&J lounge) and to the FOP for boxers (location of lockers rooms). Based on this, the four (4) corners of the ring need to be arranged in the following way: the red corner which is the nearer left-side ring corner facing the Jury is opposite the blue corner; while the other two (2) corners are white and called neutral corners. At each corner there are four (4) fixed post standings. For further details concerning the FOP see Appendix [H1] and for the ring specification and guidelines, refer to the AIBA Technical & Competition Rules.

The minimum distance from the ring towards the outer side of a barrier/fence (max 1.5m high) extends at least six (6) meters outside the platform of the ring(s). The distance between the seating and the FOP should be approximately ten (10) meters from the edge of the ring platform to the seating rows. In case the floor surface is bigger, it is advised to put a low barrier or A-frame around the FOP to indicate the FOP and the space from this FOP to the seating is called the competition floor.

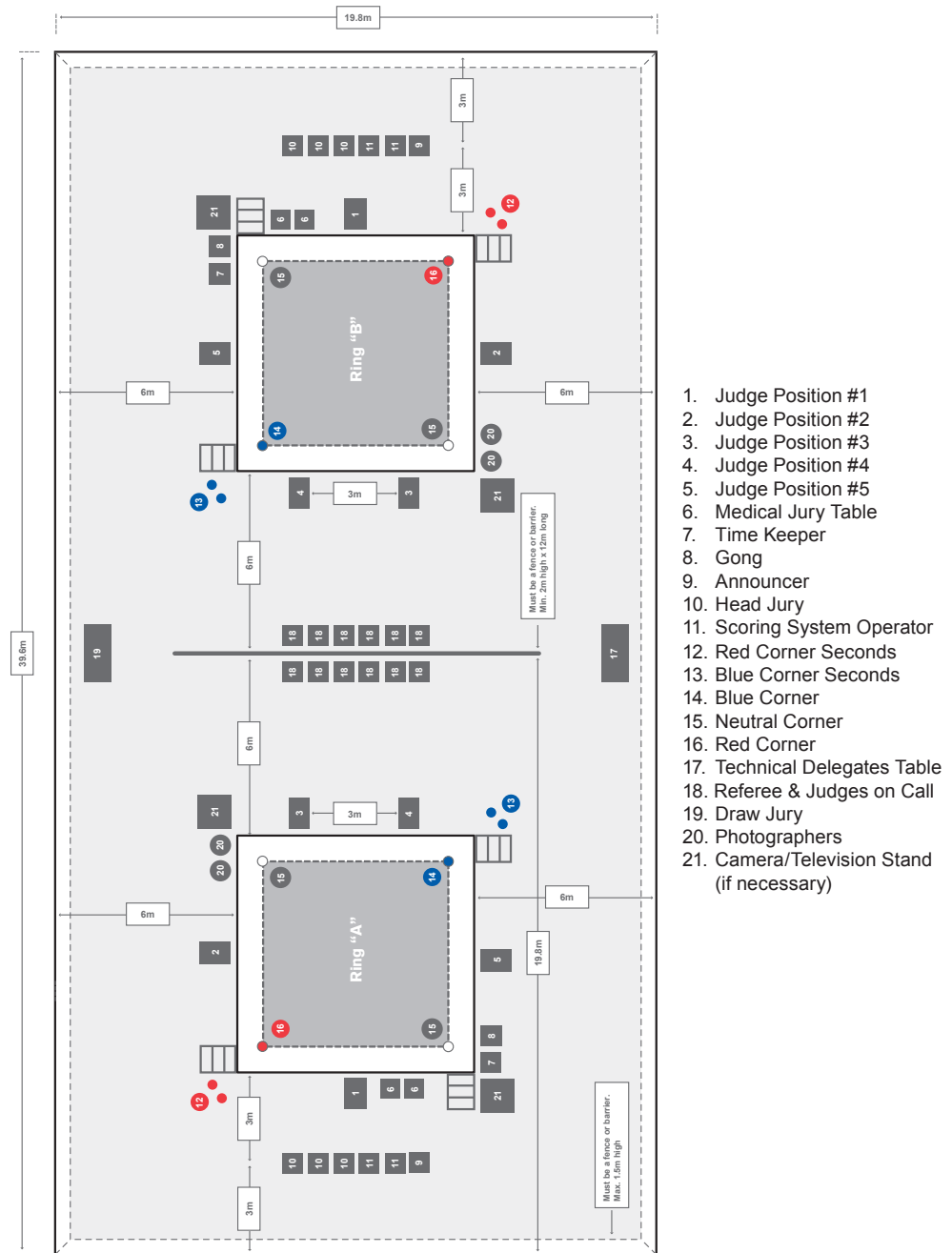
The height of the first seating row from the ground has to ensure a good visibility to the FOP (approximately 1.3 meters, plus bars dividing the FOP from the first row).

It is AIBA requirement to have a high-speed copier/printer (Xerox™ 4595, Canon iRC4580i) that can copy up to 50-100 pages per minute within the competition area. The printer must not be visible within the FOP area but placed nearby to be accessible.

The passage from the FOP to the supporting facilities should be through a wide corridor for the three (3) different categories of people: Boxers, Officials and Staff.

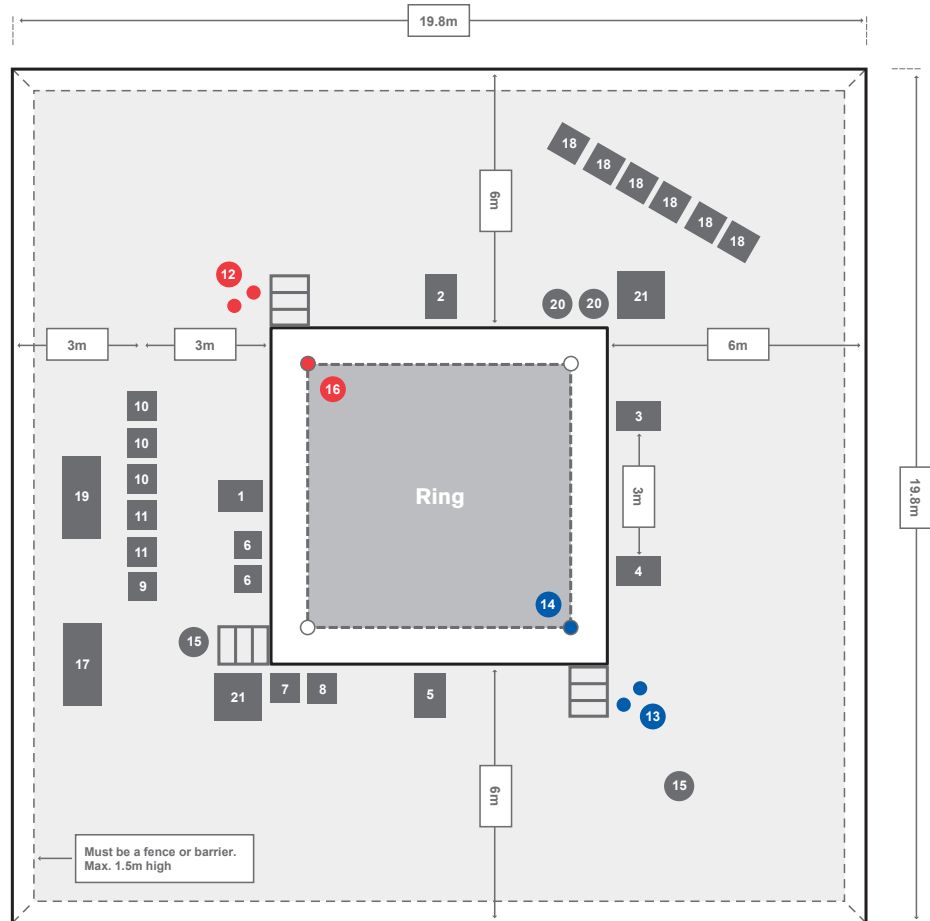
Please see below two examples of a FOP layout (two rings and one ring) showing all the elements the FOP should include:

**Figure 5: FOP Formation of Two Rings**



1. Judge Position #1
2. Judge Position #2
3. Judge Position #3
4. Judge Position #4
5. Judge Position #5
6. Medical Jury Table
7. Time Keeper
8. Gong
9. Announcer
10. Head Jury
11. Scoring System Operator
12. Red Corner Seconds
13. Blue Corner Seconds
14. Blue Corner
15. Neutral Corner
16. Red Corner
17. Technical Delegates Table
18. Referee & Judges on Call
19. Draw Jury
20. Photographers
21. Camera/Television Stand (if necessary)

**Figure 6: FOP Formation of One Ring**



- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Judge Position #1</li> <li>2. Judge Position #2</li> <li>3. Judge Position #3</li> <li>4. Judge Position #4</li> <li>5. Judge Position #5</li> <li>6. Medical Jury Table</li> <li>7. Time Keeper</li> <li>8. Gong</li> <li>9. Announcer</li> <li>10. Head Jury</li> <li>11. Scoring System Operator</li> </ol> | <ol style="list-style-type: none"> <li>12. Red Corner Seconds</li> <li>13. Blue Corner Seconds</li> <li>14. Blue Corner</li> <li>15. Neutral Corner</li> <li>16. Red Corner</li> <li>17. Technical Delegates Table</li> <li>18. Referee &amp; Judges on Call</li> <li>19. Draw Jury</li> <li>20. Photographers</li> <li>21. Camera/Television Stand (if necessary)</li> </ol> |
|--|---|

As the FOP is the center of attention during the competition, it is very important for the FOP to look good. This means that all details such as tablecloths, hiding cables, use of one type of tables and chairs, etc., should be taken care of. For the setup of the tables and chairs, please use the table below.

Tables, chairs and equipment:

Required Tables	Dimension	Additional Requirements
<b>Judges tables (5 per ring)</b>	80 cm x 60 cm x 70 cm	One (1) chair per table and one (1) Judge scoring keypad per table
<b>Competition Jury table (1 per ring)</b>	240 cm x 80 cm x 70 cm	The Head of the Competition Jury must be seated center of the ring and besides the Head Jury chair, one (1) chair must be placed left and right for the two (2) other Jury members. On the Jury table two (2) 15-inch monitors should be placed.
<b>Scoring Operator table (1 per ring)</b>	240 cm x 80 cm x 70 cm	With two (2) chairs, one (1) table with a printer and a power/electricity backup (see Chapter 12 for more details on the equipment that is required for the scoring operator table).
<b>Announcer table (1 table per ring next to the scoring operator)</b>	160 cm x 80 cm x 70 cm	With two (2) chairs – one (1) for the national language announcer and one (1) for the English announcer. When the national language is English only one announcer is required. This table must be equipped with one (1) microphone per announcer. This can be wireless or wired to be connected to the sound system inside the Venue.
<b>Medical Jury (1 table)</b>	160 cm x 60 cm x 70 cm	With two (2) chairs - this table needs to be put next to the neutral corner stairs so that the distance from the medical table to Judge 1 is as great as possible.
<b>Timekeeper and Gong table</b>	160 cm x 60 cm x 70 cm	With two (2) chairs - this table needs to be put as far as possible to the neutral corner so that the distance from this table to Judge 5 position table is as great as possible. One gong and/or bell is needed per ring with a different sound per table and an electronic timing keypad.



<b>Technical Delegate table</b>	160 cm x 80 cm x 70 cm	With one (1) chair only - on the TD table one (1) 15-inch monitor(s) must be placed per ring. See Section 11.2.9. for more details on the equipment that is required to be put on the Technical Delegate table.
<b>Draw table</b>	240 cm x 80 cm x 70 cm	With three (3) chairs - the size of the table and number of chairs depends on the number of Draw Commission members.
<b>Record Book table</b>	160 cm x 80 cm x 70 cm	With two (2) chairs to be positioned inside the Venue at the boxers walk-out path just before entering the locker rooms after the bout.
<b>Equipment check table</b>	160 cm x 80 cm x 70 cm	With two (2) chairs to be positioned inside the Venue at the boxers walk-in path just after entering the competition floor before the bout.

Chairs and equipment:

<b>Required Chairs</b>	<b>Additional Requirements and/or Purpose</b>
Six (6) chairs for the next bout's R&Js	Must be positioned depending on the number of rings.
Two (2) Second chairs in the blue corner and two (2) Second chairs in the red corner	Including a 10-inch Seconds monitor at both the blue and red corners.
Two (2) chairs at the blue corner and two (2) chairs at the red corner	One (1) chair is for the volunteer responsible for cleaning the corner and putting the Boxer's corner chair in place during the rest time, the other chair is for the volunteer responsible for equipment and accompanying the Boxer and Seconds from the locker rooms to the ring and from the ring along the Mixed Zone, back to the locker rooms.
One (1) chair per ring next to the TD table	To assist the TD with result distribution and other administrative tasks.
One (1) chair per ring next to the Competition Jury table	For the volunteer assisting the Competition Jury with result distribution.
One (1) chair per ring for the R&J Coordinator positioned near the draw table	Preferably on the competition floor (outside the FOP).

*For a visual illustration of the above setup of tables and chairs, please refer to Appendix [H.1].*

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Any other additional chairs required for medical people, ambulance staff and or security can only be put on the outer side of the competition floor, this is never allowed within the FOP. In both neutral corners, a broadcasting platform can be installed with a max. dimension of 1 meter x 1 meter at a max height of 1 meter. This platform can only be used by the rights-holder cameramen.

- For the photographers' positions between the neutral corner and Judge 2, a partition must be put in place to prevent photographers getting close to Judge 2 (keep at least one (1) meter free) or the photographers going around the corner. If the broadcasting platform is put in place, this will form a barrier.
- Two (2) scoring monitors (minimum 56-inches) per ring on the outer side of the FOP to display the score during the bout.

#### **10.1.4.2. LIGHTING SYSTEM**

To guarantee a quality sports lighting installation, a lighting installation specification must be drawn up. The specification must contain the performance requirements in terms of lighting level, uniformities, gradients, luminance ratios, glare rating, obstructive light, color temperature and color rendering.

Daylight effects can have a negative influence on overall lighting quality. The penetration of daylight should be avoided as it can cause unacceptably high brightness and shadows. This happens with glossy floors and water surfaces in sports halls. Properly designed sunblinds can prevent these effects.

In designing sports lighting installations, broadcasting directors televising an event strive to make it as spectacular as possible. Multi-camera coverage is developing rapidly as a result of ongoing improvements in camera equipment and its usage. Examples are replays from various angles, moving cameras and crane cameras. This results in a requirement that the playing field and its surrounds are illuminated in such a way that camera coverage will be possible from any direction.

Advertising signs along the perimeter of the playing area should be carefully illuminated to provide a clear picture quality when appearing in the background of a televised scene. This can conflict with the glare criteria of the spectators, especially when the stands are close to the competition area.

Lighting equipment must be allocated suspended on the ring area. The light has to be directed to the surface of the ring, avoiding shadows and/or under lighted spots. Additionally the lamps arranged over the ring(s) should create a "theatrical" environment, leaving the rest of the Venue with regular room lighting.

The intensity required above the ring for TV production should be 1,800 LUX. Similar lighting conditions also have to be arranged for the Mixed Zone area. If the Venue itself is not able to meet these requirements, additional lighting should be put in place above the FOP.

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#### **10.1.4.3. SOUND SYSTEM**

For most tournaments a sound system will be put in place inside the Venue for the official functions like Opening Ceremony and Medal Ceremonies. Depending on the Venue specifications (some Venues have integrated sound systems), additional sound (speakers) must be put in place. The Venue should be able to provide more specifications about the acoustics of the Venue but it is advised to rig up speakers together with the lighting system above the FOP and direct the sound towards the tribunes. If the Venue is really big, a line ray system is advised and a specialized sound production company should be hired. Therefore, no further specifications on a required system can be given but it needs no further explanation that a professional system with professional staff is needed to make sure that no problems occur, for example, during the Opening Ceremony speeches, the ring announcements and when playing the national anthems during the Medal Ceremonies.

#### **10.1.4.4. LOCKER (CHANGING) ROOMS**

For every ring, there should be two (2) locker rooms available – one for the blue corner and one for the red corner. The locker rooms must be clean and decent with showers (4), toilets (2), mirror, clothing hooks, benches or chairs. Every locker room must be indicated with a sign mentioning the color and ring for the Boxers participating. The minimum size per locker room is approximately 35m<sup>2</sup>.

In case of mixed events (both men and women competition), the Local Organizing Committee shall arrange separate changing/locker rooms or the sessions must be arranged by gender. This means during one session no men and women competition is on at the same time.

#### **10.1.4.5. WARM-UP AREA**

For the Boxers to prepare themselves before stepping into the ring, a room/area should be provided for warm-up. This room/area must be around 150m<sup>2</sup>, preferably with a partition, set up with at least four (4) massage tables and two (2) chairs per table and a waste bin.

Inside the warm-up area, minimum two (2) 32-inch TV monitors (one per ring) should be placed which display the action inside the ring so the Boxers can get ready in time for their bout. Although not compulsory, skipping ropes and punch bags can be provided as a service.

The warm-up zone should be in close proximity to the FOP and should include an individual area with cubicles (with dividing blocks) including a common area with lockers and equipment. The surface of the warm-up area should be approximately 200m<sup>2</sup>. The warm-up area should have anti-shock flooring, training pads for trainers and any other supporting items should be present.

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The Venue plan should include a fitness and relaxation area(s) for the Boxers, with appropriate equipment, sauna and a massage area. The same area(s) can also be used for training needs.

#### **10.1.4.6. MEDICAL ROOM**

In the Boxers' area, one (1) room should be available for the medical team where post medical examinations can be conducted. The minimum size for such room is 25m<sup>2</sup> and usually the Chief Medical Officer (CMO) will make the required arrangements and equipment to be installed in the Medical Room. However, the Medical Room should have the essential requirements for a medical check including all the necessary medical equipment (i.e. stethoscope, thermometer, medical gloves, etc.). An ice machine (or supply) must be provided near the Medical Room.

The room should be located in the dressing room area, as close to the teams' dressing rooms and the FOP as possible, with easy access to an outside entrance that leads directly to the emergency vehicles. The doors and corridors leading to the room should be wide enough to allow access for stretchers and wheelchairs.

The room should be equipped with an examination/treatment table, two portable stretchers (in addition to those at ringside), a washbasin with hot and cold running water, a glass cabinet for medicines, a lockable non-glass cabinet and a telephone for internal and external calls. The room should have walls or partitions that enable it to be divided into two (2) when necessary.

The Boxers and Officials Medical Facilities should also be accessible to AIBA Staff, (V)VIPs and security personnel.



**Figure 7:** Basic Requirements from the Medical Room and Facilities

#### 10.1.4.7. ANTI-DOPING ROOM(S)

In total, two (2) rooms are required for anti-doping in the Boxers' area. One (1) room is the waiting room and the second room is the actual room where anti-doping testing is conducted. For the anti-doping room, toilet facilities with a washbasin are compulsory. Ideally both rooms are located next to each other but have separate access. Both rooms should be around 30m<sup>2</sup>. The rooms should have the possibility of storage for the samples.

The Venue must be equipped with a dedicated doping control station that meets the requirements set out below:

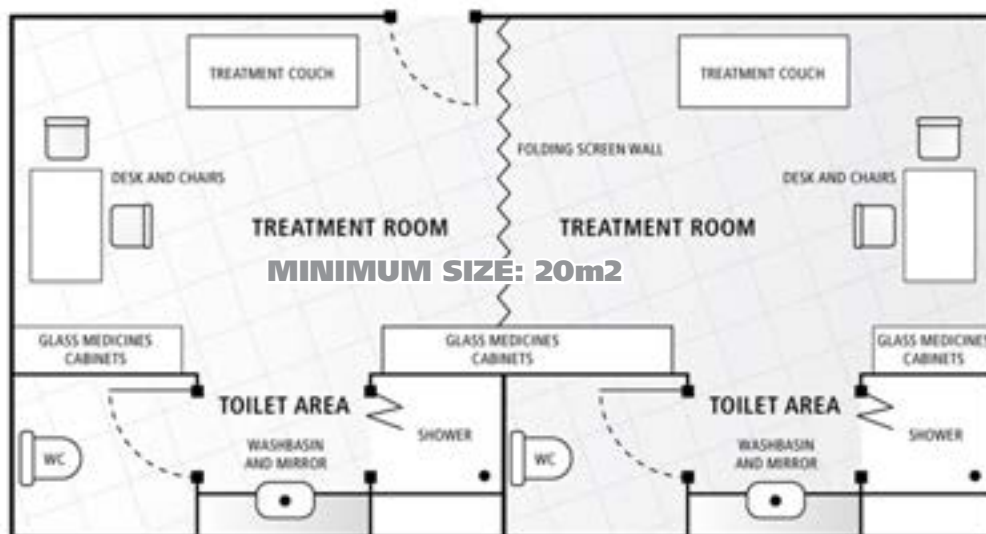
- The doping control station must be near the team locker rooms and inaccessible to the public and the media. Privacy and security are fundamental requirements in order to ensure that the integrity of the doping control processes is not compromised in any way.
- It should be at least 20m<sup>2</sup> and should include a waiting room, testing room and toilet area, all adjoining.
- The doping control station must be lockable, with keys only issued to the Head/Lead Doping Control Officer (DCO) for the duration of testing.

- 
- A security guard needs to be assigned to each doping control area and the doping control staff need to have a direct line of contact with the Venue security.
  - The doping control station and its entry/exit points must be well lit at all times. Independent control of on/off switches is required as testing may still be taking place long after the Venue is empty and 'closed'.
  - The waiting room forms part of, or is immediately adjacent to, the testing room (a partition dividing the two areas is also acceptable). It must contain sufficient seating for eight (8) people, clothes-hanging facilities or lockers, as well as a refrigerator stocked with sealed bottled water.
  - The testing room must contain: one (1) table, four (4) chairs, a sink with running water, a lockable cabinet, and a toilet (adjacent to the room or in the room itself).
  - The toilet area must be within the testing room or immediately next to it and with direct private access to the testing room. It must contain a seated toilet as well as a sink with running water.
  - Parking access should be considered for all matches where doping control is taking place.

The mandatory list of equipment/consumables in a doping control station is listed below. The LOC is required to source DCOs locally and confirm what he/she is bringing to ensure that this list is satisfactory in its entirety. The majority of the list below will be brought by the Doping Control Officers (DCOs), and LOC is required to provide suitable facilities and beverages:

- Portable refractometer
- pH meter or pH sticks
- Full doping control kit for urine sampling
- Doping control set for partial urine samples
- Urine collection vessels 175 ml
- (\*) Doping-control blood-kit for blood collection (tourniquet, venipuncture tubes, etc.)
- Centrifuge, centrifuge tubes and phials for doping control blood samples
- Armbands for Doping Control Officers
- Cool packs
- Lots and bags for the selection of the Boxers to be tested
- Secure transport bag for doping control samples
- Security seals for the secure transport bag
- Disposable cover roll, 50 cm width, for the examining table
- Sterile disinfectant wipes or swabs
- Latex surgical gloves
- (\*) Pasteur pipettes (for blood sampling only)
- (\*) Water for injection
- Individually sealed caffeine-free drinks

*(\*) These items only concern the collection of blood samples if AIBA decides these are required.*



**Figure 8:** Anti-doping room layout

#### 10.1.4.8. EQUIPMENT ROOM

Inside the Boxers' area a room should be available for storage, dry and cleaning of all boxing equipment (gloves and headguards). This room must be lockable and have sufficient fresh air to dry the equipment. Depending on the number of participants, there will be more or less equipment to stock but it is advised to have around 25m<sup>2</sup>.

For the volunteers giving out the boxing equipment, two (2) equipment tables must be put in place in the Boxers' area (access zone 5 on Accreditation Card), one for red and one for blue. The dimension of these tables is 240 cm x 80 cm x 70 cm with two (2) chairs per table for the volunteers giving out the equipment per session. Ideally this table is set up near the corridor for entering the competition floor/FOP.

#### 10.1.4.9. OFFICE SPACES

For office spaces, the following rooms should be in place:

- LOC Office
- AIBA Office
- AIBA President Office
- AIBA Executive Director Office
- Technical Delegate Office

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All offices must have the number of workstations (tables and chairs) appropriate to the number of people who will be using the rooms. Besides the workstations, the minimum requirements for these office spaces are:

- 32-inch TV monitor(s) according to the number of rings in order to see the competition
- One (1) or two (2) small printer(s) per office (HP LaserJet P-series)
- Big meeting table with chairs
- Wireless Internet connection
- Multiple power plugs/extension electricity cables
- Lockable cabinet(s)
- Waste bin(s)
- Stationary and office supplies (A4 paper, pencils, scissors, scotch, paperclips, etc.)
- Refreshments (drinks, fruits, snacks)
- The AIBA Office requires a high speed copier/printer (Xerox™ 4595, Canon iRC4580i) that can copy up to 50-100 pages per minute
- Toilets (multiple and preferably men & women)

For further details on office requirements and specifications, please refer to Appendix [H.2].

#### **10.1.4.10. R&J LOUNGE**

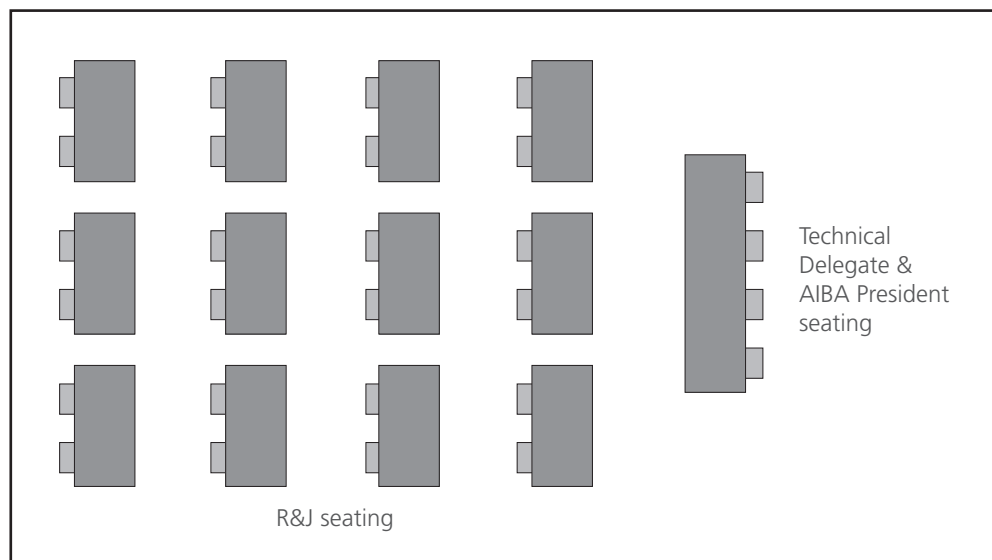
The R&J lounge must be an isolated room that has access to the FOP without any interference (crossing walkways) with other people. This lounge and the route to walk from the lounge to the FOP is only accessible for those people who are accredited with the appropriate zone number. As new R&Js have to enter the FOP and others leave for each bout, the walking distance should be reduced to a minimum. Furthermore, the R&J lounge should have a separate entrance when entering the Venue.

As the R&J lounge is the most restricted area, it is important that the R&Js are made comfortable. For AIBA Controlled Events, the number of R&Js could reach thirty-six (36) persons and therefore the surface area must be at least 75m<sup>2</sup>. The lounge should have the following:

- One section with chairs in classroom style setup for the daily R&J meeting for the number of R&Js attending (example layout in Figure 9 below)
- One head table with three (3) chairs in front
- Comfortable chairs for R&Js to relax
- 32-inch TV monitor(s), according to the number of rings in order to see the competition
- Tables and chairs for catering services to all R&Js to be seated while having their meal



- The R&J lounge must be catered, not only for the meals but also for refreshments as follows:
  - Coffee & tea
  - Cake or cookies
  - Fruits
  - Small refreshments
  - Lunch and/or Dinner (depending on the session times)
  - Sodas
- Depending on the duration of the event, catering may be required; for example if a session is from 11h00 to 18h00, lunch must be provided at the Competition Venue
- The R&J lounge must be kept clean during the day and be cleaned every day before the start of the first session
- Waste bins
- Toilet facilities (multiple and preferably men & women)
- Optional relaxation games can be provided like darts, table tennis table, backgammon, cards, etc.



**Figure 9** – Example of a Sample Layout for the R&J Meeting

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#### **10.1.4.11. ITO LOUNGE**

The ITO lounge must be an area where the Officials can sit, relax and have their meals during the session breaks. It should have a capacity for approximately twenty (20) people to be seated while having their meals (minimum surface area 35m<sup>2</sup>) and have the following requirements:

- Comfortable chairs for ITOs to relax
- Tables and chairs for catering for all ITOs to be seated while having their meal
- The ITO lounge must be catered, during breaks with the following refreshments
  - Coffee & tea
  - Lunch and/or Dinner (depending on the session times)
  - Soft drinks
- The ITO lounge must be kept clean during the day and be cleaned every day before the start of the first session
- Waste bins
- Toilet facilities (multiple and preferably men & women)

#### **10.1.4.12. (V)VIP LOUNGE**

During AIBA Controlled Events, there is a difference between (V)VIPs and VIPs. In general the (V)VIPs have access to the (V)VIP lounge that includes refreshments and drinks during the event and meals during the breaks. Whereas VIPs only have a reserved seating area behind the VVIP lounge or another preferred seating area. No refreshments or meals are served to VIPs.

During AIBA Approved Events, you might only use VIP services that include meals and seating. It is up to the LOC to decide on how to make the arrangements depending on the Venue infrastructure.

The size of the (V)VIP area depends on the number of expected invitees and must be a well decorated area with first class refreshments, variation in drinks and first class catering.

The following facilities and services must be provided in the (V)VIP area:

- Tables and chairs for catering for all guests to be seated while having their meal
- The (V)VIP lounge must be catered, not only for the meals but also for drinks, refreshments such as:
  - Coffee & tea
  - Cake or cookies
  - Fruits
  - Small refreshments
  - Lunch and/or Dinner (depending on the session times)
  - Beverages

- 
- Comfortable chairs for guests to relax
  - 32-inch TV monitor(s), according to the number of rings in order to see the competition
  - The (V)VIP lounge must be kept clean during the day and be cleaned every day before the start of the first session
  - Waste bins
  - Toilet facilities (multiple and preferably men & women)
  - Reception desk with results and timetables
  - Hostesses

#### **10.1.4.13. PRESS CENTER**

At least one room at the Venue should be provided for media representatives to work. The room should be closed off and accessible only with media accreditation zone access. The size depends on the number of journalists who are expected but the minimum surface area should be 50m<sup>2</sup>. The Press Center should be well equipped with sufficient workstations and the following requirements:

- 32 inch TV monitor(s), according to the number of rings in order to see the competition
- Wireless Internet connection or modem Internet access
- Multiple power plugs/extension electricity cables
- Lockers for photographers and journalists to leave valuable equipment
- Waste bin(s)
- Stationary and office supplies (A4 paper, pencils, scissors, scotch, paperclips, etc.)
- Refreshments (drinks, fruits, snacks)
- The Press Center requires a high speed copier/printer (Xerox™ 4595, Canon iRC4580i) that can copy up to 50-100 pages per minute
- Fax machine
- Telephone lines
- Reception desk with results and timetables
- Pigeon holes for daily result distribution
- Toilets facilities (multiple and preferably men & women)

The Press Center should have a reception desk used for media packs and information can be provided to the media. This desk should be staffed at all times by at least one member of the Local Organizing Committee media team.

The Press Center should be easily accessible from the press seating in the Venue and the Mixed Zone as well as the Press Conference room.

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#### **10.1.4.14. PRESS CONFERENCE ROOM**

Inside the Venue, there must be a media facility to be used as Press Conference room. This room must be equipped with a front table and seating for five (5) people, a camera platform, podium, sound system and a minimum of twenty-five (25) chairs for journalists.

A system must be in place to put up a backdrop for the Press Conference behind the front table. Water bottles and glasses should be made available on the table. Information on the dressing of the Press Conference room can be found in the media Section in Chapter 13 on Communications.

#### **10.1.4.15. PRESS OFFICER ROOM**

One room, preferably inside the Press Center, must be provided to the Press Officer with at least two workstations. This room must be lockable and equipped with the following:

- Wireless Internet connection or modem Internet access
- Multiple power plugs/extension electricity cables
- One (1) small printer (HP LaserJet P-series)
- Waste bin
- Fax machine
- Telephone line

#### **10.1.4.16. MIXED ZONE**

A Mixed Zone must be set up outside the Field of Play, through which Boxers and Seconds must pass when exiting the Venue after a bout. The Mixed Zone must be accessible only by accredited media and must be separated from public seating. It must also be easily accessible from the main media working areas.

#### **10.1.4.17. MEDIA SEATING**

The Venue must have a seating area in the arena that is solely for the use of media representatives, being primarily members of the written/online press, but also with capacity for TV observer seats. These seats must be located centrally within the area, have a clear, unobstructed view of the ring(s) and must have easy access from the main media working area.

A number of these seats must have desks to enable media representatives to use a laptop computer. A minimum of ten (10) seats with desks ("media positions") should be provided in the media tribune.

All seats with desks must be equipped with a power supply and WiFi/modem Internet connections. The desks must be big enough to accommodate a laptop computer and a note pad.

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#### **10.1.4.18. ACCREDITATION OFFICE**

In a public free access zone an Accreditation Office must be put in place from the moment the Championships starts. More details about the accreditation operations can be found in Chapter 7. For the Venue requirements, there must be either a room made available or a temporary construction (tent or mobile unit) put in place at the entrance of the Venue where people can collect or submit their accreditation request and have their Accreditation Card issued. Depending on the equipment that is used for the issuing of the Accreditation Card, there must be a possibility to set up at least six (6) workstations of which four (4) are used for issuing accreditation. In general the following basic equipment should be installed;

- Wireless Internet connection
- Multiple power plugs/extension electricity cables
- Work stations including desktops connected to a network
- Webcams
- Waste bin(s)
- Network printer / copier
- Office supplies (perforator, sealing machine)

#### **10.1.4.19. PROTEST ROOM**

There must be a room provided for the protest procedures. There must be tables and chairs provided for a minimum of six (6) people to have a meeting (if required). A spy camera (or alternative tool) must be set up to record each bout (in the case of two (2) rings, both rings should have a spy cam) in case a replay is required. For this purpose, a TV screen with DVD/video facilities must be installed and ready to use during the event.

#### **10.1.4.20. VARIOUS**

In addition to all the basic room requirements mentioned above, there are other arrangements that should be taken into consideration, for example to meet the needs of the caterer such as temporary kitchen spaces, refrigerators or storage rooms, LOC storage rooms, etc. However, this is dependent on the Venue infrastructure, the type of event, number of participants and (V)VIPs, etc. All rooms mentioned in this Chapter are compulsory and therefore the Venue must be suitable to accommodate all needs. In the case of insufficient space or rooms available, certain rooms can be created outside the Venue in temporary units.

For Broadcasting Services, no particular room is required as most will be conducted from mobile units. However, the LOC must check and be in contact with the local broadcasting company to find out any specific requirements.

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## **10.2. VENUE PRESENTATION**

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

Additional note should be taken of the Venue dressing (or no Venue dressing), to ensure it does not become dependent on the remaining budget. There should be a specific budget reserved beforehand to ensure the Venue is dressed accordingly.

The following areas must be attended to:

- National flags of participating countries, these should be put up on the ceiling above the FOP
- Carpet should be laid in on places that are important, such as the FOP, (V)VIP area, AIBA President's office, R&J lounge
- Plants give color and atmosphere to an area and can be used to create a partition or "open" barrier
- Championships banners or posters can be used to give atmosphere to the area or can be used as a background
- Sponsor items can be used providing they are used appropriately; for more guidelines please see Chapter 15 on Marketing
- For the lounge areas, one type of furnishing should be used per lounge; additional ideas to decorating the lounge space are encouraged – for example, using plants
- For the office spaces, one type of furnishing should be used with similar chairs and tables to create unity
- (V)VIP tables and tables used for dining should be covered by a tablecloth
- On the FOP, cables for broadcasting, electricity, etc., should be covered or when visible, at least be bundled together and put in straight lines
- Tables on the FOP for Officials should be covered with a tablecloth to ensure that no legs are visible

## **10.3. SEATING ALLOCATION**

There must be a main competition area with seating for at least 5,000 spectators (exact required seating will be provided in the Host City Contract as the seating would vary depending on the Championships). The seating shall include a sector reserved for:

- (V)VIPs/Sponsors (30-50, according to the event)
- VIPs/Guests (40-80, according to the event)
- Press and Media (approximately 20-40)
- Teams (adjusted to 60% of the number of participants)
- AIBA Guests (approximately 10-15)
- Local National Federation Members/Guests (approximately 50)
- AIBA Officials (30-50 according to the event)

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The seating areas should have a good level of visibility of the Field of Play. There must be restroom facilities provided for the spectators.

The media seating will be working space and these seating needs to be near the competition area and also must have tables and access to power for laptop and computer.

The five AIBA Judges chosen for a contest shall be seated separated from the public and immediately adjacent to the ring. Two (2) of the Judges shall be seated on the same side of the ring at a sufficient distance from one another, and each of the three Judges shall be seated at the center of one of the other three sides of the ring.

The Timekeeper shall be seated directly at the side of the ring.

#### **10.4. ACCESS AND SECURITY**

Boxing faces similar sport safety and security issues than any other sports event, and the Local Organizing Committee has a legal responsibility to ensure that those attending and affected by the event are safe and that the Competition Venue is secured. For this reason, the Local Organizing Committee shall identify standards for effective security management of the Venue selected to host the event.

The recognition of the different categories of people and the control of their access will be effected through the personalized Accreditation Card, which will be given to all those persons who are authorized to transit through the Competition Venue (see Chapter 7 on Accreditation). Accreditation zones must be planned and clearly mapped out at the Venue. Each accreditation zone should have separate access points. Accreditation zoning must ensure that access is strictly controlled to priority security locations such as changing (locker) rooms, FOP, media and broadcast areas, etc.

Authorized people must wear credentials at all times when entering the Venue and circulating in the Venue; vehicles parked close the Venue possessing a parking pass are inspected for suspicious materials; individuals seek permission (Accreditation) to gain access to the different zones of the Venue and these individuals need the corresponding Accreditation Card. Event staff must receive awareness training in dealing with suspicious persons entering the Venue.

No accreditation system can succeed unless the security personnel clearly understand the aims and objectives.

It is the responsibility of the security personnel to control individuals entering the Venue (i.e. bag checking) and ensure they comply with regulations. Security personnel should ensure people are denied entry upon refusal to comply with regulations.

Command and control centers should be located inside the Venue, allowing the security staff to monitor areas inside and outside the Venue. The control room should possess fire alarm and monitoring capabilities, a closed circuit television (CCTV) system.

Management should designate a Stadium Security Officer at the Venue to coordinate

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security efforts and communicate with local police, fire, medical services, and emergency management (where applicable).

The Local Organizing Committee (or the person responsible for security) should also collaborate with agencies to conduct Venue and event-specific risk assessments in order to determine threats and vulnerabilities.

If volunteers are being used for security purposes, they must have been trained and given appropriate equipment and uniforms.

Please refer to Appendix H3 as an example of the areas to be secured in the Competition Venue during competition.

### **10.5. HEALTH AND SAFETY**

The following are guidelines for the health and safety provisions:

- All Venues used for the competition must have up-to-date health and safety regulations.
- All buildings used must have clearly indicated Fire Exit routes. The Fire Exits must be accessible at all times.
- All the personnel working during the setup of the Competition Venue must have adequate health and safety training. The area within the FOP must be highly controlled and respect the general health and safety regulations, especially during the ring setup.
- The Competition Venue must have a clearly defined Fire Exit route for the general public and the participants of the competition. These Fire Exit locations must be kept accessible at all times without any obstructions.

### **10.6. FIRST AID REQUIREMENTS**

The presence of an ambulance during a boxing competition is compulsory at all times starting from the beginning of the first bout to the last bout of the competition. There should always be ambulance first-aid personnel present near the FOP with a stretcher and oxygen mask during competition. In the case of two (2) rings, ambulance services should be provided for each ring.

One first aid kit must be provided for each the FOP, warm-up area and Medical Room.

### **10.7. TRAINING VENUE**

The Training Venue(s) used for the event must be determined in advance of the event. The LOC should decide on the Training Venue based on the location in accordance to the distance from the Competition Venue and team hotel(s). Ideally, the Training Venue can be situated within the Competition Venue or near the team delegation hotel(s). The Training Venues should be an existing sports center or boxing specific training areas. The standard services such as sports center management staff must be present to oversee the daily training programs.



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### **10.7.1. TRAINING VENUE SPECIFICATIONS**

The Training Venues must have enough space for at least three (3) boxing rings, depending on the Championships and the number of participants. Specifications about the number of required rings can be found in the Host City Agreement.

The Training Venue must have the following facilities:

- Sufficient space for running
- Multiple competition and / or training rings
- Anti-shock flooring
- Boxing equipment (headguards, gloves, sand bags, bandages, speed bags, etc.)
- Scales (calibrated)
- Sauna and massage rooms
- Shower and locker rooms
- Toilets (multiple and preferably men & women)
- Sufficient lighting of the training area
- Water must be provided for the Boxers (bottles or water coolers)

### **10.7.2. TRAINING VENUE MANAGEMENT**

The Training Venue must have LOC personnel present during training hours. The main purpose is for the LOC personnel to oversee the training schedules and control the number of teams who are using the training facilities at any one time. The rationale for this is to ensure all teams respect their allocated training time and to avoid overcrowding in the training space, enabling better conditions for each team.

The LOC personnel in the Training Venue must work together with the Venue Management staff. Where required, the LOC personnel will coordinate with the Venue Management to meet requests from AIBA and/or teams.

When the Training Venue has to be shared with other sports, the LOC must arrange for the complete separation of the Boxers from the other people. Non-Boxers must not use any training facilities during opening times of the training facilities.

### **10.7.3. TRAINING VENUE SETUP**

With most teams arriving on the first day of the Championships Period (two (2) or three (3) days before the start of the competition) the Training Venue should be ready to use from the first day of the Championships Period. However, for AIBA Approved Events, some teams may choose to arrive up to a week in advance to acclimate. It is up to the LOC to decide how far in advance it want to provide the training facilities.

With the given planning of the Venue setup where the rings should be in place four (4) days before the start of the competition, it needs to be taken into account that it is not possible to have the same group of people setting up the Training Venue as well as the Competition Venue. Thus, either the Training Venue is set up well in advance or the work done with two (2) different teams - one preparing the rings in the Competition Venue and one in the Training Venue.

In any case, the LOC must have experienced individuals to set up the training rings and equipment as per AIBA's standards and regulations.

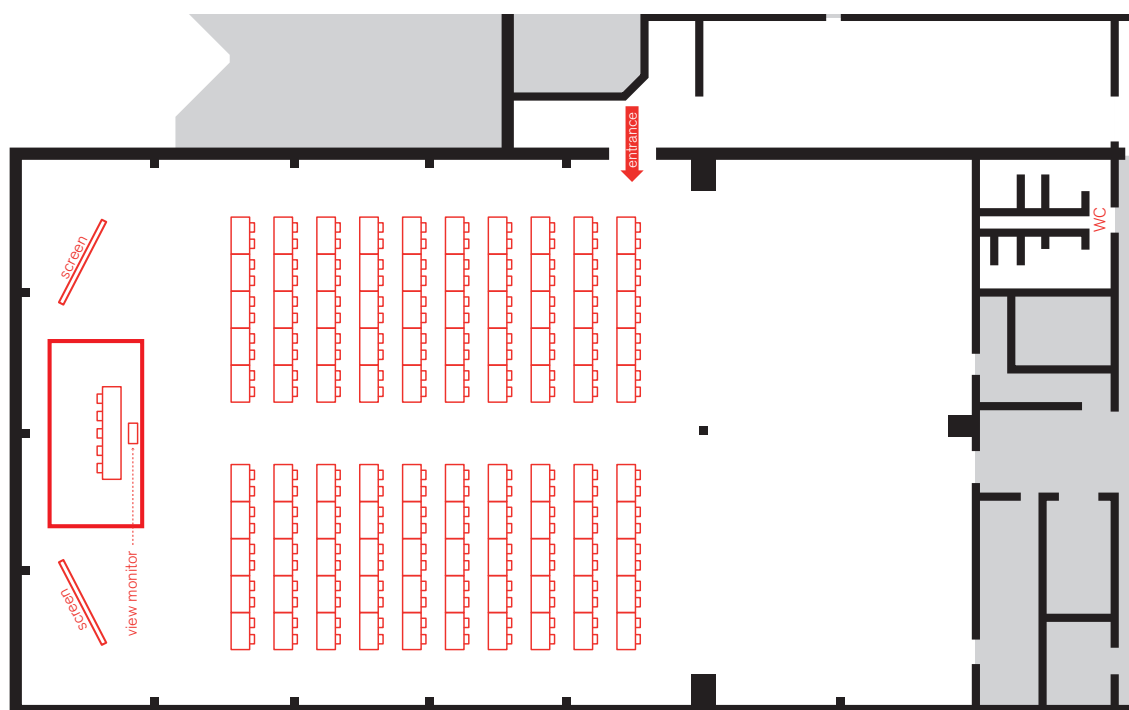
Training equipment must be available at all times during the opening times of the Training Venue.

### 10.8. TECHNICAL MEETING VENUE

The location for the Technical Meeting must be determined by the LOC. The room must be the style of a conference room setup, with a large table in the front of the room (with at least six seating spaces). There should be table microphones for the speakers. The LOC must prepare this room in advance of the meeting with the projections, a computer and the necessary lighting and sound system. Further information on the Technical Meeting requirements will be provided by AIBA prior to the event.

It is compulsory for the LOC to provide an official banner to be placed on the backboard, behind the table of speakers.

Please find an example of a room setup:



## 10.9. GENERAL WEIGH-IN AND MEDICAL EXAMINATION VENUE

For all AIBA Controlled Events, the LOC must propose to AIBA a Venue for the General Weigh-In and the Medical Examination.

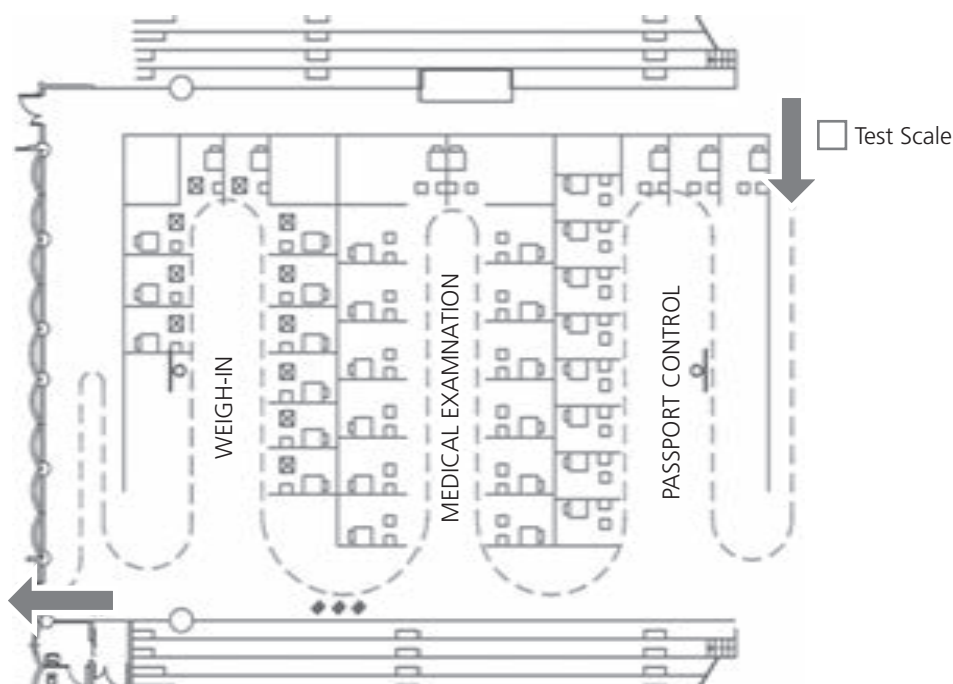
Reasonable space must be available at the chosen Venue for the operation of the Weigh-In process. The space required is determined by the number of Boxers participating in the competition. For example, if there are five hundred (500) Boxers participating in the event, the required space should be the size of an indoor sports hall. There should be enough space for the flow of people entering into the area, waiting in the area and leaving.

The required facilities for the General Weigh-In and Daily Weigh-In are: tables, chairs, calibrated scales and individual cubicles for the Weigh-In control (for privacy reason as the Boxer is allowed to take off his underwear on the scale). The layout of the table, chairs and scales should respect the following order of checks:

- Passport, ID and Record Book check
- Medical Examination by Doctors
- Weigh-In

At least one scale should be available outside the room to be used as a test scale prior to the final Weigh-In. It should be ensured that besides the required calibration, the scales (both test scale and Weigh-In scales) must be checked to ensure that all they indicate the same weight.

Please see Figure 10 below for an example of a General Weigh-In layout:



**Figure 10:** Basic Layout for the General Weigh-In and Medical Examination

For the Daily Weigh-In and Medical Examination, at least one (1) desk is required for the Record Book check, (dimension 160 cm x 80 cm x 70cm) with a chair, three (3) Medical Examination desks are required with one (1) table (dimension 80 cm x 80 cm x 70 cm) and two (2) chairs and for the Weigh-In, one (1) table (dimension 80 cm x 80 cm x 70 cm) and three (3) chairs (two (2) for Officials and one (1) for Boxers clothing).

## 10.10. DRAW VENUE

The Official Draw is usually held at the same location as, or within a short distance of the General Weigh-In or Technical Meeting location, but the location will be determined by the LOC in agreement with the Technical Delegate. For AIBA Controlled Events, approval must be given by the AIBA HQs Office.

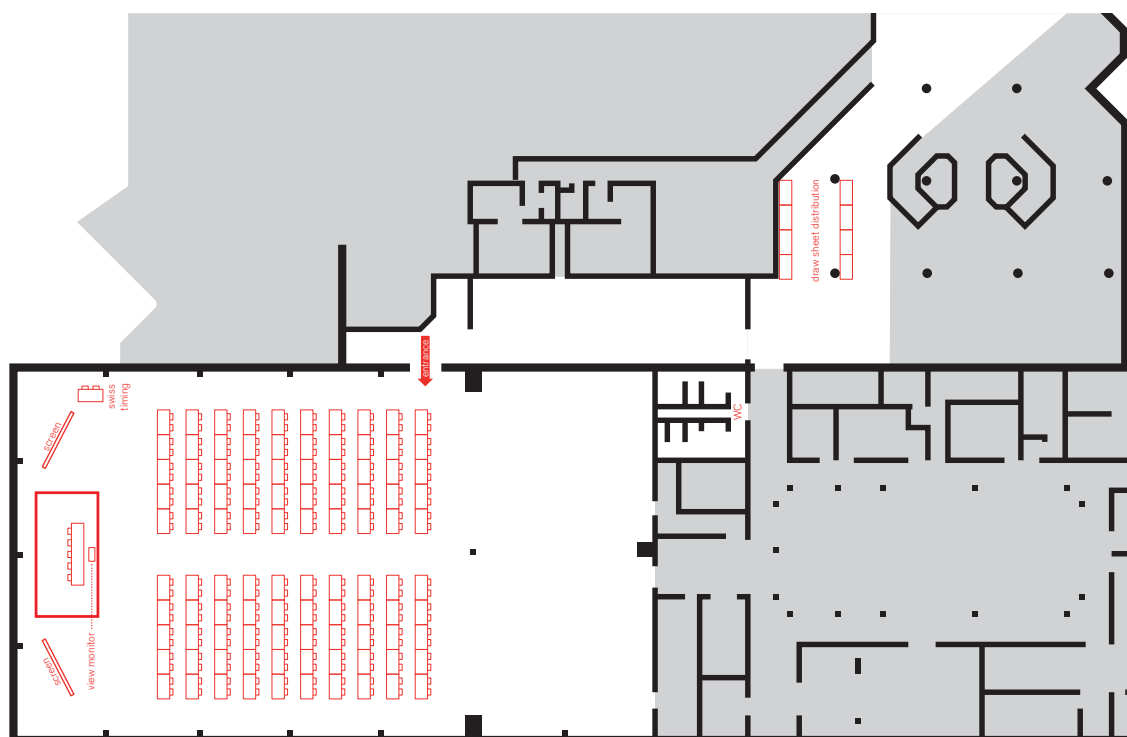
Among the other criteria involved in the selection of the draw location, it is important to remember the following:

- Accredited media should have access to the Draw
- Swiss Timing technology services should be able to work with relevant equipment (computers, printers, copiers, telecommunication data lines) installed at this location.

The Venue should be suitable for at least hundred (100) people present at the Draw, each requiring a stapled set of the ten Draw sheets. Therefore a highspeed copier (100 pages per minute) is a minimum requirement in order to meet this request.

The setup of the room should be in a classroom style with a minimum of one (1) table and two (2) chairs per NF.

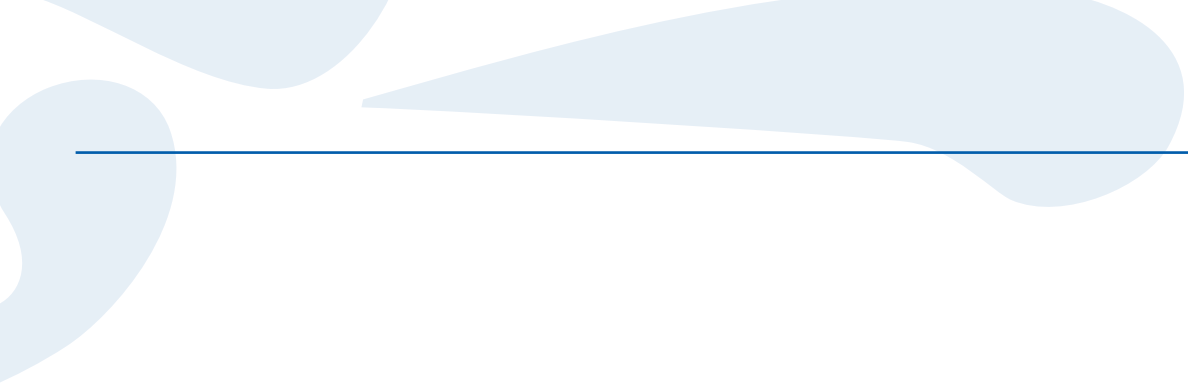
Setup example:



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CHAPTER XI

# COMPETITION



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## **11. COMPETITION**

### **11.1. COMPETITION MANAGEMENT OPERATIONS**

The LOC must appoint a Competition Manager to oversee all areas in preparation and implementation of the competition operations. The information on the appointments of the LOC should be communicated to AIBA HQs Office along with all the contact information (please refer to Section 4.1 on further details about the LOC personnel).

The management of the competition operations forms a core part of organizing a sporting event. Various parts of a boxing competition are outlined in this Chapter. For the purposes of organization, the Competition Management operations should be divided into pre-event, event time and post event operations. For each period, the required operations should be formulated based on the Sections below.

#### **11.1.1. COMPETITION TIMETABLE PREPARATION**

The draft competition timetable should be prepared in advance of the competition to determine the number of sessions, bouts and the distribution of the weight category for each day of competition. The final competition timetable will be determined after the General Weigh-In and the Draw.

The following areas should all be listed in the draft competition timetable:

- The Technical Meeting
- Medical Examination and General Weigh-In
- R&J Medical Examination
- Official Draw
- Competition start date and time, with all weight categories including bouts
- Medical Examination and Daily Weigh-In

For AIBA Approved Events, the LOC Competition Management must supply the AIBA HQs Office with the proposed content for the output relating to schedules, no later than six (6) months before the competition.

Once the content of this output has been agreed between the TD, AIBA HQs Office and the Competition Management, this no later than one (1) month before the competition, the Competition Management must supply the data to Swiss Timing for entry into the Swiss Timing computer system.

All the above information should be included in the draft competition timetable.

The draft competition timetable should be distributed to all the participants of the competition on the arrival day of all the officials and teams.

Below is an example of a draft competition timetable. The stages leading up to the competition are clearly highlighted including the determination of the time.

#	DAY	PHASE	HOURS													
-2	06.09.2010	Arrival Registration & Accreditation		<b>AIBA Women World Championships BARBADOS 2010 Competition Timetable Draft</b>												
-1	07.09.2010	Arrival Registration & Accreditation														
		Technical Meeting	21:00 - 22:00													
0	08.09.2010	General Weigh In	07:00 - 09:30													
		Medical Check R&Js	09:30 - 10:00													
		Draw	16:00 - 17:00													
		Welcome Dinner	19:00 - 21:00													
#	DAY	PHASE	HOURS	RINGS	BOUTS	45-48	51	54	57	60	64	69	75	81	81+	
1	09.09.2010	Preliminary - DAY 1	14:00 - 16:30	A/B	20											
		Preliminary - DAY 1	19:30 - 22:00	A/B	20											
2	10.09.2010	Preliminary - DAY 2	16:00 - 18:30	A/B	20											
		Preliminary - DAY 2	19:30 - 22:00	A/B	20											
3	11.09.2010	Preliminary - DAY 3	16:00 - 18:30	A/B	20											
		Preliminary - DAY 3	19:30 - 22:00	A/B	20											
4	12.09.2010	Preliminary - DAY 4	16:00 - 18:30	A/B	20											
		Preliminary - DAY 4	19:30 - 22:00	A/B	20											
5	13.09.2010	Preliminary - DAY 5	16:00 - 18:30	A/B	20											
		Preliminary - DAY 5	19:30 - 22:00	A/B	20											
6	14.09.2010	Preliminary - DAY 6	16:00 - 18:30	A/B	20											
		Preliminary - DAY 6	19:30 - 22:00	A/B	20											
7	15.09.2010	1/4 Finals - DAY 7	16:00 - 18:30	A/B	20	4		4		4		4		4		4
		1/4 Finals - DAY 7	19:30 - 22:00	A/B	20		4		4		4		4		4	
8	16.09.2010	REST DAY														
9	17.09.2010	1/2 Finals - DAY 8	15:30 - 18:00	A	10	2		2		2		2		2		2
		1/2 Finals - DAY 8	19:30 - 22:00	A	10		2		2		2		2		2	
10	08.09.2010	Final - DAY 9	14:00 - 18:00	A	10	1	1	1	1	1	1	1	1	1	1	1
				up to	310 bouts 320 Boxers											

**Figure 11:** Draft Competition Timetable

### 11.1.2. ENTRIES

The entries for the competition must be managed by the LOC. For an extensive guideline on the process of entries, please refer to Section 6.1, on Registration and Accreditation.



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### 11.1.3. TECHNICAL MEETING

The Technical Meeting must be organized on the evening before the General Weigh-In and the Medical Examination, to ensure all the delegations are present. The exact date and time of the Technical Meeting must be determined by the TD.

For all AIBA Controlled Events, the Technical Meeting must be presented in English and translation services should be provided in the following languages: Russian, French and Spanish including the translation of the presentation contents. A printed version should be made available to be handed out to all attendees.

The content of the Technical Meeting must be presented by the Technical Delegate and the content should be prepared together with the Competition Manager. The following areas should be covered in the Technical Meeting presentation:

- Competition schedule
- Information about team transportation
- Statistics about the event (for example numbers of participating countries, of Boxers, of ITOs, of R&Js, etc.)
- Final entries (number) of Boxers per weight category
- Date and time of Medical Examination & General Weigh-In
- Outline of the documents to be submitted in the Medical Examination & Weigh-In
- Procedural explanation of the Medical Examination & Weigh-In
- Date and time of the Draw
- Explanation of the seeding system (if seeding procedure applies)
- Key Technical & Competition Rules (for example the protest procedure)
- Explanation of the access flow for Boxers
- Medical and anti-doping procedure
- Media and press relations
- Information about the Opening and Medal Ceremonies and Protocol
- Key information about the Disciplinary Code

General information on the following aspects of competition rules must be mentioned in the meeting:

- Red gumshield (forbidden)
- Different color of the waistband
- To be clean-shaven on the day of the Weigh-In (for men)
- Submit any declaration of non-pregnancy in the Weigh-In (for women)(please refer to Appendix [I1] for a sample declaration)
- Number of rounds
- Maximum Knock Downs
- Headguard to be put on after entering the ring
- All competition equipment will be provided by LOC – no other competition equipment can be used
- Introduce the personnel who will work at the event and their functions

The team managers must attend the Technical Meeting.

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However, it is also optional for the coaches to attend. Boxers cannot attend this meeting. Depending on the size of the event and the number of teams participating, there should only be two persons attending the Technical Meeting per participating team.

#### **11.1.4. GENERAL WEIGH-IN AND MEDICAL EXAMINATION**

All entered Boxers must attend the General Weigh-In on the morning of the first competition day, except when the number of entered Boxers exceeds 300 and for AIBA Controlled Events, the General Weigh-In may be organized no more than 24-hours prior to the Medical Examination of the first competition day.

In order to conduct the General Weigh-In and the Medical Examination process, the Competition Manager will provide the Technical Delegate with the latest version of the Entry List by Weight Category at the latest forty-eight (48) hours before the Draw. A copy of the Entry List by Weight Category is required on the table corresponding to the weight indicated for the Record Book, ID and passport check and on the table corresponding to the weight indicated scale.

During the General Weigh-In and Medical Examination, the registered Boxers are checked up on their medical records, their physical state and confirmation of the final weight they will be participating.

Before going through this process, their passport is controlled to check the spelling of their names, check the date of birth in order to confirm the eligibility and their Accreditation Card (for example, to see if all the information corresponds with the passport).

Each station listed (test scale, passport ID and Record Book check, Medical Examination and Weigh-In), should have clear signage. Depending on the number of participants per weight category, the Weigh-In tables should be clearly indicated with the particular weight category.

The passports, IDs and Record Books will be checked by the ITOs appointed for the event. For the Medical Examination, members of the Medical Jury will help but local medical officials or team Doctors can assist in conducting the Medical Examination. The Weigh-In must be conducted by ITOs but in some cases R&Js can assist.

The General Weigh-In and Medical Examination should take place early in the morning so that the Weigh-In can be done before breakfast. Early transportation must be arranged by the Transportation Manager for the Boxers and Officials. The Officials should arrive well in advance to avoid Boxers being on site before the Officials.

A waiting area must be created where Boxers enter before the first station. From this area forward, no coaches are allowed so the test scale should therefore be placed before this area. LOC volunteers should assist in securing/checking this area/access and keeping order.

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If Boxers find out (on the test scale only) that they do not make their weight, they should stay outside the waiting area and do workouts trying to lose the weight needed to pass the weight. They have time until the end of the Weigh-In to enter the waiting area. Once they have entered the Weigh-In room, they cannot go outside and try to lose weight in the event they do not make the weight on the “official” scales inside the Weigh-In room.

When the Boxers leave the Weigh-In room, they must leave their Record Book on the table where weight was taken. At the end of the Weigh-In, all Record Books per weight category and the signed complete entry list must be put together with a rubber band. The final entries per weight category will determine the final competition schedule to be decided upon by the Technical Delegate. The LOC should prepare rubber bands and a firm box to keep the Record Books.

One LOC person should be held responsible for keeping the Boxers’ Record Books and preparing those needed for the Daily Weigh-In.

#### **11.1.5. R&JS MEDICAL EXAMINATION**

The Medical Examination of the R&Js is usually arranged straight after General Weigh-In of the Boxers. It is standard procedure to use the layout for the General Weigh-In and the Medical Examination described above. The R&Js are examined by the Doctors (Medical Jury) who have been assigned to the General Weigh-In.

The Competition Manager should ensure the correct and timely communication of the process for the R&J Medical Examination and also should work together with the Transport Manager to ensure timely arrival of all R&Js to the Venue for the Medical Examination.

#### **11.1.6. OFFICIAL DRAW**

The Official Draw shall take place as soon as possible after the official Medical Examination and General Weigh-In. It shall be completed no less than three (3) hours prior to the first bout on the first day of competition.

The Draw session is attended by two representatives from each Team Delegation. Boxers are not allowed to attend the Draw.

The Official Draw is usually held at the same location as, or within a short distance of, the General Weigh-In or Technical Meeting location. The location must be determined by the LOC in agreement with the Technical Delegate. For AIBA Controlled Events, approval must be given by the AIBA HQs Office.

Among the other criteria involved in the selection of the draw location, it is important to remember that:

- Accredited Media should have access to the Draw

- 
- Swiss Timing Technology Services should be able to work with relevant equipment (computers, printers, copiers, telecommunication data lines) installed at this location

Thirty (30) minutes after the Weigh-In is completed, the Technical Delegate will provide Swiss Timing Technology Services with the weight of all Boxers.

The Technical Delegate will provide the Swiss Timing Technology Services representative with the copy of the official Weigh-In control sheet, on which the reasons for any Boxers failing the Weigh-In are identified.

If in one or more weight categories a Boxer has failed Medical Examination or Weigh-In, Swiss Timing Technology Services should produce the updated version of the output (competition schedule).

For AIBA Approved Events, the Draw process is managed by AIBA in cooperation with the Swiss Timing Technology Services representative.

The Draw is computerized, and the Swiss Timing computer system is used to record the outcome of the Draw and displays it automatically on a scoreboard, video board or using a video projector.

At the end of the Draw for each weight category, but no later than two (2) minutes after the Draw is completed, Swiss Timing Technology Services will need to print the control copy of the output (Draw sheet) for each weight category.

The Technical Delegate will check the produced Draw sheet for accuracy within the following one (1) minute and sign the Draw sheet for approval.

Swiss Timing Technology Services should take into consideration that the media and sport users request to receive a stapled set of all Draw sheets at the end of the Draw.

Once approved, each Draw sheet should be immediately copied before being assembled and ready for public distribution according to distribution rules (one (1) copy per participating NF, distribution to Media, Team Delegation hotel(s), AIBA Family hotel).

Those outputs requiring corrections will be released as soon as the Technical Delegate approves the corrected version.

The bout order information, shown on the outputs should be:

- Draw sheet
- Daily schedule

Please refer to Appendix [I.2] for an example of the Draw sheet and Daily schedule.

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It is expected that there will be one hundred (100) people present at the Draw session, each requiring a stapled set of the ten Draw sheets. These should be distributed no later than thirty (30) minutes after the Draw is completed for the last weight category.

LOC should not underestimate the complexity of the task of distribution, and fail to satisfy this requirement. LOC Technology should precisely plan all the steps and have the appropriate copying and stapling equipment, etc.

#### **11.1.7. DAILY MEDICAL EXAMINATION AND WEIGH-IN**

For the Daily Medical Examination and Weigh-In, the Competition Manager should work together with the Transport Manager to ensure that the Team Delegations and/or Officials arrive in good and orderly time at the Venue for the Medical Examination and Weigh-In.

The LOC should arrange for local medical officers to assist in conducting the Medical Examination. When insufficient local medical officers are available, team Doctors can be requested to support. The Technical Delegate should appoint/assign ITOs to support for the Daily Weigh-In assistance.

Ideally, the Daily Medical Examination and Weigh-In location is held in or at the (main) Team Delegation hotel (this to minimize the transportation of Boxers).

The LOC should provide support, on a daily basis, with volunteers assisting in the Medical Examination and Weigh-In for the following possible tasks:

- Distribution / Record Book checks before the Medical Examination
- Handing out session passes for the locker rooms after completing the Weigh-In
- Keeping order at the entrance of the Medical Examination room

##### **11.1.7.1 SESSION PASSES**

It is important for the locker rooms in the athletes' area to be a calm place during competition, for the Boxers and the coaches to prepare for their bout. One way to prevent overcrowding in the athletes' area is to make it accessible only for the people who have a bout for a particular session. The LOC personnel must distribute session passes in the morning of the Daily Weigh-In. Each Boxer, after his/her Weigh-In, should receive three (3) session passes. One (1) for himself/herself and two (2) for his/her Seconds. The session pass must indicate the day and the session (afternoon or evening). The Boxer or official should be able to fill the pass with own name. Please refer to Appendix [I.3] for an example of a session pass.

Only persons with a session pass with the correct day should be allowed to access the athletes' area. The security must be briefed on this additional security issue. Please be informed that the session pass does not replace the Accreditation Card. A personal accreditation is still required to access the athletes' area.

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### 11.1.8. FIELD OF PLAY OPERATIONS

Field of Play (FOP) operations start with the planning of the setup of the FOP and the operations during the competition. The Competition Manager should plan for the correct and timely setup of the FOP. For specifications on the layout structure of the FOP, please refer to the AIBA Technical & Competition Rules. The proposed layout Competition Manager intends for the competition should be submitted to the Technical Delegate and AIBA HQs Office for approval.

The layout of the FOP must abide by the AIBA Technical & Competition Rules including the competition ring setup.

Once the setup of the FOP area is determined, the Competition Manager should establish the operations of a competition day. All the concerned LOC personnel, including volunteers, must be briefed on all the necessary information.

The Competition Manager must ensure all the necessary setup is completed before the first day of competition. The same checkup should take place each day before the competition starts.

The scoring system should be setup in collaboration with Swiss Timing. All the requirements as defined by Swiss Timing must be provided, such as computer screens, power supply and high-speed Internet connection (please refer to Chapter 12 on Technology for further details).

The planning of the FOP operations for the Boxers should include the following stages:

- Team Delegations arrive at the locker rooms
- Necessary warm-up areas are provided and well kept including a constant supply of water
- Headguards, gloves and bandages provided for the Boxers:
  - Step 1 – Bandage check by the Equipment Manager at the equipment check table
  - Step 2 – On announcement, the Boxer with the two (2) Seconds enter the FOP
  - Step 3 – During the bout, the volunteers provide assistance as described in Section 11.2.6.
  - Step 4 – Once the bout is completed, the Boxer is escorted to the correct route of exit (Record Book table - Mixed Zone – TV flash interview area – locker rooms)

The operations for the ITOs will be determined by the Technical Delegate.

The flow of the R&Js will be managed by the R&J Coordinator as appointed by the Technical Delegate.

### 11.1.9. FIELD OF PLAY SECURITY

Security on the FOP must be visible two (2) hours prior to the competition and one (1) hour post competition. There should be at least two (2) security personnel positioned at each entrance and exit point of restricted areas as defined by accreditation zones. The Security Manager should manage the distribution of the security personnel around the Venue. Each entry and exit point to the FOP must have security personnel at all times during the competition. Only people who are authorized to enter the FOP will be allowed entry.

Any other individual who requests entry must be authorized by AIBA – for example, Media.

### 11.1.10. RESULTS AND COMPETITION INFORMATION MANAGEMENT

For all AIBA Controlled Events, the results of each session will be produced by Swiss Timing (as described in the procedure below). In AIBA Approved Events, this should be done by the scoring system operator.

The following are the steps for the results and competition information management:

<b>1. After each Bout</b>
<ul style="list-style-type: none"><li>• No later than five (5) minutes after the bout, Swiss Timing will produce the output:<ul style="list-style-type: none"><li>◦ <b>Contest Sheet</b> - will be given to the Technical Delegate or the designated person. That person will approve the results by signing the Contest Sheet, which should then become available on Internet, but copying and delivery of this output to Media during the sessions is not necessary.</li></ul></li><li>• At the same time, Swiss Timing should update the Internet with the output:<ul style="list-style-type: none"><li>◦ <b>Draw Sheet</b> - In Progress or Final</li></ul></li></ul>
<b>2. After the Last Bout in each Weight Category</b>
<ul style="list-style-type: none"><li>• Within two (2) minutes after the last bout in one weight category within a session is declared over, Swiss Timing results system will produce the output:<ul style="list-style-type: none"><li>◦ <b>Draw Sheet</b> - In Progress or Final</li></ul></li><li>• This output will be distributed to the Media runners for the media areas.</li></ul>
<b>3. After the Last Session of the Day</b>
<ul style="list-style-type: none"><li>• Within five (5) minutes, Swiss Timing should produce the updated version of the output:<ul style="list-style-type: none"><li>◦ <b>Daily Schedule</b> - for all subsequent sessions for which all competitors are known.</li></ul></li><li>• After checking and approval by the Technical Delegate or the designated person, the output 'Daily Schedule' should be distributed according to the AIBA distribution rules (see Appendix [I.4]).</li><li>• The Competition Manager must arrange the distribution of results information in the Team Delegation hotel(s), AIBA Family hotel, Press Center and/or at the Competition Venue in a timely and efficient manner.</li></ul>

Information on the competition must be made available to the Team Delegations. Once the competition schedule is determined by the draw, the information on each day of competition must be provided in the Training Venues, Competition Venues and at the Team Delegation hotel(s).



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The information must be put on the information board in the Team Delegation hotel(s) each day for the following days' competition schedule. In addition, the schedule must also be distributed at the end of the competition day for the following days' competition schedule.

Please refer to Appendix [I 5] for a sample of the Competition Schedule and the session results provided by Swiss Timing for the competition. The session results must be distributed to all concerned at the end of each competition day.

The preparation of the required information must be organized by the Competition Manager for the volunteers to prepare and distribute at the event.

#### **11.1.11. ANTI-DOPING CONTROL**

Anti-doping control for the competition is delivered by the LOC. However, the numbers and the testing plan are provided by the AIBA Anti-Doping Administrator. AIBA uses WADA rules on sample collection and analysis. The personnel used for sample collection must be WADA trained and accredited.

For the process of anti-doping, an Official from AIBA (ITO) who is a qualified Doctor will oversee the process of anti-doping.

The LOC must make the arrangements of sample collection during the competition for urine tests. In addition, the laboratory to be used must be determined by the LOC. Only laboratories accredited by WADA can be used for analysis. The correct method of transportation of the samples must be overseen by the anti-doping staff from the LOC.

The results of the anti-doping testing conducting during the competition must be communicated to the anti-doping administrator of AIBA.

### **11.2. COMPETITION PERSONNEL**

The personnel for competition must be recruited in advance of the event. It is the decision of the LOC to recruit a Competition Director and subsequent personnel or to have only a Competition Manager to oversee and deliver the overall competition. It is however important to note that the Competition Manager must have sufficient support from other personnel, whether it is from volunteers or from others such as the National Federation.

#### **11.2.1. FIELD OF PLAY PERSONNEL**

The FOP personnel is mostly responsible for the appropriate and efficient processing of the FOP operations. The main person responsible for this area should be the Competition Manager who should nominate two individuals as FOP Managers. The FOP Managers should supervise and monitor all activities within the FOP area.



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### **11.2.2. FOP MANAGERS AND COORDINATORS**

The FOP Managers are responsible for the other volunteers and LOC coordinators working in the FOP. They have to supervise other personnel and monitor the process.

The main responsibilities of the FOP Managers include, but are not limited to the following:

- Ring setup
- FOP setup
- Equipment organization (pre-event and during event time)
- Responsibility for FOP personnel (i.e. cleaners) and volunteers (as highlighted in Section 11.2.6. on Volunteers)
- Provision of all required materials for competition such as:
  - Protest decision sheets for TD
  - Announcement sheet (boxing decision sheet) – for the result of the round
  - R&J evaluation sheets
  - Draw sheets (R&Js)
  - General Weigh-In sheets (passport and Record Book checks)
  - Manual scoring sheets
  - Handheld clickers
  - Gong and bell
  - Plastic medical gloves for R&Js and Medical Jury
- Overall FOP presentation (i.e. banners, flags, posters for sponsors, etc.)
- Overall FOP operation planning, implementation and supervision of competition time
- The supervision of the Opening Ceremony, Medal Ceremonies and Closing Ceremony.

\*Please refer to Appendix [I.6] for an example of the materials (documents) to be used during competition.

### **11.2.3. TECHNICIANS**

The LOC is responsible for having experienced technicians, who will provide all technical services before, during and after the event. The technicians should be on site at all times to guarantee an event without technical problems.

The Technicians are responsible for all technical issues in the Competition Venue and they are also the contact person for Swiss Timing during installation of their equipment.

The number of technicians should be a minimum of two – possibly one senior and one junior. It is preferable to have two technicians dedicated to different areas around the competition Venue, for example one technician for FOP area and one for other areas in the Venue. This is especially important during the setup phase before the competition.

### **11.2.4. EQUIPMENT SUPPORT PERSONNEL**

There should be a special room or area (near the warm-up section) prepared for handing out and receiving back the equipment.

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The gloves and headguards have to be given to the Boxers two bouts before their bout, while the bandages could be provided earlier.

After the bout, the volunteers have to collect the equipment back to the equipment room (or area) where they must be cleaned and left to dry over night.

Gloves and headguards cannot be used twice in one day. The equipment must be cleaned and left to dry overnight. The cleaning of the equipment should be with a water spray and a cloth to wipe. Strong cleaning chemicals must not be used on the equipment.

#### **11.2.5. CLEANERS**

The LOC is responsible for a clean Venue in all areas at all times. Therefore, Venue cleaning personnel are required to deliver these standards. The FOP must be cleaned daily after each session and after the last bout of the last session during the Competition Period. In addition, cleaning staff must be available in case required and requested if a specific area needs to be cleaned.

The cleaning services are crucial during the Opening Ceremony, especially in case of having competition straight afterwards. The cleaning services must be arranged for this period between Opening Ceremony and the start of the first bout of the session.

It is crucial to communicate with all cleaning staff at all times. The responsibility should be divided between FOP Manager(s) and Venue Manager(s) depending on each working area.

#### **11.2.6. VOLUNTEERS**

The help provided by the volunteers is crucial at AIBA events. The number of volunteers depends on the number of rings used for an event.

The Competition Manager from the LOC has to organize a meeting to brief all volunteers on the following points prior to the event (preferably the training must be provided one (1) month in advance of the competition) and provide specific instructions.

The volunteers must be assigned to different roles (defined below) and two (2) volunteers as supervisors who will be responsible for the others. They will monitor the activity and react immediately when required.

The Competition Manager should arrange food services for the volunteers in the case of intensive competition schedule. For this purpose, it is recommended to have more volunteers than required to ensure each volunteer will be able to have breaks or work alternately.

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The minimum number of volunteers for an event with two (2) rings is 26:

- Four (4) volunteers, one in each corner, are responsible for cleaning-up the corner and helping the Seconds during the breaks (for example with the seat). They are also responsible for repairing small ring defects and other incurring issues at the ring.
- Four (4) volunteers (one for each corner) waiting outside of the FOP to bring the equipment (gloves and headguards) back to the equipment room after the bout.
- Four (4) volunteers in the equipment room, cleaning the equipment after the bouts and handing them out two bouts before to the coaches/Boxers.
- Four (4) volunteers (one for each corner) are needed to hold the national flag and bring the Boxers from the locker room/warm-up area to the ring.
- Four (4) volunteers (one for each corner) are needed to bring the Boxers after the bout back through the mixed area to the changing room, if necessary to the Doctor.
- Two (2) volunteers standing in front of the entrance to the FOP checking that gloves and headguards are in accordance with AIBA technical regulations.
- Two (2) volunteers (one for each ring) are responsible for informing and checking that the Boxers are ready for their bouts on time.
- Two (2) volunteers for supervising and monitoring the others.

The minimum number of volunteers for an event with one (1) ring is 13:

- Two (2) volunteers, one in each corner, are responsible for cleaning-up the corner and helping the Seconds during the breaks (for example with the seat). They are also responsible for repairing small ring defects and other incurring issues at the ring.
- Two (2) volunteers (one for each corner) waiting outside of the FOP to bring the equipment (gloves and headguards) back to the equipment room after the bout.
- Two (2) volunteers in the equipment room, cleaning the equipment after the bouts and handing them two bouts before to the coaches/Boxers.
- Two (2) volunteers (one for each corner) are needed to hold the national flag and bring the Boxers from the locker room/warm-up area to the ring.
- Two (2) volunteers (one for each corner) are needed to bring the Boxers after the bout back through the mixed area to the locker room, if necessary to the Doctor.
- One (1) volunteer standing in front of the entrance to the FOP checking that gloves and headguards are in accordance with AIBA technical regulations.
- One (1) volunteer is responsible for informing and checking that the Boxers are ready for their bouts on time.
- One (1) volunteer for supervising and monitoring the others.

### 11.2.7. KEY APPOINTMENTS

The appointment of key personnel should be made well in advance of the event start date. As a starting point, the way to determine the timeline is the size of the event. For all AIBA Controlled Events, such as Men Elite World Championships, the recruitment should be completed at least six (6) months prior to the event. Please see below for an example of a recruitment timeline:

**Timeline for Recruitment of Competition Personnel**

	Month -6	Month -5	Month -4	Month -3	Month -2	Month -1	
Competition Director							Competition
Competition Manager 1							
Competition Manager 2							
Competition Coordinator 1							
Competition Coordinator 2							
Competition Volunteer 1							
Competition Volunteer 2							
Competition Volunteer 3							

**Figure 12:** Sample of a Simple Timeline for Recruitment of Competition Personnel

### 11.2.8. OFFICIALS

In an AIBA event there are two types of Officials: International Technical Delegates (ITOs) and Referees and Judges (R&Js).

ITOs have the responsibility for technical matters during the competition. The following roles will be distributed to each ITO by the Technical Delegate:

- Competition Jury
- Medical Jury
- Draw Commission
- R&J Coordinator
- Equipment Manager

The R&J Coordinator who is an ITO will be responsible for the draw of the R&Js to officiate at each bout. There will be five R&Js involved in a bout – one refereeing and four judging.

### 11.2.9. INTERNATIONAL TECHNICAL DELEGATE AND OFFICIALS

The Technical Delegate for an AIBA Controlled Event will be selected and appointed by AIBA. The TD should work closely with the Competition Manager of the event to determine key aspects and decisions of the competition. For further specifications of the responsibilities of the TD and Competition Manager, please refer to AIBA Technical & Competition Rules.

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The TD will deliver the Technical Meeting. After the Technical Meeting, the TD should meet with the ITOs. The following areas should be covered during this meeting:

- Information on transportation schedules, meetings and competition
- General information on the event
- Provide FOP stickers (if necessary)
- The Code of Conduct must be signed by all Officials, including the TD
- Distribution of functions as follows:
  - Competition Jury (for each ring) – three people and two additional persons on standby in case a bout is of the same country as the member
  - R&J Coordinator – one person for each ring
  - Draw Commission – three people
  - Swiss Timing monitor – one person
- Inform the ITOs of the schedule for Daily Weigh-In
- Inform the Medical Director for the Medical Examination

Please see Appendix [I.7] for the above listed assignment sheet for R&Js, Draw Commission and Competition Jury.

During the competition, the TD has the following responsibilities:

- Oversee the Draw Commission sheets
- Receive the results of the bouts
- Receive the evaluation of the Judges
- Receive the evaluation of the Referees by the Competition Jury
- Oversee the activities of the FOP to maintain discipline and order
- Ensure there is transportation arranged for the anti-doping Doctor (ITO)
- Prevent photographers and cameramen from disturbing the work of Judges
- The Competition Manager should be in direct contact with the TD at all times in case of any instructions to be given by the TD

Please refer to Appendix [I.8] for a detailed specification of the TD duties.

At the end of the day during the competition period, the Competition Manager needs to provide the TD with the following:

- Evaluations of the Judges
- The program for the following day
- Record Books of the Boxers who will compete the following day
- Meeting with the TD to evaluate the competition day and confirm any necessary changes for the following day
- Send to the AIBA or Continental Confederation the results of the day and official photos
- On the last day of competition, the Record Books of R&Js containing the bouts worked should be signed by the TD

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## Procedure for Protest

The Competition Manager should prepare a room for the review and evaluation process (please refer to Venue Chapter, Section 10.1.4.19 on Protest room for further specifications). The Competition Manager should arrange and prepare the footage of the bout in question for replay. For further specifications on the procedures for Protest, please refer to the AIBA Technical & Competition Rules.

During the competition, any eligibility issues of a Boxer must be reported to the TD. The TD should immediately inform the AIBA HQs Office and if there is a confirmed case of ineligibility of the Boxer, all the concerned individuals must be informed of the disqualification of the Boxer.

Reporting at the end of the competition is one of the important tasks of the competition personnel. The Competition Manager must send the following reports to the AIBA HQs Office or Continental Confederation:

- General report on the competition
- Evaluations of the Judges
- Evaluations of the Referees by Competition Jury (average grades)
- Recommendations on the status of the R&Js (upgrades or downgrades)

The Competition Manager needs to make a note of all the requirements highlighted for the TD to ensure all the areas are covered.

### 11.2.10. REFEREES & JUDGES (R&Js)

For the Olympic Games and all AIBA Controlled Events, the R&Js will be selected and invited by AIBA. The travel and accommodation costs of the R&Js will be covered by AIBA (please refer to the Host City Contract for specifications in Appendix [B]). The LOC is responsible for the arrangement of the accommodation, which should be approved by AIBA and the transportation to the Venue and any other location as specified in the Host City Contract for the event.

The R&Js cannot be accommodated in the same hotel as the teams (i.e. team manager, coaches and Boxers, etc.). Please refer to Accommodation on Chapter 8 for further details.

The LOC has the possibility to organize an R&J examination during the event. If this is approved by AIBA, the LOC has to make all necessary arrangements (for example meeting room, office to be used, projector, etc.) as instructed by AIBA. Furthermore, the LOC is responsible for the payment of the supervisors to conduct the R&J examination.

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#### **11.2.10.1. R&J DRAW**

To ensure neutrality, the names of the Referee and of the five Judges for each contest shall be selected by the Draw Commission.

#### **11.2.11. RINGSIDE DOCTORS**

The Ringside Doctors are also ITO members and will be selected and appointed by AIBA. The ITO Doctors must be members of the AIBA Medical Commission. There is a need of a minimum of two (2) and maximum of three (3) for one (1) ring and four (4) for events with two (2) rings.

#### **11.2.12. OFFICIALS CLOTHING**

All ITOs and R&Js at AIBA Controlled Events should wear their AIBA Uniforms. If the LOC have proposals for the uniforms of the Officials, this should be approved by AIBA.

In some cases, uniforms for Officials (ITOs and R&Js) may be provided by AIBA. Any variations on uniform will be communicated to all officials by the AIBA HQs Office.

### **11.3. FACILITY AND EQUIPMENT PREPARATION**

The facility requirements for an event should be outlined prior to the event and where necessary equipment should be ordered to arrive in good time for the event. It is expected for the Competition Manager to ensure the arrival of all required equipment at least one (1) month in advance of the event.

The following is the equipment required for the competition:

- Competition ring(s)
- Gloves and headguards
- Bandages and handwraps
- Clear gumshields (in case of emergency)
- Bandage tape (for Equipment Manager - ITO)

The following is the equipment required for the training:

- Training ring(s)
- Training gloves
- Bandages and handwraps
- Training tower
- Sand bags
- Speed bags

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### **11.3.1. WORKING AREAS AND PREPARATION**

The areas of work can be defined as the equipment area for gloves, headguards and also the storage space for the equipment.

### **11.3.2. COMPETITION EQUIPMENT PREPARATION**

All AIBA Controlled and Approved Events must use gloves and headguards manufactured by one of the AIBA Official Boxing Equipment Licensees. For AIBA Controlled Events, AIBA will arrange the equipment for the LOC. The number of gloves, headguards and bandages depends on the size of the event and the number of Boxers registered.

For the finals, there must be new sets of red and blue headguards (in consideration of the sizes), gloves and bandages.

## **11.4. EVENT PRESENTATION**

The presentation of the overall event is crucial to determine the organizational image displayed of the event. The more all the areas are in sync with each other, the better the image of the event. For example, the current AIBA logo in the correct places with color indicates the event is approved by AIBA. The color of canvas of the ring and the carpet used must all be within AIBA specifications to demonstrate a unified approach.

The Opening Ceremony forms one of the important areas of the Event Presentation. During the Opening Ceremony, the Host City has the chance to showcase its culture and music. It is also an event that is a good test of the organization for the overall event. All the colors used should be in unison and all “d cor” should be in line with the competition theme.

The decoration of the tables in the FOP which seat the Officials must also be in official colors used by AIBA and/or the event logo. For AIBA Controlled Events, the tablecloths usually are white (non transparent). However, any other proposals must be approved by AIBA.

The Event Presentation also includes all other areas used for the competition including the following:

- Hotel lobby/public space of Officials and Team Delegations
- Training Venue
- Competition Venue public areas
  - Car parks
  - Entrances
  - Public seating
  - Restaurant/Cafeteria
- Vehicles used (i.e. mini buses)
- Conference rooms used for the event (i.e. Technical Meeting and Press Conference)



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#### **11.4.1. EVENT PRESENTATION PLANNING AND IMPLEMENTATION**

All activities associated with Event Presentation should focus on the theme used for the logo of the event and the posters created. For example, the coloring used for the logo should be the base to determining the color of the poster of the event. Consequently, the colors used in the FOP and all public areas should reflect the use of same or similar coloring to ensure consistent image.

The planning of the Event Presentation should be made in advance of the competition and implemented accordingly. The type of Event Presentation depends on the culture and nature of the Host City, which only the LOC could have a good insight to.

Event Presentation should also be in collaboration with the Marketing Department as the main idea of the presentation is to market the event.

#### **11.4.2. EVENT PRESENTATION MANAGEMENT**

The Event Presentation Manager appointed by the LOC is responsible for overseeing all areas concerned with Event Presentation. The planning and implementation of the Event Presentation must be approved by AIBA.

#### **11.4.3. ANNOUNCERS**

The announcers for the event must be available from the start of the competition until the end. Appropriate rehearsals should be held in advance of the competition. The Competition Manager must brief the announcers to the nature of the competition and explain the order of announcement as follows:

1. Name of Boxer (Blue)
2. Country

1. Name of Boxer (Red)
2. Country

All announcements should be made in local language first then in English. There must be two announcers available at all times.

For the announcements during the Medal Ceremonies, please refer to Chapter 16 on Protocol for the order of the announcements and further details.

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#### **11.4.4. MUSIC PRODUCERS**

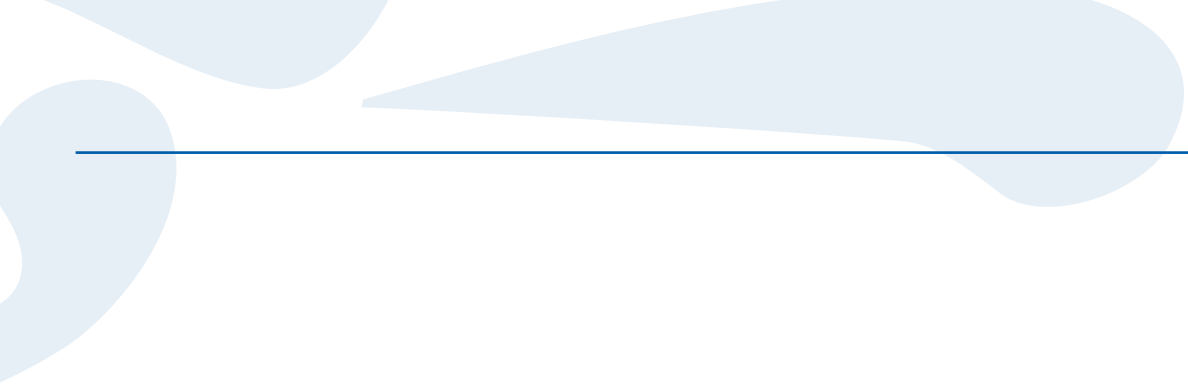
The music producers for the event must work together with the event presentation team to ensure music is activated at the appropriate and planned time. Appropriate rehearsals must be held during the setup period of the FOP to ensure timing, and that sound and speaker systems are all in good order.

The music producers are also responsible for the national anthems played during the Medal Ceremonies.

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CHAPTER XII

# **TECHNOLOGY**



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## **12. TECHNOLOGY**

### **12.1. TECHNICAL SERVICES DURING COMPETITION TIME**

As described in the AIBA Technical & Competition Rules, for all AIBA Approved Events, a complete set(s) of the AIBA Scoring System approved by AIBA, and an AIBA Scoring System operator(s) are mandatory. Therefore, for AIBA Approved Events, Swiss Timing will only provide support personnel and the latest scoring software. The LOC is responsible for the setup required and most of the key hardware. Furthermore, the Scoring System operator(s) are technical personnel from the LOC. At AIBA Approved Events, the AIBA Scoring System must be used; however, the operation can be conducted by local operators and personnel.

Please note that for multi-sports events, such as the Olympic Games and the Commonwealth Games, different criteria can apply in regards to the operators, but for the boxing competition, the AIBA Scoring System is compulsory.

#### **12.1.1. AIBA SCORING SYSTEM**

The Boxing Scoring System BS2007, developed by Swiss Timing on behalf of AIBA, has proven its reliability during numerous international events, including the Olympic Games since Sydney 2000. In 2007, National Member Federations received a free-of-charge BSS2007 from AIBA. The BSS2007 complies with the international boxing scoring regulations and the current AIBA Technical & Competition Rules. For most AIBA Controlled Events, there will be a two (2) ring setup with Swiss Timing support personnel being in place. Swiss Timing can support the LOC with one (1) or two (2) Boxing Scoring Systems, comprising five (5) Judges' keypads, serial cabling, keypad interface box and serial cabling from the keypads to the box and to the Scoring PC.

Beside the support personnel, Swiss Timing will provide the following software and hardware:

- Latest boxing scoring software including competition management, computerized Judges and Boxers draw, Judges evaluation and interface to open scoring, review camera and TV graphics.
- Electronic timing keypad including cabling and if requested including horn (start, stop countdown sound); timekeepers are from the LOC and will be coached in the usage.

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### **12.1.2. DATA AND GRAPHICS NETWORK**

The LOC has to provide LAN high-speed Internet access at each Scoring operator table for each ring.

For AIBA Approved Events, in case two (2) or more rings are used, a local data network connection between all rings is required, which could either be provided by the LOC or requested from Swiss Timing. It includes one 8-port network switch plus cabling.

For AIBA Controlled Events, Swiss Timing will provide the necessary environment.

TV graphics services (SD or HD) are provided by Swiss Timing on request. The scope and layout of TV graphics is to be defined between AIBA, LOC and Swiss Timing. The service includes a graphics operator, graphics machine and a dedicated graphics project. The position of the graphics operator should either be at a table in view of the ring or in the OB-van. This has to be determined by the LOC Broadcaster according to AIBA Technical & Competition Rules (FOP).

Video cabling (1 x black burst, 1 x fill, and 1 x program) and audio cabling for voice communication between graphics operator, AIBA Scoring System desk and Director are to be provided by the respective Broadcaster.

### **12.1.3. INFORMATION MANAGEMENT AND DISTRIBUTION**

In order to print reports one (1) printer per ring (including paper) is to be provided by the LOC. The printer(s) (HP LaserJet P-series) shall be installed near the Swiss Timing Scoring operator table(s) either connected to the Scoring System PC by USB or via network.

For the duration of the event, one (1) volunteer per ring is required to deliver the printed reports to the Competition Jury and to the TD.

### **12.1.4. PRINTER AND COPIER INTERFACES**

As mentioned in the Venue Management information, there are two (2) types of printers and printer/copiers required - small table printers and large high-speed printers.

Small table printers (for example the HP LaserJet P-series) can be used. They are easy to install and compatible with most of the standard windows softwares.

For the copier/printers that are required in the AIBA HQs Office, on the competition floor (FOP), the Draw and or Press Center, a high-speed copier (for example Xerox™ 4595, Canon iRC4580i) that is able to print up to 50 – 100 pages/minute is required.



**Figure 13:** Examples of the Printer Requirements: Small Table Printer and Large High-Speed Printer.

#### **12.1.5. ELECTRONIC SCOREBOARDS AND VIDEO SCREENS**

##### **AIBA Approved Events**

The LOC provides 56-inch flat screens or monitors for the display of the open scoring to the public. Swiss Timing delivers the required video feed (VGA). The necessary VGA cabling from the flat screens to the Scoring System has to be provided by the LOC as well as an appropriate number of VGA splitters.

The same applies to the open scoring screens for the coaches (Seconds' monitors), which should be installed in the red and blue corners (underneath the ring). Recommended size of the screens is 10-inches. If requested in advance, Swiss Timing is able to provide the Seconds' monitors.

##### **AIBA Controlled Events**

Swiss Timing will provide the AIBA Scoring System and the key hardware. Open scoring is fed via BNC cabling. Whether the coaches and spectator screens/monitors are provided by the LOC is determined individually between the LOC and Swiss Timing.

Upon request, Swiss Timing can also provide a scoreboard interface in order to display relevant information on the competition.

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### **12.1.6. COMPUTER SYSTEMS AND FUNCTIONS**

For AIBA Approved Events:

LOC shall provide one (1) Scoring System PC for each ring. The PC has to fulfill the following specification:

- Operating System Windows XP
- Internal network card
- 2 VGA graphic outputs which means a second graphics card is required
- Sufficient number of USB ports to connect at least three (3) further devices besides the mouse and keyboard

The setup of the PC includes monitor, mouse and keyboard.

Furthermore, monitors (at least 15-inches), VGA cabling and VGA splitters are needed to feed the Scoring System screen to the Competition Jury table (usually two (2) monitors) and TD desk (one (1) monitor).

For AIBA Controlled Events, in the event Swiss Timing provides the Scoring System, the key hardware, the additional monitors and cabling can be provided by either the LOC or Swiss Timing.

### **12.1.7. REVIEW CAMERA AND VIDEO ROOM**

Should the event be broadcast, Swiss Timing requires a clean feed from the Broadcaster provided to the Scoring System desk. For backup reasons, space to install a video camera shall be offered to Swiss Timing. Furthermore, a monitor (at least 17-inches) shall be placed on the TD table. The composite PAL video feed and relevant cabling is provided by Swiss Timing.

### **12.1.8. LIGHT AND SOUND SPECIFICATIONS**

Floodlights should always be mounted as high as possible so that Boxers are not dazzled during boxing bouts. The arrangement and lighting characteristics of the luminaires determines the glare situation for Boxers and spectators, whose visual requirements must always be the primary consideration in any appraisal of the lighting.

Some floods may need to be adjusted or shielded. Glare cannot be ruled out altogether, however. Shadows on the ring must not be too harsh. Floodlight beams should therefore overlap to avoid deep shadows and all areas of the competition area should be lit from more than one direction.

In boxing, the speed and the force of movements in the ring necessitate horizontal luminance values from 500 to 2,000 lx. In addition, to ensure visual comfort for Boxers, Referee and spectators, requires lamps with good to very good color rendering properties.



Good color rendering is also a prerequisite for video and television recording. The brightly lit ring in the middle of the hall is vital to the atmosphere of a boxing match. The lighting here is provided by narrow-angle luminaires mounted directly over the ring.

The table below provides certain technical specifications on the required lighting:

Class	Horizontal Luminance Ring $E_{h,av}$ lx	$E_{h,min}/E_{h,a}$	Vertical Luminance Ring $E_{v,av}$
I	2000	0.8	Should be at least 50% of $E_h$
II	1000	0.8	
III	500	0,5	

**Figure 14:** Technical Specifications on the Lighting Requirements for Boxing

The sound system provided within the Competition Venue must provide the following facilities:

- Mixer
- Amplifier/Speaker system
- Auxiliary equipment
- Microphones
- Intercom
- Program monitor

All technical specifications (for lighting and sound) should be managed by the technical personnel working for the LOC.

#### 12.1.9. OFFICIAL DRAW

Depending on the number of screens, a corresponding number of video projectors needs to be supplied by the LOC. A wired VGA connection to the Swiss Timing Draw table shall also be provided.

In order to print the Draw sheets immediately after the Draw of one weight category has finished, (one) 1 printer is needed at the Swiss Timing Draw table. In addition, there must be a high-speed printer (copy station) provided for the Draw in order to efficiently provide copies of the Draw results to all the attendees.

One volunteer may be needed to deliver the printed Draw sheets to the copy station.

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#### **12.1.11. POWER REQUIREMENTS**

Two (2) power sockets (230V) are needed both underneath the ring(s) and the Swiss Timing Scoring System desk(s). Both power supplies shall be backed-up by uninterruptible power sources (UPS).

Information regarding the local power standards shall be provided to Swiss Timing before the competition.

#### **12.1.12. MISCELLANEOUS**

For events where Swiss Timing provides support, a desk of at least 240 cm x 80 cm x 70 cm shall be placed on the side of each ring including two (2) chairs.

For events where Swiss Timing provides the key hardware, another desk (160 cm x 80 cm x 70 cm) is required. Furthermore, a lockable storage of at least 15 m<sup>2</sup> must be available.

Hotel accommodation and local transportation shall be arranged and covered by the LOC for the Swiss Timing personnel.

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CHAPTER XIII

# COMMUNICATIONS



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## **13 COMMUNICATIONS**

Communications will be instrumental in ensuring the success of the event. A well thought-out communications strategy, planned in advance, must be an essential part of the overall planning.

Communication from the earliest possible stage offers three key advantages:

1. Start to build up meaningful relationships with the media
2. Target potential sponsors early
3. Alert fans and your potential target audience to the event

It is therefore important to hire a person to manage communications for the tournament who has experience in media relations and general sports communications.

### **13.1. COMMUNICATIONS PLAN**

Communications plan should encompass internal and external communication strategies. It is the responsibility of the Communications Director/Manager to determine all related areas in the communication process.

#### **13.1.1. INTERNAL**

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

The Communications Manager should also ensure the necessary cooperation between the Sport and Event Departments of the Local Organizing Committee.

Finally, the Communications Manager should work in close cooperation with the AIBA PR & Communications Department in order to ensure successful international promotion and coverage of the event.

#### **13.1.2. EXTERNAL**

The external communications plan should start with a detailed list of relevant local and national media who should receive detailed information regarding the event and should be invited to attend.

Once the media list is established, a comprehensive media plan should be drawn including all of the following elements:

- Press Conference (dates, times, subjects)
- Timeline for distribution of press information
- Printed materials
- Website
- Event press kit
- Promotion (Print/Radio/TV)

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## **13.2. OFFICIAL PUBLICATIONS**

Official publications range from the Media Guide produced with the event information to AIBA's official publication Boxing News as outlined below.

### **13.2.1. MEDIA GUIDE**

The Media Guide should include all relevant information for media attending the event in a handy format that the media can carry with them during the competition. The Media Guide should include information such as:

- Welcome messages (AIBA President, President of Local Organizing Committee), City and Venue information
- Transport connections and services offered by the LOC
- Venue plans
- Accreditation information
- Competition format and rules
- Ranking from previous tournaments
- Medals by NF
- Boxer biographies
- Tournament schedule
- Important contact information at AIBA and LOC

### **13.2.2. INSIDE BOXING**

Inside Boxing is the AIBA's regular monthly newsletter, which features news from AIBA, its Confederations and the World Series of Boxing. It is sent to AIBA National Member Federations and AIBA Executive Committee and Commission members as well as selected media. It is therefore an excellent tool for promoting the event. Please send all articles to [communication@aiba.org](mailto:communication@aiba.org).

### **13.2.3. BOXING NEWS**

Boxing News is the AIBA's biennial glossy magazine with feature articles on AIBA Approved Events, boxing news and related boxing articles. The emphasis is on high-quality text and photographic material. Boxing News is another way in which you can promote the event. All articles should be sent to [communication@aiba.org](mailto:communication@aiba.org).

## **13.3. WEBSITE**

The Local Organizing Committee should create a website to promote the event and provide information to various target groups such as National Federations, fans and the media. It should therefore include information such as visa procedure, accommodation options, transport options, Competition Venues and their transport links.

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All relevant information should also be forwarded to the AIBA PR & Communications Department for publication on the AIBA website.

You can make this website more appealing by including the latest news regarding the event, as well as any photos or videos you have available. An easy way to provide news is to link to AIBA's own website news as well as its social media channels.

#### **13.4. SOCIAL MEDIA**

Social media is increasingly gaining importance and is ideally suited to promoting sport competitions. By setting up a Facebook page, you can publicize your event to a much wider community and interact with your fans. You can also provide up-to-the-minute information by publishing information to Twitter. When using such social media platforms, it is important to dedicate sufficient time and human resources. If handled correctly, they are an excellent and interactive means of communication and could save you time on enquiries via email or other channels in the long run.

In addition, the local press team should provide competition previews as well as daily news bulletins and flash quotes from Boxers for use by media attending the event. Volunteers (for example, journalism students) with press accreditation and access to the Mixed Zone can be used to collect flash quotes from the Boxers at the end of each bout. The daily news bulletins should also be sent to the AIBA PR & Communications Department for publication on the AIBA website.

#### **13.5. MEDIA SERVICES**

The following information must be provided to the media at all AIBA Controlled Events:

- Entry list by National Federation
- Session schedule (to be distributed before the start of each session)
- Draw sheets for each weight category (updated daily)
- Session results (to be distributed as soon as possible after the end of each session)

This is available as PDF files generated automatically from the Swiss Timing system. Therefore, the sheets simply have to be printed, copied and distributed in the Press Center and in the media stand (for further details on Competition, please refer to Chapter 11).

#### **13.6. MEDIA FACILITIES**

Media facilities provided by the LOC must be coordinated with AIBA PR & Communications team. In certain cases, facilities such as conference rooms for Press Conferences and Press Center facilities must be approved by AIBA.

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### **13.6.1. PRESS CENTER**

At least one room at the Venue should be provided for media representatives to work. The room should be closed off and accessible only with media accreditation. It should be equipped with desks and chairs, power supply, WiFi or modem Internet access and access to fax machines, photocopiers/printers and telephone lines.

The room should have a reception area or desk where media packs can be collected and information can be provided to the media. This desk should be staffed at all times by at least one member of the Local Organizing Committee media team.

The Press Center should be easily accessible from the media tribune in the Venue and the Mixed Zone as well as the Press Conference room.

### **13.6.2. PRESS CONFERENCE ROOM**

The media facilities must include one Press Conference room. This room must be equipped with a desk and seating for five (5) people, a camera platform, podium, sound system and a minimum of twenty-five (25) chairs for journalists.

The backdrop for the Press Conference must include the official media backdrop of the event, including the logo, the title sponsor logo and associate sponsors and partners according to rights granted in agreements with sponsors and partners.

An official photographer from the Local Organizing Committee must attend all Press Conferences held in the Press Conference room and a member of the local press team should provide a report on the Press Conference, including quotes from the speakers. Such reports may be sent to the AIBA PR & Communications Department for publication on the AIBA website if relevant.

### **13.6.3. PRESS BOX/SEATING IN VENUE**

The Venue must have a seating area in the arena that is solely for the use of media representatives, being primarily members of the written/online press, but also with capacity for TV observer seats. These seats must be located centrally within the area, have a clear, unobstructed view of the ring and must have easy access from the main media working area.

A number of these seats must have desks to enable media representatives to use a laptop computer and to file copy from the desk. A minimum of ten (10) seats with desks ("media positions") should be provided in the media tribune.

All seats with desks must be equipped with a power supply and WiFi/modem Internet connections. The desks must be big enough to accommodate a laptop computer and a note pad.



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#### **13.6.4. MIXED ZONE**

A Mixed Zone must be set up outside the Field of Play, through which Boxers and Seconds must pass when exiting the Venue after a bout. The Mixed Zone must be accessible only by accredited media and must be separated from public seating. It must also be easily accessible from the main media working areas.

The purpose of the Mixed Zone is to enable the media to interact with Boxers and their Seconds to ask questions about the bouts and get flash quotes.

A Mixed Zone Manager should ensure that the correct priority for media access to Boxers is respected, allowing the rights holder TV interviews first, followed by non-rights holder TV, radio, then print and online media.

#### **13.7. PHOTOGRAPHERS**

The photographer services must be coordinated and approved by the AIBA PR & Communications team for AIBA Controlled Events. For AIBA Approved Events, the coordination should be between the LOC and the organizing body of the event.

In the case of additional photographer requirements, the request must be submitted to AIBA for AIBA Controlled Events.

##### **13.7.1. OFFICIAL PHOTOGRAPHER**

An Official Photographer is required to provide high-quality images of each bout in the competition, for publication on the competition website, the AIBA website and for distribution to the international media as required. Two (2) photographers are required for competition with two-ring Fields of Play. The Official Photographer should be an experienced sport photographer capable of producing high-quality images and should provide a suitable selection of photos, including captions, to the Event Press Officer or AIBA PR & Communication Department as soon as possible after the end of each session.

##### **13.7.2. TECHNICAL REQUIREMENTS**

Photographer bibs must be made available to accredited photographers that clearly identify the wearer as an approved, accredited official photographer. It is recommended to charge a small deposit to ensure that the photographers return their bibs at the end of the event.

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### **13.7.3. POSITIONS AND ACCESS**

Photographers should be allowed access to the Field of Play in accordance with the Field of Play diagram found in the AIBA Technical & Competition Rules. Photographers are not allowed to move from these positions during the bout other than during break periods.

A maximum of four (4) photographers should be allowed ringside for each ring at any one time. If there is greater demand for access to the FOP, then a rota system, divided into each round, should be drawn up to ensure fair access for all photographers.

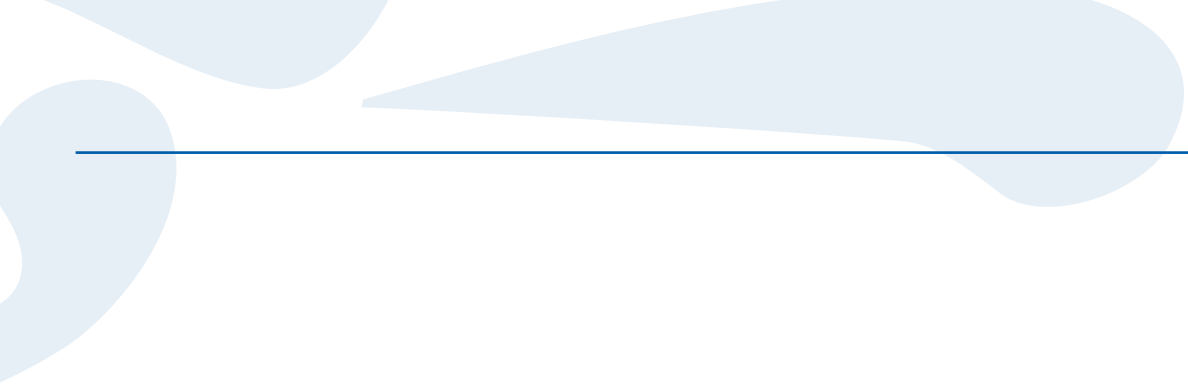
Wherever possible, priority should be given to international photography agencies such as Getty Images, Reuters, etc., as well as photographers wishing to cover bouts involving their national Boxers.

The Local Organizing Committee should appoint one volunteer as a Photographer Manager to ensure that the above conditions are respected and to inform photographers of the restrictions that apply to them.

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CHAPTER XIV

# **TV BROADCASTING**



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## **14 TV BROADCASTING**

In order to offer the best possible exposure for event sponsors and to fulfill agreements with AIBA, TV Broadcaster must adhere to strict guidelines in order to ensure a high-quality product for international broadcasters.

### **14.1. BROADCAST TECHNICAL REQUIREMENTS**

The LOC must appoint a Host Broadcaster (HB) to provide (at no cost to AIBA) to AIBA or its Licensee, and a World-Feed Production television coverage in accordance with the Television Delivery Requirements set out below.

In particular, the LOC or Host Broadcaster must provide the following:

- i) Free and unencumbered access to World Feed Production television coverage signal for at least Semi-Finals and Finals of the event (i.e. audio and video), at the nearest international satellite. This is to include the continuous live World Feed Signal with International Sound and Commentary on separate audio tracks and full English graphics. Commentary is to be in English with selection of commentators to be made and approved by AIBA/TSA.
- ii) Free and unencumbered access to complete Digi-Beta PAL Master Recordings copies with International Sound and English Commentary of the entire World Feed Production coverage. In addition a DVD copy of each master, provided to AIBA free of charge. The tapes and DVD must be recorded onsite to ensure the minimum possibility of technical faults and be available immediately at the end of each day's coverage. A dedicated AIBA overlap record facility in the OB van is recommended.

The World Feed Production television coverage shall be full coverage of the event suitable in all respects for international broadcast purposes and fully cleared for international exploitation with all associated licenses and permissions supplied free of charge.

### **14.2. COVERAGE & MINIMUM STANDARDS**

The LOC shall provide World Feed Production to cover at least Semi-Finals and Finals of the event - this shall include but is not limited to all bouts, in addition to all Opening and Closing Ceremonies, Medal Ceremonies and prize presentations. LOC shall exercise best endeavors to deliver more than the Semi-Finals and Finals especially in respect of Olympic Qualifying Tournaments.

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The minimum production and delivery standards that apply to the World Feed Production are as follows:

- OB unit capable of live switching and audio mixing
- Full production and technical crew
- 5 camera coverage
- 2 x EVS or similar instant replay system for slow motion replays and program inserts
- World Feed Commentary Position
- Graphic generator system capability enabling the provision of event, Venue and Boxers' name and statistics and all draw, schedule, scoring and results as well as additional graphic enhancements as determined by AIBA
- Standard opening and closing title sequence and break bumpers
- World Feed Production Signal delivered live to the nearest international satellite as per point 1 above
- World Feed Production must follow an agreed daily program running order approved by AIBA and its Licensee.
- Coverage from Secondary Production should be made immediately available to AIBA on tape.
- LOC shall provide an ENG camera crew for all days of competition
- LOC shall produce a 3-minute news highlights edit of each day of competition and deliver it to AIBA or representative of each Client on site within 30 minutes of the final bout, each day at no extra cost to AIBA. ENG crew & highlights edit to include: Bout not covered by either the Main World Feed Production or the Secondary World Feed Production, News Coverage and Interviews from Mixed Zon, Press Conference, Highlights of key bouts from the day's coverage.

### **14.3. GRAPHICS**

The continuous live World Feed Production Signal shall include an on-screen graphics presentation package to international standard; wholly in the English language and free of any advertising or logos, unless requested by AIBA. Graphics must include the official event sponsor and/or AIBA name and/or logo in format approved by AIBA. Where requested by AIBA, the World Feed Production Signal shall also include the virtual advertising in accordance with any and all specifications stipulated by AIBA. No other virtual advertising shall be allowed unless and until requested by AIBA.

The HB must follow any AIBA graphic design and presentation guidelines. Graphics must include the official event logo, athlete name and statistics and all draw, schedule, scoring and results as well as additional graphic enhancements as determined by AIBA.

The graphic generator system should be capable of data interface with any official event scoring, planning, information and statistics systems used at the event.

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#### **14.4. HOST BROADCASTER SERVICES**

The HB must provide and facilitate at no extra cost to AIBA or its Client the inclusion into the Host Broadcast OB setup of any additional or “add on” equipment required by AIBA for the production and delivery of the continuous live World Feed Production Signal for its international broadcasters. This includes but is not limited to:

- Commentary Position for World Feed English Guide Commentary
- Graphic Generation and Enhancement System and all associated interface and cabling for connection to Official Scoring Information and Statistics Services
- Parking space and power supply for an SNG uplink unit
- WiFi Internet connection at World Feed Commentary Position

Any such additions will be agreed upon in advance by AIBA or its Licensee.

AIBA will be given, at no additional charge (other than actual cost incurred) reasonable and timely access to such on-site facilities necessary to allow it or its licensee to service the requirements of its Broadcast Rights Holders and Clients.

All facilities reasonably necessary to allow for the exploitation of the event television rights by international client broadcasters at the site of the event, including but not limited to: unilateral camera position for in-vision presentation, editing facilities, ENG camera and crew, tape play out facilities, match recording facilities, commentary positions to full technical specifications (for 2 (two) commentators and observer positions including phone and fax line, etc.) with the understanding that any such international broadcaster will be charged no more than published, current ratecard prices for the use of such facilities and personnel. The HB must also provide a “Talk Back” communication system that will allow for easy communication between all parties.

The HB must publish a rate card of facilities for AIBA and its clients, to be agreed in consultation with AIBA and its television production consultants. The rate card should include at minimum, rates for all items listed and must be published no later than four months before the start of the event.

Commentary positions for all client broadcasters must be provided, with Venue space and power, free of charge and all other services charged according to an agreed rate card.

The commentary positions must be located with an excellent view of the FOP with a clear and unimpeded access to and from the position at all times.

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#### **14.5. CAMERA PLAN AND ACCESS**

Please refer to the AIBA Technical & Competition Rules for the location of camera positions within the Field of Play.

#### **14.6. MISCELLANEOUS**

The HB must not allow any television camera or camera team entry to the Venue without AIBA's express prior written consent. Consent will not be unreasonably withheld for other TV stations for news purposes only.

The HB shall implement any and all reasonable requirements and instructions of AIBA in respect of AIBA broadcast protocols and the production of the television coverage.

The HB shall use the title of the event in full, including a title sponsor's name where applicable.

The HB shall ensure that all credits for timing and computer companies secured by AIBA (if and when available), and in conformity with the international broadcasting regulations are carried in the on-screen graphic presentation.

The HB must also provide a master clock in the OB control room for efficient and accurate timing of the broadcast.

No form of virtual advertising shall be inserted by AIBA in the production without mutually agreed and written consent by AIBA.



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CHAPTER XV  
**MARKETING**



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## **15. MARKETING**

Marketing programs organized and managed in the correct way can have a huge positive impact on the popularity of the event. With the correct planning, marketing can generate revenues for the organizers and the LOC. For example, more visible the event, the greater the interest there will be from the sponsors or licensees to become a part of the competition, thus increasing the value they are prepared to put forward. This Section will provide the basis to be used for the marketing of an AIBA Controlled or Approved Event.

### **15.1. EVENT PROMOTION**

The LOC needs to maximize the exposure of the event through promotional activities. Maximized exposure leads to an increase in revenue in the short term (ticket sales, increased interest of investing sponsors & official partners) but in the long term, it will also increase the chances of sponsorship. Generally, the attention will add to the popularity of the sport.

In order to maximize the attention for the event, the LOC should work with all its commercial partners to promote the event by encouraging them to leverage their association with the event. Commercial partners can be local partners, including local media partners, sponsors and suppliers but also any official partners and sponsors who have been signed by the AIBA HQs Office for the event. The greater the level of promotion and activation by the commercial partners, the deeper the association will be between the two parties, which is to their mutual benefit.

Sponsors should be encouraged to activate their sponsorships on-site at the event. Through the on-site activation, the sponsor should add value and enhance the spectator experience at the event. This activation should be discussed during the sales process and the LOC should include potential activation ideas within its sales proposals, both to demonstrate that it is thinking creatively on behalf of its potential partners and to encourage the use of activation.

For all AIBA Controlled Events, the LOC needs to discuss all ongoing marketing activities and obtain the final approvals before executing a definitive marketing agreement with any third party.

Local media partners should also be engaged to promote the event, either independently or in association with sponsors and supplier promotions. The LOC may choose to buy airtime on local media networks (e.g. TV and radio) or websites in order to advertise the forthcoming events, or negotiate a value-in-kind deal – for example, airtime in return for branding and/or hospitality at events. Other advertising opportunities could include the sale of banner positions at the event and/or on the event website.

For AIBA Controlled Events, AIBA and LOC should form a joint marketing team to further develop the Event's Marketing Plan and implement it together.

### **15.2. PROMOTION STRATEGY AND MANAGEMENT**

The LOC should consider hiring an experienced marketing agency to manage its commercial rights, in particular with regard to local sponsorship and corporate hospitality packages.

### 15.3. PROMOTION PLANNING

The LOC should develop a promotional strategy that should be strictly adhered to. This should include elements such as the following:

#### From event signing date

Media information, launch sponsorship sales process, hire marketing agency. Contact the AIBA HQs Office to find out about any existing or planned sponsorship and/or official partner deals.

For further details on the promotional activity leading up to the event, please refer to table 4 below.

Timeline for the Event Countdown	Marketing Activity
<b>24- 12 months</b>	<ul style="list-style-type: none"><li>• Sponsor finding (national) for product group and/or VIK deals</li></ul>
<b>4 – 6 months</b>	<ul style="list-style-type: none"><li>• Official launch event, including Press Conference for local media outlets</li><li>• Promotion in local event guides, tourist association hospitality guides, city guides and all marketing publications with extended lead times</li><li>• Order advertising in such publications as appropriate</li><li>• Corporate hospitality packages announced and marketed</li><li>• Announcements of local sponsor and supplier deals made on an ongoing basis as required</li></ul>
<b>6 – 8 weeks</b>	<ul style="list-style-type: none"><li>• Announcement of schedule and press events</li><li>• Local marketing campaign based on radio, TV, newspaper, and creative local promotions</li><li>• Ticket giveaways, sweepstakes</li><li>• Where possible, appearances on local radio and television shows by Boxers</li><li>• Posters, brochures distributed and coordinated</li><li>• Sponsor marketing campaigns activated</li><li>• Individual tickets announcement and on sale</li></ul>
<b>2 – 3 weeks</b>	<ul style="list-style-type: none"><li>• Ongoing local advertising and marketing campaign</li><li>• Continuing sponsorship activation</li></ul>
<b>Event-time</b>	<ul style="list-style-type: none"><li>• Ongoing marketing and promotional campaigns with local media, radio, TV, newspapers, etc.</li></ul>

**Table 4:** Promotional Activity Guidelines leading up to the Event

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#### **15.4. PROMOTION RESOURCES**

In order to plan the promotional activities it is advisable to prepare an overview of the resources. The following resources can be considered:

- Human - who is responsible for the task? Is specialist knowledge needed?
- Financial - what are the costs of the activities?
- Equipment / tools - what equipment or which tools is/are needed to execute the planned activities?

#### **15.5. VENUE AND SITE DECORATIONS**

As part of its marketing activities, the LOC should develop an identity for the event including an event logo and full event name. The identity should be used consistently in all marketing activities, from publications to event posters and backdrops.

In particular, the identity can be applied to the following items to provide a consistent look and feel across the event: interior banners, exterior banners, ring apron, entry arches for Boxers, interview and Press Conference backdrops, flags, posters. Keep in mind that some space may be reserved for commercial partners. Please refer to Section on 11.4 on Event Presentation for further details.

A detailed site plan should be drawn up and agreed between the LOC and AIBA, indicating all signage to appear at each Venue and indicating existing permitted signage.

#### **15.6. TICKETING OPERATIONS**

The LOC should prepare its own ticketing system or make an arrangement with an existing ticketing agency for the sale and distribution of tickets. For AIBA Controlled Events, the LOC is responsible for all ticket sales in relation to the Championships; however AIBA needs to approve all ticket sales plans by Organizing National Federation (ONF) and AIBA in advance. For AIBA Controlled Events, the LOC needs to provide, free of charge, a certain number of tickets to AIBA for its use. The LOC needs to coordinate with AIBA to make sure that these tickets are available.

##### **15.6.1. TICKET SALES AND MARKETING**

When selecting a ticketing supplier, the LOC should negotiate commitments to actively market tickets to existing customers through website, direct mail and other channels.

The ticket pricing structure needs to be realistic and be in line with expected income targets. Research similar events, look at their pricing structures and ensure that the entry fee is in line with the industry norm and expectations of the audience. Consider the impact that concessionary pricing and special offers will have on the expected income targets. Consider the perception that your entry fee will create for the event, i.e. participants should feel they are getting value for money.

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### **15.6.2. EVENT PROGRAM**

Program should give full details of the event activities. It is likely that it will be produced only when the full program is confirmed and it should act as a guide to the event. It can be distributed in advance, or at the event itself (free or for sale). It should include elements such as: a welcome message and word from the sponsor or any other endorsements, "program at a glance", a site/orientation map with key, full program details, sponsor information and acknowledgement, event background and images, where to get food and drink, a list of local visitor attractions, accommodation and amenities in the area, a note regarding any future sponsorship/advertising opportunities connected with the event, event mailing list and contact details, a "credits" section. In addition, you may be able to raise advertising income by selling pages in your program or swapping adverts with other appropriate publications. Bear in mind that a well-produced event program can be helpful when trying to interest future sponsors in your event.

### **15.6.3. ADDITIONAL PROGRAMS AROUND THE COMPETITION**

It is the decision of the LOC in collaboration with the local and/or international sponsors to devise marketing programs for event time. Depending on the nature of the boxing event/competition organized, different programs can be devised to target the audience. For example, for a women boxing competition, there could be arrangements to have subsidized tickets for women groups such as women associations. Considering this group attendance, the sponsors can create activities to suit this target group. If the sponsor is a clothing company, women clothing from the sponsor brand can be showcased and on sale at the Venue.

In the same manner, if the aim of the event is development, various training stations can be set up around the Competition Venue – before or after the event – for the audience to experiment and try boxing. This would be an ideal opportunity for the sponsors to have visibility in important areas with a high footflow.

## **15.7. SPONSORSHIP & LICENSING PROGRAMS**

Additional revenue (or VIK) can be generated through sponsorship deals. In return for their funding, sponsors receive visibility during AIBA events and benefit from their association with the AIBA brand. For AIBA Approved Events, the association with the AIBA brand must be coordinated with AIBA. In addition, other organizations involved in hosting the event should maintain a main association with the sponsors of the respective event.

Sponsors should be actively sought and the LOC should consider hiring an experienced marketing agency to pursue and manage local sponsorship deals.

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### **15.7.1. LICENSING PROGRAMS**

In all international AIBA Controlled and Approved Events only products that are supplied by the AIBA Official Licensees can be used to ensure a global consistency in the level of quality and safety of equipment. Licensed products are the gloves, headguards and boxing rings.

#### **15.7.1.1. EQUIPMENT**

For each AIBA Controlled Event, AIBA opens a bid to all Official Licensees for the opportunity to become the sole supplier for equipment for that particular event. Sole suppliers typically sponsor (supply free of charge) the following items:

- Gloves
- Headguards
- Bandages

The amount of equipment is determined based on the number of participants.

Depending on the supply agreement, the licensee provides:

- Gift packages containing gift apparel, sport bags and sport jackets
- Incentive programs: package to all gold medalists including apparel and equipment (package to be agreed upon)
- Merchandising: the right to have a booth in the Venue to allow the suppliers to sell equipment and apparel (lower price to encourage buyers at the Venue)

Licensing for AIBA Approved Events should also be organized in collaboration with AIBA Licensing Manager.

It is recommended to appoint a responsible person who will handle the arrival and distribution of the equipment. For AIBA Controlled Events, the LOC needs to coordinate with AIBA on the arrival of the licensed equipment.

#### **15.7.1.2. RING**

For each AIBA Approved Event, the LOC is obliged to use a ring that is manufactured by one of AIBA's Official Ring Licensees.

The LOC should contact one of AIBA's Official Ring Licensees to request a quote for a ring for the competition. The contact details of the Licensees can be found on the AIBA website ([www.aiba.org](http://www.aiba.org)).

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### 15.7.2. RIGHTS MANAGEMENT

The rights of the sponsor, for their funding (or VIK) are negotiated on a case-by-case basis. The LOC can decide to have an experienced marketing agency take care of the negotiations or choose to do negotiations itself.

When negotiating the rights with any sponsor, the rights that have already been given must be considered so that the value of the rights corresponds to the benefits that the LOC will receive.

The responsibilities with regards to the execution of the rights must be agreed upon. For example, if one of the rights of the sponsor will be to place a booth, you must agree on who will provide the resources to provide the materials for the booth and who will place the booth, etc. Keep in mind that a space needs to be assigned at the Venue to place the booth.

For AIBA Controlled Events, the LOC needs to coordinate with AIBA, starting 12-24 months in advance of the event start date to find out who the sponsors are and what rights they receive in return for their funding. The LOC will need to make sure that these rights are fulfilled.

Responsibilities and timelines need to be agreed between the LOC, the sponsor and AIBA. For AIBA Approved Events, the organizing body will need to be involved together with the LOC and the sponsors of the event.

Before agreeing on any display of signage, it must be checked if it will clash with existing Venue sponsors or suppliers. If the LOC has sponsors, it must be ensured that no competing companies are advertising in the publications, unless there is an agreement with the sponsors.

As for the sponsored equipment, the Licensees' rights are agreed upon when the supply agreement is made between AIBA and the Licensee. As an example, typical benefits of an official supplier include but are not limited to the following:

- The right to use the designations in connection with the product category;
- Branding - to display the AIBA logo on the products and promotional materials and packaging. This includes the branding on the equipment and ring. The extent to which the branding is allowed (i.e. size and location of the logos) is agreed in advance between AIBA and the Licensee;
- (V)VIP tickets for the event delegates of the Licensee - usually all associated costs (including travel, accommodation and subsistence) are borne by the Licensee; however, this must be clarified in advance;
- Booth access inside the stadium;
- Booth access outside the Venue: as marketing campaign, to bring access to boxing for schools and kids. Presentation and education about boxing;
- The sponsors may sometimes have the right to distribute advertising objects (batons, caps, mini flags, branded products, etc.);
- Right to develop premiums;
- Right to use hospitality areas;



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### **15.7.3. CLEAN VENUE POLICY**

Only brands associated with the event, the LOC or AIBA may be visible at the Venue during the event, thus creating exclusive advertising/promotional exposure for the sponsors of the LOC and AIBA.

For AIBA boxing events, the LOC should use (wherever possible) Venues that are clean of existing advertising.

### **15.7.4. VISIBILITY SPECIFICATIONS AROUND THE VENUE**

It must be ensured that all print and publications carry the agreed acknowledgements of the sponsors and official partners. The LOC is responsible for the production of all signage, advertising boards, banners and decoration inside and outside of the Venue, and where appropriate, in areas adjacent thereto, (including but not limited to airports) including for AIBA Controlled Events. The design, layout and text of all signage, advertising boards, banners and decoration shall be reviewed and agreed to by AIBA prior to their display.

The following points should be considered:

- Place sponsorship banners/signage in visible positions (agreed in advance with your sponsor but ensure they do not impede audience sightlines or flow).
- Be careful that competing brands do not clash or that no brand is represented that is not an official partner for that particular event. For example, make sure that all branding of any party that is not a sponsor or official partner is removed from any images/ photos in any marketing material (i.e. posters hanging in the Venue, pictures in the event magazines, etc.).
- Make sure that any demonstrating companies do not receive more exposure at the event than your main sponsor (who is likely to have paid considerably more to be involved).
- The location and timing of the event will dictate whether you need to place some lights to light some of the signage (such as exit signage in marquees, indoor Venues, night time events, etc.).
- All signage should be of the correct dimensions and design and placed appropriately around the site/Venue so as to be clearly visible.
- For signage/banners placed outdoors, ensure all signage is waterproof, wind permeable (as appropriate) and fastened securely.
- Keep in mind that in case of TV production the signs are visible as per the agreement.

Generally, for AIBA Commercial Partners, the exposure granted per event has been predetermined and is similar for each event, as follows:

Sponsors	Description on Exposure
<b>Official Partners</b>	<ul style="list-style-type: none"> <li>• Logo: Interview backdrop, podium board</li> <li>• Flags outside</li> <li>• Rings advertising</li> <li>• Ad boards around the boxing ring</li> <li>• Ad space on the ring floor (only one)</li> <li>• Ad opportunity on big screen at the Venue</li> <li>• Ad in the interview backdrop</li> <li>• Ad on bibs</li> <li>• Ad on the scoreboard (if available)</li> <li>• Ad on ID card</li> <li>• Ad on event website</li> <li>• Street banners: ten (10) banners around the Venue (6mx1m)</li> <li>• Venue banners: first and second stairs: eight (8) banners</li> <li>• Event tickets: logo size according the size of the ticket</li> </ul>
<b>Local Sponsors</b>	<ul style="list-style-type: none"> <li>• Ad boards around the ring</li> <li>• Ad space on all four (4) corners of the ring</li> <li>• Ad space on the ropes surface</li> <li>• Ad opportunity on big screen at the Venue</li> <li>• Ad in the event program book</li> <li>• Ad in the interview backdrop</li> <li>• Street banners: five (5) banners around the Venue (6mx1m)</li> <li>• Venue banners: first and second stairs four (4) banners</li> </ul>
<b>Sponsors</b>	<ul style="list-style-type: none"> <li>• Ad boards around the boxing ring</li> <li>• Ad on the Referees jersey</li> <li>• Ad opportunity on big screen at the Venue</li> <li>• Ad in the event program book</li> <li>• Ad in the interview backdrop</li> <li>• Ad on ID card</li> <li>• Street banners: five (5) banners around the Venue (6mx1m)</li> <li>• Venue banners: first and second stairs four (4) banners</li> </ul>

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#### **15.7.5. SPONSORSHIP PLAN**

The LOC needs to coordinate with AIBA to make sure that all sponsors receive the rights that are agreed upon. It may be that the LOC needs to facilitate the execution of some of these rights.

It is recommended to create a sponsorship plan, which contains an overview of all the rights, obligations, benefits, timings and responsible people involved. In this plan, all actions can be set out with clear timelines and responsible people can be appointed. It is useful to add contact details in the plan.

Assign a responsible person to take care of the placement of any signage and banners, and someone who will produce and check any required material. The sponsorship plan can be illustrated with a floor plan of the Venue area and FOP where it is clearly depicted where any marketing material should be placed.

#### **Management of Sponsor Brands**

Once the agreement is signed with the Sponsor, it must be ensured that the Sponsor brands are well represented as per the agreement. The FOP floor plan should contain an overview of the brands visibility depending on where it will be displayed.

#### **15.7.6. APPROVAL PROCEDURE**

All display needs to be according to the agreements and specifications. It must be ensured that all requirements of all Sponsors and Official Partners are listed together and the requirements of each product (VIK, merchandising or display material) used, sold or displayed, are checked in person.

#### **15.7.7. AMBUSH MARKETING**

Ambush marketing poses a threat to any sports event because entities with no commercial ties to the event may attempt to use the image of the event for their own marketing purposes. Ambush marketing may take many different forms and, with the increasing power of social media, has become easier to implement.

In order to guard against ambush marketing, it is important to be vigilant regarding associations with the event or identity in numerous spaces, from advertizing to collateral and online use.

We recommend treating possible cases of ambush marketing as follows:

1. Infringement assessment
  - Assess whether there has been an infringement of your brand or identity or the creating of a misleading business association that is prohibited under applicable law. In doing so, consider the following:
    - If your brand or identity is used, is it used accurately?

- 
- Relevance (if your brand identity is used in a relevant way and in due proportion, this may actually be beneficial to your own promotion of the event).
  - Commercial neutrality: the infringement may be minimal if no commercial endorsement is implied and no unauthorized business relationship is implied.
  - Timing and placement of advertizing and communication may also contribute to the infringement.
2. Enforcement assessment
- If you conclude either an infringement or the creation of a misleading business association, consider the appropriate action (if any) that is required.

Please refer to the Host City Agreement in Appendix [B] for further information on Ambush Marketing.

## **15.8. GENERAL SERVICES**

### **15.8.1. MERCHANDISING**

Some companies like to sample their products directly to the target consumer at events. This is in particular the case with Licensees who may want to sell equipment and apparel at the Venue.

If a company is sampling, it should be clear where their physical boundary is at the event and insist that the area occupied is kept clean and rubbish is taken away at the end of the day. In order to maximize success, locate traders in a visible spot that is close to the main event without compromising safety or aesthetics.

### **15.8.2. PRODUCTION APPROVALS AND DISTRIBUTION**

All produced material should be according to the initial specification, per request or agreement. If there are any discrepancies, it must be ensured that the parties involved are aware of these discrepancies and that either some agreement can be reached or that you need to re-do the production.

When receiving sponsored goods and equipment there are a few things which need to be arranged. The following arrangements for the equipment should be considered:

- The reception of the equipment and ring(s) at the airport (i.e. customs clearance)
- Transport from airport to Venue
- Storage and distribution of equipment
- Storage, placement of the ring(s)
- Setup arrangements for the ring(s)
- Plan what to do with the equipment afterwards

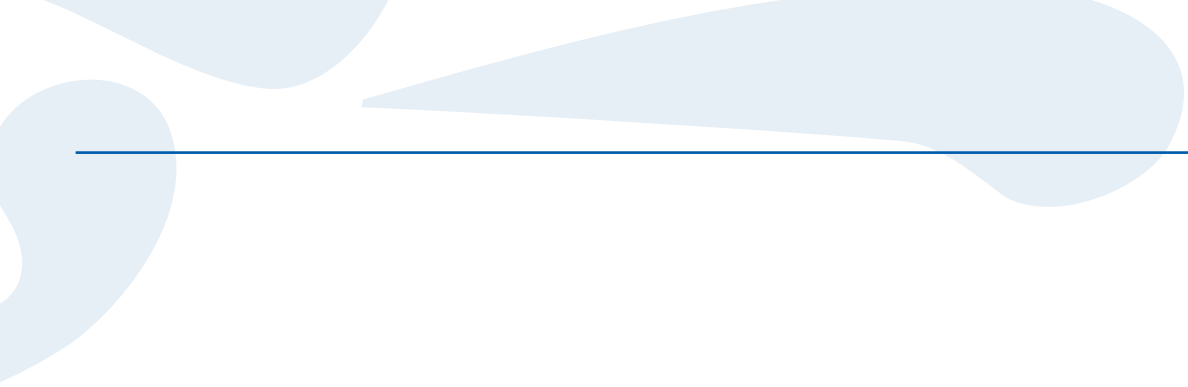
For all AIBA Controlled Events, the LOC needs to provide an appropriate number of approved merchandised products to both AIBA President and Executive Director for use as promotional gifts.

The LOC should appoint a person responsible to oversee all licensing matters.

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CHAPTER XVI

# **PROTOCOL AND CEREMONIES**



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## **16. PROTOCOL AND CEREMONIES**

There are several levels of AIBA protocol that must be followed by the LOC. Below are the main guidelines during AIBA Controlled Events.

### **16.1. LANGUAGE SERVICES**

English will be used as the main language in all communications and for translation services, the following languages should be made available:

- French
- Spanish
- Russian

The language services should provide the following:

- Consecutive or simultaneous interpretation by professional interpreters at Press Conferences, meetings organized during the competition and as required by AIBA
- Language support offered by volunteers to VIPs and AIBA Executive Committee
- Language support offered by volunteers in Mixed Zone and at Doping Control Station
- Opening and Closing Ceremonies language support

### **16.2. AIBA PRESIDENT**

It is important that the AIBA President is supported from one dedicated person who assists him during his attendance. This person must have knowledge of protocol matters, speak English and the local language and be familiar with the event schedule and LOC structure (contact persons). Therefore, the President (and/or his assistant) can address all questions with this liaison officer and make further arrangements with regards to his transportation schedule or any other official meetings.

#### **AIBA Presidential Seating**

The AIBA Presidential seating during the event must be arranged within the (V)VIP seating area. The President should be given the best seat and always be seated in the middle on the first row. For AIBA Controlled Events, the seating allocation for official functions such as Opening Ceremony, welcome dinner, etc., should be agreed upon with the AIBA HQs Office beforehand.

#### **AIBA President's Office**

It is recommended to set up an AIBA President's office at the Competition Venue, with some refreshments where private meetings with senior executives can take place. The specifications for the AIBA President's office are given in the Venue specifications in Section 10.1.4.9.

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### **16.3. SOCIAL PROGRAM**

The presence of the AIBA President at an event is often used for social programs such as official dinners or meetings with representatives of Governmental bodies. Due to the busy schedule of the President, it is very important a program is devised before the competition starts with details of the people attending which should be confirmed by the AIBA President's office.

In the Host City Agreement, you will find all social programs agreed upon, such as opening dinner and final banquet.

### **16.4. SOUVENIR GIFTS**

It is recommended that appropriate souvenirs, gifts or appreciation awards be provided to Officials and representatives. However, the value of these items should be limited and the souvenirs should be indicated with the name, date, and place of the event. These gifts can be delivered to the Officials' hotel rooms as a welcome package or given during the closing dinner/final banquet.

### **16.5. FLAGS**

There are three (3) protocols concerning the flag use inside the Competition Venue:

#### **1. Participating National Federations**

All flags of all the participating National Federations must be displayed inside the Competition Venue above the FOP or around the spectator area.

#### **2. Opening Ceremony, Raising of the Flags**

When raising the national flag during the Opening Ceremony, the national flag of the Host Country should be accompanied by the AIBA flag on one side and the International Olympic Committee flag on the other side. No other flags are to be used during this ceremonial event

#### **3. Medal Ceremonies**

These are the flags that need to be raised when playing the national anthem of the winning nation during the Medal Ceremonies. Please see Section 16.6.2.2., for more specification of raising the flag during the Medal Ceremonies.



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## 16.6 CEREMONIES

### 16.6.1. OPENING CEREMONY

#### 16.6.1.1. PROTOCOL ORDER IN THE OPENING CEREMONY

For the AIBA Elite Men World Championships, the Opening Ceremony shall be held one day before the first day of the competition. The length of the Opening Ceremony shall be agreed between AIBA and the Local Organizing Committee within a maximum period of two hours.

For all other AIBA competitions, the Opening Ceremony shall be held between the first and second sessions of the first day of the competition. For these events, the entire Opening Ceremony shall not exceed thirty (30) minutes.

The Opening Ceremony shall be held in the following order for the different programs:

- Opening Events (culture and/or entertainments, etc.);
- Official Programs:
  - Announcement of the Opening Ceremony;
  - Parade of the Participating Teams;
  - Flag (Host Country) Raising Ceremony with National Anthem;
  - Welcome Speech by the President of Host Federation / President of Local Organizing Committee;
  - Congratulatory Speech by the AIBA President or AIBA Representative;
  - Additional Speech by any Host Country Dignitaries in Sports and Olympic Movement (Minister of Sports, NOC President, etc.);
  - Opening of the Event by the highest ranking governing official present;
  - Oaths of the Boxers and Referees & Judges;
  - Retirement of the Team Delegations;
  - Post Ceremony Event (culture and/or entertainments, etc.).

*(\*) If the Host Federation or Local Organizing Committee wants to give any recognition award, this shall take place before the Opening of the Event*

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Team Parade Guidelines:

- All participating delegations shall take part in the Opening Ceremony as full members or partial members.
- All participating delegations must be present in their official national uniforms.
- Parade:
  - The Host Country flag and AIBA flag bearers enter first;
  - All participating delegations shall parade behind a shield bearer and the official flag of their country;
  - The name of the National Federation's country shall appear on the shield in the language of the Host Country and in accordance with the name listed in the IOC country code;
  - The order of the parade shall be based on the alphabetical order of the language of the Host Country;
  - The Host Country's delegation shall be the last one to enter.

### **16.6.2. MEDAL CEREMONIES**

The purpose of the Medal Ceremonies is to award the Boxers who have won a medal during the event and to make the moment memorable. The Medal Ceremonies takes place at the Venue, either inside or outside the ring. Please refer to Section 16.6.2.5 on Inside Ring Medal Ceremonies and to Section 16.6.2.6 on Outside Ring Medal Ceremonies.

#### **16.6.2.1. MEDAL CEREMONY MANAGEMENT**

During the Medal Ceremonies, all matters of protocol must be presented in the Host Country language and in English. Protocol plays an important role in the Medal Ceremonies and has to be followed according to specific criteria (as outlined below).

There are basically three "groups" of people directly involved in the Medal Ceremonies:

- The Medal/Flowers holders
- The Boxers
- The Presenters

In any AIBA Approved Events, the medals shall be presented by AIBA Executive Committee members and the flowers (or any other souvenir) by the Local Organizing Committee members.

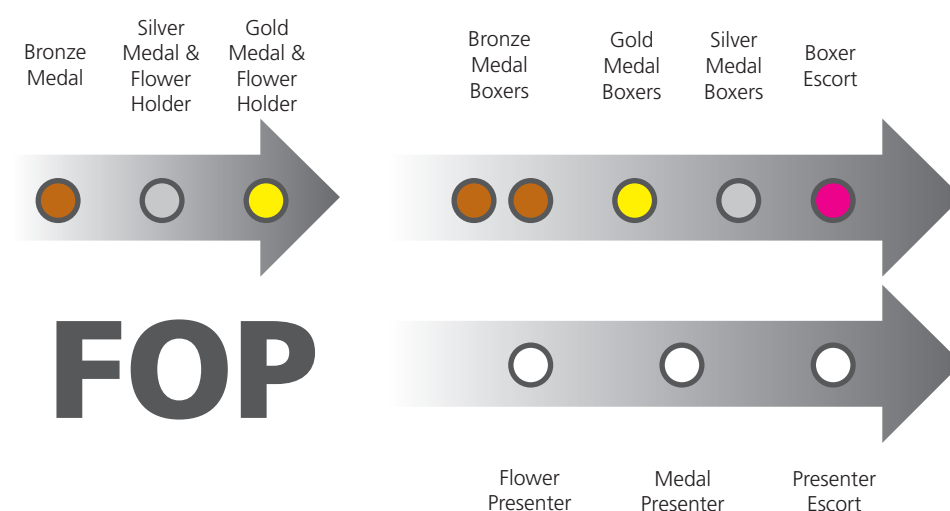
If AIBA EC members are not present, then the Executive Committee members from the Confederation shall give the medals. However, based on the nationality of the winners, AIBA and LOC can decide to alter the order of medals. The medals are presented by one AIBA Official and one LOC representative.

Before the Medal Ceremonies begin, the Boxers, the presenters, and the medals & flowers holders should standby in a waiting area and be briefed on the Ceremony protocol. The LOC Competition Manager must make the necessary arrangements to have all areas in place before the Medal Ceremonies.

The Boxers and the presenters are led and pre-set by hostesses or hosts.

Normally the three (3) categories of people can have access to the FOP from the same entrance point, but depending on the structure of the Venue, they might have different access to the FOP.

The layout below shows how the three groups of people mentioned above should enter the FOP and reach the platform where the Medal Ceremonies take place:



**Figure 16:** Medal Ceremony Line-up

The AIBA Executive Committee Member selected shall place the medal around the winner's neck. Afterwards, the Local Organizing Committee member presents the winner with a bouquet of flowers (and/or with another souvenir).

The winners' names and the NFs are announced (at the same time as the medals and flowers are handed out) in the following order:

- 1st Bronze Medallist who lost to Silver Medallist
- 2nd Bronze Medallist who lost to Gold Medallist
- Silver Medallist
- Gold Medallist

The presentation of the medal is immediately followed by the presentation of the flowers before turning to the next medal.

As their names are announced the Boxers take their places on the podium (facing the guests/(V)VIP stand).

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The national anthem of the gold medallist must be played as soon as the flower bouquet is received.

When playing the national anthem, the country flags of all four medal-winning winners must be raised. While raising the flags and playing the national anthem, all medal winners must turn in the direction of the flags.

All four medal winners must attend the Medal Ceremony in their approved national uniforms and/or their boxing outfits.

#### **16.6.2.2. FLAG AND ANTHEM MANAGEMENT**

The raising of the flag during the medal ceremony and the national anthem of the gold medalist should be managed by the LOC and allocated volunteers. The LOC must ensure the availability of the flags and national anthems of all the participating countries. It is highly recommended to have a test event of the medal ceremony prior to the finals, preferably on the rest-day of competition.

During the playing of the national anthem and the raising of the flags, the medalists need to accord due respect and face the flags when they are raised.

During a Medal Ceremony, the flag of the winner's country shall be hoisted up the central flagpole, and those of the Second and third-placed competitors adjoining flagpoles to the right and left of the central flagpole at equal height, slightly lower than the central, champion's flag, looking towards the arena. All flags should be of uniform size, usually with horizontal orientation. It is advisable to designate a flag and anthem protocol expert within the LOC and to have each National Federation approve its flag and national anthem to be used in the Medal Ceremonies.

#### **16.6.2.3. ANNOUNCEMENTS**

The Medal Ceremonies must be hosted by the official announcer as mentioned in Rule 12 of the AIBA Technical & Competition Rules.

Each weight category Medal Ceremony is announced in the following order:

- Announcement of the weight category
- Announcement of the names and titles of the award presenters
- Announcement of the winning place, country, first and last name of the winner

The first language of announcement shall be the Host Country language followed by an English announcement. The presenters and announcers selected should be professional and have experience within this field.

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#### 16.6.2.4. PODIUM

The Medal Ceremonies shall be held either inside or outside the ring. For AIBA Controlled Events, this needs to be approved by AIBA before the competition. In either case, it is recommended to hold the Medal Ceremonies opposite the (V)VIP tribune. The gold medallist is always slightly higher than the second, placed who is on his/her right and the two third placed who are on his/her left. The second and the third place podiums are normally of equal height. The third place podium should be longer in length than the second place podium as there are two (2) bronze medallists in AIBA Approved Events.



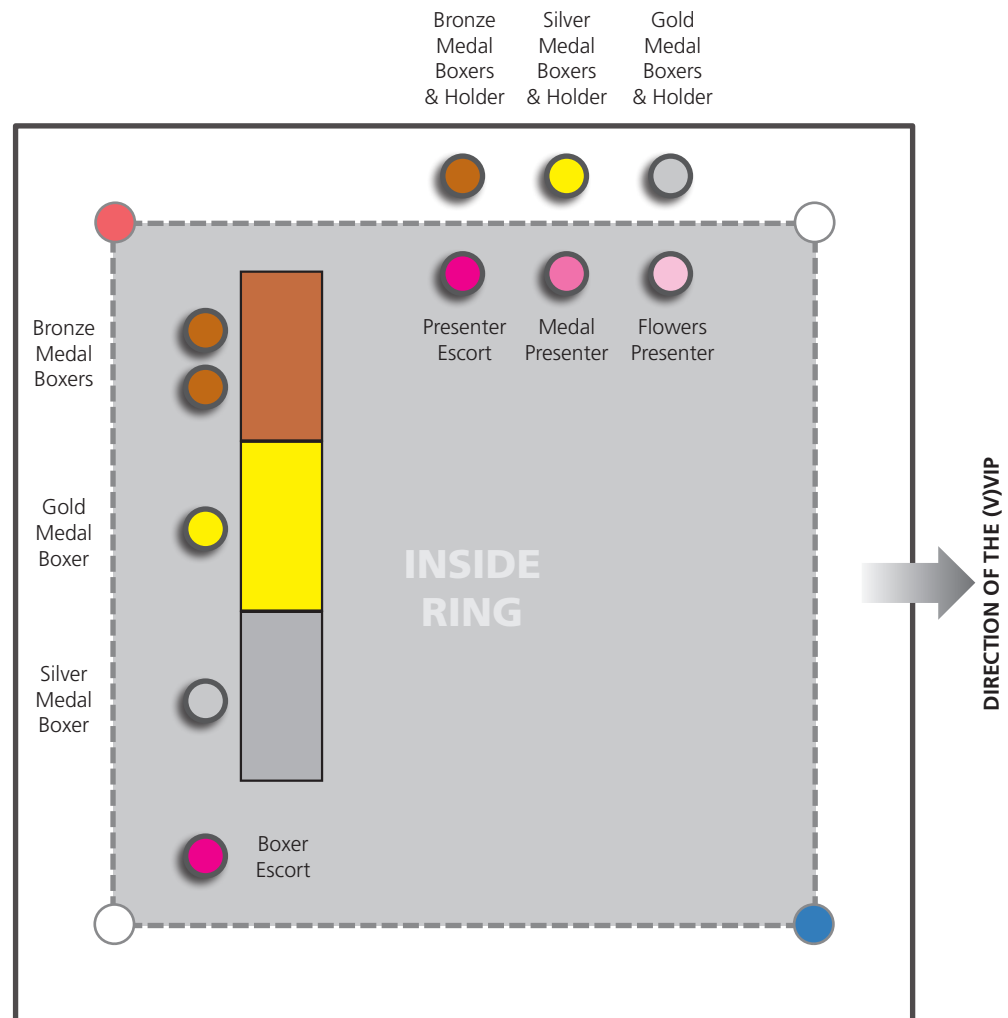
**Figure 17:** A Basic Form of the Podiums used for Medal Ceremonies

#### 16.6.2.5. INSIDE RING MEDAL CEREMONY

In order to hold the Medal Ceremonies inside the ring, a light and mobile podium construction must be created for the setup of the podium to be executed easily and efficiently, as it needs to be used for each ceremony. Please see the detailed timetable in Section 16.6.2.7 to see the two different timings for inside and outside ring ceremonies.

The podium is located inside the ring, facing the guest/(V)VIP stand.

The layout below shows the position of a Medal/Flowers holders, Boxers and presenters inside the ring during a Medal Ceremony:



**Figure 18:** Inside the Ring Medal Ceremony

#### 16.6.2.6. OUTSIDE RING MEDAL CEREMONY

The allocation of the podium and of the flag poles depends on the structure of the Venue, but should always face the guest/(V)VIP stand.

When the Medal Ceremony takes place outside the ring, a backdrop must be placed behind the platform. On the backdrop, it is recommended to place the title of the event, the AIBA logo and the event logo.

### 16.6.2.7. TIMETABLE

The timetable of the Medal Ceremonies should follow the pattern of a boxing bout. During inside ring ceremonies, the first Medal Ceremony must take place after the first three bouts. Thereafter, after each two bouts, the Medal Ceremonies should proceed. Please refer to the examples below:

Weight Category	Bout Number	Time	Medal Ceremony	To be handed by
46-49 kg	1	14h00		
52 kg	2	14h15		
56 kg	3	14h30		
		14h45	46-49 kg	
			52 kg	
60 kg	4	15h00		
64 kg	5	15h15		
		15h30	56 kg	
			60 kg	

**Table 5:** Inside Ring Timetable

Weight Category	Bout Number	Time	Medal Ceremony	To be handed by
46-49 kg	1	14h00		
52 kg	2	14h15		
		14h30	46-49 kg	
56 kg	3	14h45		
		15h00	52 kg	
60 kg	4	15h15		
		15h30	56 kg	

**Table 6:** Outside Ring Timetable

The Medal Ceremonies of both the Heavy and Super Heavyweight categories shall be held right after the Super Heavyweight bout is completed (for Elite Men competition).

### 16.6.2.8. PHOTOGRAPHY

The LOC shall designate the photography zone in front of the platform during and post Medal Ceremony period. This area must be well secured and controlled so that the photographers do not interrupt the Medal Ceremonies but are close enough to take high quality photos.

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#### **16.6.2.9. AIBA RECOGNITIONS**

The AIBA President or the highest AIBA ranking representatives shall give an AIBA recognition certification to all participating International Technical Officials, including the Technical Delegate and Referees & Judges. Once the Medal Ceremonies for the Boxers are over, the AIBA President presents the certifications as follows:

- Technical Delegate
- Best Boxer
- Best R&J
- ITOs
- R&Js

The Ceremony for AIBA recognition shall be held in the ring after the official Medal Ceremonies are completed. Each nominee, upon the announcement of his/her name, shall enter the ring to receive the diploma.

#### **16.6.2.10. CLOSING BANQUET**

Depending on the Host City Agreement, holding a closing banquet is optional for the LOC. The closing banquet, if any, shall be held with a program determined by the Local Organizing Committee, including the location. When a closing banquet is held, this occasion can be used for giving Appreciation Awards or AIBA Recognitions to Officials involved in the organization of the event. The title, full name, name and date of the Championships should be inscribed on the award/plaque.