

IFSC EVENT ORGANISER HANDBOOK



INTERNATIONAL FEDERATION OF SPORT CLIMBING

2023



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1. Introduction

The IFSC

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

The principal purposes of the IFSC are the direction, regulation, promotion, development and furtherance of the sport of competition climbing on a worldwide basis.

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

All IFSC Events shall be organized and undertaken in accordance with the regulations and Rules governing such competitions that are described hereinafter. The IFSC is the sole rights holder regarding anything that is produced within the framework of IFSC events. Among others, it includes wall design, route design, visual ect.

Calendar of International Events

The IFSC shall ensure the IFSC Calendar is constantly displayed on its website 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 present document.

The IFSC has defined a 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 to reduce the tiredness of the Athletes.

Event Regulation publication

The IFSC shall ensure an Event Organizer Handbook (EOH, present document) or a similar document is published and up to date in order to serve as a reference for the Event Organizer during their preparation of an IFSC Event.

If the present document is the guide for the Event Organizers, the IFSC Rules is the reference for the Athletes participating to the IFSC Events. As per the IFSC Statutes, the IFSC is the sole organization allowed to publish regulation for the IFSC Events.

The current version of the EOH applies for all the World Cups, and it's used as reference for the World Championships and Youth World Championships as well. The IFSC reserve itself the rights to amend the EOH at its convenience, before the signature of the documents from both parts (IFSC + EO)

It is the responsibility of the Event Organiser to:

- a. Accept that the promotion, development and administration of the sport of international climbing competitions 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 on 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
- f. Ensure security service to Teams and Officials in order to prevent them as much as possible from any external threat due to the host country situation or geopolitical situation pertaining to the country of registered Team(s) or Official(s). This is also valid for participating audience to the Event.
- g. The IFSC reserves itself the right to impose security procedures, at the Event Organiser expenses, or cancel partly or totally the Event if the provisions listed above is not judged sufficiently respected

World Cup Calendar

The World Cup has specific period defined for each of it the disciplines.

- Season for Boulder comprises April, May, June and July
- Season for Lead comprises July, August, September, October
- Season for Speed comprises April, May, June, July, August, September, October

The maximum number of World Cups per disciplines is defined in the [IFSC Rules](#). In addition, the following calendar principle shall be respected in order to respect the Athletes' rest: No more than 3 World Cups in a row and a minimum of 15 days between transcontinental travels.

Global Timeline

The *Global timeline* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>) outline the timeline of event preparation, and the different deadline to be respected by the Event Organiser.

2. Venue

The Venue's facilities represent the following areas necessary for the good running of the event:

- Field of Play (FOP)
- Back of the House (BOH)
- Front of House (FOH)

The IFSC Technical Delegate is appointed by the IFSC and his authority falls on the all above areas. The IFSC Venue Delegate is supervising the general management of the Venue, including the FOP layout, BOH and FOH management.

Access to the above areas with the exception of the FOH shall be restricted to authorised persons.

The Venue shall also comprise side activities areas, such as promotion and commercial booths, restaurant and bars, sport initiation. Promotional and commercial activities inside the Venue shall be agreed in advance with the IFSC. Any other commercial activity in connection to an IFSC Climbing Event held outside the competition Venue (city centre, park, training gym) shall be communicated and agreed at least 2 months in advance with the IFSC.

The Event Organiser shall provide the venue and the facilities in accordance with the National and International regulations on Health and Safety governing these facilities. Objective of these areas are described on their specific sections.

Please note that the complete Venue layout shall be sent to the IFSC office prior to the event (refer to [Global Timeline](#)). The Venue layout should include FOP wall design.

Field of Play (FOP)

The FOP is defined as the area for the sporting competition plus the immediate and surrounding support areas at which a boundary separates from the other areas.

Refer to the [FOP Description](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources) (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>) for a complete description of the FOP. Refer to the [IFSC Event Branding](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources) (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>) to check the IFSC regulation with regards to graphic charter and branding.

Back of the House (BOH)

The Back of the House consist of all the technical areas for preparation, storage room and offices for involved parties. Refer to the complete [BOH description](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources) (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>).

Front of House (FOH)

The Front of House is the part of the Venue that is open to public, media and other stakeholders. Refer to the complete [FOH description](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources) (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>).



3. Lighting, spectators and sport presentation

Lighting guidelines

The IFSC has produced the *Lighting Guidelines* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>), to improve sport presentation on IFSC Events. The Event Organiser is required to comply as much as possible with such guidelines.

Audience and spectators

The Event Organiser shall inform the spectators attending of the following message. Audience attending the event may appear in event-related images and videos. By entering the event, the spectators waive all rights and consent to use by the IFSC and its affiliates. If the spectators do not wish to have their image recorded, they should inform the photographer and/or the event organiser in advance.

Spectators are welcome to bring personal, point and shoot cameras or mobile phone cameras in the venue. However:

- Images are for personal use only and not for commercial purposes.
- Filming or live streaming of the competition is prohibited. Spectators with filming equipment are not allowed to access the competition venue.
- Only accredited media are allowed to access the venue with professional photographic or filming equipment. Professional equipment such as digital cameras, large SLR cameras with tripods and different lenses and/or material for the on-site editing and cameras with an external flash are not permitted at any time.



4. Sport Equipment and Route Setting

The IFSC goal is to ensure a fair and high-quality environment for the IFSC events. For this reason, the IFSC launched the Official Sport Equipment project. All the information are available on [IFSC website, Sport Equipment section \(https://www.ifsc-climbing.org/index.php/world-competition/rules/2-uncategorised/79-manufacturers\)](https://www.ifsc-climbing.org/index.php/world-competition/rules/2-uncategorised/79-manufacturers). The Sport Equipment project establishes the authorised brands and products for IFSC events.

The regulation is different depending to each sport climbing discipline. The Event Organiser is responsible to provide all sport equipment items necessary to run a sport climbing competition. For the Sport Equipment items that are not regulated by IFSC policies, it is responsibility of the Event Organiser to make sure that they comply with highest standard of safety and quality.

Speed

The Event Organiser of Speed IFSC events shall refer to the [IFSC website, Sport Equipment section](https://www.ifsc-climbing.org/index.php/world-competition/rules/2-uncategorised/79-manufacturers). The Event Organiser shall follow all specifications in order to validate the Speed sport equipment for World Record purposes.

Boulder and Lead

The event organiser of Boulder and Lead IFSC events shall refer to the catalogue of Holds, Macros and Volumes available on [IFSC website, Sport Equipment section](https://www.ifsc-climbing.org/index.php/world-competition/rules/2-uncategorised/79-manufacturers). Only the brands listed into the Official Sport Equipment – Catalogue Holds, Macros and Volumes are allowed on the Field of Play. An absolute minimum of 4 brands should be provided from the Event Organiser for the IFSC event. Higher number of brands available is suggested. Each brand should provide different sizes and shapes to the competition, according to the guidelines described in the [Routesetting Checklist \(https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources\)](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources). The Event Organiser should organise the selection of holds, macros and volumes by seeking advice and validation of the IFSC Chief Route Setter.

The Event Organisers of IFSC Lead competition shall provide coverage of climbing bolt. The Event Organiser shall seek IFSC validation for the products used to cover the bolt on the Lead route, to make sure that the hold is not usable by the athletes while climbing.

The specific requirements related to climbing walls are described into the [Climbing Wall Requirements \(https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources\)](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources).

Route Setting

Route Setting is a fundamental aspect of sport climbing competitions. Event Organiser shall comply with the requirements specified in the [Routesetting Checklist](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources).

5. Safety

General

The Event Organiser shall be solely responsible for maintaining all safety and security precautions within the competition venue, in particular this includes:

- The restricted (FOP, isolation / transit zones) and non-restricted areas.
- All transportations required (i.e. between distant isolation and competition venue or hotels to competitions venues) and organised by the Event Organiser for registered Teams and Officials
- Beverages and food provided at the competition venue or in other places (i.e. hotels, reception places) where registered Teams and Officials are present
- Security measures like access control, crowd management, and security screening.

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:

- Injuring the athlete
- Injuring or obstructing any other athlete
- Injuring any person of the organization (Officials, volunteers, media)
- Injuring audience

The IFSC Judge 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.

Drones and safety

Please note that **no** filming drones flying above the FOP and the audience area are authorised. Eventually and under the IFSC authorization, the Event Organiser may be allowed to use drones. In that case, the Event Organiser shall be responsible of getting all the necessary authorisation and make the procedures respected. The flight zones should be defined and agreed prior to the event with the IFSC Venue Delegate.

Noise level

Average noise levels at IFSC events may not exceed 85 decibels. Noise levels at IFSC events may never exceed 100 decibels anywhere at the event competition. The audience and participants may not be allowed within 3 meters of any loudspeaker. The IFSC Technical Delegate and IFSC Venue Delegate can also require to decrease the level of noise, even

within the 85 decibels, if the volume of music is considered disturbing for athletes' performance, for the TV live broadcasting or any other reasons.

IFSC standards (as per IFSC Rules)

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 specified within [IFSC Rules](#).

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

Competition operations

- Route setting

The Event Organiser is responsible to provide elevating system to the route setting team that are in accordance with the international standards and shall provide an instructor or an operator if the system provided requires specific competences. In addition the climbing walls shall be ready to receive public and therefore shall not be in a construction stage that endanger the route setting team.

In case the Chief Route Setter estimate the safety conditions are not sufficient, he has the power to impose any required measure to the Event Organiser to restore the safety condition. He may also report to the IFSC Sport Department and suggest an event cancellation.

Regarding 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.

- Pre-competition checks

The Event Organiser is responsible to ensure that local facility and all sport equipment comply with the local, international and IFSC safety requirements.

The Event Organiser 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 a Team member or Officials acting in the framework or its mission during the Event
- b) Do a check-up of an athlete when the Jury President makes a request to the Event doctor

- Belaying (if any)

Providing a safety belaying is a key promise to the participating team, the Event Organiser is fully responsible to provide it with the highest standard of realisation. In addition, belayers shall have a confirmed level of climbing and more



specifically belaying elite sport climbers. In general, belayers shall only use an approved single rope provided by the Event Organizer. The frequency with which the rope is changed shall be decided by the IFSC Judge. 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 jeopardizes safety standards.



6. Result system

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. It is responsibility of the Event Organiser to provide a dedicated internet connection to the judges to manage the results during competition. Additionally, the Event Organiser shall appoint a result system coordination, who will be the point of contact for the IFSC team on this regard.

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.

7. Infosheet and Event Program

General

Standard Duration of an IFSC World Cup depends to the number of disciplines. Generally:

- One discipline event: 2 or 3 days.
- Two disciplines event: 3 days.
- Three disciplines event: 4 days.

In any of these cases, a minimum time of five (5) complete days of route setting for each discipline shall be guaranteed.

The IFSC Sport Department is the organism in charge to propose a standard schedule to the Event Organiser. Factors as venue indoor/outdoor, side events, size of the walls may impact on the duration expressed above. The IFSC Schedule shall be sent to the IFSC (refer to [Global Timeline](#)) for approval.

No more than 2 rounds of competition per category shall be organised in the same day. The IFSC events should be run between 9.00 and 23.00 of each day of competition. As minimum, isolation shall open two (2) hours before the start of the round. A minimum of 50 minutes warming-up time for the athletes shall be guaranteed

If the event organiser wishes to use the competition boulders/routes after the end of the finals, the signs (START, TOP, ZONE, etc.) should be removed. The Event Organiser should inform the IFSC about any meetings between different stakeholders (coaches, NFs, etc.) taking place during the IFSC event.

Organiser should require approval of the IFSC in order to run any social/sport/cultural or entertainment events that are connected with the IFSC competition.

Information Sheet

The communication prior the event plays a key role on the preparation of the event. The Infosheet is the document used from the EO and IFSC to transmit all the necessary information to the stakeholders. [Here](#) you can find an example of infosheet from the previous years.

The Event Organiser shall take care of providing general information such as the:

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

All the above information shall be provided through an information sheet, made ready to the IFSC Technical Delegate as for the [Global Timeline](#). There is a maximum of 8 EO's sponsor logos displayed in this document.

This schedule can be revised by the IFSC Technical Delegate and a final brief shall be done the day before the Event start. The Technical Delegate has final authority on the schedule of the event. In case of problems during the competitions (i.e bad weather) or for whatever relevant reasons, he/she has the authority to change the schedule accordingly.



8. Ceremonies

Opening Ceremony

Opening Ceremony for IFSC Events are not mandatory. However, if any, the formal Ceremonies should be held without an entertainment component. If the event organiser decides to host an opening Ceremony, all the IOC flags of the attending Countries must be displayed.

Award Ceremony

Awarding ceremony must be provided as a formal conclusion of the IFSC Events. The Award Ceremony shall comply with the *Awarding Ceremony Protocol* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>)

Paralimbing ceremony

Please note that Paralimbing awarding ceremony shall be conducted respecting the different disabilities of the athletes. Podium should be designed with accessible platform (i.e. using ramps) and respecting the protocol designed by the International Paralympic Committee.

Closing ceremony

Closing ceremony is not compulsory for IFSC events. If any, the Closing Ceremony normally will take place immediately after the Medal Awarding Ceremony. The following people in the following order normally give speeches:

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

Social Events

The Event Organiser should require approval of the IFSC in order to run any social/sport/cultural or entertainment events that are connected with the IFSC competition.

9. Logistic, insurance and other services

VISA

It is the responsibility of the Event Organizer to provide a letter of invitation and any other documents necessary to enter the national territory to all the team members and IFSC staff. The Event Organizer shall ensure that all documents are sent at least 3 months before the event. The Event Organizer shall provide this service at no other cost for the Team as the one required by the national administration.

Accommodation for National Teams

The Event Organizer 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 Organizer shall organise transportation service at all hours to / from the venue to main hotels used by the Teams.

Accommodation for IFSC Delegation

The Event Organizer shall arrange accommodation, inclusive of breakfast, for the IFSC Delegation following the written request with the list of participants provided by the IFSC Administration. The Event Organizer shall send a proposed quotation for a three-star hotel or equivalent, as well as the relevant cancellation policy, subject to the final validation of the IFSC Administration.

The maximum distance from the hotel to venue should be 1 kilometre. If there are not available hotels meeting the such requirement, local transportation should be provided by the Event Organizer and agreed in advance.

The accommodation costs for the entire IFSC Delegation shall be re-invoiced to the IFSC within 30 days after the end of the event for a maximum of 95€/night/person. When the daily rate exceeds such ceiling, the difference will be covered by the Event Organizer.

The IFSC will not responsible for paying the following costs to the Organizer:

- Meals.
- Extras charged on the rooms (laundry, mini-bar, late check-out, etc.), which shall be borne by the delegates.
- Any cost for delegates not included in the official list provided by the Administration Department.

Air Travel

In case the host city requires more than 15 hours flight time for more than 50 % of the possible participating teams, the Event Organizer shall enter into discussion with airlines in order to provide Teams with convenient offers in term of price and itinerary flight ticket.

Local Transportation

The Event Organizer is required to provide assistance in local transportation, either via agreement with the local authorities or a shuttle service proposed to the Teams. The Event Organizer might be required to provide airport pick-up and drop off to team members and IFSC representative.

Insurance

Each Party is responsible for the conclusion of proper public liability insurances with a minimum amount of 5'000'000 Euro (five million Euros) that indemnify 3rd parties and each other against bodily injury suffered by any third party and loss destruction of or damage to any third party property.



The Event Organiser is responsible at its own cost for effecting all necessary insurance cover to adequately protect the financial position of the committee and the committee members. The following Insurance covers must be effected at the earliest possible time after signing this agreement:

1. Public Liability insurance to protect the Event Organiser against the risk of legal liability for damages due to third party injury or property damage for a minimum Limit of Liability of EUR 5,000,000 (or currency equivalent). Such cover must:
 - (i) be effected on an "Occurrence" basis. A "Claims Made" basis is not acceptable
 - (ii) name IFSC as an Additional Insured
 - (iii) include officials, participants and volunteers as Insured Persons
 - (iv) include claims being bought worldwide including USA/Canada
2. Employers Liability and/or Workers Compensation insurance with Limits in accordance with local legislation. The definition of an employee should be extended to include volunteers
3. Any other insurance policies that are legally required in order to comply with local legislation

IFSC will be entitled to request proof of such cover being effected in accordance with these requirements.

Accreditation System

For all the personnel attending the Event the Event Organiser shall implement the IFSC accreditation system. Printing of all badges is responsibility of the Event Organiser. Refer to the [Accreditation system \(https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources\)](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources). The IFSC might require additional accreditation for IFSC members and VIPs, to be provided by the Event Organiser.

IFSC meetings and hospitality

The IFSC maintains the right to use the event for meetings and/or representation. In such case, the Event Organiser is responsible to provide an appropriate room to the IFSC.

CAC – Climbers Against Cancer

The IFSC strongly support the running of initiative and workshop between the Event Organisers and the CAC organisation, during the IFSC events.



10. Anti-Doping

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

At a minimum, all winners of the IFSC event will be subject to anti-doping tests. In addition, post competition testing will be required for any world record in Speed



11. Human resources and athletes' services

The Event Organiser must assign a team to run the operation pertaining to the Event preparation. The Event Organiser is the responsible entity for what regards the management of the local team. The number of people and their competences should be coherent to guarantee the running the competition under IFSC World Cup standards. The Event Organiser team shall be composed of highly skilled and English fluent personnel for each position. Team Members working or volunteering at the event must wear an identifying uniform.

The Event Organiser shall provide a local announcer to comment live actions of an IFSC Climbing event. Local Announcer shall be fluent in English. IFSC strongly recommend to the local announcer to stick to [NASPAA Code of Conduct](#).

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

- Technical Delegate
- Venue Delegate
- Communication staff
- Chief route Setter and Route Setters
- Jury President
- Judge(s)
- Additional IFSC staff members

Please check the description of responsibilities and roles of IFSC and EO team on [Human Resources](#) document (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>).

Athletes' services

Athletes are the core of the IFSC events. The Event Organiser shall pay particular attention to the services and the level of details for the athletes' experience at competition. The IFSC welcome initiative to improve the level of services dedicated to the athletes. The IFSC encourage the Event Organiser to provide a service of physiotherapy for the athletes, available in isolation/warm-up during the running of the competition.

12. Media Operations

Media Accreditation

Media accreditation at all IFSC events is managed by the IFSC. The procedure to obtain an accreditation as a media at an IFSC event is presented on the dedicated page on the IFSC website.

All media representatives must register and request media access through the IFSC result system [here](#). Once a request is accepted, credentials will be valid for the entire 2023 season. The media accreditation procedure for each IFSC event in 2023 will open two months prior to the event start date, and close one week beforehand.

There are four levels of accreditation for media representatives:

- Level 1: has access to press room, mixed zone, and reserved media seating;
- Level 2: has access to press room, photo positions with photographic equipment, and mixed zone;
- Level RH: has access to press room, photo positions with filming equipment, and mixed zone;
- Level N-RH: has access to press room, mixed zone with filming equipment, and reserved media seating.

Media accreditations are distributed starting on the first day of the event, one hour before the beginning of the competition. To check all the facilities that should be provided in connection with Media Operations, please refer to Front Of House (FOH) <https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>

Restricted Areas

Unless previously authorised by the IFSC, media representatives are not permitted to enter the Field of Play, nor the Isolation Area.

Dress Code

For the entire duration of the event, media representatives that are granted access to photo positions must wear the IFSC Media Bib. The Bib is provided at the moment of the registration behind the payment of a cash deposit. The cash deposit is returned at the end of the event, when the bib is given back.

Also, media representatives will be kindly requested to avoid flashy-colour clothes, tank tops, and open shoes.

Additional information

In order to promote the competition effectively, the IFSC requires that the Event Organiser provides the following information before the event, if available:

- Competition website URL;
- Ticketing platform URL;
- Competition social media channels;
- Any additional information that might be relevant for spectators.

Responsibilities of the Event Organiser

The event organiser is responsible for:

- Informing local media about the accreditation procedure, and making sure that all deadlines are respected;



- Provide all the necessary information for the promotion of the event to the IFSC – e.g., event website and social media profiles, ticketing platforms;
- Providing a spacious press room with all necessary equipment and high-speed internet access;
- Managing the opening and closing of the press room;
- Distributing media accreditation badges to all media representatives on site;
- Distributing media jackets to all media representatives with level 2, RH, or N-RH accreditation;
- Making sure that all athletes pass through the Mixed Zone at the end of all semi-final and final rounds;
- Monitoring the access and flow to, within, and from all photo positions;
- Providing a member of the organisation to assist the IFSC in media operation for the entire duration of the event.
- Providing a group of experienced volunteers to manage the above items

Code of Conduct

All media representatives, particularly photographers and TV crews, must comply with the IFSC Code of Conduct. The code guarantees athletes and officials a safe and comfortable environment in which to perform their roles, and takes into account media and broadcasting rights. Refer to the *IFSC Event Media Policy* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>).



13. IFSC Official Photographers

The IFSC shall list at least one Official Photographer per event. For larger events, the IFSC reserves the right to register two or more photographers. Event Organisers are also permitted to register one official photographer, who will benefit from the same level of access as the IFSC Official Photographer.

Whenever possible, the IFSC Official Photographer will receive privileged access to the Field of Play – e.g., on the Boulder mats, or on the cherry picker. The same level of access may be granted to the EO Official Photographer. Eventually, the decision to grant such benefits to non-official photographers is taken jointly by the IFSC and the EO.

Whenever circumstances allow, the IFSC has also the right to install remote cameras atop the climbing wall.

14. Sponsorships

Together with the Event Organiser, the IFSC must ensure that climbing competitions are ideal communication platforms for commercial sponsors. All commercial sponsors shall be displayed in accordance with the *Event Branding* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>).

Taking this into consideration, the Event Organiser will pay particular attention to the following points:

- 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 IFSC and Event Organiser sponsors logos on all communication materials related to IFSC Event.

As the owner of the event rights, the IFSC will guarantee each of its sponsors visibility/presence on its events through, among others, logo placement, gobos, videos, booths, animations, etc. The implementation of these rights will not generate any additional costs to the IFSC or its sponsor(s).

Sponsors Exclusivity:

In order to maximize the viability of IFSC events, IFSC aims to implement exclusive sponsorship categories for both sides.

1. IFSC will have exclusivity in the following categories (already in contract):

- Airline
- Pesticides, repellents, fertilizers, soil for seed planting and herbicides, for household use
- Climbing Walls
- Auto-belay
- Apparel
- Safety Gear

2. IFSC will have exclusivity in the following categories (potential sponsors):

- Network and Tele-communications
- Audio Visual Equipment and Home Appliances
- Real Estate
- Trading Conglomerates Company (Import, Export and Investment)
- Pharmaceutical products
- Healthcare products
- Automobile
- Timing
- Cosmetic
- Energy drink
- Soft drink
- The engagement of tobacco and alcohol companies as sponsors (brands above 20 percentage alcohol) is not permitted by the IFSC for any Event.

List of IFSC Sponsors for 2023 (as of November 2022 - will evolve)

The sponsors below are subject to exclusivity on the Event:

- JAL (airline)



- Confidential at the moment (Apparel)
- Entre-Prises (Climbing Walls)
- Perfect Descent (Auto Belay)

Presenting Partner shall only be used by IFSC for complete event marketing cycle. In case an EO would like to use this title, it will seek IFSC prior approval.

Countdown Clock:

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...). The Countdown Clock should be located visible to the spectators and camera crew (either broadcasters and/or webcast crew).

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, the Event Organiser will be permitted to have the sponsors of their choice shown on the Live streaming. 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 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 [Global Timeline](#).

15. Event Branding

Event Branding document

To support the Event Organiser in achieving consistent branding on events, the IFSC designed the [Event Branding](https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources) document. This document contains the Graphic Charter and Field Of Play design (FOP). The Event Organiser shall strictly follow it. The IFSC will design the Graphic Charter of each event on behalf of each Event Organiser. Process will be as follows:

- The IFSC will send the EO a spreadsheet to be filled out with all the necessary information (ex. Wall sizes, EO partners deals)
- The EO will fill out the matrix and send it back to the IFSC with all the EO sponsors logos in .ai/.pdf format, a proper folder will be provided by the IFSC where to upload such files.
- The IFSC will design the poster and send it to the EO and the IFSC sponsors for validation to start promoting the World Cup event months ahead
- Once the poster is validated and ready for printing, the IFSC will proceed designing all the remaining elements of the graphic charter and send them to the EO and the IFSC sponsors for validation
- Once the elements are validated by the EO and the IFSC, the EO can proceed with the production

Design and printing of the branded materials are according to the [Global Timeline](#). It is responsibility of the Event Organiser to ensure the printing of all the elements described into the Event Branding document, and to borne the costs associated to it.

Additional Branding

Additional materials can be designed either by the IFSC or the Event Organiser and printed/displayed by the Event Organiser. These additional materials will be defined together during the event preparation between the IFSC and the EO, in line with the Event Branding, giving equal visibility to IFSC and Event Organiser partners. If not designed by the IFSC, these additional materials will be obligatorily sent to the IFSC for validation prior to the Event.

It is the responsibility of the Event Organiser to make sure that branded materials are produced strictly on time and displayed properly virtually and on site. The design of the branded materials will be sent and validated by the IFSC prior to the Event, according to the [Global Timeline](#).

Globally, the Event Organiser shall arrange the venue (meaning outside the FOP) to ensure an optimal visibility of the main stakeholders:

- The IFSC
- The Event Organiser
- The IFSC sponsors
- The Event Organiser's sponsors

Special attention will be given to:

- Entrance/lobby
- Welcome desk
- VIP area
- Climbing Walls top section covering
- Press office
- Access to the FOP



Event Logo

The IFSC provides an Event logo for each World Cup to be used on all the promotional materials. Files will be shared in .ai / .pdf / .png

In order to develop an eco-friendly behavior and reduce costs, the Event Organiser may request to use the Event Logo without the date. In such case, the Event Organiser will seek the agreement of the IFSC.

Event Name

The World Cups will use the same wording: "IFSC Climbing World Cup" – "Discipline(s)" "City" Year".

Promotion on Video Board

During each round of competition (approx. 5 minutes before the competition starts until the ceremony podium), the IFSC webcast will be displayed on the Video Board. Outside the rounds of competition, the Event Organiser should display the following content (but not limited to):

- Footage of the event (replays, slow motion, interviews...)
- IFSC logo
- Event Organiser logo
- Event Logo
- IFSC sponsors ads - maximal length: 30 seconds per sponsor
- Event Organiser's sponsors ads - maximal length: 30 seconds per sponsor
- IFSC institutional videos
- Event Organiser's institutional videos

An additional screen (Score Board) should show the current ranking of the Event. Please check the section [Front of House](#) for more details

16. Broadcasting and IFSC Production Team

The IFSC is the sole owner of broadcasting (TV and digital) rights relating to all IFSC Events.

Where there is no IFSC deal in place, both the IFSC and the Event Organiser will be allowed to discuss deals (live or delayed content) with domestic broadcasters, at a national level (Country where the event is organised). By domestic broadcasters, we refer to domestic TV and digital platforms. However, the following conditions apply

- The IFSC will be involved at every stage of the negotiations and will sign the deal, in English.
- If any host broadcasting is present and approved, the IFSC shall be given free-of-charge access to the signal and isocam footage where available. Production shall be in HD and availability shall be international with no bias to local interest.
- Any digital platform contacted by the Event Organiser will be geoblocked to the domestic territory of the event. On a case by case basis, the IFSC may be offering wider distribution.

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

- The IFSC retains the right to produce its own signal or 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 IFSC platforms and/or IFSC clients' platform.
- The Event Organiser will ensure that the timing of each competition is respected in order to respect live web broadcasting/broadcasting programs.

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. The IFSC retains all copyrights.

TV Rights Policy

The IFSC has released a *TV Rights Policy* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>) in order to clarify the Broadcasters rights in terms of filming and use of IFSC footage.

IFSC Production team

The IFSC nominates a service provider for the filming and Broadcasting and/or Web Broadcasting of the event. The IFSC Video Production team is responsible for the LIVE streaming of events, the creation of replays, highlights and overviews as well as short features. Each LIVE broadcast and replay will show a short clip featuring footage of the host area or city.

The IFSC will coordinate the provision of Broadcasting/Web Broadcasting services to the Event Organiser through its service provider for Live and delayed Streaming. The Event Organiser will provide free access to the IFSC's nominated provider as well as all reasonable assistance to ensure a professional coverage of all aspects of the competition.

The Event Organiser is required to provide some facilities and equipment to accommodate the IFSC provider, please check the *IFSC Production Team requirements* (<https://www.ifsc-climbing.org/index.php/2-uncategorised/61-event-organisers-resources>). More details will be sent by Video production manager 2 months before the event (Info and Needs document).

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. The Event Organiser will seek agreement of the IFSC one month before the event at the latest. The IFSC will then advise protocol. Streaming IFSC events or part of them on digital platforms other than the official IFSC Youtube channel is not allowed.



17. Sustainability

IFSC has produced Sustainability Guidelines aiming to provide simple, practical and essential information on key aspects of sustainability for member federations and Event Organisers to be better able to navigate the complexities of this subject and develop effective sustainability programmes.

We hope these guidelines will provide a valuable overview and reference point for this important topic. We also know that sustainability is a constantly evolving discipline, with new issues, challenges and opportunities always needing to be addressed. We therefore welcome feedback, comments and suggestions so that we can continually improve our guidance and ensure our material is as fresh, relevant and accurate as possible.

The IOC's official definition of sustainability is that, when making decisions, we ensure feasibility, and we seek to maximise positive impact and minimise negative impact in the social, economic and environmental spheres. Each of us can participate in making the world a better place through sport.

At the end of season of Events, the IFSC shall reward organisers who have incorporated sustainable considerations throughout all levels of their event strategy.



18. IFSC Service Fees

Hosting an IFSC Event implies the payment of Fees. The details, the amount and the type of fees required per type of IFSC Event is listed on the [Fee system](#) approved by the IFSC Plenary Assembly.

The IFSC Sport Department remain at your disposal for any advice on the budget preparation. Unless specific notice, the Event Organizer agrees to pay to the IFSC the applicable fees within 30 days of receipt of invoice for all Event Fees.

Late payments after the thirty (30) day period shall be subject to 5% p.a. penalty until full and final payment as per Swiss Law. Any additional services or special services requested by the Event Organizer for its own purposes will result in costs being borne by the Event Organizer.

The Event Organiser is required to provide the IFSC with a detailed provisional budget of the event while signing the EOH, as well as an approved financial report after the event.

19. Other expenses

In addition to the IFSC fees, other budget items shall be considered for the event from the Event Organiser. These are listed below but comprises mostly:

- All costs associated with organizing and running the Event
- The provision and award of prize money and trophies
- Anti - doping tests
- Hospitality cost for some IFSC officers

Prize Money

The event organiser is responsible for the payment of prize money for the athletes ranked according to the table below. The amount below represents the total per Category, per disciplines (Lead, Boulder, Speed). The amount below are equal for Women and Men.

The Event Organizer must ensure all prize money is net of any local taxes. The amount is net and therefore represent what the Athletes must receive. The amount does not include taxes applicable for host National Federation which in any case are to be borne by the Event Organiser.

<i>Place</i>	<i>Amount for 2023</i>
1st	2 810 €
2nd	2 030 €
3rd	1 475 €
4th	1 200 €
5th	1 030 €
6th	920 €
7th	860 €
8th	805 €
Total:	11 130 €

NOTE:

1. The prize money are by default subject to a 5% increase per year; however, some other adjustment may implement by the IFSC, the table above is the reference.
2. Higher amount maybe proposed by the Event Organiser only after the approval of the IFSC.

In case the Event Organiser is using a bank transfer to pay the prize money to the athletes, the amount shall be transferred no later than month following the award ceremony day.

The information will be stated in the pre-event information sheet so Athletes can prepare bank account information (IBAN and BIC). In case the Event Organiser is using cash or checks to pay the prize money to the athletes, the amount shall be available to the athletes immediately after the award ceremony.



Hospitality expenses of IFSC Officers

The Event Organiser is responsible to provide free accommodation for the IFSC President, ensuring a three stars hotel minimum standard.

Anti - doping test

Please check the anti-doping section. The Event Organiser is responsible to request and pay the anti-doping tests. In the specific case of speed world record, the Event Organiser is responsible to request and plan the additional tests for Speed. In case the world record is held, the expenses for the test will be borne by the IFSC.

Sanctions

Sanctions to an Event Organizer is proposed by the Sport Department to the IFSC Executive Board following a breach in the Event Organiser Handbook. The proposed amount for the sanction will be adjusted depending to the gravity of the infringement. The IFSC staff will prepare a detailed report to clarify if an Event Organiser has failed to comply with the requirements included in the Event Organiser Handbook.



20. COVID-19

With respect to the spread of the COVID-19 pandemic, the Event Organiser confirmed the commitment to run the event according to the present contract. The Addendum to IFSC Rules, available on IFSC website, is integral part of this agreement and shall be respected by the Event Organiser. Under the circumstances where spectators are not authorised to attend the event, the EO confirms its commitment to run the IFSC World Cup.

21. Appendixes

Appendixes	Type
All reference to IFSC website	Online link
Accreditation system	PDF file - IFSC website
Awarding ceremony protocol	PDF file - IFSC website
Back of House (BOH)	PDF file - IFSC website
Climbing wall requirements	PDF file - IFSC website
Competition media policy	PDF file - IFSC website
Event branding	PDF file - IFSC website
Field Of Play (FOP)	PDF file - IFSC website
Front Of House (FOH)	PDF file - IFSC website
Global timeline	PDF file - IFSC website
Human resources	PDF file - IFSC website
IFSC service fees	PDF file - IFSC website
Lighting guidelines	PDF file - IFSC website
Production team requirements	PDF file - IFSC website
Route setters checklist	PDF file - IFSC website