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INTERNATIONAL FEDERATION OF **SPORT CLIMBING**
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IFSC EVENT ORGANISER HANDBOOK WORLD CUP 2016

VERSION

No 1

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IFSC Event Commission

IFSC Continental Councils

IFSC Executive Board Members

Event Organisers

ISSUED TO

National Federations (Event Organisers)

PREPARED BY

IFSC Sport Department



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The Event Organiser Handbook should be read in conjunction with:

- a) IFSC Event Organiser Agreement 2016 (document of precedence)
- b) IFSC Rules 2015 or IFSC Rules 2016. Rules 2016 shall take precedence over Rules 2015
- c) IFSC Event Graphic Charter and IFSC Event Set of Drawings



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1. IFSC EVENTS – GENERAL

1.1. Introduction

The International Federation of Sport Climbing (IFSC) is the world governing body for all aspects of international competition climbing. The IFSC is recognised by the IOC, is member of ARISF, SportAccord and IWGA.

The IFSC is the final authority concerning IFSC events as defined in Section 1.2. The principal purposes of the IFSC are the direction, regulation, promotion, development and furtherance of the sport of competition climbing on a worldwide basis.

As such, it is the body responsible for:

- Receiving applications from National Federations, members of the IFSC, to organise events
- Approving those applications that it deems in the interest of Sport Climbing and which it assesses as being organisationally and financially viable
- Controlling all technical and other aspects of the sport
- Promoting the event through its calendar

The IFSC calendar is listing all events sanctioned by the IFSC and that shall be consequently seen as IFSC Events.

All IFSC and its Continental Council (CC) events shall be organised and undertaken in accordance with the regulations and rules governing such competitions that are described hereinafter and in the IFSC rules.

The IFSC's organisational structure is described in detail in the IFSC Statutes and IFSC By Laws.

1.2. Events

Only the member National Federations of the IFSC (or organisations specifically recognised by the IFSC) herein referred to as the "Event Organiser" shall be eligible to apply for organising an IFSC event.

Only IFSC member National Federations shall be eligible to apply to enter their Athletes in such events.

Among the events requiring the specific approval of the IFSC are the following International Events:

- a) World Championships - (Every second year, odd. Youth: annual)
- b) World Cups - (Annual)
- c) International Masters
- d) International Promotional events
- e) International Multi-Sport Games

When applicable, the above type of events can be run for Youth and for Paraclimbing.

Among the events requiring the specific approval of the Continental Councils are the following Continental Events:

- a) Continental Championships
- b) Continental Cups
- c) Continental Masters
- d) Promotional Continental events

When applicable, the above type of events can be run for Youth and for Paraclimbing.

1.3. IFSC Duties

For matters concerning the organisation of events, the IFSC body in charge is the IFSC Sport Department

His tasks are as follows:



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- a. Develop and issue documentations related to: Applications to organise events as well as IFSC regulations over event organisation.
- b. Receive all applications for organising IFSC Event.
- c. Enter into agreement with the Event Organiser for the purpose of the good running of the event through an Event Organiser Agreement (EOA).
- d. Manage the enquiries related to the events.
- e. Publish the IFSC Calendar of events and all event results and official rankings, as well as other official information.
- f. Appoint officials to events. The list of the appointed officials to the scheduled events shall be forwarded to the National Federations for formal approval, then to the concerned officials, at least three months before the concerned competition.
- g. Issue all information regarding events, as well as post event report.

Event regulations publication

The IFSC shall ensure the Event Organiser Handbook (EOH) or a similar document is published by the day the applications periods for world cups and championships are open.

If any update to these regulations is published by the closing date of the application period, the IFSC shall inform all Event Organisers as quickly as possible.

NOTE:

Any update published after the closing of the application period is to be included into the Event Organiser Agreement as an amendment to the Event Organiser Handbook.

Calendar of International Events

The IFSC shall ensure the IFSC Calendar is constantly displayed on its website site or other free to access digital platform. The IFSC maintains the right to cancel an event and/or remove an event from the calendar under the conditions defined in the Event Organiser Agreement (10. Termination)

The IFSC has defined some specific period for the World Cups' season and Championships as well as a limitation in the number of World Cups per disciplines. In addition some rest periods between the World Cups and the Championships are imposed by the IFSC in to reduce the tiredness of the Athletes.

In any case the IFSC Executive Board has the final authority over the IFSC Events.

IFSC Team and Officials: appointment

The IFSC single point of contact will be the IFSC Sport Department and more specifically the IFSC Sport Manager (Contact details can be found at the end of this document) assisted by Office and the Communications Director.

In addition, the IFSC may nominate, the following officers and/or officials to assist the Event Organiser in the event preparation and running.

- Technical Delegate
- Branding and Marketing manager
- Media manager
- Webcasting manager
- Chief route Setter and Route Setters
- Jury President
- Judge(s)

According to the type of event, the IFSC maintains the right to formally appoint the officials of the event. More details can be found in Appendix No 4.

Other IFSC officers

The IFSC maintains the right to use the event for meetings and/or representation. The Event Organiser will be



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requested to ensure the following conditions for:

- a) IFSC President: The Event Organiser will provide an appropriate facility (meeting room) in the venue and suggest the IFSC a close to venue three-star hotel (or equivalent) where suites are available in order to organise meetings. The Event Organiser will provide an ALL access accreditation. The Event Organiser might also be requested to ensure airport pick-up and drop-off.

For all World Championships, World Youth Championships and last stage of each World Cup discipline, presence of the IFSC President is expected; Event Organiser will cover travel and accommodation expenses.

For all other events in case of presence of the IFSC President, the IFSC will inform the Event Organiser in advance. Accommodation expenses are to be born by the IFSC.

- b) IFSC Executive Board members: The Event Organiser will suggest the IFSC a close to venue three-star hotel (or equivalent). Accommodation expenses are to be born by the IFSC. The Event Organiser will provide an ALL access accreditation. The Event Organiser might also be requested to ensure airport pick-up and drop-off. The IFSC will inform the Event Organiser in advance.
- c) IFSC Staff: The Event Organiser will make available an in venue meeting room with internet access and suggest the IFSC a close to venue three-star hotel (or equivalent). Accommodation expenses are to be born by the IFSC. The Event Organiser will provide an ALL access accreditation. The Event Organiser might also be requested to ensure airport pick-up and drop-off. The IFSC will inform the Event Organiser in advance.
- d) IFSC Guest: The Event Organiser will suggest the IFSC a close to venue three-star hotel (or equivalent). Accommodation expenses are to be born by the IFSC. The Event Organiser will provide a VIP access accreditation. The Event Organiser might also be requested to ensure airport pick-up and drop-off. The IFSC will inform the Event Organiser in advance.

1.4. National Federation (Event Organisers)

Responsibilities

It is the responsibility of the Event Organiser, to:

- a) Accept that the promotion, development and administration of the sport of international competitions climbing are under the governance of the IFSC.
- b) Ensure that no financial or other agreement shall be entered into with an organisation (e.g. television and/or digital media, competition sponsors, local organising body, etc.) which conflicts with IFSC's own agreements without first obtaining the written approval of the IFSC.
- c) Seek at all times the advice and agreement of the IFSC in respect to any decision that may conflict with the best interest of the sport.
- d) Make sure not to use any other denomination, identification, or graphic combination than the one approved by the IFSC. Any modification or addition, presented in any official document, (including advertising) is subject to IFSC written authorisation.
- e) Report in all official documents the logo of the IFSC and the IFSC partners, with the four letters "IFSC", including documents such as result sheets and press releases.

Full details on the Event Organiser responsibility are listed in the Event Organiser Agreement.

Event Organiser Team

The Event Organiser must nominate an Event Manager to act as a single point of contact for Event planning and management purposes from the outset of executing the Agreement.

In addition it shall provide all contact details such as phone, fax, email, mobile numbers, and address details of the



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following team member:

- Event Manager
- Sport Manager
- Media Manager
- Social Media Manager
- Webcasting liaison
- Marketing/Communications and Protocol Manager

NOTE:

All the above members of the Event Organiser team shall be fluent in English.

1.5. Host city and local government support

It is highly recommended to the Event Organiser to ensure the true support of the local authority to the event. For World Championships bids the IFSC will consider positively Event Organiser application having full support of their local and national authorities.

1.6. Event Organiser and IFSC collaboration statement

The IFSC, in collaboration with each and every Event Organiser, seek to support the development of Climbing locally and globally. This goes through achieving quality and consistency on the staging and execution of each Event.

Most importantly the IFSC maintain the objectives to provide:

- a) Athletes a fair but challenging Field of Play
- b) Athletes facilities and services that allow a high standard of competition experience
- c) Local community and Event Organiser to draw benefit from the event hosting
- d) Spectators to experience an inspiring and of good quality show
- e) Broadcasters and Media the opportunity to showcase climbing via producing film, images and reports
- f) Sponsors to support Sport Climbing, and in parallel showcase their products and services

1.7. Timeline

The IFSC have outlined a plan in that requires the Event Organiser to meet its obligations and deliverables on time and to the best of their abilities.

The Event Organiser and the IFSC are required to meet the respective milestones as outlined.

1.8. Event venue design, Facilities

Venue

The Venue represents the following areas necessary for the good running of the event, and that shall fall under the provisions of the present document:

- Field of Play (FOP)
- Audience areas
- Offices and technical areas for involved parties (IFSC, Jury, Press & TVs)

When a Technical Delegate is appointed by the IFSC his authority falls on the above areas.

Additional areas such as Sponsors village, Restaurant and bars or other similar side to event areas are out of the Technical Delegate's authority unless they impact the good running of the event.

The Venue borders have to be materialised and might be accessible to audience with or without an entrance fee at the discretion of the Event Organiser.



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Field Of Play (FOP)

The FOP is defined as that area for the sporting competition plus the immediate and surrounding support areas at which a boundary separates the attendant spectators. The FOP for sport climbing includes the following but not only:

- Isolation zone
- Zones for the Athletes to stay when leaving the isolation zone (transit zone) and when leaving the FOP (after climbing zone).
- Climbing wall with holds as well as the floor covered by mattresses
- The receiving space, for climbers coming down from the walls, which can also be used to settle the podium and the podium backdrop.
- Screens and scoreboard at the top or at the bottom of the climbing wall
- Starting Gate (at the exit of the transit zone)
- Interview area
- The perimeter banners

The Event Organiser shall provide the venue and the facilities in accordance with the national and international regulations governing these facilities.

1.9. Safety

The Event Organiser shall be solely responsible for maintaining all safety precautions within the isolation/transit zones (including transportation between isolation and transit zone, if any), Field of Play area, the venue and for all activities concerned with running the event.

IFSC officials authority on safety (when appointed)

The Jury President, in consultation with the Chief Route Setter, shall have the sole authority in respect to any question of safety within the isolation and Field of Play area - including declining to give permission to start or continue any part of the competition. Any officials or other persons deemed, by the Jury President, to have infringed or, in his/her opinion, be likely to infringe safety procedures shall be subject to summary removal from their duties and/or dismissal from the isolation and Field of Play areas.

Every precaution shall be taken to ensure safety. Each route and/or boulder shall be designed to avoid the possibility of:

- a) Injuring the athlete
- b) Injuring or obstructing any other athlete
- c) Injuring any person of the organisation (volunteers, media)

In addition, the IFSC Judge has the authority to demand the immediate replacement of any belayer (if necessary stopping the competition and declaring a technical incident) and any other person he/she feels jeopardises safety standards.

He shall also decide, in the interest of safety and in consultation with the Chief Route Setter and with the approval of the Jury President, whether or not to have the climbing rope pre-fixed to the first (and, where deemed appropriate, other) protection points. Wherever possible, the design of the route should be such as to make such precautions unnecessary.

IFSC Standards (As per the IFSC Rules point 3.2.4)

Any technical equipment used in International Climbing Competitions must meet the relevant EN Standard (or comparable International equivalent) unless otherwise specified by the IFSC or, under exceptional circumstances, by the Technical Delegate and/or Jury President through the authority delegated to them by the IFSC. The relevant standards as at the date of issue for these documents are:

- Individual safety equipment:



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- Belay Devices (Locking) EN15151-1
- Belay Devices (Manual) EN15151-2
- Climbing Harness EN12277:2007 (Type C)
- Collective safety equipment:
 - Climbing Rope EN892:2004
 - Karabiners (Screwgate) EN12275:1998 (Type H)
 - Karabiners (Self-Locking) EN12275:1998 (Type H)
 - Quickdraw/ Tape Slings EN566:2007
 - Quickdraw/ Connector (Karabiner) EN12275:1998 (Type B, Type D)
 - Quickdraw/ Connector (Quick link) EN12275:1998 (Type Q)
- Climbing walls and holds:
 - Holds EN12572-3:2008
 - Walls and/or boulder structures EN 12572:1, 12572:2 and 12572:3.

Unless otherwise specified by the IFSC or, under exceptional circumstances, by the Jury President through the authority delegated to her/him by the IFSC.

The Event Organiser is the sole responsible to ensure that all the certificates are provided by the manufacturer and constructor, that the walls, climbing equipment and other equipment required for the good running of the event are built or installed in full compliance with the related EN standard, national or other local norms governing this kind of structure.

Under specific circumstances, the IFSC Technical Delegate may be instructed by the IFSC to carry with him some technical equipment, providing the Event Organiser with that gear (certified quick links, ropes, etc.) which is not available in their countries. The IFSC will charge the cost of this gear to the Event Organiser

Belaying

When applicable, belayers shall only use an approved single rope provided by the Event Organiser. Belayers shall have a confirmed experience of climbing and more specifically belaying elite sport climbers.

The frequency with which the rope is changed shall be decided by the IFSC Judge.



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2. WORLD CUPS - EVENT ORGANISATION

2.1. Application Process

The IFSC has established a specific application process for World Cups. This comprises also reserved period according to the disciplines. All information can be found in Appendix No 1 – Event Application and Appointment timelines.

An Event Organiser must submit the application to the IFSC through the official Online Application System at <http://ifsc.gestixi.com> (to create an account, please contact the IFSC Office). Applications are accompanied by payment of an application deposit. (refer to Appendix No 1 and No 2). Invoices for deposit will be sent to applicants following the end of the application period.

Application refusal / acceptation

In accordance with the Appendix No 1 and depending on the applications received, as well as receipt of deposit payments in due time, the IFSC Sport Department will:

- a. Accept or refuse the applications.
- b. Make an evaluation of the applications.
- c. Make a proposal for the provisional calendar to the IFSC Executive Board.

Applications will be refused if:

- The application has been submitted late.
- The National Federation has outstanding debts with the IFSC.
- The information provided in the Online Application System form is false or has been modified after the closing of the application period.
- Application has not been approved by the IFSC Member (National Federation).
- Deposit has not been paid to the IFSC.
- The event does not bring enough guarantee with regards to the provisions of the present document.

The IFSC will inform the applicants on their application acceptance or refusal (Refer Appendix No 1)

Application evaluation

The IFSC Sport Department will evaluate each application and measure how much the application meets the requirements of the IFSC regulations (Event Organiser Handbook, Rules and other published documents), as well as how much the event will contribute to the sport promotion both in qualitative and quantitative terms.

Venue inspection for evaluation purpose

- IFSC decision:
 - If necessary, the proposed venue of the event and its associated facilities (e.g. in case of a new event), upon the decision of the IFSC Sport Department, may be subject to inspection by an IFSC Delegate.
 - The cost of travel, accommodation and approved inspection fee (refer Appendix No 2) shall be paid by the Event Organiser applying to organise the competition.
 - Such inspection can only happen between the closing of the application period and the publication of the provisional calendar.

NOTE:

Upon suggestion of the IFSC Sport Department and in case of declared issue, the IFSC Executive Board may decide for an inspection at any moment of the event organisation process.

- Event Organiser invitation:



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- In case the Event Organiser applying for an IFSC event invites the IFSC to inspect the proposed venue of the event and its associated facilities, demand shall be made in writing and be motivated by a serious cause bringing value to the evaluation process. The Sport Department remain free to refuse the visit.
- If approved, the cost of travel, accommodation and approved inspection fee (refer to Appendix No 2) shall be paid by the Event Organiser applying to organise the event.
- Such inspection can only happen before the closing of the application period for events.
- Such inspection gives no guarantee regarding the acceptance of the application by the IFSC Sport Department.

Provisional Calendar

Following the evaluation, the IFSC Sport Department will report the result of its evaluation to the IFSC Executive Board.

If the IFSC receive more applications than the number of event authorised (refer to the IFSC Rules), the Sport Department will propose the Executive Board a ranking of the best events according to the above evaluation principle.

Following the IFSC Executive Board approval, a provisional calendar will be published.

Subsequently, after presenting the provisional calendar, the IFSC Sport Department will send, to each concerned National Federation:

- The Event Organiser Agreement setting the relation between the parties. This agreement includes by reference the present document.
- An invoice corresponding to the relevant event fees (refer to Appendix No 2).

Invoices and/or contracts that have not been received by the IFSC in due time will lead to the non-approval of the corresponding event or the removal from the calendar.

Following the application period closing date, if the number of candidate cities is below what is accepted by the IFSC Rules, the IFSC shall extend the application period. In any case no applications can be received after the starting date of the first event of the year (year N-1 to the season for which applications are received).

2.2. World Cup venue design

In addition to the areas listed in point 1.7 the following aspects and areas shall be considered in the World Cup standardised venues:

General

A World Cup venue shall comprise:

- A sound system used for a speaker to address audience and to play entertaining music.
- A Light system used to emphasise the climbing performance.

Audience area

The audience area shall be made of the following areas:

- Compulsory: General Audience, VIP Area.
- Preferred: Team Officials area (i.e. for Athletes and Team member not anymore involved in the competition)

Field Of Play

The standardised FOP for World Cups is made of the following areas

- a) Climbing Wall
- b) Isolation / Warming-up and transit zones
- c) Jury



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- d) Team Manager zone
- e) Camera and Press zone

Access to the above zones shall be checked by an Event Organiser team member.

Consequently, people and officials having access to the above listed zone, shall be accredited or registered (e.g. Team Managers).

Additional information on the above zone is provided in Appendix No 9 and Appendix No 11 for the isolation zone.

Offices

- The minimum offices shall be provided in a standardised World Cup venue:
- Result service room, to be placed as close as possible of the Jury area
- Webcasting room, which shall be large enough to welcome 4 people and equipment listed in Appendix No 12.
This room shall be placed as close as possible to the climbing wall
- Press / Media Office
- Medical and Anti-doping room
- Route Setters' room, whose access shall be managed by the Route Setting team and with large storage possibility.

More details on all the above zones and rooms are provided in Appendix No 3.

FOP and walls design shall be sent to the IFSC prior to the competition (refer to Appendix No 14) for approval.

2.3. World Cup specific Event Organiser's Team

The Event Organiser's required team is listed in the Appendix No 4. An accreditation system with different levels of access is to be put in place by the Event Organiser.

FOP and Isolation Zone shall be accessible to a limited number of persons, meaning only those performing a duty inside the areas.

The Event Organiser shall provide its personnel some uniform (refer Appendix No 9) that they must wear when in the Venue areas during event.

2.4. Safety inspection

Venue and FOP

On the occasion of the pre-visits, the IFSC will require the Event Organiser to present all document and proof regarding the compliance of the venue and FOP equipment with the local, international and IFSC safety requirements.

Climbing routes prior to event

The Jury President, the IFSC Judge and the Chief Route Setter shall inspect each route and/or boulder prior to the start of each round of a competition, in order to ensure the maintenance of safety standards. In particular, the IFSC Judge and the International Chief Route Setter shall ensure that all safety equipment and procedures comply with IFSC standards and IFSC Rules.

Before the start of each round of a competition

The Jury President shall ensure that appropriately qualified medical personnel and a competition event doctor are in attendance in order to:

- a) Ensure a rapid response to any accident or injury to an athlete or official working inside the Field of Play /isolation zone area;
- b) Do a check-up of an athlete when the Jury President makes a request to the event doctor.



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In case of any issue observed the IFSC officials and more specifically the IFSC Technical Delegate will report to the IFSC Sport Department as well as to the Event Organiser and may require immediate fixing of the issue.

In case of persistent issue the IFSC might at the last extent cancel one or more round of the whole competition.

2.5. Scoring, Time Keeping and Results

Scoring

The IFSC will provide scoring software as well as a live result system. Event Organiser shall make sure National judges are experienced enough to handle live result system devices. Refer to Appendix No 6 for more details.

The Chief Route Setter shall provide a topographical outline ("Topo") for each route of the competition showing the position of each handhold and protection point on the route. These "topos" shall only be made available to the Jury President and the IFSC Judge.

The official time is provided by the Jury and placed at the jury table or other similar place in the FOP where Athletes can see it from the climbing wall (Refer Appendix No 9).

It is the responsibility of the Event Organiser to display it in a suitable place within the venue to ensure audience and teams information.

Official Results Lists

The official result service is the IFSC result service. All results lists should be printed using the template provided by the IFSC scoring software; hand-written lists or sections of lists shall not be permitted.

Following the approval of the results for each round of the competition (including the final or super-final round), a complete copy of the Results shall be immediately issued to:

- a) Jury President
- b) IFSC Judge
- c) IFSC Technical Delegate
- d) The Official notice board
- e) Press office
- f) Public information display / operator

At the end of each round of the competition, the IFSC Judge shall provide and sign a provisional result list. This list shall be posted on the Official notice board. After the appeal time and after appeals have been dealt with, the official result list, signed by the IFSC Judge and the Jury President, shall be posted on the official notice board.

2.6. Event Schedule and ceremonies

General

An IFSC World Cup standard duration shall be 2 days. Schedule shall be sent to the IFSC (refer to Appendix No 14) for approval.

No more than 2 rounds of competition per category shall be organised in the same day.

In case of a World Cup hosting 3 disciplines or only Speed duration can be adjusted in coordination with the IFSC.

Calendar fee might be adjusted accordingly (refer to Appendix No 2)

It is highly recommended to establish a precise schedule involving all aspects (Lights, Speaker...) and proceed with a run-through of the event.



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Opening and closing ceremony

In case any opening ceremony is organised, all Athletes, unless specifically authorised by the IFSC Technical Delegate, shall attend the opening ceremony. Failure to observe this regulation shall make the competitor liable to a 'Yellow Card' sanction.

Closing ceremony is at the discretion of the Event Organiser.

Award Ceremony

An award Ceremony at the end of the competition shall be organised immediately after the final heats, it shall comply with the usual IOC protocol for such events. National anthem playing and raising flags ceremonies are mandatory.

In case the Medal Ceremony is staggered later than immediately after the final round, a "Flower Ceremony" or similar pre-award ceremony shall be organised immediately after the last climber performance.

In any case all award ceremonies schedule shall be approved by the IFSC.

During the finals rounds the Event Organiser is advised to implement a "leader corner".

Unless specifically authorised by the IFSC Technical Delegate and the Jury President, the top 3 finalists shall attend the award ceremony. Failure to observe this regulation shall make a competitor liable to receive a 'Yellow Card' sanction.

For additional details refer to Appendix No 8 and 9.

2.7. Travel and accommodation assistance to Teams

Information Sheet

The Event Organiser shall take care of providing information regarding the organisation of the event. Mandatory information are:

- Competition schedules
- Travel information
- Visa information and assistance process
- Event Organiser and IFSC Official names and contact details

The following information shall be displayed according the following rule:

- Event Organiser's sponsors logo: Maximum 10.

All the above information shall be provided through a draft information sheet, made ready to the IFSC Technical Delegate 6 months in advance of the competition as detailed in Appendix No 14. A final version with all information pertaining to the event (i.e. final schedule) shall be sent to IFSC 3 months before the event. The Event Organiser shall use the template designed by the IFSC. No other template will be allowed.

This template shall be available on the Online Application System (<http://ifsc.gestixi.com>)

Once approved by the Technical Delegate, the IFSC will upload the information sheet on its website.

Visa

It is the responsibility of the Event Organiser to provide a letter of invitation and any other document necessary to enter the national territory where the World Cup will be held to all the Team Manager requiring it at least 1 month before the event. The Event Organiser shall provide this service at no other cost for the Team as the one required by the national administration.



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Accommodation for Teams

The Event Organiser is required to provide the Teams with a list of hotels of different standards in the close proximity to the venue.

In case no convenient hotel can be found, the Event Organiser shall organise transportation service at all hours to / from the venue to main hotels used by the Teams.

2.8. Anti Doping

The Event Organiser shall arrange for anti-doping tests to be carried out in compliance with the national regulations governing international sport in their country, the IOC Medical Code, and the IFSC Anti Doping Rules (available on the IFSC [website](#)).

All winners of World Cup will be subject to anti-doping tests. In addition, post competition testing will be required for any world record in Speed.

2.9. Insurance

The Event Organiser shall ensure, and provide evidence to the IFSC several months before the Event (refer to Appendix No 14), that the insurance cover for the event is in compliance with all international and national regulations regarding sport events.

The Event Organiser shall make sure the equipment provided to the IFSC Route Setting team are in compliance with the international and national regulation work in height.

Should a national certification be necessary to perform specific action, the Event Organiser will provide one certificated staff member at his own expenses to assist the Route Setting Team.

It is the responsibility of the Chief Route Setter to make sure he/she and his/her team is following the regulations on this matter.

2.10. Broadcasting / Web Broadcasting and other media rights

The IFSC is the owner of all rights pertaining to all IFSC World Cups.

The IFSC reserves the right to appoint a service provider to provide Broadcasting and/or Web Broadcasting of the event.

In which case:

The Event Organiser shall provide free access to the IFSC's nominated Broadcaster/Web Broadcaster and shall provide all reasonable assistance in enabling that organisation to provide professional coverage of all aspects of the competition.

The IFSC will manage the Broadcasting/Web Broadcasting in the interest of both parties, with the aim of promoting Sport Climbing and the Event. In this perspective, and if applicable, the Event Organiser will seek to embed the IFSC Live Webcasting to any appropriate web platform nationally or internationally. The Event Organiser will seek agreement of the IFSC one month before the event at the latest. The IFSC will then advise protocol.

The IFSC will coordinate the provision of Broadcasting/Web Broadcasting services to the Event Organiser through its service provider for Live and delayed Streaming, and will give the Event Organiser direct access to the production and technical crews prior to the event (refer to Appendix No 12).

In case that the Event Organiser has its own agreement for Broadcasting/Web Broadcasting, or has intent to do so, the IFSC requests that this is specifically stated during the application process.

Any other arrangement on services provided by the IFSC may be agreed upon in case of special circumstances.



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Live content

At a national level (country where the event is organised), the IFSC may transfer live broadcast rights to the Event Organiser under the following condition:

- The Event Organiser will be permitted to execute agreements with National Broadcasters provided that the exclusivity is limited to live broadcasting in the respective host country and that it does not enter in conflict with IFSC previous TV rights agreements. The Event Organiser will get 100% of the corresponding broadcast fees. The Event Organiser will seek IFSC's agreement before any deal to be concluded with a National Broadcaster.

At an international level, the IFSC is the owner of all rights for International TV distribution:

- The IFSC retains the right to access an Event Organiser broadcast signal, either as a live feed or delayed feed for broadcasting purposes and/or for distribution to its own broadcast sponsors, and/or for upload to the www.ifsc.tv and www.ifsc-climbing.org (Webcasting) site.
- The Event Organiser will ensure that the timing of each competition is respected in order to respect live web broadcasting/broadcasting programs.

Delayed content

The Event Organiser is not permitted to use and sell broadcast quality footages. In case of any national broadcasters' requests, the Event Organiser shall redirect the request to the IFSC.

The Event Organiser is entitled to a copy of the footage of the Event and to any clip of the Event, but no commercial exploitation of the footage, as a whole or in part, is allowed.

The Event Organiser is entitled to a copy of the footage of the Event and to any clip of the Event, but no commercial exploitation of the footage, as a whole or in part, is allowed. The Event Organiser may be allowed to use the footage to produce its own clip but shall seek the agreement of the IFSC prior to it. This clip shall not be subject to any commercial use and shall be produced in the national language only.

2.11. Media Services & Facilities

Media Office

The Event Organiser shall provide a Media Manager, a separate Press Office and appropriate staffing to service the needs of the press personnel registered and having official status at the competition. The press office shall be equipped to provide journalists, other media personnel and the IFSC Technical Delegate the required facilities (refer to Appendix No 4).

Press releases and other press information

The IFSC is in charge of sending information about the Event on a worldwide basis. The IFSC shall write and distribute Press Releases related to all events, and is requiring the Event Organiser to provide information pertaining to the event (refer to Appendix 6 – Media).

Specifically, the IFSC shall issue a Press Release both before and after the event. The IFSC will send these Press Releases to its Medias database and to all National Federations. The National Federations will then be able to translate them and send them to their national medias.

The IFSC shall send the Event Organiser an international press review. In order to have a complete international press review, the Event Organiser shall send to the IFSC all the national press clippings (with digital copies) related to the event. For further details please refer to Appendix No 6 – Media.

IFSC digital medias

The IFSC will communicate before, during and after the events on its [website](http://www.ifsc-climbing.org) and its social medias. In that perspective, the IFSC requires the Event Organiser to provide minimum information to the event before the beginning



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of the event (refer to Appendix No 14) such as:

- Short presentation of the Event
- Press releases sent to national medias
- Final program of the Event (public version).
- Web Banners
- Official video teaser of the Event
- Pictures of the on going preparation

The IFSC shall develop and distribute Feature Articles from the Event, and is entitled to receive free access to Event information and participating Athletes.

Interview Area

The Event Organiser shall provide a separate, reasonably quiet and comfortable area/room to enable interviews to take place. This facility should be located in reasonable proximity to the competition climbing wall area in order to facilitate the access to Athletes for interviews just after the end of each round. Refer to Appendix No 10 for further details

NOTE:

Interviews by public address, announcer, press, and/or television interviewers in front of the climbing wall during the competition (or carried out in such a manner as to delay the competition) shall not be permitted.

Photographers

The IFSC shall ensure to send an IFSC official photographer on each event. The pictures will be displayed on IFSC communications tools (website, social media, printed documents, etc.) and available for free to all journalists (link to pictures send to journalists via the post-comp press releases). If the Event Organiser wishes to use these pictures for another purpose than sending them to journalists for free use, it will seek the permission of the IFSC in advance.

The Event Organiser shall provide a dedicated space on each side of the Field of Play to accommodate photographers. Where possible, elevated areas shall be provided to enable photographers to obtain non-ground based pictures.

Under no circumstances shall photographers (professional or amateur) or any other non-authorised personnel be permitted to enter the Field of Play area except with the specific approval of the Technical Delegate.

Any photographer wishing to get access to Press area in the venue shall conform to the guidelines listed in Appendix No 10 – Communications on Events.

Photographers may only be allowed into the isolation zone (but not in the transit zone) with the specific permission of the Jury President. Whilst in the isolation zone, each photographer must be accompanied and supervised by an Official of the Event Organiser to ensure that the security of the isolation zone is at all times maintained and that competitors do not suffer any unwanted interference or distraction.

All Press Personnel must wear a distinctive coloured jacket with the word “Press” on the backside. Different colours of Press jackets shall be made available for different groups of media / press representatives, along with different types of access in the Venue (refer to Appendix No 10).

The Event Organiser will provide sufficient number of these jackets.

Media Accreditations' Policy

The Event Organiser shall refer to the Media Accreditations' Policy issued each year by the IFSC.



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2.12. Sponsorships

Together with Event Organiser, the IFSC must ensure that climbing competitions are ideal communication platforms for commercial sponsors. Within that perspective, a particular focus will be given to the following areas:

- Strict respect of marketing rights allocation
- Qualitative choice and professional display of branding elements on the field of play and in the venue
- Proper display of sponsors logos on all communication materials related to IFSC events.

Branding space allocation

Event branding space will be allocated as follows: 50% IFSC / 50% Event Organiser.

A precise description of the branding materials is provided in Appendix No 10 and their placement in the FOP is provided in the Appendix No 9. It is the responsibility of the Event Organiser to make sure that branding materials are produced on time and displayed properly. The design of the branding materials shall be sent and validated by the IFSC prior to the event, refer to Appendix No 14.

Sponsors Exclusivity

To allow the IFSC and the Event Organiser to involve as many commercial sponsors as possible on IFSC events, no exclusivity will be allowed both on Event Organiser and IFSC sides. The IFSC and the Event Organiser will mention the list of provisional sponsors in the Event Organiser Agreement. After signature of the EOA, the IFSC and the Event Organiser will inform each other before signing a deal with a new sponsor.

The engagement of tobacco and alcohol companies as sponsors (brands above 20 percentage alcohol) is not permitted by the IFSC for any event.

Event Organiser's sponsors promotion on IFSC Live Webcasting:

The IFSC retains all marketing rights connected to the Webcasting of Events (advertising space, clips and other), as well as related revenues.

However, beyond their visibility on the venue, Event Organiser's sponsors will get additional promotion on IFSC Live Webcasting:

- The Event Organiser will be permitted to have their sponsors of their choice shown on the Live Webcasting at the start of the Event and at the end of the Event:
 - The Event Organiser's sponsors logos (maximum 5) will be inserted on the generic logo board of Live Webcasting production to be displayed at the beginning and/or end of the Live Webcasting. All Event Organiser's sponsors logos must be sent to IFSC in high-resolution electronic format before the event, refer to Appendix No 14.
 - After permission given by the IFSC, the Event Organiser will be able to propose sponsors a maximum of 2 promotional video clips. Formats will be communicated by the IFSC before the beginning of the season. Maximum duration of sponsors' promotional video clips is set to 30 seconds for each video clip.

2.13. Communications on event

In order to ensure consistency between all IFSC events, the IFSC has defined communications guidelines. A particular focus should be made on official documents and all other event communications tools as well as on the Venue. This applies to communications BEFORE, DURING, and AFTER the event.

Communications shall be seen as one of the main assets to showcase event's key stakeholders:

- The Event Name/Event Logo
- The IFSC
- The Event Organiser



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- IFSC and Event Organiser's sponsors

For additional details, refer to Appendix No 10.

The Event Organiser shall ensure that a video screen of a sufficient size for the venue audience (refer to Appendix No 9 and 10 - Giant screen) showing both the progress of each athlete and the current ranking of the leading athlete is installed for the duration of the competition.

The IFSC will provide the software that will ensure the displaying of all the above-mentioned information.

When during the event live images are shown on a Video-board, it is advised to have two screens:

- One for the result (Scoreboard)
- One for the images (Video-board)

Additional information can be found in Appendix No 9.

2.14. Event Fees, Costs, Sponsorship, Prize-money and Awards

The event fees are composed of several categories, for any details refer to Appendix No 2:

Calendar fees

In regard to publication of the event on the IFSC official calendar. To be invoiced by the IFSC following signature of the Event Organiser Agreement. In any case payment is due before the publication date of the definitive calendar (refer to Appendix No 1).

Service fees

In regard to services provided by the IFSC to the event. For amount refer to Appendix No 2, for timeline of payment refer to Appendix No 1, for details of services refer to Appendix No 6 as well as Appendix No 12 for webcasting.

Other possible fees shall be considered:

Deposit

In regards to application process. To be invoiced by the IFSC at the date of the application closing period and in any case to be paid by the date the list of events are confirmed.

Sanctions

Sanctions to an Event Organiser is proposed by the Sport Department to the IFSC Executive Board following a breach in the Event Organiser Agreement and a report from the Technical Delegate. Basis of the sanctions are listed in Appendix No 7. At its discretion, the IFSC Executive Board can adapt the sanction to the case.

Other potential costs

In addition, the Event Organiser shall be responsible for:

- a) All costs associated with organising and running the event
- b) The provision and award of prize money and trophies

The Event Organiser is responsible to secure its sponsors.

The Event Organiser must ensure all prize money is net of any local taxes (refer to Appendix No 5).

In case the Event Organiser is using cash or check prize money must be available to the finalists immediately after



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the award ceremony.

The Event Organiser is also allowed to use post event bank transfer. Such case will be stated in the pre-event information sheet so Athletes can prepare bank account information (IBAN and BIC). Prize money shall be transferred no later than one month following the award ceremony day.



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3. APPENDIX

Appendix 1 Event Application and Appointment Timeline

Season period rules:

- a) Season for Bouldering comprises April, May, June and July
- b) Season for Lead is from comprises July, August, September, October and November
- c) 8 World Cups maximum per disciplines
- d) Season for Speed comprises April, May, June, July, August, September, October and November
- e) Rules for Athletes rest: No more that 3 World Cups in a row, and a minimum of 15 days between transcontinental travels.

Event Applications period Opening	20 th December, 2014
Event Applications period Closing	15 th March, 2015*
Event Applications deposit payment	By 31 th March, 2015*
Application acceptance / refusal	By 6 th April, 2015
Sport Department applications evaluation start	
IFSC Executive Board review	
Provisional calendar publication	30 th June 2015
Event Organiser Agreements 2016 signature	31 st July 2015
Definitive World Cups / Championships Calendar 2016	# 1 st September 2015
Calendar fees payment	1 st September 2015
Service fees first instalment payment	4 months before Event
Service fees second instalment payment	2 months before Event
Service fees last instalment payment	1 month before Event

NOTE:

- Non-respect of the above deadlines can lead to event cancellation by the IFSC.
- Calendar fees are non refundable.

(*): Closing is effective on mentioned date at midnight, CET zone. IFSC maintains the right to extend the period.



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Appendix 2

Event Fees

[all amounts in Euro]

CALENDAR FEES	Amount
World Cup	4 000
World Cup additional day (exceeding 2 days)	2 000

SERVICE FEES	Amount
World Cup Lead & Boulder	14 500
World Cup Speed	7 500
World Cup: several disciplines	14 500
World Cup (Lead or Boulder) & Master (different disciplines)	14 500 (Master benefits of World Cup services)
World Cup Speed & Master (Lead or Boulder)	7500 (No Route Setters or IFSC Judge are appointed)

DEPOSIT FEES	Amount
World Cups	500

INSPECTION FEES	Amount
2 days / 1 person inspection	300 + travel expenses



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Appendix 3

Event Facilities Checklist

This Checklist is listing the minimum list of facilities and areas that must be provided by the Event Organiser.

Glossary:

Resp.: Responsible person(s) (TD / EO / CRS)

TD: Technical Delegate

EO: Event Organiser

RS Team: Route Setting Team (Chief Route Setter (CRS) + other international route setters)

b.e.: Before Event / a.e. : After Event

EOH: Event Organiser Handbook

Glossary - Theme:

RS: Route Setting

ROOM: Rooms to be provided

ZONE: Zones that have to be arranged

EQUI: Equipment to provide

Theme	Item	Resp.	Description	Timeline	Refer to:
ROOM	Route setter storage room	EO	EO shall provide a close to wall storage room for holds and route setting equipment.	5 days b.e.until end of event	EOH 2016
ROOM	Organiser's Office / Secretariat	EO	Comprising an official Competition Director and a Secretariat responsible for dealing with all aspects of the organisation of the event and accommodation of IFSC and National Federation members	during event	-



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Theme	Item	Resp.	Description	Timeline	Refer to:
ROOM	Medical room	EO	<p>This is also the location for the anti-doping tests. It should provide:</p> <ul style="list-style-type: none"> - necessary privacy - minimal equipment: 1 office desk, 2 chairs, electricity, running water and discharge (drain, sink) - the necessary medical first aid equipment to deal with non-major ailments and injuries - the appropriate device to maintain the anti-doping test samples in the required state of conservation before analysis (e.g. refrigerator) - a lavatory 	during event	-
ROOM	Private IFSC office	EO	This is also the location for the Jury to make video play-back in case of appeals	during event	-
ROOM	Results service	EO	<p>Adjacent to the Field of Play:</p> <ul style="list-style-type: none"> - Broadband Internet Connection - cable or private wifi, connection source shall be different from webcasting source. - 1 Internet enabled computer per discipline - 1 Laser Printer - Video recording, 2 camera per route, SD cards or CCTV style 	during event	-



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Theme	Item	Resp.	Description	Timeline	Refer to:
ROOM	Press / Media office	EO	<p>Should comprise:</p> <ul style="list-style-type: none"> - Appropriate working space; - At least one fax machine; - At least one photocopier / scanner. - Full and relevant background information on the competition; - Fast internet connection - Snack and beverage if needed - Copies of the starting lists, interim and final results and, at the completion of the competition, the updated World Cup and World Ranking. <p>The Media office room shall be located in the venue</p>	during event	-
ZONE	Audience areas	EO	<p>Audience areas shall comprise the following:</p> <ul style="list-style-type: none"> - General audience - VIP area, large enough for all expected VIPs. The area shall be protected from rain and sufficient comfort is expected. 	during event	EOH , point 2.2
ZONE	Isolation Zone warm-up/practice wall	EO	And associate facilities in accordance with the regulations.	during event	EOH , point 2.2 and App 11
ZONE	Isolation Zone registration	EO	Including the security of the Isolation Zone and the continuous scrutiny in respect to all persons entering or leaving the Isolation Zone.	during event	-



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Theme	Item	Resp.	Description	Timeline	Refer to:
ZONE	Transit zone	EO	A zone visually separated from, but adjacent to the climbing wall and the isolation zone/warm-up area, where, prior to his/her attempt, the athlete and his belayers must remain until called upon to enter the Field of Play and start the attempt.	during event	-
ZONE	Separate isolation zone	EO	Adjacent to the climbing wall - to be used following a technical incident. Provision being made to ensure that strict isolation regulations are maintained between Athletes when two or more are in the separate isolation zone at any time	during event	-
ZONE	After-climbing zone	EO	To allow Athletes to change clothes, relax and for the media to contact the Athletes. This zone should be protected from access and vision by spectators.	during event	-
ZONE	Field of Play (FOP)	EO	In addition to Isolation Zone, FOP shall be big enough to accommodate the following areas: - Climbing wall and receiving area - IFSC and EO Jury area - Transit and after climbing area - Team Manager area - Authorised media and TV crew	during event	EOH, point 2.2 and App 9 and 11
ZONE	Photographers zone	EO	The Event Organiser shall provide a dedicated space on each side of the Field of Play to accommodate photographers. Where possible, elevated areas shall be provided to enable photographers to obtain non-ground based pictures.	during event	EOH , point 2.11, App 10
ZONE	Interview area	EO	In proximity to the competition climbing wall area. At the exit of the FOP. The interview backdrop shall be different from the podium backdrop.	during event	EOH, point 2.11, App 10
ZONE	Ceremonial facilities	EO	-	during event	EOH, App 8



Theme	Item	Resp.	Description	Timeline	Refer to:
EQUI	Climbing wall	EO	<ul style="list-style-type: none"> - 1 competition wall and 1 warming-up wall - The climbing wall shall be clean without stains for TV purposes. - The competition wall and the warming-up wall shall have similar profiles. Percentage of different steepness shall be relatively the same. 	during event	EOH , App 9
EQUI	Brushes	EO	<p>For bouldering events:</p> <ul style="list-style-type: none"> - EO shall provide long stick (one per boulder) with brushes on top of it for cleaning holds. 	during event	EOH, point 2.2
EQUI	Light system	EO	<ul style="list-style-type: none"> - Sufficient lights to have the wall illuminated such as Athletes can perform climbing. - Low level of light when audience is in dark can be accepted provided a follow-spot is on Athlete when climbing - Light system pertaining to speed events shall be in accordance with the IFSC Speed License rules. 	during event	EOH, point 2.2
EQUI	Sound system	EO	<ul style="list-style-type: none"> - A sound system playing music and commentary - Sound system pertaining to speed events shall be in accordance with the IFSC Speed License rules. 	during event	EOH, point 2.2
EQUI	Scoring	EO	Event Organiser shall ensure scoring can be displayed to the audience, using a giant screen.	during event	EOH, point 2.13 and App. 10



Appendix 4 Event Organisation Team

4.1. International Competition IFSC Officials:

NOTE:

When applicable, the IFSC shall inform the Event Organisers of nominated Technical Delegate, Jury President and Chief Route Setter by the 1st of January of the event year. The Chief Route Setter and the Jury President shall belong to a country other than the one where the event is taking place

Unless specified otherwise in the EOA, Officials' positions, implies authority and duties described below:

Personnel	Job Description	Minimum number of personnel
IFSC Technical Delegate (TD)	<p>In preparation for the event (up to 6 months in advance to opening time):</p> <ul style="list-style-type: none"> Has authority for ensuring that the facilities and services provided by the Event Organiser will be in accordance with IFSC Regulations. Can submit a report to the IFSC Sport Department in case they foresee a problem that might represent a breach in the Event Organiser Agreement. <p>During event:</p> <ul style="list-style-type: none"> Presides over all organisation and technical meetings with the Event Organiser, team officials, competitors, etc. Has the authority to deal with all event but non-sport related matters before, during and after the running of the competition, in coordination with the Event Organiser and other IFSC officials, if he feels the need. He shall submit to the Sport Department a detailed report on the event. In the absence of the Jury President and before her/his arrival at an event, the IFSC Technical Delegate acts on behalf of the Jury President in respect to the organisation of the event within the Field of Play. Perform other tasks related to IFSC role in the event organisation when requested by the IFSC Sport Department. Has overall authority on marketing/communications issues related to the FOP. <p>When the presence of the Technical Delegate is not applicable, the above duties are, unless otherwise specified in the EOA, be the responsibility of the Event Organiser.</p>	1



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Personnel	Job Description	Minimum number of personnel
IFSC Jury President (JP)	<ul style="list-style-type: none"> a) Has overall authority within the competition area and FOP this authority applies as well on activities of all media or related persons and all other persons which presence is required in the FOP by the Event Organiser. b) Together with the IFSC Technical Delegate, has overall authority with respect to all aspects of the running of the competition. c) Presides over all meetings regarding sport and rules concerns (i.e. with competitors and team officials or Appeal Jury), as well as all meeting of the Officials. d) Is responsible for producing rankings of each round, the overall rankings, as well as - when applicable - the updated world/continental cup rankings and Team rankings at the end of the event. e) Is required to submit a detailed report on the event and on each "Aspirant" Judge undergoing the final phase of their international training program. 	1
IFSC Judge (Ju)	<ul style="list-style-type: none"> a) The IFSC Judge is an International Judge assisting the Jury President in undertaking all aspects of judging a competition. The IFSC Judge is assisted by Route Judges. <p>In certain circumstances, and as approved by the IFSC Sport Department, additional IFSC Judges shall be appointed. In certain type of event no IFSC Judge shall be appointed, in this case the Jury president act also as IFSC Judge.</p>	1



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Personnel	Job Description	Minimum number of personnel
IFSC Chief Route Setter (CRS) and route setting team (RS)	<p>The CRS is the head of the route setting team, that is made of IFSC international Route Setters and Route Setters appointed by the Event Organiser.</p> <p>In preparation for the event (up to 4 months in advance to opening time):</p> <ul style="list-style-type: none"> Plan with the Event Organiser all matters concerning the route setting, in consultation with the Sport Department and members of the route setting team. Is responsible for checking the technical standards and safety of each route of the competition and for advising the Jury President on all technical matters within the Field of Play according the Route Setter Check list (refer to Appendix No 13). Is required to submit a report on the competition and a report on each "Aspirant" Chief Route Setter / Route Setter undergoing the final phase of their international training program. <p>During the event</p> <ul style="list-style-type: none"> The CRS coordinate the work of the route setting team members and has the responsibility to ensure that proper working and competition safety precautions are observed during the construction and dismantling of the wall and throughout the competition. Is, with the member of the route setting team, in charge of the design of the routes for each round of the competition, installing the climbing holds and quick draws for each route in accordance with IFSC regulations, checking that the routes are of the appropriate technical standard and that they comply with the IFSC's safety regulations. The repair and cleaning of the routes as instructed by the IFSC Judge. The design, installation and maintenance of the warm-up facilities. The assistance of the scoring team and/or the Route/IFSC Judge(s) in compiling the "topo" for each route. Advising the IFSC Jury President on the positioning of the video cameras. Advising the Webcasting / Broadcasting provider on the positioning of the cameras. Advising the Jury President and IFSC Judge on the maximum time that Athletes should be permitted to attempt a route. Check that all routes and walls are in accordance with safety instructions of the present document (point 6 safety) and the IFSC Rules (Part 2: technical rules). 	3

NOTE:

Additional duties and authority on safety are listed below in point 1.8 Safety as well as in the IFSC Rules for what concerns the appeal Jury



4.2. Event Organiser's team

The Event Organiser should provide the following personnel.

Team Members working or volunteering at the event must wear an identifying uniform (refer to Appendix No 9).

Personnel	Job Description	Minimum number of personnel
Event Manager	General management and final responsibility for the organisation of the event.	1
Sport Manager	To carry out the following activities: All pre-event organisation and administration plus supervision & liaison with those providing construction of the competition climbing wall and associated facilities, and the venue facilities.	5
Ushers	To welcome IFSC officials, Athletes, team members, media, VIP guests, spectators and other personnel associated with the event.	3
Control and competition assistants	<ul style="list-style-type: none"> Register and control authorised persons entering and leaving the isolation zone. Maintain security of the isolation zone and competition zone. Accompany and generally assist Athletes on leaving the isolation zone and walking to the transit zone and the competition wall. 	3 for the competition zone, 3 for each isolation zone, overall minimum of 7
Ceremonial team	Organise, manage and execute the opening and closing ceremonies.	
Route Judges	<p>When not specifically appointed by the IFSC Sport Department (e.g. "Aspirant" Judges under training), the Event Organiser shall provide a Route Judge for each route or boulder of the competition.</p> <ul style="list-style-type: none"> Route Judges shall be persons holding either International or National licenses. They shall be fully informed of the technical rules and regulations governing IFSC International events, and shall be instructed in their duties by, and work under the direction of, the IFSC Judge and/or Jury President. 	1 per route
Brushers	For Bouldering event, are in charge of cleaning holds after every Athlete attempts.	1 per route



Personnel	Job Description	Minimum number of personnel
Belaying team	Consisting of belayers trained to belay employing competition techniques Please see job description on IFSC Website / competition / officials or here	2 for each route that is simultaneously climbed
Wall cleaning team	For bouldering, there must be one person for each boulder, this person could be also an assistant to the judge. Please see job description on IFSC Website / competition / officials or here	2 for each route that is simultaneously being climbed
Aspirant route setters	IFSC CRS will get in touch with EO in order to nominate aspirant route setters that will assist the IFSC route setting team. Expenses are to be covered by EO.	1 to 2
Video recording (for jury) and playback team	Video operators, best if national judges.	2
Marketing Manager	Ensure a liaison with the IFSC regarding branding and sponsors issues.	1
Media Manager	Ensure media representatives and other media personnel have access to the information and services they require before, during and after the event in a short-term delay.	3, including 1 Media Manager
Web Broadcasting / Broadcasting Liaison	Ensure direct liaison with the IFSC on the web broadcasting/broadcasting preparation and operations to ensure event's best TV/web TV coverage.	1
Medical	Should remain close to the Field Of Play.	1 Doctor (in accordance with IFSC regulations) + medical assistants



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Personnel	Job Description	Minimum number of personnel
Speaker	<p>Provide the audience commentary on the Athletes' performance. English speaking is not mandatory however he/she shall be able to perform Athletes' and Competition announcements in English.</p> <p>Speaker shall not provide any technical information on the routes he/she is required to consult with the Technical Delegate before any announcement of that kind.</p>	1



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Appendix 5 Prize Money

PRIZE MONEY REQUIRED AT EVENTS

Prize Money - Total by Category:

Prize money must be equal for Women and Men;

Apply in Boulder, Lead, Speed:

Figures are 'net', represent what the Athletes should receive, and do not include taxes applicable for host National Federation which in any case are to be borne by the Event Organiser.

[all amounts in Euro]

Place	Amount
1st	3 450 €
2nd	2 150 €
3rd	1 250 €
4th	680 €
5th	440 €
6th	320 €
Total:	8 290 €



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Appendix 6 IFSC Technical Services Fees

The following list presents what services will be provided to the Event Organiser.

Glossary:

Resp.: Responsible person(s) (IFSC / SD / TD / EO / IWP)

IFSC: Department other than Sport

SD: IFSC sport Department

TD: Technical Delegate

EO: Event Organiser

RS Team: Route Setting Team (Chief Route Setter (CRS) + other international route setters)

IWP: IFSC Webcasting Provider

JP: Jury President

TBD: To Be Discussed

b.e.: Before Event / a.e. : After Event

EOH: Event Organiser Handbook

Glossary - Theme:

1 - ADMIN

2 - COOR: Coordination

3 - HR during event: IFSC Human Resource for the event

4 - MEDIA: Media / Press and Communication related initiatives

5 - IT: Information Technology system / Result system

6 - WEB: Webcasting and video

7 - WR: Speed World Record

8 - TEC: Technical

6.1. General for all events:

No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
1,1	ADMIN	Event Reporting	IFSC	IFSC will provide report on the competition organization to the EO and offer to the EO to report on IFSC Services	Cal. Fees	2 months a.e	EOH, point 1.3



No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
1,2	ADMIN	Officials Nomination	SD	IFSC will nominate the following team of officials: - Technical Delegate - Jury president - International Judge (for Boulder and Lead events) - Route Setting Team (for Boulder and Lead events)	Serv. Fees	January of event year	EOH, point 1.3
2,1	COOR	Event preparation	TD	TD will contact with EO and define work plan in accordance with IFSC regulations	Serv. Fees	6 months b.e	EOH, App 14
2,2	COOR	All actors coordination	TD / SD	TD and SD will act as the single contact between EO and all involved IFSC Departments, Officials and providers	Serv. Fees	6 months b.e	-
2,3	COOR	Information publication	TD / SD	TD will advise EO on compulsory information to provide to IFSC and other parties	Serv. Fees	3 months b.e	-
2,4	COOR	Wall design	TD / CRS	TD will review with EO the wall and structure design, to verify accordance with the IFSC safety regulation. TD will advise on best design for good sport presentation. CRS will review wall design in order to prepare route setting.	Serv. Fees	3 months b.e	-
2,5	COOR	Event schedule	TD	TD will review with EO events schedules and timelines to verify accordance with IFSC regulations. TD will advise on best schedules for good sport presentation	Serv. Fees	3 months b.e	-
2,6	COOR	Appendix 14	TD / SD	TD and SD will assist EO in following Appendix 14 Timeline	Serv. Fees	6 months b.e	EOH, App 14
2,7	COOR	FOP	TD	TD will advise EO on FOP design for good sport presentation	Serv. Fees	3 months b.e	-



No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
2,8	COOR	Crisis	TD / SD	TD and SD will assist and advice EO in case of unforeseen problem. SD might mobilize additional resources according the need.	Serv. Fees	-	-
3,1	HR during event	Operations	TD	TD will be present during event time in order to assist and advise the EO in general operation and in particular: - FOP branding and logo placement in agreement with what was defined with IFSC. - Ceremonies and protocols - Schedules - IFSC Rules and regulations - Athletes and Athletes' entourage	Serv. Fees	during event	-
4,2	MEDIA	TVs	IFSC	TV News edits and dope sheets to be provided via an ftp server for TV stations to download.	Serv. Fees	6 hours a.e	-
4,3	MEDIA	Movies copy	IFSC	Copies of Semi-finals and finals can be provided to IFSC or EO by copying overnight if windows based external hard drive is provided. The main output will be available as MP4 and ISOCAMS will be in either MOV or the raw format from the camera	Serv. Fees	Upon request	-
4,4	MEDIA	Statistics	IFSC	Youtube statistics are available on IFSC Youtube channel. IWP will provide access to all statistics regarding the back-up stream.	Serv. Fees	Always available/ upon request	-
4,5	MEDIA	Media plan	IFSC	The IFSC shall be responsible for international media plan and provide an international press review. The Event Organiser is responsible for national communications and media plan in collaboration with the IFSC.	Serv. Fees	60 days b.e	-



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No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
4,6	MEDIA	Media representative's hosting	IFSC	If media representatives, outside the event country, wish to attend an event, the IFSC shall pay for the travel costs between the media representative's country and the event country. The Event Organiser shall pay for meals and accommodation and other expenses on site. Maximum 3 media representatives per event. Hosting media representatives shall be subject to a previous mutual agreement between the Event Organiser and the IFSC.	Serv. Fees	15 days b.e	
4,7	MEDIA	Press releases	IFSC	The IFSC shall write and distribute Press Releases related to all events, and shall require the Event Organiser to provide a minimum information pertaining to the event no less than 15 days before the commencement of the event. Specifically, the IFSC shall issue a Press Release both before and after the event.	Serv. Fees	5 days b.e at the latest & 2 days a.e at the latest	-
4,8	MEDIA	Press clippings	IFSC	IFSC will provide press clippings after each event. Event Organiser assistance is requested for National Press clippings	Serv. Fees	1 month a.e	-
4,9	MEDIA	Social Media	IFSC	IFSC will promote each event through its social media and website	Serv. Fees	1 week b.e, during, up to 2 days a.e	-
5,1	IT	Handheld devices	IFSC	IFSC will provide 5 Tablets for Lead events and 10 for Boulder.	Serv. Fees	during event	-
5,2	IT	Graphics	IFSC	IFSC will turn live result data into graphics. IFSC will provide feed, EO will be responsible to display it onto audience screens. IWP will be responsible to embed it onto webcasting.	Serv. Fees	during event	-
5,3	IT	Export for TV	IFSC	IWP will ensure live result and graphics can be exported for broadcasting purpose.	Serv. Fees	during event	-



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No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
6,1	WEB	Staff Planning	IFSC / IWP	IWP to provide staff assignments per event	Serv. Fees	By March 31	-
6,2	WEB	Staff Planning	IFSC / IWP	Up to 3 persons x each World Cup event, EO will provide professional camera operators to assist IWP crew (refer to Appendix 12)	Serv. Fees	during event	-
6,3	WEB	Producer	IFSC / IWP	Producer will ensure sound, graphics, video, editing, post event report	Serv. Fees	during event	-
6,4	WEB	Camera man	IFSC / IWP	Cameraman will act as helper before the event, proceed with interviews during Qualifications, and act as cameraman of roaming camera during Semi-finals and Finals.	Serv. Fees	during event	-
6,5	WEB	Staff Planning	IFSC / IWP	IWP to nominate commentator resource	Serv. Fees	By March 31	-
6,6	WEB	Definition stream	IFSC / IWP	IWP will provide HD stream produced live on YouTube and a secondary SD stream on another platform for those unable to access YouTube. This requires a minimum of 3.5 mbps	Serv. Fees	during event	-
6,7	WEB	Footage	IFSC / IWP	IWP will provide HD stream produced live on YouTube and a secondary SD stream on another platform for those unable to access YouTube. This requires a minimum of 3.5 mbps	Serv. Fees	Done automatically after each event on YouTube or 2 days a.e	-
8,1	TEC	Camera - Lead	IWP	4 cameras SDI output; 1 roaming camera (wireless) + 1 camera on wall (GoPro) or elevated position	Serv. Fees	during event	-
8,2	TEC	Camera - Boulder	IWP	4 cameras SDI output; 1 roaming camera (wireless) + 1 camera on wall (GoPro) or above the boulder	Serv. Fees	during event	-
8,3	TEC	Camera - Speed	IWP	2 cameras SDI output; 1 roaming camera (wireless)+ 1 camera on wall (see project in Chamonix)	Serv. Fees	during event	-



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No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
8,4	TEC	Video mixer	IWP	Upgrade mixer allowing to record every channel separately and provide broadcast quality footage of any athlete upon request.	Serv. Fees	Footage will be cleaned after one month, except of finals	-

6.2. Specific for Lead and Boulder:

No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
3,2	HR during event	Route setting	SD	SD will put at disposition a Route Setting Team to take care of all route setting. EO will provide equipment in accordance with the Appendix 3 (Event Facilities) and Appendix 13	Serv. Fees	during event	EOH, App 3 and 13
3,3	HR during event	Judging	SD	SD will provide a team of international Judge to manage the result production and assist national judges. EO will provide equipment in accordance with the Appendix 3 (Event Facilities)	Serv. Fees	during event	EOH, App 3
5,4	IT	Live result, Bouldering	IFSC	IFSC will ensure score collected from Tablets will be turned to live results for Qualification, Semi-Finals and Finals.	Serv. Fees	during event	-
5,5	IT	Live result, Lead	IFSC	IFSC will ensure score collected from Tablets will be turned to live results for Semi-Finals and Finals.	Serv. Fees	during event	-



6.3. Specific for Speed:

No	Theme	Item	Resp.	Scope of Service	Cost	Timeline	Refer to:
3,4	HR during event	Judging	SD	SD will provide 1 Technical Delegate and 1 President of Jury to manage the result production and assist national judges. EO will provide equipment in accordance with the Appendix 3 (Event Facilities)	Serv. Fees	during event	EOH, point 1 and App 3
5,6	IT	Live result, Speed	IFSC	IFSC Officials will ensure time collected from Speed Timing Systems will be turned to live results.	Serv. Fees	during event	-
5,7	IT	Timing Device	EO	EO will make sure Speed Timing System are amongst devices approved by the IFSC for Speed World Records	TBD	during event	Speed Timing approved devices*
7,1	WR	Homologation	IFSC	IFSC will proceed with homologation of the speed wall.	Serv. Fees	1 day b.e.	Speed world record license rules**

** IFSC Speed Timing devices certificated list is published on IFSC website

* IFSC Speed world record license rules can be download from the IFSC Website



Appendix 7 Sanctions

Sanctions to Event Organisers will be made upon report from the Sport Department to the Executive Board.

Request for deposit are based on year N-2 reports.

[all amounts in Euro]

Discipline	Category	Sanction	Description	Detail / Reference
Boulder	Deposit	10 000	Wall inadequate - (not enough space)	If problem occurs, and in case of candidacy for next year.
Boulder	Minor	500	Brushers inadequate	One per boulder, refer EOH Appendix 3.
Boulder	Minor	500	Brushes inadequate	Not enough brushes or brushes too short.
Boulder	Minor	500	No timers in transit	EOH Appendix 9, Boulder.
Lead	Serious	10 000	Wall inadequate	Minimum width of each section refer to EOH Appendix 9 with an absolute minimum 3 meters per route.
Lead	Medium low	2000	Video equipment not provided	Defined as no camera (with SD card) provided to the Route setting team and / or no equipment provided to play the video before the opening of the warming up.
Speed	Serious	10 000	Equipment not in line with Speed World record format	IFSC Speed license rules.



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Discipline	Category	Sanction	Description	Detail / Reference
General	Serious	10 000	Information Sheet not provided to the IFSC	Defined as nothing sent to the IFSC TD or the IFSC office sent at midnight of the day 3 weeks ahead of first day of event. The IFSC shall immediately acknowledge reception of the email.
General	Medium low	2 000	Inadequate water	Defined as the last climber not having enough water.
General	Serious	10 000	No internet for Results Service	Must have dedicated internet for Results.
General	Minor	500	Minor Inadequate IFSC Webcasting Provider facilities	Such as but not limited to: - no transportation from and to the airport, - hotel too far from the venue - no sufficient internet connection in the hotel...Refer to EOH Appendix 12
General	Serious	10 000	Serious Inadequate IFSC Webcasting Provider facilities	Such as but not limited to: - IWP internet connection not ready on time and/or cut before 24 hours a.e. - Internet connection below 3.5mbt/s. - Recurrent cut in power supply or power supply cut right after the event
General	Medium plus	5 000	Serious Inadequate IFSC Webcasting Provider facilities	Such as but not limited to: - Interview zone missing or not close to the wall. - No professional and/or semi-professional cameramen.
General	Serious	10 000	Anthems	Defined as: The EO is not using the folder of anthems provided by the Technical Delegate.
General	Serious	10 000	Anthems	Defined as: The EO is not using the folder of anthems provided by the Technical Delegate and a wrong anthem is played.
General	Medium plus	5 000	Mats in isolation do not conform norms	E.g. no mat cover or velcro connections.



Discipline	Category	Sanction	Description	Detail / Reference
General	Medium plus	5 000	Holds on warming up wall on time	refer to EOH Appendix 11: before opening of isolation zone.
General	Medium low	2 000	Enough holds on warming up wall	At least 8 holds per square meter.
General	Medium plus	5 000	No electronic scoreboard	Refer EOH, point 2.8 and Appendix 12.
General	Medium plus	5 000	No flag ceremony	Defined as: If no physical flags are used, the EO is not using the folder of flags provided by the Technical Delegate and / or no equipment is available to display electronically these flags.
General	Serious	10 000	No anti doping test	Refer EOH, point 2.9.
General	Medium plus	5 000	No dedicated toilets in iso/warm up	E.g. events when the public were able to use the isolation toilets.
General	Medium low	2 000	Inadequate toilets	Refer EOH, Appendix 10.
General	Medium plus	5 000	Validation of communication materials on event	Defined as the following elements not fully or partially validated by the IFSC within the required delays: - Field of Play Design and event schedule: 3 months b.e - Branding material: 60 days b.e - Event Media Plan: 60 days b.e - Athlete Bib Design: 30 days b.e - Field of Play Final Validation: 30 days b.e
General	Medium plus	5 000	Schedule not respected	Defined as the following: - In final round, podium and/or podium backdrop and/or officials and/or team giving the medals not in place 15 minutes after the last climber's attempt. - For all rounds, national judges or other EO officials not ready 10 minutes before round start.



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Discipline	Category	Sanction	Description	Detail / Reference
General	Minor	500	IFSC officials hotel	Too far away - 15 minutes maximum by any means of transport.
General	Minor	500	IFSC officials hotel	Poor quality hotel i.e. only 2 stars.



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Appendix 8 Ceremonies and Protocol

The IFSC Technical Delegate takes the decisions about all matters of protocol arising before and during official events under IFSC responsibility. The decision of the IFSC Technical Delegate is to be considered final.

8.1. General provisions

The Event Organisers of IFSC events shall submit the following documents to the IFSC for approval minimum 3 months before the first day of the event. During event, only the IFSC Technical Delegate can approve a deviation from these provisions.

All the detailed proposals for organisation and program of the:

- Opening Ceremony
- Award Ceremony
- Closing Ceremony
- Program for any receptions in detail

English is the mandatory language for the ceremonies, with other languages as warranted or desired.

8.2. Opening Ceremony

Opening ceremony for World Cup is not mandatory.

If any, the formal Opening Ceremony takes place on the day of the first heat and should be held without an entertainment component.

The Opening Ceremony should begin with a march of the Athletes who represent the participating National Federations. The number of representatives can vary (from one representing athlete to all the participating Athletes). One of these shall carry their national flag.

The Event Organiser provides one person on behalf of the organisation or one member of each team to carry a board with the name of the country.

The Athletes should stand facing the audience.

The Event Organisers shall, if the competitions are held outdoors, prepare an alternative program of opening in the case of bad weather.

The formal part of the Opening Ceremony may consists of a maximum of 4 speeches, each no longer than 5 minutes. English is the mandatory language for the ceremonies. If the speeches will be translated to other languages, the translation should not exceed 8 minutes. The following persons in the following order normally give speeches:

- The Mayor or Head of the City where the event is held.
- National Government representative.
- The President of the host National Federation.
- The President of the IFSC or his representative.

At the end of his speech the IFSC representative will declare the Competitions "open". The IFSC-flag is raised and followed by the national anthem of the organising country played while their national flag is raised. No other national or regional anthem is to be played at the formal Opening Ceremony.



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Entertainment

After the formal part of the Opening Ceremony a program of entertainment can be presented. This program should not exceed 45 minutes.

The program of the Opening Ceremony shall be presented to the IFSC a minimum of 3 months before the date of the Opening Ceremony of the Competition.

8.3. Award Ceremony

General:

- It is strongly recommended that the organiser conducts a rehearsal of the award ceremony prior to the competition in order to ensure that the ceremonies will be held according to the time schedule and IFSC requirements.
- Medals will be given to first the bronze medallist, then to the silver medallist, before finally to the gold medallist.
- Only two people may be involved in the medal presentation. One who presents the medals and the other souvenirs (flowers or appropriate gifts or both).

Podium and flag arrangements: (see Appendix 9)

- An IOC-style Podium should be provided for the first three places.
- The winner's part of the Podium should be slightly higher than the silver position which should be slightly higher than the bronze position.
- Event Organiser must provide for 3 Flagpoles for the medal winner's national flags in addition to two flagpoles nearby for host country and the IFSC's flag. Instead of flagpoles either 3 video screens of comparable size and visibility to the figures on the podium, or a large one may be used for showing the national flags of the winners.
- Looking at the front of the Podium, the winner stands in the middle, the silver medal to the left side and the bronze medal to the right side (per IOC standards, see picture below).
- A Public Address system must be available to play music, national anthems of the winning federations, and for the announcement of the winners, etc.

Equipment and personnel:

The Event Organiser should provide for:

- The national anthems and national flags (either physical or digital) of each participating country.
- A good and powerful loudspeaker system with an experienced speaker (able to speak two or three languages).
- An experienced Master of Ceremonies.
- A good communication between speaker and Master of Ceremonies.
- The souvenir presenters and medal presenters. In principle, members of the IFSC Executive Board will present the medals.

Exceptions:

- The IFSC may appoint any other respectable person(s) in addition to the IFSC Board members for medal presentation.
- The IFSC can authorise a high ranked VIP who is attending the event to present a medal.
- If the Event Organiser wishes to give the honour to a local VIP, or sponsor to present the medal(s) this shall be agreed with the IFSC Technical Delegate.

Scenario:



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- The parade starts from the assembly area - which should be close to the podium - to the medal presentation area while the public address plays suitable music.
- The procession enters the medal presentation area from the left and the order is as follows:
 - The Master of Ceremonies.
 - The persons carrying the medals and flowers.
 - The Bronze medal winner wearing their official or sport uniforms and shoes.
 - The Silver medal winner wearing their official or sport uniforms and shoes.
 - The Gold medal winner wearing their official or sport uniforms and shoes.
 - The order of the medallist is opposite if they approach the podium from the right to the left).
 - The IFSC Medal Presenter.
 - The Medal and the souvenirs will be presented to the medallists one by one, start with the Bronze medal winner (medal and souvenirs), then to the Silver medal winner followed by the Gold medallist.
 - At the end of the medal and souvenir presentation the presenters step to the side of the podium and face the flagpoles or video screens as the speaker calls up to "please rise for the national anthem of ...(winner's country)".

Unless specifically authorised by the IFSC Technical Delegate and the Jury President, the top 3 finalists shall attend the award ceremony in their national uniform. Failure to observe this regulation shall make a competitor liable to a «Yellow Card» sanction.

Athletes dress Code:

- The IFSC Medal Presenters and the accompanying persons shall be dressed formally.
- Athletes who will receive medals shall be present at the place where the Medal Party assemble in due time in their national uniform complete with shoes.
- Athletes may wear sunglasses (in case of an outdoor ceremony) and hats but the hat must be removed as the medals are presented and must not be replaced until after the National Anthem of the gold medal winner is played.

No sport accessories can be taken on to the podium at the medal presentation, nor may national flags be carried to the podium at the medal presentation.

Advertisements at the Medal Awarding Ceremony area:

Advertisement in the area of the medal ceremony is allowed but needs to be approved by the IFSC one month before the event:

- See the Appendix No 9 – Field of Play design.
- No advertising can disturb the judging system and view of the competition
- The advertising of the IFSC sponsor(s) has the priority to be placed in the most favourable location of the medal ceremony area.

NOTE:

A document presenting in sequence the steps to achieve for the award ceremony is available in the resource center at <https://ifsc.gestixi.com/resource-center>

8.4. Closing Ceremony

Closing ceremony is not compulsory for World cups

If any, the Closing Ceremony normally will take place immediately after the Medal Awarding Ceremony. The following persons in the following order normally give speeches:

- The Mayor or Head of the City where the event is held
- The President of the Organising Federation



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The President of the IFSC or his representative:

- Begins his speech by congratulating and thanking the Organising National Federation
- Declares the event closed
- The IFSC flag is lowered, folded and brought to the President or representative of the Organising Federation
- In the case of a World or Continental Championship the President of the present Organising Federation passes the IFSC-flag to the President of the next Championships.

The National Anthem of the host country is played and the National flag is lowered.

No other awards may take place, no other speeches are allowed and no one other than those named above will go onto the stage & ceremony area.

The Ceremonies will be live streamed on the screen.

Social Events

All social events held in connection with the event are to be included in the contract between the IFSC and the Event Organiser. Any such sporting or cultural or entertainment events will require the approval of the IFSC in advance of the competition.

The extent of the social program depends upon the Event Organiser after considering a number of factors:

- Costs
- Number of persons
- Number of persons
- Number of functions
- The times available during the competitions

As a guide the following events should form the basis of the social program:

The evening of the Technical Meeting a simple reception for the IFSC and the Team Managers.

An IFSC Press Reception after a press conference.

The organisation of a Farewell Party for the Athletes is not recommended. The Event Organiser may arrange a party on their own responsibility. If such a party is held it is suggested that:

- Soft drinks only
- Foods
- Dance music
- Special attention should be paid to the security of the party

It is essential that all the social events are carefully planned, a list of invitations is prepared, and an efficient program is presented.



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Appendix 9 Field of Play design

9.1. General for all World Cups

The standardised FOP for World cup is made of the following areas

- a) **Climbing Wall**
Lead and speed walls shall be elevated on a stage or with the audience placed in an amphitheatre type area such as the whole wall is visible from any part of the general audience area.
Bouldering walls shall be placed in line or in a semi circular manner and elevated on a stage or with the audience placed in an amphitheatre type area such as the whole wall is visible from any part of the general audience area.
- b) **Isolation / Warming-up and transit zones**
The Isolation Zone is a restricted area for the Athletes and Team Officials to warm up and prepare for the competition rounds. It may be localised out of the Venue event and should consist of a general area for relaxation and refreshment and an area that includes a warming-up wall.
Additional detail over Isolation zone design can be found in Appendix No 11.
- c) **Jury**
The Jury zone shall be immediately front to the wall, though respecting a security distance used for Athletes falling / being brought down by belayers.
They shall have if needed a table and chairs, in a discreet manner such as this area is almost not seen by the general audience and in any case not prevent the audience to watch the Athletes in their performance.
Access to this zone shall be restricted to judges and jury members or duly authorised persons.
- d) **Team Manager zone**
This zone is a restricted zone accessible only to Team Managers registered through the IFSC result service and limited to one per nation involved in the relevant round. It shall have a direct view to the wall and Athletes' performance and be adjacent to the Jury zone. It shall also have either a direct view onto the live results displayed by the screen or be equipped with a reserved to Team Manager Wifi connection to internet.
Size of the zone can be adjusted depending the number of Team Managers present.
- e) **Camera and Press zone**
Special areas for Camera placement and Photographers shall be arranged. These areas shall not prevent the Jury and Team Manager zone to have direct view over the wall and shall limit as much as possible the impact on the audience view to the FOP.
These areas are restricted to duly authorised TV crew and Press

Access to the above zones, shall be checked by an Event Organiser team member.

Consequently, people and officials having access to the above listed zone, shall be accredited or registered (e.g. Team Managers).

Access for disabled persons

Shall be in lines with national standards and in any case provide adapted access for wheelchairs.

NOTE:

1. IFSC Technical Delegates will have the possibility to adapt the agreed FOP design upon special circumstances.
2. Event Organiser logo refer to the National Federation logo only.
3. A Set on drawings has been designed as example of provisions below. In any case the Appendix No 9 remains the reference.



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9.2. LEAD

On Climbing Wall:

Width: shall be large enough to welcome 4 routes at the same time .

Height: If a speed wall is present on the FOP, the lead wall shall be of minimum 15m high.

Colour: a maximum of three different colours.

Advertising: the following logos must be displayed on the climbing wall in the same surface (maximum 1m²) and with the equal advertising space:

- IFSC logo
- IFSC sponsors' logos (maximum 3)
- Event Organiser logo
- Event Organiser's sponsors logos (maximum 3)

These logos can be duplicated depending on the size of the climbing wall.

Along each route, additional maximum 0,04m² logos (50% being IFSC sponsors and 50% Event Organiser's sponsors) can be displayed at key places. Maximum 3 logos for the IFSC and 3 logos for the Event Organiser for each route.

Branded quick draws are permitted on the basis of the following allocation, in any case the Event Organiser shall inform the IFSC of such equipment at least 6 months before the event:

- 50% of the branded quick draws for the Event Organiser
- 50% of the branded quick draws for the IFSC

NOTE:

In case the manufacturer of the wall is not a sponsor of either the IFSC or the Event Organiser and that its name and/or logo appear(s) on the wall, this logo will be considered as Event Organiser's sponsor and counted in the space allocated to the Event Organiser (refer to above "Advertising").

Holds / Volumes:

Colour: one single colour per route (another colour for volumes is acceptable). No logo except the holds manufacturer's one shall appear on holds. The holds manufacturer's logo should not exceed 10% of the surface of each hold (including volumes). For volumes, the maximum surface per logo and per volume shall not exceed 0,04 m².

Side of the wall:

The branding of the side of the wall is strongly recommended. The space is allocated 50% to the IFSC (1 IFSC logo + 2 IFSC sponsors logos) and 50% to the Event Organiser (1 Event Organiser logo + 2 Event Organiser's sponsors logos). Surface of each logo: 2m² maximum.

These logos can be duplicated depending on the size of the side of the wall.

Top Platform:

Advertising: the space of the platform is divided in 3 sections:

- a) Left hand area is dedicated to the promotion of 1 IFSC logo and 1 IFSC sponsor logo
- b) Central area is dedicated to the promotion of the Event Name/Logo
- c) Top right hand area is dedicated to 1 Event Organiser logo and 1 Event Organiser's sponsor logo

These logos can be duplicated depending on the size of the top platform.

Minimum height of the platform: 0,8m.

Each section shall have equal surface. The surface of the logos should fit with the surface of the section, each logo having the same surface.



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In case top platforms cannot be displayed, they should be replaced by additional wall logos (maximum 3 logos – see above) positioned on the top of the wall. Surface of each logo: 1m².
These logos can be duplicated depending on the size of the wall.
Placement will be at the discretion of IFSC Technical Delegate.

Countdown Clock:

Should be located visible to the spectators and camera crew (either broadcasters and/or webcast crew)
If any, IFSC time keeping sponsor has priority in the advertising on the countdown clock.
The surface of the logo shall be maximum equal to the clock surface, wherever the clock is displayed (wall, giant screen...).

Giant Screen:

Giant screen: minimum size: 3m x 2m.
It shall not be visible from the Athletes position before and during competition (on wall, transit zone).

Transit zone:

At the exit of the Transit zone, a starting gate is highly recommended. The starting gate design will include:

- IFSC logo
- Event Organiser logo
- Event Organiser's sponsors logos (maximum 2)
- IFSC sponsors logos (maximum 2)
- Event Name/Logo at top centre of the starting gate

These logos can be duplicated depending on the size of the transit zone.

Perimeter banners / front of the stage:

IFSC recommends the production of a roll of banners to be displayed on the perimeter banners.
The space on a banner will be allocated as follow:

- The Event name/Logo will be displayed on the left (50% of space)
- The IFSC logo and IFSC sponsors logos displayed on the top right (25% of space). Maximum 3 IFSC sponsors logos.
- The Event Organiser and Event Organiser's sponsors logos displayed on the bottom right below the IFSC and IFSC sponsors logos (25% of space). Maximum 3 Event Organiser's sponsors logos.

These logos can be duplicated depending on the size of the perimeter banners.

Ground space at the bottom of the wall:

The ground space can be used to display logos (1 Event logo + 1 IFSC logo + 1 IFSC sponsor logo + 1 Event Organiser's logo + 1 Event Organiser's sponsor logo). Maximum 0,6m² per logo. To be requested 30 days before the event.
These logos can be duplicated depending on the size of the ground space.



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9.3. BOULDER

On Climbing Wall:

Width: shall be large enough to welcome 10 routes at the same time

Height: according EN 12572 norm.

Colour: a maximum of three different colours

Advertising: the following logos must be displayed along each route in the same surface (maximum 0,0225 m²) and with the equal advertising space:

- IFSC sponsors logos (maximum 2 per route)
- Event Organiser's sponsors logos (maximum 2 per route)

NOTE:

In case the manufacturer of the wall is not a sponsor of either the IFSC or the Event Organiser and that its name and/or logo appear(s) on the wall, this logo will be considered as Event Organiser's sponsor and counted in the space allocated to the Event Organiser (refer to above "Advertising").

Holds:

Colour: one single colour per route (another colour for volumes is acceptable). No logo except the holds manufacturer's one shall appear on holds. The holds manufacturer's logo should not exceed 10% of the surface of each hold (including volumes). For volumes, the maximum surface per logo and per volume shall not exceed 0,04 m².

Top Platform:

Advertising: the space of the platform is divided in 3 sections:

- a) Left hand area is dedicated to the promotion of 1 IFSC logo and 1 IFSC sponsor logo
- b) Central area is dedicated to the promotion of the Event Name/Logo
- c) Top right hand area is dedicated to 1 Event Organiser logo and 1 Event Organiser's sponsor logo

These logos can be duplicated depending on the size of the top platform.

Minimum height of the platform: 0,8m.

Each section shall have equal surface. The surface of the logos should fit with the surface of the section, each logo having the same surface.

In case top platforms cannot be displayed, they should be replaced by additional wall logos (1 IFSC logo, 1 IFSC sponsor logo, 1 Event name/Logo, 1 Event Organiser logo, 1 Event Organiser's sponsor logo) positioned on the top of the wall. Surface of each logo: 1m². Placement will be at the discretion of IFSC Technical Delegate.

These logos can be duplicated depending on the size of the wall.

Countdown Clock:

Should be located visible to the spectators and camera crew (either broadcasters and/or webcast crew).

If any, IFSC time keeping sponsor has priority in the advertising on the countdown clock.

The surface of the logo shall be maximum equal to the clock surface, wherever the clock is displayed (wall, giant screen...).

Giant Screen:

Giant screen: minimum size: 3m x 2m.

It shall not be visible from the Athletes position before and during competition (on wall, transit zone).



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Transit zone:

At the exit of the transit zone, a starting gate is highly recommended. The starting gate design will include:

- IFSC logo
- Event Organiser logo
- Event Organiser's sponsors logos (maximum 2)
- IFSC sponsors logos (maximum 2)
- Event Name/Logo at top centre of the starting gate

These logos can be duplicated depending on the size of the transit zone.

Perimeter banners / front of the stage:

IFSC recommends the production of a roll of banners to be displayed on the perimeter banners.
The space on a banner will be allocated as follow:

- The Event name/Logo will be displayed on the left (50% of space)
- The IFSC and IFSC sponsors logos displayed on the top right (25% of space). Maximum 3 logos for the IFSC sponsors logos.
- The Event Organiser and Event Organiser's sponsors logos displayed on the bottom right below the IFSC and IFSC sponsors logos (25% of space). Maximum 3 logos for the Event Organiser's sponsors logos.

These logos can be duplicated depending on the size of the perimeter banners.

Ground space at the bottom of the wall:

The ground space can be used to display logos (1 Event logo + 1 IFSC logo + 1 IFSC sponsor logo + 1 Event Organiser logo + 1 Event Organiser's sponsor logo). Maximum 0,6m² per logo. To be requested 30 days before the event.

These logos can be duplicated depending on the size of the ground space.

9.4. SPEED

On Climbing Wall:

Width and Height: As per the IFSC standard on world record format walls. Refer to IFSC Speed License rules on website.

Colour: as specified in IFSC Speed rules

Advertising: no advertising should be applied along the route.

Vertical banner on the central section between the 2 routes is maximum 0,4m for a one-piece-wall.

Shall be displayed on the vertical banner: 1 Event Name/Logo, 1 IFSC logo, 1 IFSC sponsor logo, 1 Event Organiser logo, 1 Event Organiser's sponsor logo. These logos can be duplicated depending on the size of the vertical banner.

When no width constraints (two-piece-wall), the width of the vertical banner is minimum 0,4m.

On top of each finish pad, a logo (0,4m²) is allowed: 1 IFSC sponsor logo and 1 Event Organiser's sponsor logo.



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NOTE:

In case the manufacturer of the wall is not a sponsor of either the IFSC or the Event Organiser and that its name and/or logo appear(s) on the wall, this logo will be considered as Event Organiser's sponsor and counted in the space allocated for the Event Organiser (refer to above "Advertising").

Holds:

Colour: as specified in IFSC Speed rules

Advertising: none

Side of the wall:

The branding of the side of the wall is strongly recommended. The space is allocated 50% to the IFSC (1 IFSC logo + 2 IFSC sponsors logos) and 50% to the Event Organiser (1 Event Organiser logo + 2 Event Organiser's sponsors logos). Surface of each logo: 2m² maximum. These logos can be duplicated depending on the size of the side of the wall.

Top Platform:

Advertising: the space of the platform is divided in 3 sections:

- a) Left hand area is dedicated to the promotion of the IFSC logo and 1 IFSC sponsor logo
- b) Central area is dedicated to the promotion of the Event Name/Logo
- c) Top right hand area is dedicated to the Event Organiser logo and 1 Event Organiser's sponsor logo

These logos can be duplicated depending on the size of the top platform.

Minimum height of the platform: 0,8m.

Each section shall have equal surface. The surface of the logos should fit with the surface of the section, each logo having the same surface.

Time clocks to be shown clearly at the top of both routes, well illuminated and visible to spectators and cameramen. In case the IFSC gets a Time Keeping sponsor, the Speed Time clocks will be branded.

Giant Screen:

Giant screen: minimum size: 3m x 2m.

It shall not be visible from the Athletes position before and during competition (on wall, transit zone)

Transit zone:

At the exit of the Transit zone, a starting gate is highly recommended. The starting gate design will include:

- 1 IFSC logo
- 1 Event Organiser logo
- Event Organiser's sponsors logos (maximum 2)
- IFSC sponsors logos (maximum 2)
- 1 Event Name/Logo at top centre of the starting gate

These logos can be duplicated depending on the size of the transit zone.

Perimeter banners / front of the stage:



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IFSC recommends the production of a roll of banners to be displayed on the perimeter banners.

The space on a banner will be allocated as follow:

- The Event name/Logo will be displayed on the left (50% of space)
- The IFSC and IFSC sponsors logos displayed on the top right (25% of space). Maximum 3 sponsors logos for the IFSC
- The Event Organiser and Event Organiser's sponsors logos displayed on the bottom right below the IFSC and IFSC sponsors' logos (25% of space). Maximum 3 sponsors logos for the Event Organiser

These logos can be duplicated depending on the size of the perimeter banners.

Ground space at the bottom of the wall:

The ground space can be used to display logos (1 IFSC logo + 1 IFSC sponsor logo + 1 Event Organiser's logo + 1 Event Organiser's sponsor logo). Maximum 0,6m² per logo. To be requested 30 days before the event. These logos can be duplicated depending on the size of the ground space.

9.5. Other Field of Play items

Guidelines for Start, Finish and Bonus holds:

IFSC Chief Route Setter will bring IFSC standardised stickers (refer to Appendix No 3).

Graphic Charter

The IFSC designed a common Event Graphic Charter that shall be strictly followed by the Event Organiser.

Athletes Uniforms:

The IFSC requires all Athletes to wear uniforms with the representation of their country in accordance with the IFSC Rules.

Athlete Bibs:

The official bib provided by the Event Organiser shall be displayed prominently on the back of the team top. The size of the bib is A5 with landscape orientation. The number shall be placed prominently. The Event Organiser may provide additional bibs to be placed on the competitor's trouser leg.

The Event Organiser is required to submit at least 2 months before the event, the Athletes Bib for review and approval by the IFSC.

Event Organiser Officials Uniforms:

The Event Organiser must provide uniforms for the following persons:

- Field of Play Staff
- Master of Ceremonies
- Volunteers

Uniforms shall include but not limited to: IFSC logo, Event Organiser logo, the Event Name/Logo, IFSC sponsors, Event Organiser's sponsors.

The Event Organiser is required to submit at least 2 months before the event, the Official Uniform for review and approval by the IFSC. The Event Organiser should propose pants, shoes with laces, consistent tops for the entire crew.

Ceremony Podium:

It is recommended the Ceremony Podium to be IFSC Blue in colour.



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There shall be no commercial branding to the podium placement steps or stage area. (i.e. 1, 2 and 3 places). Standard Guidelines are provided by the IFSC for the Ceremony Podium design (refer to Appendix No 8/Award Ceremony/B).

Podium Backdrop:

The Event Organiser shall ensure the Podium Backdrop is inclusive of:

- Event Organiser logo
- Event Organiser's Sponsors logos
- IFSC Logo
- IFSC Sponsors Logos
- Event Name/Logo on the top centre

No other logos allowed.

The Podium Backdrop should be aligned with the dimension of the podium with 1 additional meter on each side of the podium.

Recommended height: 3 meters high. Recommended width: 4 meters

- Top line: Event Name/Logo: IFSC Climbing World Cup – Discipline(s) - City - Year
- Top 1/3 of the podium backdrop: IFSC space
- Middle/Low 2/3 of the podium backdrop: Event Organiser space

The surface of each logo shall be 0,0375m² (recommended 0,25mx0,15m).

Refer to Appendix No 8 for further detail.

The Event Organiser must submit the design of the Podium Backdrop to the IFSC for their review and approval at least 2 months before the Event.

Interview backdrop:

The Event Organiser shall ensure the Interview Backdrop is inclusive of:

- Event Organiser logo
- Event Organiser's Sponsors logos
- IFSC Logo
- IFSC Sponsors Logos
- Event Name /Logo

No other logos allowed.

The Interview Backdrop shall include:

- Top line: Event Name/Logo: IFSC Climbing World Cup – Discipline(s) - City - Year
- Top 1/3 of the interview backdrop: IFSC space
- Middle/Low 2/3 of the interview backdrop: Event Organiser space
- The surface of each logo shall be 0,0375m² (recommended 0,25mX0,15m).

The Event Organiser must submit the design of the Interview Backdrop to the IFSC for their review and approval at least 2 months before the Event.

Regarding the interviews process:

The Event Organiser shall ensure the following points:



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- Straight after the last climb has been completed, the winners (at least the two Gold medallists) shall be guided to the Interview area in order to keep the audience interested and to lead to a smooth transition of the ceremony without dead air time
- If there is sufficient time other medallists shall be interviewed the same way.
- The interview board should be setup in the receiving space (See EOH point 2.2 Event venue design, Facilities and Norms / Venue and Field of Play) prior to the competition starting – on setup day if possible – to enable the webcasting and broadcasting crew to test the camera position, and ensure the ease of transition.
- This Interview board needs to be separate from the backdrop used during medal ceremonies, to enable the webcasting and broadcasting crew to carry out the interviews without disruption.
- IFSC commentator will leave his commentary position and meet the winners in the receiving area and while the awards ceremony area is being erected interviews will be carried out the live.
- The receiving area will need to be well lit.
- The Interview board only needs to be approximately 2mx2m to fit with the camera shot and could be erected to the side of the stage, or even behind the wall.



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Appendix 10

Communications on events

To develop the notoriety and increase the success of the Event, the Event Organiser is required to implement a strong and efficient communication plan in collaboration with the IFSC. The IFSC communications materials are at the disposal of the Event Organiser, under the condition defined below and in point 2.11 of this document.

Event Name/Logo

All events shall use the same wording: "IFSC Climbing World (Cup / Championships) – Discipline(s) "City" Year"

To support Event Organiser in achieving consistent branding on events, the IFSC designed an Event Logo that replaces and/or completes the Event Name on communications materials.

Graphic Charter

The IFSC designed a common Event Graphic Charter that shall be strictly followed by the Event Organiser.

Official documents and other event communications materials

The Event Organiser should follow the requirement listed below in all official documents and event communications materials. See below:

- Top left: IFSC logo + Event Organiser logo (at least 10% of the total surface of the communications material for each logo)
- Top right: IFSC sponsors logos + Event Organiser's sponsors logos (7,5% to 9,5% of the total surface of the communications material for each logo). 2 logos maximum for the IFSC and 2 logos maximum for the Event Organiser.
- Bottom left: other IFSC sponsors logos (maximum 5 - 5% to 7% of the total surface of the communications material for each logo)
- Bottom right: other Event Organiser's sponsors logos (maximum 5 - 5% to 7% of the total surface of the communications material for each logo)

The correct Event Name/Logo shall be written/displayed on each communications material related to the Event.

Official documents and event communications materials include but are not limited to:

- Official Event program
- Event leaflet
- Press releases
- Advertisement
- Posters
- Flyers
- Banners
- Sign system
- Event Organiser Officials Uniforms
- Official video teaser of the Event
- Official website of the Event Organiser and/or dedicated to the Event
- Web banners
- Official social medias of the Event Organiser and/or dedicated to the Event

Venue

The Event Organiser shall ensure an optimal visibility of:

- the Event Name/Logo
- the IFSC
- the Event Organiser
- the IFSC and Event Organiser's sponsors

in the Venue through the use of specific branded elements (beach flags, signage, vertical banners, roll-up banners,



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tents 3mx3m...) at following key places:

- Entrance/lobby
- Welcome desk
- Hospitality zone
- Press office
- Access to the FOP

NOTE:

The IFSC promotional materials will be provided by the IFSC before the event starts..

Giant screen

During each round of competition (approx. ½ hour before the competition starts until the ceremony podium), the IFSC webcast will be displayed on the main giant screen.

Outside the rounds of competition, the following content should be displayed at least:

- Footage of the event (replays, slow motion, interviews...)
- IFSC logo
- Event Organiser logo
- Event Name/Logo
- IFSC sponsors ads (3 sponsors maximum) – maximal length: 3 minutes per sponsor
- Event Organiser's sponsors ads (3 sponsors maximum) – maximal length: 3 minutes per sponsor
- IFSC institutional video
- Event Organiser's institutional video

Code of conduct for photographers / camera Crew

The Event Organiser shall refer to the IFSC Media Accreditations' Policy.

With the approval of the Jury President, camera crews and photographers may be permitted to operate in the Field of Play area provided:

- a) They do not distract or interfere with the athlete during their preparation for, or their attempt on, a route.
- b) They do not distract or interfere with the belayer and her/his assistant.
- c) That any mechanical equipment used is not interfering with the Athletes and/or belayers. Special care shall be taken to ensure that any fall does not result in an athlete coming into contact with any television personnel, photographer, television cameras or associated equipment.
- d) Camera crew and photographer personnel obey immediately any instruction given to them by an IFSC Judge and/or the Jury President.
- e) Camera crews and photographer are not allowed to operate from the top of the wall subject to the approval of the Jury President, no use of excessive or changing lighting patterns, or any activities which might interfere with a competitor during their attempt on a route shall be permitted.
- f) Photographers may only be allowed into the isolation zone (but not the call zone) with the specific permission of the Jury President. Whilst in the isolation zone, each photographer must be accompanied and supervised by an Official of the Event Organiser to ensure that the security of the isolation zone is at all times maintained and that competitors do not suffer any unwanted interference or distraction. Camera crews are not allowed in the isolation zone.
- g) At any given time, the IFSC Technical Delegate may issue additional requirements for camera crews and photographers present on the event.

Press Personnel:

Press personnel must wear a distinctive coloured jacket with the word "Press" on the backside.



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- Press TV: blue jacket – access to the venue, the FOP
- Press Journalists (print, radio, web): red jacket
- Press Photographers: yellow jacket

Jackets for press shall include but not limited to: IFSC logo; Event Organiser's logo ; Event Name/Logo

Media Representatives expenses:

If media representatives, outside the event country, wish to attend an event, the IFSC shall pay for the travel costs between the media representative's country to the event country. The Event Organiser shall pay for meals and accommodation and other expenses on site. Maximum 3 media representatives per event. Hosting media representatives shall be subject to a previous mutual agreement between the Event Organiser and the IFSC.



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Appendix 11 Isolation Zone and Warm Up Area

11.1. General

Description

- The Isolation Zone shall consist of two adjacent areas (warming-up wall area and relaxation area) and be of sufficient size to accommodate comfortably all the Athletes competing in a round of the competition and their equipment.

Comfort

- The area should be arranged to make sure the average temperature is not below 15° C and not above 25° C.
- In general the Event Organiser shall make any effort to ensure a comfortable stay to the Athletes and Team Officials in the isolation zone.

Access and communication

- The isolation zone must be totally secure from all public areas. Only Athletes, team officials and authorised officials are to be allowed in the zone. Other persons may only be allowed into the isolation zone with permission from the Jury President. Broadcasters/web broadcasters are not allowed to access these zones. The sole exception is the IFSC broadcast/web broadcast agency.
- Competitors and Team Officials are not allowed to be in possession of mobile phones and other electronic transmitting or recording devices in the isolation zone. The Event Organiser must have some means to collect, label, store securely and return to the owners after the Athletes have completed the round or in the case of Team Officials when they leave the isolation zone.

11.2. Relaxation area

Mandatory

- The isolation zone must contain an area with seating for all Athletes
- The isolation zone must contain an area for aerobic activities
- The total area of the zone must be a minimum of 2 square meters of floor space per athlete
- The isolation zone must not contain public telephones
- Water must be provided for the Athletes while they are in isolation.
- All necessary private toilets and changing facilities separated for male and female Athletes
- An area where the start lists for the rounds of the competition, with updated schedule and any other information Athletes and Team official might need to know. Event Organiser personnel shall be present as long as an Athlete is present in the isolation zone

Discretionary

- The isolation zone should be located so that it is not possible to hear what is happening in the competition arena
- A separate area should be provided for catering
- Newspapers, climbing magazines and climbing videos may be provided along with other, relevant 'entertainment'



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- Any other food or drinks. In case this will be provided, then the Event Organiser must communicate it in advance (info sheet)
- An area with cushioned matting and/or chairs for the Athletes to perform stretching and relaxation

11.3. Warm up wall

Mandatory

- The warm up wall must be equipped with matting, which must be continuous
- Shall have a minimum of one square meter for each athlete present in a round of the competition, with an absolute minimum of 60 (sixty) square meters
- The Athletes should not be able to access the supporting structure (for safety reasons)
- The wall should not be higher than 4.5 meters (in accordance with EN 12572:2) in height nor less than 2 meters, unless provided with proper equipment and ropes, and should be provided with suitable cushioned matting below its climbing surfaces
- Percentage of steepness shall be relatively similar to the competition wall
- The warm up wall must be of the same type as those used on the competition wall, meaning a representative and various selection of holds of the same design and manufacture as those used in the competition
- The tightness of the climbing holds must be maintained at all times
- Be not interfering with the general area where Athletes are staying.
- The warm-up Wall should be ready to use as described in above points for the opening of the isolation period related to a competition round, or (in case of flash) no later than two hours before the start of the competition round.

Discretionary

A separate cooling down wall, available for use by Athletes after they have climbed (i.e. not in the isolation area) may be provided.



Appendix 12 Webcasting

The following list presents what is required from the Event Organiser in the perspective of the Webcasting set up.

Glossary:

Resp.: Responsible person(s) (IFSC / EO / IWP)

EO: Event Organiser

EOH: Event Organiser Handbook

IWP: IFSC Webcasting Provider

JP: Jury President

TD: Technical Delegate

CRS: Chief Route Setter

b.e.: Before Event / a.e. : After Event

Glossary - Theme:

1 - COOR: Coordination

2 - FOP: Field Of Play

3 - HR: Human Resource

4 - LOG: Logistic

5 - TEC: Technical

12.1. For all events

No	Theme	Item	Resp.	Scope of Service	Timeline
1,1	COOR	EO Webcast Liaison Manager	EO	EO Webcast Liaison Manager to be available to IFSC and IWP for Overall Planning and Coordination of Webcast. Contact details to be submitted.	At the signing of the EO Agreement
1,2	COOR	EO IT Manager	EO	IT Manager to be available to IFSC and IWP for Technical Planning aspects of the events. Contact Details to be submitted	60 days b.e.
1,3	COOR	Live feed	EO	EO to provide information about TV live feed or on site TV production	3 months b.e.
1,4	COOR	Preliminary Coordination	IWP	Coordination meeting with EO (details by EO on competition schedule, setting of the routes and exact timing of Semi-Finals and Finals, Men and Women, venue layout) - Skype	7 days b.e.
1,5	COOR	Coordination Meeting	IWP	Coordination meeting with EO, JP, TD, CRS	1 day b.e.



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No	Theme	Item	Resp.	Scope of Service	Timeline
1,6	COOR	Information Management	EO	Communicate with IWP on major schedule changes or any decision affecting the competition	During the event through EO Webcast Liaison Manager
1,7	COOR	Live feed	EO	EO to provide access to TV live feed when it is available	during event
2,1	FOP	FOP layout	EO	FOP layout is specified in the EOH. Event Organiser is required to make available to IWP	90 days b.e.
2,2	FOP	Connection availability	EO	Test connectivity prior to the event on Speedtest.com and screenshot submitted as proof to IFSC and IWP	1 Day b.e. + 24 hrs a.e.
2,3	FOP	Connection speed	EO	Connection speed: Minimum 3.5 mb/s upload to provide a HD stream on YouTube and a SD stream via another platform. The connection needs to be stable and for web streaming exclusive use (not shared) to provide the required level of service. The connection needs to be available at 9am on set up day and for 24 hours after the event finishes. If the internet line at the venue is disconnected after the event, an alternative needs to be provided in a building close to the event venue or in the event hotel, in order for the webcasting crew to complete uploading news cut highlights for the media (web and TV).	1 day b.e. 24 hours a.e
2,4	FOP	Connection Back Up	EO	Minimum 3.5 mb/s connection available at hotel or sheltered area in the venue in case of bad weather	during event
2,5	FOP	Desk placement	EO	Restricted access zone; max 20m from the judges position; visibility over FOP. In case of outdoor events, a warm and dry sheltered area should be provided to IWP in order to protect its equipment from the weather elements (e.g. rain) and to allow the crew to be warm while editing and uploading files.	during event



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No	Theme	Item	Resp.	Scope of Service	Timeline
2,6	FOP	Platforms - Boulder	EO	4 platforms 1.5 sqm; 0.5 meters above stage level or 1 m above ground to be available at start of set up day. Raised position for commentator in front of wall (can be at back of arena) for clear sight of action when commenting	during event
2,7	FOP	Platforms - Lead	EO	4 platforms; 2 low (see Platforms B) 2 high (5m+)	during event
2,8	FOP	Camera placement -Boulder	EO	To be set at Preliminary Coordination Meeting; view over all FOP, use of Platforms; judges instructed on not being in cameras' way. Priority over other Media. Camera above the wall if safe access available; camera (GoPro) set in transparent hold on wall where available.	during event
2,9	FOP	Camera placement - Speed	EO	To be set at Preliminary Coordination Meeting; view over all FOP; judges instructed on not being in cameras' way. Priority over other Media. Camera running along the wall	during event
2,10	FOP	Camera placement - Lead	EO	To be set at Preliminary Coordination Meeting; view over all FOP, use of Platforms; judges instructed on not being in cameras' way. Priority over other Media. Camera above the wall; camera (GoPro) set in transparent hold on wall	during event
2,11	FOP	Big screen	EO	Mandatory; 1 or 2 big screens, dimensions depending on venue. Minimum dimension:3m x 2m IWP can provide an additional mixer to enable EO to choose between showing webcast, results, flags or own other feed on big screen. EO to confirm if required in advance	during event
2,12	FOP	Camera operators	EO	4 English speaking professional camera operators available 1 hour before coverage of the event starts until the end of finals. The camera operators need to be available for training during the set up day. In some situations, the IFSC may require 1 person to assist during qualifications on interviews and features	during event



No	Theme	Item	Resp.	Scope of Service	Timeline
2,13	FOP	DJ booth / commentator	EO	Limit bass level; booth and / or speakers placed not close to cameras or IWP desk DJ/Booth commentator: Sound check to be performed with IWP for webcast on set up day.	during event
2,14	FOP	Commentary / music	EO	Make available the clean MC feed from Public Announce (i.e: no music in the feed)	Daily
3,1	LOG	Venue Access	EO	EO to provide contact details for IFSC and IWP to have direct with	2 days b.e. and 1 day a.e.
3,2	LOG	Communications	EO	Communicating schedule changes to IWP, before and during the event. If changes aren't communicated, graphics will be incorrect for live webcast (and post event highlights)	b.e and during
3,3	LOG	Communications	EO	EO to advise day / date / time when venue can be accessed by IWP for set up	24hrs before qualifications commence
3,4	LOG	Storage room	EO	Storage room at venue to be locked and covered by EO insurance, covering IWP equipment Secure location for IWP truck within the venue, or 24 hour security guard. If the IWP is not secure, IWP reserve the right not to provide the webcast service at the event. Truck location and secure storage to be agreed by IWP in advance of IWP crew travelling to event. Protection from bad weather where webcasting crew are not in truck. Protection for equipment from elements at production desk.	during event



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No	Theme	Item	Resp.	Scope of Service	Timeline
3,5	LOG	Meals	EO	The EO pays 35 euros/person/day (up to 2 set up days depending on location and 2 days of work for a World Cup). Note: breakfasts are provided with the accommodation.	during event
3,6	LOG	Accommodation	EO	Within 5km from the venue for X 3 crew members and transportation to and from. EO shall provide single rooms. If IWP takes a truck, the event organiser will reimburse 40 euros/person/day (usually 2 people sleeping in the truck) for set up day and for duration of event	during event
4,1	TEC	Power supply	EO	Power supply for the van; power supply for cameras (220V)	during event
4,2	TEC	Power supply backup	EO	Backup for power failures at overseas events to be provided by EO; for events in Europe to be provided by IWP	during event

12.2. Specific items for European Event

No	Theme	Item	Resp.	Scope of Service	Timeline
1,8	COOR	Van (IWP) Placement	EO	20-40m meters from Field of Play	30 days b.e.
1,9	COOR	Van Security	EO	Event Organiser is to provide a safe and secure place of parking for the Outside Broadcasting van from the time of arrival to the time of departure (generally 24hrs after competition has concluded) In the occurrence that the Event Organiser should provide static and / or roaming security guard services or secure / locked car parking, any costs related to these services shall be borne by the IFSC	7 days b.e.



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No	Theme	Item	Resp.	Scope of Service	Timeline
3,7	LOG	Accommodation	EO	Within 5 km from the venue X 3 crew and transport to and from. EO shall provide single rooms If IWP takes a truck, the event organiser will reimburse 40 euros/person/day (usually 2 people sleeping in the truck) for set up day and for duration of event	during event

12.3. Specific items for NON-European Event

No	Theme	Item	Resp.	Scope of Service	Timeline
1,10	COOR	Equipment	EO	Provision of tripods (as well as cables already documented) to be provided by the EO. This is to reduce excess baggage costs in flight.	1 Day b.e.
1.11	COOR	Equipment	EO	A desk and 3 chairs, with 220v power for equipment (with backup power supply), located a maximum of 20m away with visibility over the Field of Play. The desk and camera positions should be away from speakers	1 Day b.e
1.12	COOR	Equipment	EO	A reasonable Mid-range Uninterruptible Power Supply (UPS) must be provided in order to provide power to the IWP desk if the power is lost. Details can be provided by IWP	1 Day b.e
1.13	COOR	Equipment	EO	Backup for power failures at overseas events to be provided by EO	1 Day b.e
3,8	LOG	Accommodation	EO	Within 5 km from the venue for X 3 crew and transport to and from.	during event



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No	Theme	Item	Resp.	Scope of Service	Timeline
3,9	TEC	Cables	EO	Overseas events to provide 6 x bnc cable and 2 x xlr cable, length depends on the venue layout	60 days b.e. Horizon coordinates with EO

NOTE:

1,11 Equipment:

Example Sony EX1 Camera
Tripod

Example LIBEC TH650V



BNC Cables x 6 (length appropriate to cable from cameras to production desk location)



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XLR Cable x 2
1080 with a DVI connection:



Full HD monitor 1920 x



Appendix 13 Route Setting Checklist

The following list presents what is required from the Event Organiser to the Route setting team.



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Preparation

The wall design shall be transmitted to the Chief Route Setter, along with a detailed list of currently available holds (see below needs), meaning the different manufacturers, quantity and type shall be transmitted at least 3 months before the event.

The IFSC Chief Route Setter retain the right to request additional holds to the Event Organiser if he has doubts over the selection of available holds. In such case the IFSC Sport Department will be in charge of managing the question.

The time period for route setting shall start around 5 days before the competition and in any case shall be agreed with the Chief Route Setter. If a wall is built for the purpose of the event it must be finished and ready in the condition required for the Event to run before this time.

In any case the wall shall be clean of holds with mattress and / or belaying point installed and secured, to allow climbing and testing of the routes.

In case of outdoor event, the wall should be covered to protect from the rain.

The other following items shall be provided to the Chief Route Setter at the start of their work:

- If any change in the timetable for the competition is made since the info sheet publication, the Event Organiser shall provide the latest version to the chief route setter.
- Provisional list of competitors.
- Warming up zone ready so it can be checked by the Chief Route Setter In case of any problem, chief route setter will immediately to inform the IFSC Technical Delegate. The Event Organiser remains responsible to place holds on the warming up wall.
- Mechanical Elevation system: at least one and with an operator available full time (if the IFSC Route Setting team is not able to drive it). The elevation system shall allow the Route Setting to reach the top of the wall in safe condition
- At least two impact driver
- For lead competition 2 new ropes.

Holds quantity

In any case provided holds shall be clean and suitable for type of the competition (especially bouldering).

- Bouldering: at least 500 of all sizes and type (sloppers, crimps...), half of them shall be "micro" type.
- Lead: at least 1000 of all sizes and type.

Volumes quantity

- Lead and Bouldering: 30 from different sizes.

Other items:

- Suitable screw should be provided for all the holds and Volumes, Screws should be 5mm x 50mm, of good quality (for wood) pozi drive, have a full thread minimum 500, and have at least two sizes (for securing holds and micros, and for volumes)
- In bouldering competition one ladder should be provided for each route setter. In lead competition 2 lifts must be available for route setter for lead competition,
- Signage for routes: Tape should be provided at least one day before the competition: lead (blue, black grey) ; bouldering (black orange, blue and grey). Staple gun and staples should be provided for attachment of tapes at least one day before the competition as well as marker pens in time for setting.
- Hold management: A large set of boxes and string for holds as well as brushes for cleaning



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- Safety: Certified quicklinks and slings available for the competition according to the IFSC Rules.
- Power source: close to wall, for battery chargers.
- Human resource: Person helping out with fixing wall maintenance as well as access to the venue

ROPE ACCESS REGULATIONS:

The Event Organiser will be requested to inform the Route Setting team of the country regulation for all work in height regulations and if required provide the required equipment to protect them and the environment. The IFSC route setting team will have to strictly comply with these regulations.



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Appendix 14 Event Planning, Key points, Timeline

Gathering main deadlines and key points pertaining to the event preparation with IFSC.

For specific deadlines pertaining to:

- Application to Event, refer to Appendix No 1
- IFSC Technical Services, refer to Appendix No 6
- Webcasting, refer to Appendix No 12

Acronym: Before Event: b.e

1.	IFSC Official nominations (IFSC)	January of same year -
2.	Rules publications	January of same year - (IFSC)
3.	Event Insurance certificate	6 months b.e - (EO)
4.	First draft information sheet provided to IFSC	6 months b.e - (EO)
5.	Field of Play, Walls design and event schedule	3 months b.e - (EO)
6.	Final information sheet provided to IFSC	3 months b.e - (EO)
7.	Broadcaster Agreements for IFSC approval	3 months b.e - (EO)
8.	Wall design to Technical Delegate	3 months b.e (Appendix 14 and 6) - (EO)
9.	List of available holds to Chief Route Setter	3 months b.e (Appendix 14 and 6) - (EO)
10.	Timetable definition	3 months b.e (Appendix 6)
11.	Branding material to be validated	2 months b.e - (EO)
12.	Event Communication Plan	2 months b.e - (EO)
13.	Event Media Plan	2 months b.e - (EO)
14.	Event Uniform Design	2 months b.e - (EO)
15.	Athlete Bib Design	2 months b.e - (EO)
16.	Field of Play Final Validation	1 month b.e - (EO)
17.	Prize money transfer to IFSC (if IFSC to manage it)	1 month b.e (Appendix 5) - (EO)
18.	Event Organiser's sponsors logo sent to IFSC	2 weeks b.e - (EO)
19.	Event general/digital info for IFSC communications	2 weeks b.e (Appendix 6 and 2.9) - (EO)
20.	Field of Play – Implementation	7 days b.e
21.	Wall ready for Route setting team work	5 days b.e (Appendix 14)
22.	Latest timetable	5 days b.e (Appendix 14)



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EVENT ORGANISER HANDBOOK

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