

WKFE Event Operation Manual



WKFE WUSHU KUNG FU
FEDERATION OF EUROPE

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President's message

Dear Members,

We are pleased to present the newly revised and improved WKFE Event Operation Manual. The development of this manual has been based on careful and comprehensive reviews of past events. We continually refine best practices in event management and organization, and hope this manual will contribute to more successful wushu events everywhere, whether large or small.

This manual provides a comprehensive list of requirements and suggestions to consider when organizing or planning a WKFE-sanctioned event. Our intention is not to restrict the process but to streamline it, and to provide every host LOC with a base on which to build the most successful event possible; with logistic expectations made clear, hosts may be free to fully showcase their location and provide a unique experience for not only all participating athletes, but for the audiences around the world, too.

I am confident that these guidelines will give you a clear understanding of what it takes to manage a WKFE event, and I hope that you find this manual most helpful when planning and executing your future events.



Patrick Van Campenhout
WKFE President
president@wkfe.org

Foreword

Since its founding in 2023, the WKFE has served as the official continental federation for Wushu in Europe, promoting the sport's growth and professionalization across the region. To meet the rising standards and expectations for events, this manual has been created to guide the planning and delivery of smooth, high-quality European Wushu competitions. It is designed as a practical reference for National Federations and event organizers, helping them define logistical, technical, and operational requirements and to coordinate effectively with the WKFE.

The manual draws on IWUF guidelines but has been adapted to European conditions. While its primary purpose is to support official WKFE Championship events, it can also serve as a helpful reference and source of inspiration for other member events, whether regional or national.

These guidelines will continue to evolve in line with new technologies, event formats, and the diverse venues across Europe. We recognize that some recommendations may need to be adapted to local contexts, and we welcome feedback to improve this manual further.

Finally, we would like to thank all those who have contributed to this publication and to the broader development of Wushu in Europe. Your dedication and achievements provide the foundation for this work.

September 25, 2025

Peder Finnsio, Executive Board Member

Haojun Zhuo, Sports Director

Abbreviations

DCO – Doping Control Officer
EB – Executive Board
ENG – Electronic Newsgathering
FOP – Field of Play
IOC – International Olympic Committee
ITO – International Technical Officials
IWUF – International Wushu Federation
LOC – Local Organizing Committee
NF – National (Territorial) Federation
NOC – National Olympic Committee
OB – Outside Broadcasting
OOC – Out-of-Competition
SCA – Sample Collection Authority
SNG – Satellite News Gathering
SEC – Sanda Europe Cup
TD – Technical Delegate
TDP – Test Distribution Plan
ADA – Anti-Doping Agency
EJWC – European Junior Wushu Championships
WKFE – Wushu and Kung Fu Federation of Europe
ETJQC – Europe Taijiquan Championships
EWC – European Wushu Championship

Chapter 1 - WKFE Events

1.1 WKFE Official Events Overview

An application for organizing a European competition is made in compliance with the WKFE Constitution and Regulations. All National Federation/Association members of the WKFE are eligible to apply to host a European competition event. The official events of WKFE are as follows:

- European Wushu Championships (EWC)
- European Junior Wushu Championships (EJWC)

Both events are held in cycles of one (1) year. The WKFE's bidding reminders will be sent at least two (2) years in advance to allow sufficient time for National Federation/Association members to submit bids.

1.2 Bidding Process

1.2.1 Registration Phase

All members wishing to host WKFE events shall submit the preliminary registration form and a letter of intent via email to info@WKFE.org. On the registration form, the year and name of the event for which the National Federation/Association wishes to bid shall be specified. If the National Federation/Association wishes to submit bids for more than one event, separate registration forms and letters of intent must be submitted for each event.

The registration form and letter of intent require the signature of either:

The president or the Secretary General of the member National Federation/Association.

Once an NF or a city submits the registration document, it will become a registered bidder for the WKFE events. Only registered bidders are eligible to submit their bid files in the next phase.

1.2.2 Application Phase

The bid file is the official set of documents, consisting of general bid information, the operational plan, and an outline that demonstrates the bidder's capability to host the WKFE event. The submitted bid file will serve as the basis for evaluation throughout the entire bid process.

Bid File Content:

- the Host City Application Form.
- the Support letter of NOC and/or the National Sport Ministry.
- the Support letter of the local government.

If the National Federation/Association is bidding for multiple WKFE events, separate bid files must be submitted for each event.

Any supporting materials attached to the bid file shall be in color and clearly annotated. They must be provided in a PDF format.

The bid file(s) shall be submitted under the signature of the president of the member federation/association.

1.2.3 Evaluation Phase

The WKFE will review and evaluate the applications of bidders, examine the feasibility of the proposed budget plans, and verify each bidder's ability to deliver the WKFE event.

Applicants who did not meet the requirements of the WKFE will be individually notified, and at the same time, the WKFE will shortlist final candidates.

The WKFE President will appoint representatives to conduct inspection visits to the candidate cities three months before the convening of the Congress, at which the event hosts will be determined.

The bidding federation or city shall bear all costs associated with the inspection visits. The representatives shall submit a report to Congress.

1.2.4 Selection Phase

The selection phase for deciding hosts of the WKFE events will be the WKFE Board of Directors (BoD), or by the EB Executive Board between meetings, at which final candidates will make presentations.

The length of each presentation shall be strictly limited in duration to 10 minutes or less. The travel and accommodation costs shall be at the candidates' own expense.

The final decision will be made at the Congress or the WKFE Annual Meeting, where all attendees will vote for the host city. Following this, the hosting rights for the WKFE event will be announced.

Chapter 2 - Administration

2.1 Local Organizing Committee

2.1.1 Structure

The host federation or host city often sets up the LOC to deliver the event in accordance with the specifications stated in the Host City Contract.

The organizational structure of the LOC shall be submitted to the WKFE at least nine (9) months before the event.

For WKFE events, a general organizational structure of the LOC is as follows:

It is of the utmost importance for the LOC to establish a line of communication with the WKFE and the NF; therefore, once the recruitment of the LOC staff is completed, the name and contact information of each area's manager should be communicated to the WKFE Secretariat and the NF.

This should be completed at least nine months before the event.

It is recommended that the Organizing Committee be managed hierarchically, with one person taking primary responsibility for a specific project or area of work, rather than having one person directly handle different unrelated tasks.

This approach can reduce individual workloads and minimize mistakes, preventing single deliverables from being overlooked.

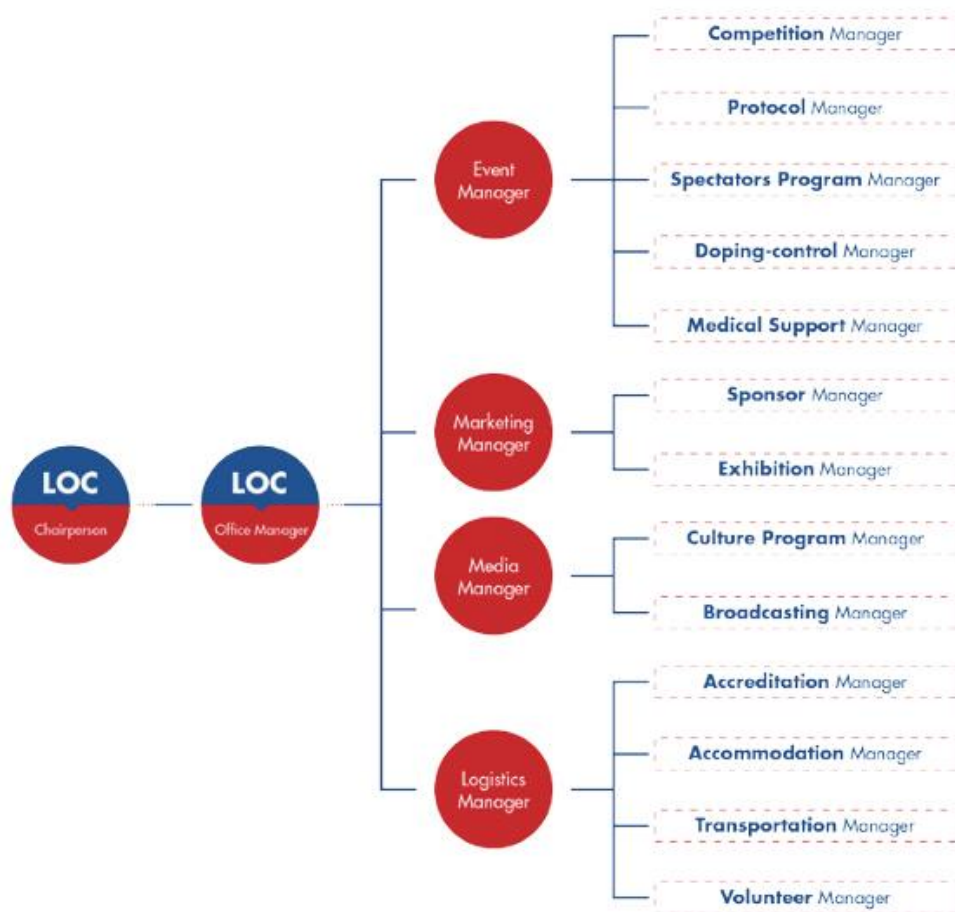


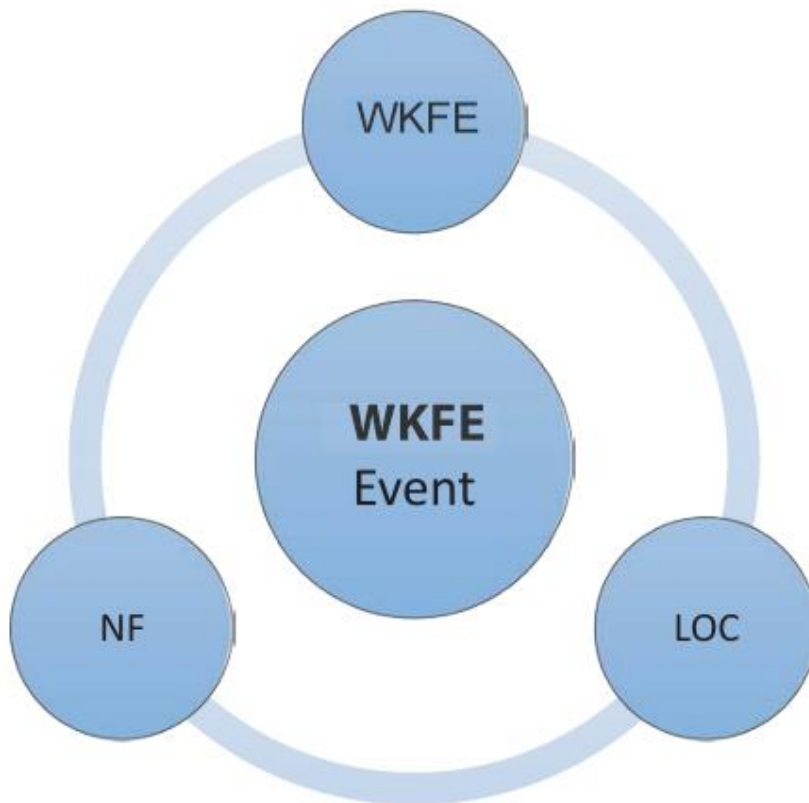
Figure 1 – LOC Structure

2.1.2 Timeline for LOC Preparation

The general timeline for preparation by the LOC for an event is as follows:

- 9 Months Prior: Design structure of LOC; Draft plans.
- 6 Months Prior: Final plan; Finalize the logo and mascot(s).
- 3 Months Prior: Department representative contact information of LOC; Medals and certificates design; Detailed floor plan.
- 2 Months Prior: Site inspection report; Volunteer recruitment; Accommodation and catering; Opening/Closing ceremony management; Transportation plan; Registration materials and facilities.
- 1 Month Prior: Final preparation report.

2.1.3 The Relationships between WKFE, LOC, and NF



2.1.3.1 WKFE & LOC

To ensure the successful planning and execution of events, the WKFE values the importance of effective communication and will establish an efficient communication channel between the LOC and the WKFE Secretariat.

Each LOC department must liaise with the corresponding department within the WKFE Secretariat.

All instructions provided by the WKFE must be followed up on immediately by the LOC.

2.1.3.2 WKFE & NF

The NF shall support the handling of passports and visas, medical certifications, and other processes to ensure that participating teams can register smoothly.

2.1.3.3 LOC & NF

The NF provides key expertise, experience, and resources to support the LOC in staging a first-class event.

2.1.3.4 Overall

The Secretariat of the WKFE shall work with the NF and the LOC to ensure that the event preparations and operations run smoothly.

The NF and the LOC shall report on any issues and coordinate with the WKFE on all competition matters.

2.2 WKFE Coordination Committee

2.2.1 Structure

The WKFE President shall appoint a Member of the Coordination Committee.

The structure of the Coordination Committee is as follows:

- Chairperson
- Other assigned members, if needed.

The Coordination Committee will work closely with the LOC on all matters to ensure that the general regulations, directions, spirit, and tradition of the WKFE are followed in respect of the organization and hosting of WKFE events.

2.2.2 Coordination Between WKFE and Event Organizers

The coordination between WKFE and various organizers is crucial for an efficient and smooth event.

The primary coordination channels of the WKFE event are the following:

- The WKFE supervises the whole process of hosting the event and determines the rules and the technical requirements for the event.
- The NF provides key expertise, experience, and resources to support the LOC in staging a first-class event.
- The LOC is responsible for the practical preparation and operation, as well as the final report of the event.
- Additionally, the Secretariat and the Coordination Committee of the WKFE shall work with the NF and the LOC to ensure that the event preparations and operations run smoothly.
- The NF and the LOC shall report on any issues of the event and coordinate with the WKFE on all competition matters.

2.3.2 Legal & Insurance

After being awarded the hosting rights, the federation or the city shall sign a written agreement, the Host City Contract, with the WKFE.

The contract shall delineate all the responsibilities and rights of each party.

The Host City Contract is the fundamental framework that should be the first point of reference for understanding the LOC's rights and responsibilities.

Other contractual documents or agreements, such as those between the LOC and partners, sponsors, suppliers, and other parties, will contribute to the contractual framework that outlines the LOC's legal rights and responsibilities, as well as those of different stakeholders.

The WKFE shall be released from any liability towards third parties resulting from any acts or omissions of the host federation, host city, LOC, and their respective officers, members, directors, employers, consultants, and other representatives related to the event.

This indemnification provision shall not apply to liability caused by the wilful misconduct or gross negligence of the WKFE.

It is essential to ensure that proper insurance policies are in place for each event. A copy of the insurance policy, provided by the host federation or the host city, shall be submitted to the WKFE at least three (3) months before the event's commencement.

Participating teams are responsible for acquiring their own insurance for both travel and the duration of their participation in the event.

2.3.3 Site Inspection and Report

To ensure accuracy and efficiency of the final preparation work, the WKFE Coordination Committee and other representatives from the WKFE shall conduct a site inspection nine (9) months before the event.

The WKFE will provide the list of the inspection team, and the LOC shall cooperate with the inspection team appropriately.

The LOC shall cover the inspection team's accommodation, meals, and transportation.

A corresponding report should be delivered to WKFE by the representatives of the inspection team.

2.5 Reporting

For the WKFE to review event preparation progress, regular reports from the LOC are required. It is the responsibility of the LOC to determine how to organize the reporting system, whether through a single point of contact or by having each area manager report directly to the responsible persons at the WKFE.

2.5.1 Progress Reports

The LOC shall establish effective communication channels with the WKFE and make progress reports to the WKFE as requested. The exact process should be carried out according to the LOC preparation timeline.

2.5.2 Final Report

Following the event, the LOC shall develop (at its own cost) an overview of the event. This overview can be an official report or bound book, and shall cover, but is not limited to, the following items:

- Messages from key people involved (WKFE President, LOC and/or NF President, etc.)
- History of the event
- List of participating countries
- List of participants
- Information about the press conference(s)
- Spectator information
- Ticket sales (If any)
- Broadcasting & live streaming statistics
- Opening/Closing ceremony
- Competition venue
- Competition results
- Medallist table
- List of participating ITOs
- Any other points of interest regarding or surrounding the event
- The WKFE shall approve the final report before production.

Chapter 3 - Competition Services

3.1 Accommodations

The LOC shall provide participants with accommodations approved by the WKFE (hotels, villages, campuses, etc.). The service level and cleanliness of the accommodation area shall conform to international/European standards.

In principle, the accommodation area shall not be more than 30 minutes away from the competition venue.

The LOC shall ensure that the following items and services are available for the participants in the selected accommodations:

- Hotel with a minimum three-star European standard, approved by the inspection team
- Free Internet availability (in the lobby and in the rooms).
- Each facility shall have a dedicated information desk set up by the LOC.
- Information boards shall be prominently displayed in each facility and shall contain the up-to-date event program, announcements, changes, transportation timetables, etc.

3.2 Visa

The LOC shall make all necessary arrangements to support participants in obtaining visas for the event.

As the visa application process requires considerable time, adequate preparation must be made in advance of the event.

It is recommended to begin this process at least four to six weeks in advance of the event, or earlier if required by the registration process.

Between the preliminary and final registration processes, the LOC shall receive the requests for visa letters from the team delegations.

The visa letter template must be prepared and ready for this process, including all the necessary approvals and authorization from the foreign affairs office of the host nation.

Once the team delegations and officials have been selected, the LOC shall arrange the visa invitation letters for individuals who require visas.

The LOC shall be proactive in issuing visa letters to all participants to avoid last-minute problems with visa letter requests.

Depending on the geographical location of and the routes to be taken to the host country, the LOC shall ensure the issue of transit visas to those travellers who require them.

3.3.1 Overall Security

The LOC is responsible for the safety of all participants and guests of the event.

There are two main types of security:

- Access to event venues and various zones within the venues.
- Security of the participants during their stay in the host city.

Appropriate measures shall be taken before, during, and following the event to ensure public safety. These measures include, but are not necessarily limited to, the following:

- Security on the grounds of all official hotels, venues, and the surrounding areas.
- Security personnel shall provide control for the established admission system at all competition venues, including appropriate security checks for prohibited items (e.g.,

weapons, fireworks, alcohol, glass, laser devices, etc.). Additionally, they shall restrict entry for individuals who are intoxicated with alcohol or drugs or who appear visibly unstable.

- Sanitary regulations shall be enforced at venues and in the neighbouring areas to ensure the health and safety of all participants and spectators.
- The LOC shall ensure that fire-fighting equipment and emergency transport vehicles are easily and quickly available.
- The LOC shall put in place an emergency evacuation plan for the venue(s) that has been approved by all appropriate local authorities (i.e., police, fire department, emergency response, etc.);
- Security personnel shall investigate and address any illegal or potentially illegal acts.
- The LOC shall implement effective counter-terrorism measures and provide prompt responses to any legal violations.
- Accommodation facilities, rooms, and vehicles for participants shall not be marked with national flags or other identifying marks to prevent anyone from being targeted for any reason.
- Additional safety protocols will be implemented to protect VIPs and special guests attending the event.

3.3.2 Fire Safety

To ensure the safety of all the participants within all the venues, venue fire safety and construction should be strictly regulated during the entire competition period and must conform to at least the following requirements:

- The construction of the venue(s)/gymnasium(s) must meet all basic fire safety standardization practices and requirements.
- Fire hydrants must be unobstructed and easily accessible.
- All function rooms should be equipped with sprinkler systems.
- All fire escape routes must be unobstructed and easily accessible.
- Fire extinguishers must be inspected, and those that do not meet the requirements or are expired must be replaced appropriately.
- Open fire/flame is prohibited in the venue.
- Smoking is only permitted in designated smoking areas.

3.3.3 Emergencies

In case of emergency, measures and resources should be in place to respond appropriately and address any unexpected occurrences, including medical emergencies, fires, terrorism, and natural disasters.

See sections 3.3.1 and 3.3.2 for details.

3.4 Transportation

3.4.1 Transportation Management

The LOC is responsible for organizing all necessary local transportation within the host city's area, including between the airport, accommodation areas, competition venues, training venues, and other relevant locations, for all participants.

The LOC shall recruit and train necessary personnel and make effective planning before the event.

Transport planning should be based on the competition timetable for each group of people, taking into account the number of hotels used for the competition.

Considerations such as defined routes and traffic volume at different times of day should be made for the convenience of competition participants and officials.

The Transportation Manager should prepare additional planning for significant delays.

Transportation planning shall also consider worst-case scenarios, and preparations shall be made to accommodate them.

All vehicles used for event transportation should be branded to match the event's look and feel. The design can be versatile, but WKFE should approve it before the event.

The transportation service can be divided into the following groups:

- Public transportation service for local volunteers, security workers, and other LOC staff.
- Shuttle service available from all competitions and venues, making scheduled and regular stops.
- Individual or shared dedicated vehicles with drivers staying full-time with their clients.
- Private transportation with drivers for special guests.

The following groups must have specified vehicles provided for transportation during the event:

- The WKFE EB shall have a dedicated vehicle with a driver.
- Each group of officials (ITOs) shall have dedicated buses or minibuses with drivers. The number of vehicles and drivers would depend on the number of officials. It is the responsibility of the LOC to allocate the correct number of cars that must be at the sole disposition of the Officials.
- WKFE secretariat personnel shall be allocated vehicles with drivers for the exclusive use of WKFE staff. The number of cars and drivers shall depend on the number of WKFE staff present at the event.
- Note that the LOC shall arrange shuttle buses for judges to attend the Judges' Refresher Course (if applicable).

3.4.1.1 Team Delegations

Transportation arrangements for the teams shall be based on the competition timetable and the training times. If the training venue and competition venue are in different locations, transportation shall be arranged for both.

If the training and competition venues are in the same location, having a single transportation plan will be sufficient.

The number of people to be transported must be taken into account, and sufficient numbers of vehicles shall be available to accommodate them.

A shuttle bus service shall be provided to the team delegations during the event. The schedule and frequency of this service shall be in accordance with the competition and event schedules.

3.4.1.2 VIP Specifications

VIPs are all officials in the EB, special guests, and others specified by WKFE.

3.4.1.3 Management Requirements

The LOC shall submit a transportation plan to the WKFE before the event.

The transportation plan shall contain at least the following information:

- The number of participants and officials who will need transportation, including the designated vehicles for the WKFE Executive Board Members, WKFE office personnel, officials, and team delegations, etc.
- The number and type of vehicles for everyone or a group, based on the number of people who will require transportation.
- The number of personnel required for the effective operation of the transportation system.
- A clear and concise explanation of how the plan will function.

3.4.1.4 Required Resources

Resources for transportation include the vehicles and drivers required, as well as transport personnel from the LOC.

The number of resources required shall be defined by the size of the event and the number of participants.

The transportation resources for an event shall be defined as follows:

- Buses for arrivals and departures.
- Buses for team delegations.
- Private vehicles for the EB Members, VIPs, and Officials.

- The number of drivers required for the operation of the transport plan.
- The number of LOC staff and volunteers required.

3.4.1.5 Transportation Operations

The LOC shall set up information desks at the accommodation facilities and competition venues, which shall have details of transportation and contact numbers for the necessary persons.

Parking must be arranged at:

- The airport(s).
- The accommodation area(s).
- The competition venue(s).
- The training venue(s).
- Any other venue that will be used.
- The required parking space depends on the number of people to be transported, and hence, the number of vehicles required.

3.4.2 Arrival & Departure

The LOC shall greet and receive all participants professionally and efficiently, and prepare a list of all arrival dates, including the arrival terminal (if necessary) and the hotels allocated for each participant.

3.4.2.1 Reception Points Inside Arrival Area, Passport Control & Luggage Collection

The LOC responsibilities at reception:

- Shall set up reception points at the host city's local/international airport.
- Assign volunteers to the luggage collection area to address any issues (i.e., loss of luggage) that may arise. These volunteers must be fluent in English and be able to communicate effectively in the language of the host country.
- Collaborate closely with government officials to ensure the smooth arrival of teams and officials at the airport.
- Have a designated person responsible for overseeing the passport control process and assisting individuals if necessary.
- Ensure that the passport control process is efficient since there may be large numbers of people arriving for the event at the same time.

3.4.2.2 Information Desks at the Arrival Terminal

If there is more than one terminal at which participants may arrive, the LOC shall set up dedicated information desks outside the arrival area for each terminal.

The information desk shall be clearly labelled with the event name, and posters shall clearly indicate it as an “Information Desk.”

The Information Desk LOC staff/volunteers must speak fluent English and the language of the host country. The staff shall have all necessary information for the arrival process and transportation to the hotels.

A record of all arrivals shall be kept in case a participant does not arrive, so that the LOC can follow up.

In case of delayed flights, the LOC shall establish communication procedures among the arrival staff at the airport, the transport team, and the accommodation team to manage all necessary changes.

3.4.2.3 Arrival at Train Station/Bus Station

The LOC shall also establish reception points at the train station. Participants arriving by train shall also be provided with transportation to their respective accommodations.

3.4.2.4 Departure Management

Once the competition begins, the departure plan and arrangements shall be communicated to all individuals concerned.

Departures must be managed based on the departure times of all individuals. Whether the LOC will use a shuttle bus system or arrange vehicles, depending on the time for each individual's departure, must be clearly defined and communicated to all concerned parties.

The departure plan must be communicated to the WKFE Secretariat office in advance of the event. The plan should include the vehicles required for the number of people who need airport or train station transportation, with the dates and times clearly defined.

3.5 Team Training

3.5.1 Training Schedule

The training schedule will be announced after accreditation has concluded and shall include transportation information.

It is LOC's responsibility to ensure each team can fully engage in the training program, including arranging team volunteers for international teams if needed. Team volunteers shall be able to speak English fluently and support their assigned teams respectively in case of any confusion.

3.5.2 Transportation Information

LOC shall arrange sufficient shuttle buses for team members and judges to visit the venue before the competition.

The transportation information should be included in the training schedule.

3.6 Catering

The LOC shall provide catering services (breakfast, lunch, and dinner) for all participants, whether in the designated hotels or in dedicated areas nearby.

The catering schedule must align with the competition schedule, taking into account technical officials, WKFE staff, and others who may stay longer at the competition venues after each session.

Sufficient time for digestion and warming up should be taken into consideration when determining the meal schedule and location.

The LOC may prepare vouchers for participants to use more effectively in managing catering services.

The catering areas of the designated hotels should meet the following standards:

- The areas shall be equipped to cater to the required number of participants in terms of space and services.
- Meals must be high in quality and diverse from day to day.
- Food quantities must be adequate, taking into consideration the required nutrition and caloric needs of the athletes.
- Lunch boxes should be made available when necessary.

To prevent doping cases related to athletes consuming meat products contaminated with prohibited substances, the LOC shall pay special attention to the meals served. Meat/fish that is used for meals shall not contain any steroids, hormones, etc.

For the composition of meals, the LOC shall consider a choice that enables athletes, regardless of their cultural or religious background, to absorb the necessary calories for high-level sport. Separate halal catering areas must be provided for Muslim participants.

At both the competition venue and the training venue, bottled drinking water must be made available for the athletes, officials, and technical officials for the entire duration of the event.

3.7 Medical Service

3.7.1 Medical Service Management

Medical services are essential for protecting the health and safety of all participants, thereby contributing to the integrity of the competition.

The medical services area has two significant roles:

- Providing medical care and health services for athletes and WKFE officials.
- Managing the doping control program.

3.7.1.1 Requirements

For this area, key success factors include:

- A well-defined scope of medical and health services for all stakeholder groups, including disaster-planning and emergency medical response plans for all venues.
- A high-quality polyclinic and other services to help ensure that athletes can deliver their optimum performance, and an effective doping control program.
- The LOC shall develop a medical care plan before the event and submit the plan to the WKFE for approval.
- The LOC shall be able to provide sufficient and effective medical treatment during the event.
- Arrangements must be made with a nearby hospital(s) for emergency treatment. The hospital(s) should be reachable within 15 minutes.
- In addition, ambulances fully equipped according to medical emergency international standards (i.e. with oxygen mask, spinal boards, etc.) shall be on standby for transporting injured personnel to a hospital from all competition and training venues.

3.7.1.2 Basic Hygiene

All venues/spaces must be properly cleaned following installation and in advance of the competition start.

They should also be cleaned after each day's activities and as needed throughout the day. All toilets shall have adequate supplies of toilet paper, soap, and hand-drying facilities.

3.7.2 Medical Personnel

The LOC shall appoint one Chief Medical Coordinator who will be responsible for all medical matters.

The coordinator shall be experienced and an expert in this field and shall appoint sufficient certified medical doctors, nurses, massage therapists, and other qualified personnel to address any medical matters that may arise during the event.

Medical staff and equipment must not be visible to any of the TV cameras covering the competition. Preferred placement is behind TV cameras.

3.7.3 Medical Room

There should be a room well-equipped with licensed medical staff, medical facilities, and first-aid equipment (including stretchers and medical waste bins), with hygiene standards consistent with those of the medical industry.

Generally, the Chief Medical Officer (CMO) will be responsible for making the necessary arrangements and installing the required equipment in the Medical Room.

As medical staff will be stationed in the Medical Room for long periods, the room should also be equipped with storage racks, desks, and chairs.

3.8 Language Service

English will be the primary language used in all communications and for translation services. The language services should provide the following:

- Consecutive or simultaneous interpretation by professional interpreters at press conferences, meetings organized during the competition, and as required by the WKFE.
- Language support offered by volunteers to VIPs and special guests.
- Language support offered by volunteers in the Mixed Zone and Doping Control Station, and language support at the opening and closing ceremonies.

Chapter 4 - Venues & Logistics

There are two (2) main venue types for WKFE events in both sanda and taolu competition: competition venue and training venue.

Additional venues may also be used for the drawing of lots, doping control, or weighing-in. All venues must be confirmed and secured in advance for the entire event period.

4.1 Competition Venue

The competition venue(s) are of great importance and should primarily include functional rooms and a designated competition area.

All these areas must be equipped with the necessary implements, infrastructure, and technology support.

The overall competition venues and facilities must include the following spaces:

- competition venues
- training venues
- warm-up areas
- changing rooms
- Technical Official rooms
- call rooms
- medical room
- weigh-in area
- equipment check area
- Doping Control Station
- storage rooms
- offices for the LOC and the WKFE
- catering and hospitality areas for participants
- accreditation center
- (V)VIP Lounge
- press center
- broadcast center
- press conference room
- timing and scoring room
- sponsors' exhibition booths
- commentary booths
- ceremonies' areas and preparation room
- mixed Zone
- comfortable spectator seating
- security control room
- service rooms
- meeting rooms
- private toilets for participants and public toilets for spectators
- Flash Interview Zone
- any additional rooms/spaces as required by the rules and regulations by the WKFE

4.1.1 Capacity Requirements

The standard venues for wushu competition must meet the following basic requirements:
The vertical height of the vacant space above the competition area (especially the field of play (FOP)) should not be lower than eight (8) meters.

4.1.2 Seating Allocation

As a general guideline, there must be a main competition area with seating for at least two thousand (2,000) spectators (exact seating requirements will be indicated in the Host City Contract, as the seating may vary depending on the event).

- The seating shall include the following sections:
- (V)VIPs/Sponsors (30-50 seats, according to the event)
- VIPs/Guests (40-80 seats, according to the event)
- Press and Media (approximately 20-40 seats)
- Teams (60% of the number of participants)
- WKFE guests (approximately 10-15 seats)
- Local National Federation members/guests (approximately 50 seats)
- WKFE Officials (30-50 seats, according to the event)
- Seating areas should have a good view of the FOP.
- Restroom facilities must be easily accessible to all spectators.
- Security personnel should be posted throughout the venue and various seating sections appropriately.

4.1.3 Competition Areas

4.1.3.1 Taolu Competition Equipment and Area

Taolu competition shall take place on WKFE-approved wushu taolu competition mats that are comprised of a high-density elastic spring layer covered by a high-quality carpet layer.

The taolu competition area shall meet the following requirements:

- The taolu competition area shall be comprised of a contest area and a safety area.
- The contest area shall have a flat surface without any obstructing projections.
- The contest area for individual events is 14m in length by 8m in width, demarcated on all four sides by a white line 5 cm thick.
- The contest area is surrounded by a marked safety area which is 2 meters in width, counted from the 5 cm white line. However, the carpet can be 1 or 2 metres outside the line. The safety area of 2 metres is mainly for the weapon categories.
- The contest area for group events is preferably 16 meters in length by 14 meters in width, demarcated on all four sides by a white line which is 5 cm thick.
- The contest area for group events is surrounded by a safety area which is at least 1 m in width.
- The outer line of the Contest Area shall be called the Boundary Line(s), and the outer line of the Competition Area shall be called the Outer Line(s).

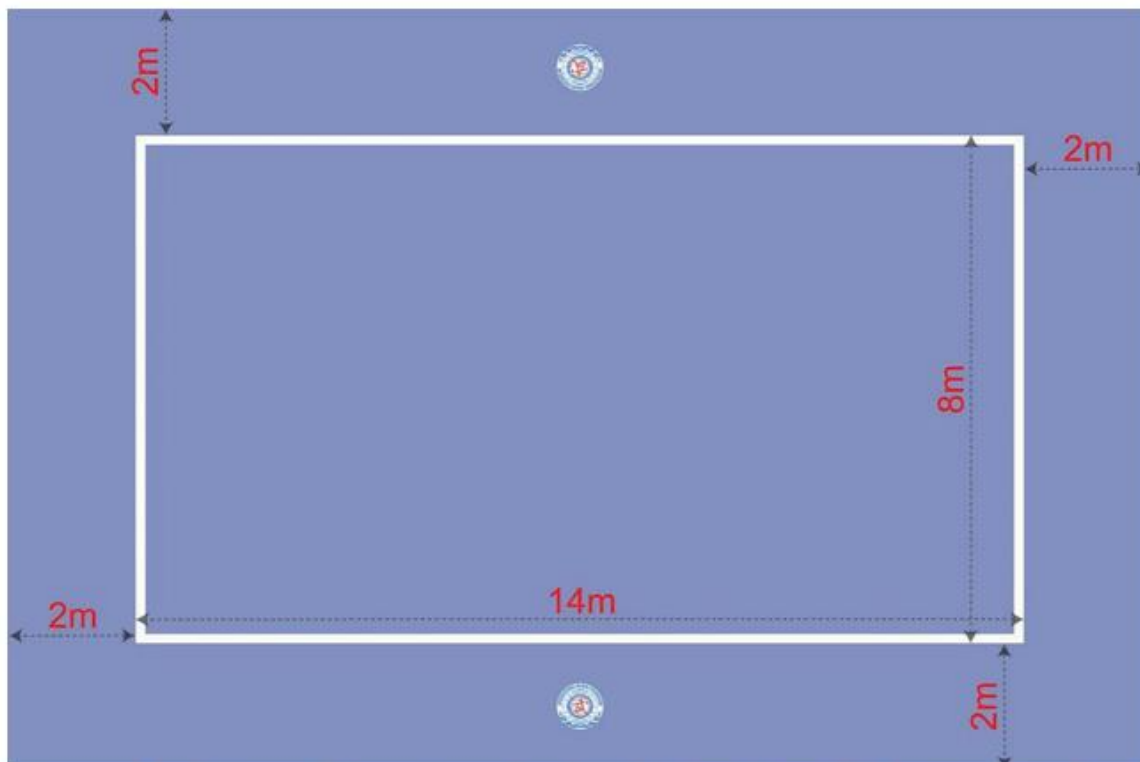


Figure 5 – Competition Area for Individual Taolu Events (top view)

4.1.3.1.1 Taolu Field of Play

All WKFE Wushu Championships and Junior Wushu Championships in taolu competitions shall feature two simultaneous FOPs.

For other events, where specified, the taolu competition might feature one or more simultaneous FOPs.

The placement of the seating for the Jury of Appeals and the Competition Supervisory Committee will change depending on the event and the number of simultaneous FOPs.

For the European Wushu Championships:

- Judges #1, #5, and #9 will form the A Group Judges (Quality of Movements Judges).
- Judges #2, #4, #6, #8, and #10 will form the B Group Judges (Overall Performance Judges).
- Judges #3, #7, and #11 will form the C Group Judges (Degree of Difficulty Judges).
- Judge #12 shall be the taolu inspector.
- The distance between the judges shall be 50 centimetres.
- HJ indicates the seating location of the head judge.
- The orange triangle symbol indicates the seating location of the electronic scoring system operator.
- The purple diamond symbol indicates the seating location of the chief referee.

- The blue diamond symbol indicates the seating location of the assistant chief referee/s.

For Duilian (Choreographed Sparring) events, traditional routine events, group routine events, and for optional and compulsory routine events (without degree of difficulty), there will be a total of eight (8) sideline scoring judges, and one (1) taolu routine inspector (if required).

- There should be a space of 50 cm between each judge.
- Judges #1, #3, #5, #7, #9 indicate the seating location for the B Group judges (Overall Performance Judges).
- Judge #8 indicates the seating location of the taolu routine inspector.
- When the electronic scoring system is unavailable, seated on either side of the head judge will be the scorekeeper and the timekeeper.
- The judges' seating will be separated into two (2) rows with a distance of 120-150cm.
- The back row will be elevated 40cm higher than the front row.
- The space between the Chief Referee and the Head Judge shall be 200-250 cm with separate tables.

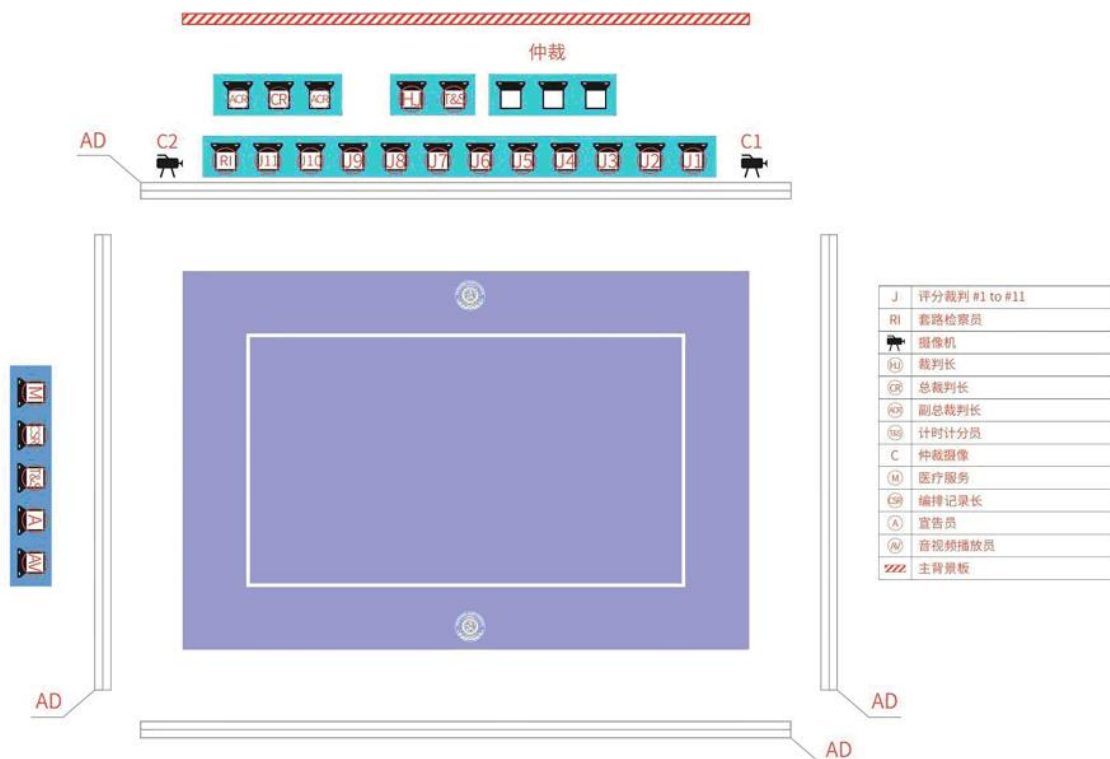


Figure 9 - Taolu Field of Play General Layout

4.1.3.2 Sanda Competition Equipment and Area

The Sanda competition shall take place on WKFE-approved wushu sanda competition platforms (leitai) that are comprised of a frame with a plywood surface, upon which a layer of EVA foam is covered by high-quality PU leather canvas.

The sanda competition area shall meet the following requirements:

- The competition area shall be comprised of a contest area and a safety area.
- The contest area shall have a flat surface without any obstructing projections.
- The contest area is 8 meters in length by 8 meters and has a height of 80 centimetres, demarcated on all four sides by a red line which is 5 centimetres thick.
- A yellow warning line, which is 10 centimetres thick, is drawn 90 centimetres in on four sides of the contest area.
- At the centre of the contest area surface is the WKFE or IWUF logo, which is 120 centimetres in diameter.
- The contest area is surrounded by a safety area comprised of foam protective safety mats, which are 2 meters in width and 30 centimetres in height.
- The outer line of the Contest Area shall be called the Boundary Line(s) and the outer line of the Competition Area shall be called the Outer Line(s).

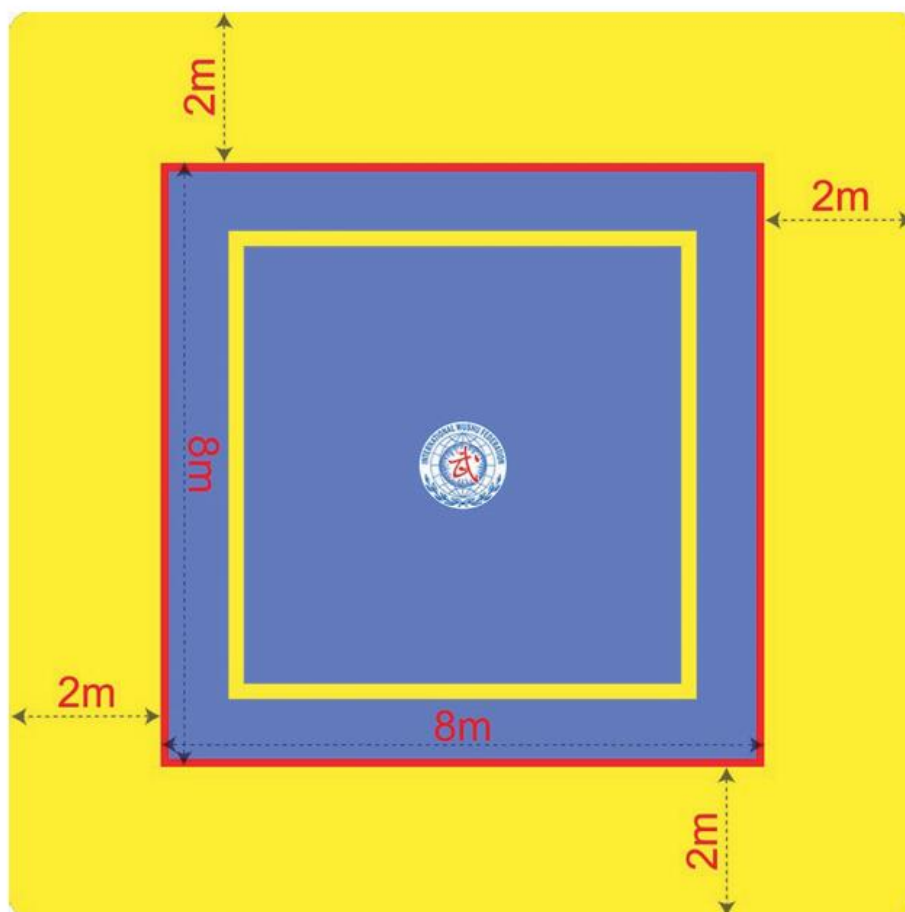
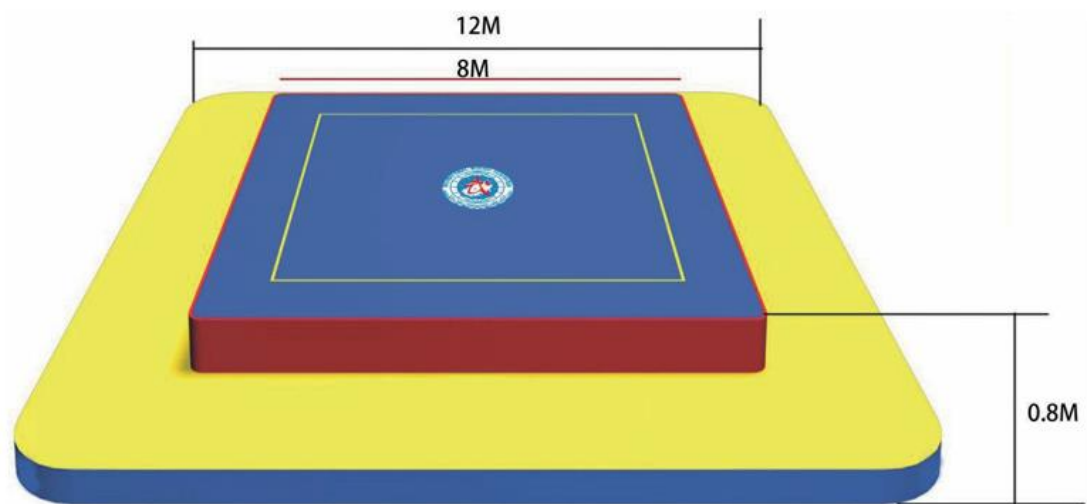


Figure 10 - Competition Area for Sanda Events (top view)



**Figure 11 - IWUF-Approved Wushu Sanda Competition Platform Dimensions
(oblique side view)**

4.1.3.2.1 Sanda Field of Play

All WKFE Wushu Championships and Junior Wushu Championships sanda competitions will feature a single FOP.

The placement of the seating for the Jury of Appeals and the Competition Supervisory Committee will change depending on the event and the number of simultaneous FOPs. The Chief Referee's table shall be 40 cm higher than the Head Judge's table.

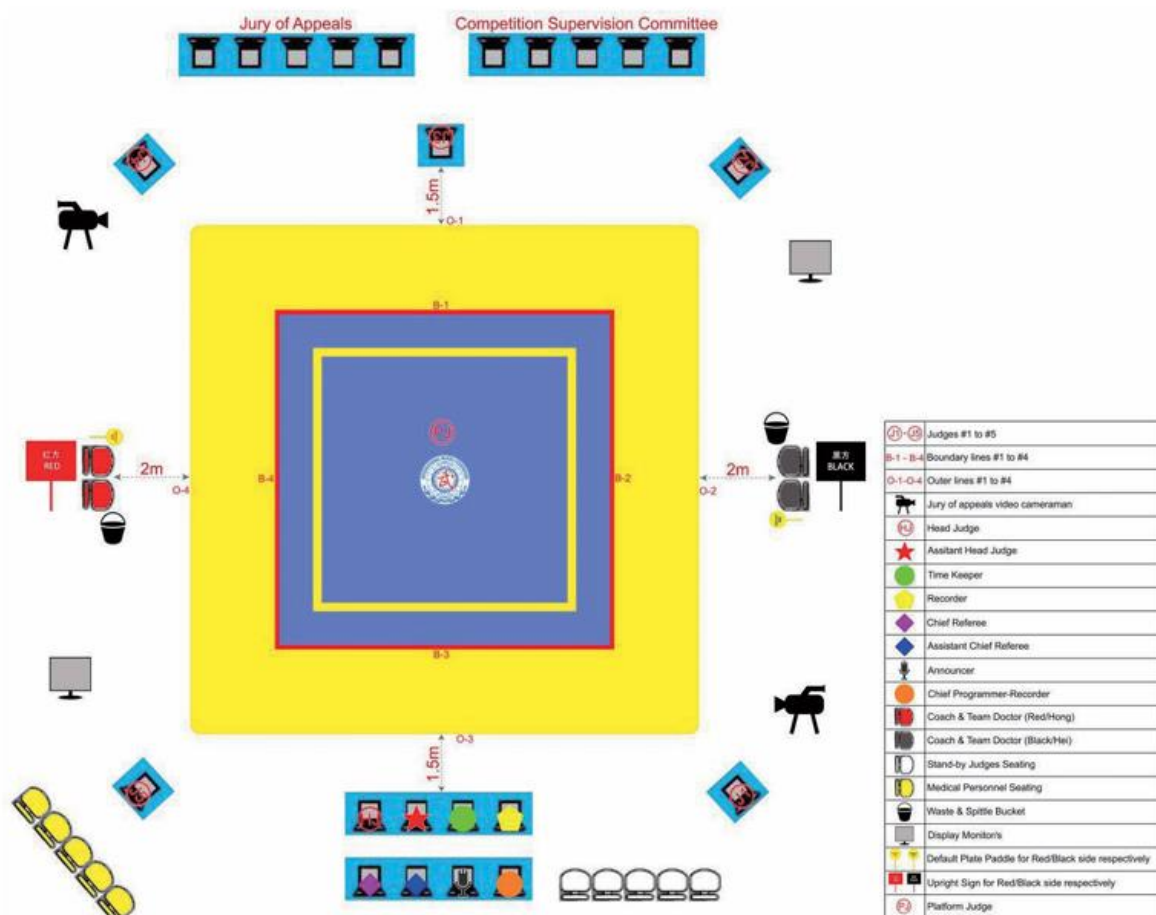


Figure 12 - Sanda Field of Play General Layout

4.1.3.3 Layout

Depending on the internal size of the competition stadium, the layout and orientation of the taolu and sanda FOPs may vary.

The diagrams below display the possible WKFE-approved layouts.

The LOC is required to present the floor plan for the competition venue to the WKFE for approval at least six (6) months before the event.

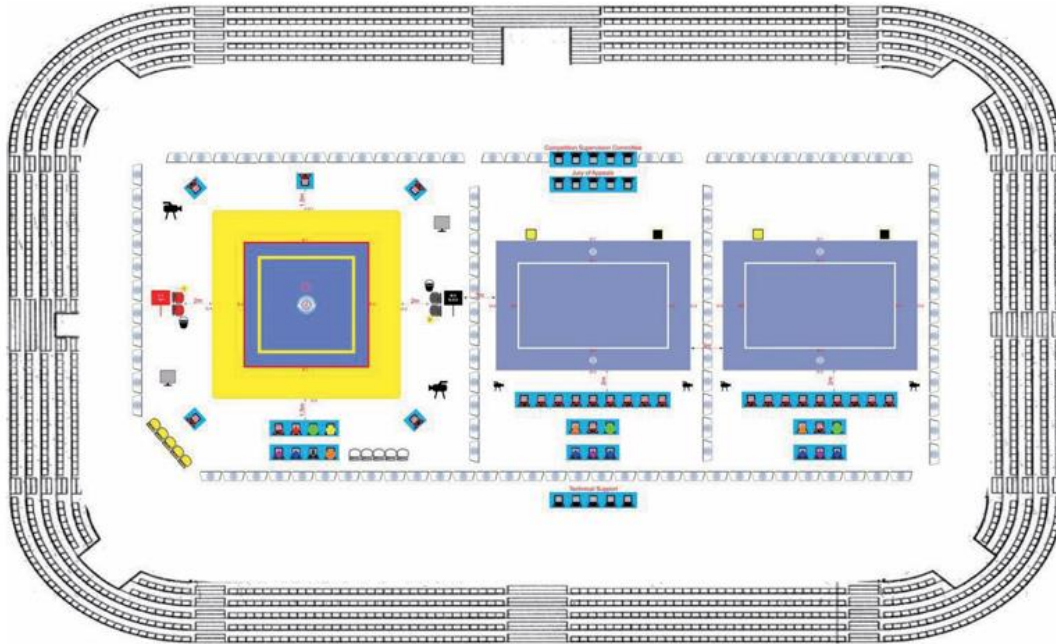


Figure 13 - Venue Layout 1

Figure 13 (Venue Layout 1) illustrates the ideal FOP layout and orientation suitable for competitions and events that involve two simultaneous taolu FOPs and one sanda FOP, such as the European Wushu Championships and the European Junior Wushu Championships, which are held within a stadium with sufficient internal space.

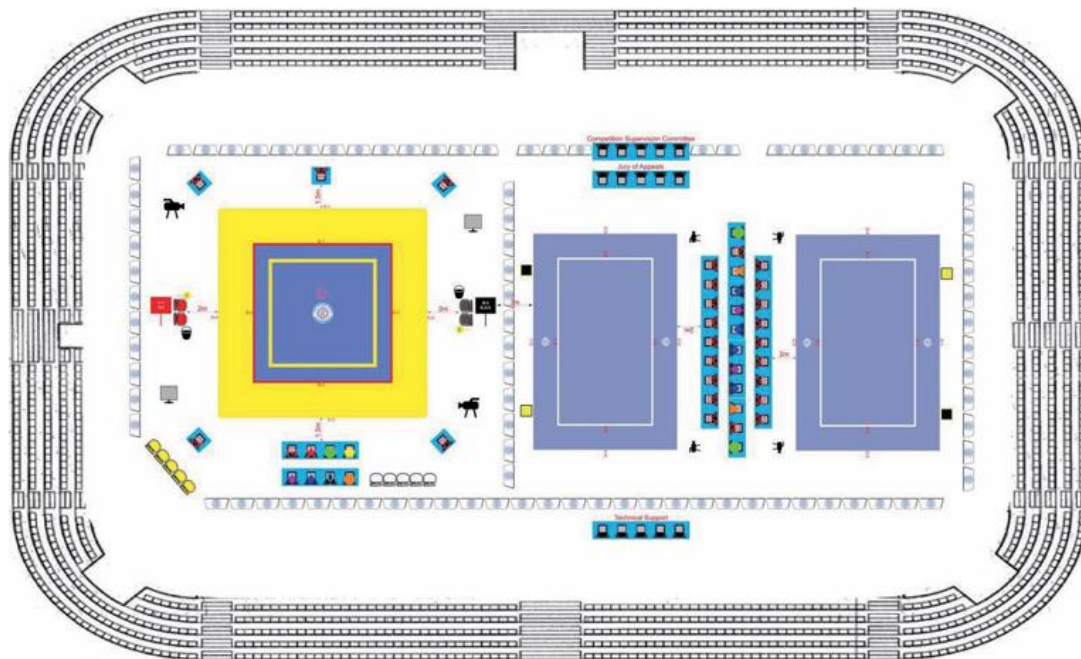


Figure 14 - Venue Layout 2

Figure 11 - Venue Layout 3

Figure 11 (Venue Layout 3) illustrates the ideal FOP layout and orientation for competitions and events that feature one taolu FOP and one sanda FOP.

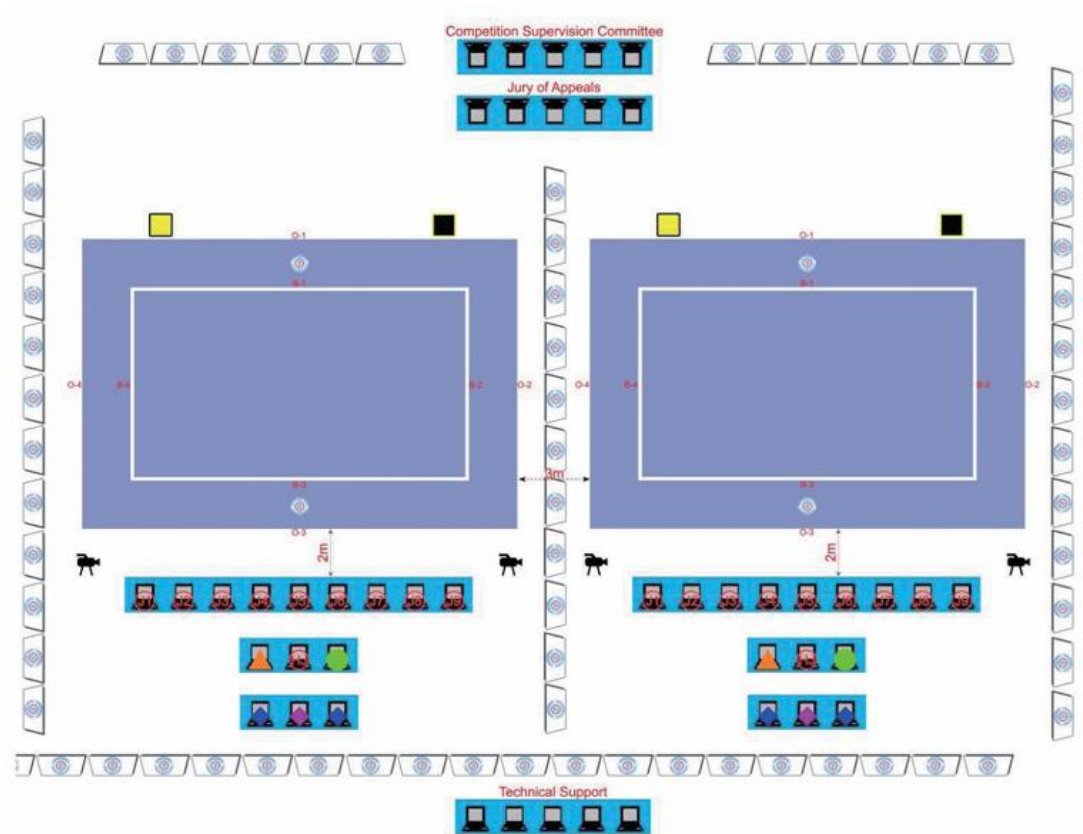
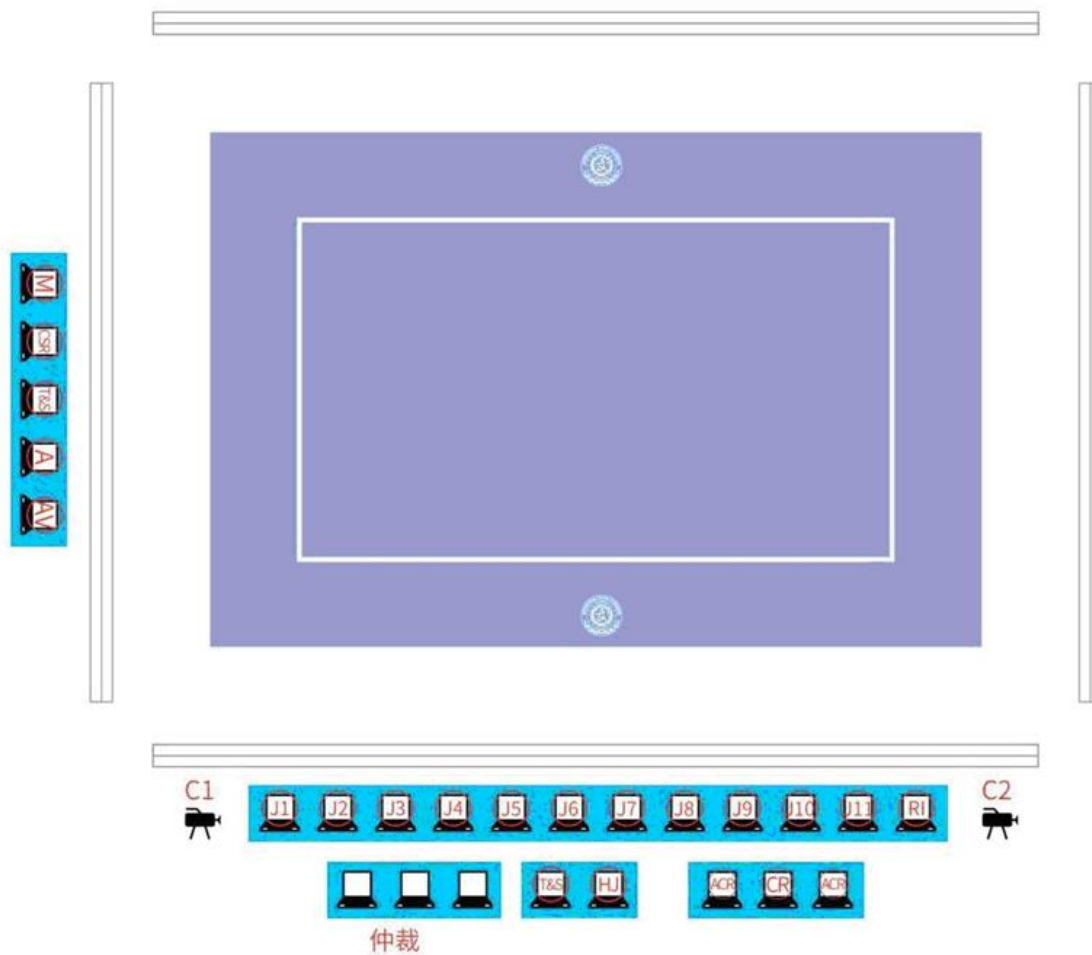


Figure 12 - Venue Layout 4

Figure 12 (Venue Layout 4) illustrates the ideal FOP layout and orientation for competitions and events that feature two simultaneous taolu FOPs, such as the Taolu World Cup.



仲裁委员会	JOA
仲裁摄像	C
裁判长	HJ
评分裁判长	J
总裁判长	CR
副总裁判长	ACR
医疗服务	M
编排记录长	CSR
计时计分员	T&S
宣告员	A
音视频播放员	AV

Figure 13 - Venue Layout 5

Figure 13 (Venue Layout 5) illustrates the ideal FOP layout and orientation required for competitions and events featuring a single taolu FOP.

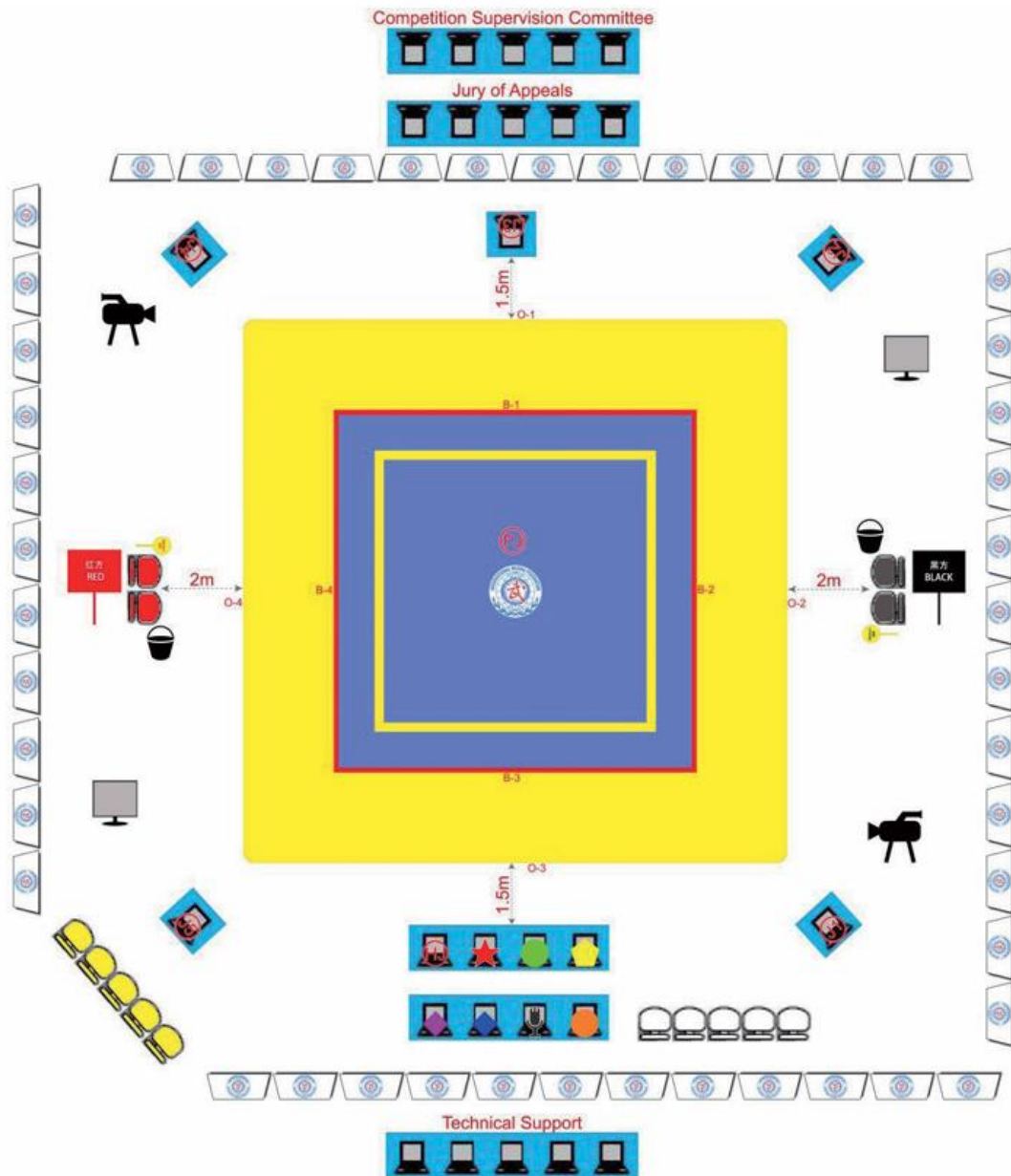


Figure 14 - Venue Layout 6

Figure 14 (Venue Layout 6) illustrates the ideal FOP layout and orientation required for competitions and events that feature one sanda FOP, such as the Sanda World Cup.

4.1.4 Other Areas and Functional Rooms

4.1.4.1 Warm-up Area(s)

A designated area shall be provided for athletes to prepare before stepping onto the FOP to compete.

This Warm-up Area must have a surface area of at least 150m² (for sanda, preferably with a partition), with at least two (2) massage tables and two (2) chairs per table, and a waste bin. The Warm-up Area should be in proximity to the FOP. It should include both individual areas with cubicles (accompanied by dividing blocks) and a common area with lockers and equipment.

The Warm-up Area should have anti-shock flooring, training pads for trainers, and water.

4.1.4.2 Athlete Lounge

The Athlete Lounge should be in a calm area of the venue, close to the warm-up area. If the training area is not in the competition venue, a separate athlete lounge area in the competition venue shall be provided.

4.1.4.3 Roll-call Area

The roll call procedure is crucial to the smooth operation of the competition. The Roll Call Area should be set up at least one (1) day before the beginning of the competition and should be close to both the training venue and the FOP.

The Roll Call Areas should have the following facilities:

- Desks and chairs
- Portable loudspeakers
- Notebooks and pens
- Volunteers
- Drinkable water station (bottled water preferred)
- Waste bins

4.1.4.4 Locker Rooms

For every sanda platform (leitai), there should be two (2) locker rooms available: one for the blue corner and one for the red corner.

Every locker room must be clearly marked with a sign indicating the color and platform for the sanda athletes participating.

The minimum size per locker room is 30m².

For events with male and female competitors, separate locker rooms shall be arranged.

The basic requirements for each locker room are as follows:

- Temperature-adjustable showers
- Toilets
- Mirror
- Clothing hooks
- Benches/chairs

- Cleaners (assigned by gender to match the athletes using the locker rooms)
- Volunteers

4.1.4.5 First-Aid Zone

The LOC shall be able to provide sufficient and effective medical treatment during the event. Arrangements must be made with a nearby hospital(s) for emergency treatment.

The hospital(s) should be reachable within 15 minutes.

In addition, at least one (1) ambulance fully equipped according to medical emergency international standards shall be on standby.

4.1.4.5 First-Aid Zone

Standards (e.g., oxygen masks, spinal boards) shall be on standby at each competition and training venue for transporting injured personnel to a hospital.

The First-Aid Zone should be located near both the FOP and the emergency access point.

The Chief Medical Officer should arrange and prepare all necessary facilities and supervise all medical operations throughout the competition.

4.1.4.6 Results Board Area

The results board should be set up in a clear, well-marked, and easily accessible area.

While a digital display is preferable, the basic requirements for a physical results board are a display board with a minimum dimension of 200 cm x 180 cm.

4.1.4.7 Technical Support Area

Technicians provide technical support to make sure competitions can operate at a high standard. There should be a separate and well-protected zone, known as the Technical Support Area, that is accessible only to technical support personnel.

The basic Technical Support Area requirements are as follows:

- Desks and chairs
- Internet access/broadband (the data exchange speed should be over 100Mb/s)
- Anti-surge power strips (the power should be over 16A, 4Kw)
- Laser printers (with three boxes of A4 paper)
- Volunteers
- Waste bins

For the “Photographer Area”, see Section 7.4, “Photographers”.

For “Awards Ceremony Area” see Chapter 10, “Protocol and Ceremonies”.

4.1.4.8 (V)VIP Lounge

Generally, VVIPs and VIPs have access to different facilities during WKFE events, with an exclusive lounge available for VVIPs with refreshments and drinks during the competition period. VIPs have access to a reserved area, where refreshments and beverages may be available.

It is up to the LOC to determine the specific arrangements.

The following facilities and services should be provided in the VVIP area:

- Comfortable tables, chairs, and a sofa suitable for extended conversations.
- Catering with drinks and refreshments such as water, coffee, tea, cake, cookies, and fruit, available before the start of the first session on Day 1 of the competition;
- Multiple restroom/toilet facilities, separate for men and women.
- Information desk with competition information (results and timetables, etc.).
- Volunteers should be on standby during the competition period.
- TV for replaying the highlights of the competition and with access to the competition livestream.
- Waste bins.
- A separate smoking room/area with facilities (ashtray, lighter, cigar cutter, etc.) is preferred.

4.1.4.9 Technical Official Lounge

The Technical Official Lounge is the place where technical officials can sit, relax, and eat during session breaks.

It should have a seating capacity for approximately twenty (30) people to be seated and eat, with a minimum floor space of 50m², and shall meet the following requirements:

- Comfortable and good-quality soft seating.
- Catered during breaks with refreshments, water, coffee, and tea.
- Kept tidy during the daytime and cleaned every day before the start of the first session.
- Volunteers on standby during the entire competition period.
- Waste bins.
- Separate restroom/toilet for men and women.

4.1.4.10 Conference Rooms

Conference rooms are essential for circulating information, and each room shall contain or have the following available:

- A standard conference table and chairs enough to seat 10-20 people.
- A projector with a screen with connections for Mac and PC.

- A PC (upon request).
- An electrical power outlet at the head table.
- A minimum of 3 microphones.
- An audio system with speakers that can support all standard audio devices.
- Auxiliary personnel/technicians to set up/connect equipment and troubleshoot.

4.1.4.11 Multifunction Room

All functional rooms above are compulsory, and an extra multifunctional room should be made available as a backup or for overflow from other rooms.

When not in use officially, this room can also serve as a lounge for LOC staff or volunteers, or as storage for LOC.

The extra multifunctional room should have:

- Desks and chairs.
- Fruits, snacks, and drinks.
- Waste bins.

4.1.4.12 Equipment Storage

Sanda equipment should be readily available to sanda athletes, and a designated storage area should be provided to keep all sanda equipment clean and dry.

This storage must be lockable and have a ventilation system to maintain the good condition of all equipment.

The exact required storage area will differ depending on the number of athletes, but 30m² of floor space with shelves is recommended.

LOC officials should oversee equipment, and facilities should be prepared as follows:

- One (1) desk of at least 240cm x 80cm x 70cm with two (2) chairs each for both red and blue corner athletes.
- Hygrometers.
- Dry fire extinguishers.
- Registry books and pens.
- Volunteers.

4.2 Training Venue

4.2.1 Logistical Requirements and Training Areas

4.2.1.1 Requirements

The training venue(s) used for the event must be determined in advance.

The LOC shall determine the training venue(s) based on the location(s) in relation to the distance from the respective competition venue(s) and team hotel(s).

Ideally, the training venue shall be located either within the competition venue or near the team delegation hotel(s).

The training venue must have LOC personnel present during all training hours to oversee the training schedules and control the number of teams and athletes using the training facilities at any one time. This is to ensure that all teams respect their allocated training times and avoid overcrowding in the training space, thereby enabling better conditions for each team.

Training venue LOC personnel must work together with the venue management staff. Where required, LOC personnel will coordinate with venue management to meet requests from WKFE and/or teams.

Equipment obtained from approved suppliers who appear on a list provided by the WKFE. The competition equipment must carry the event's features, and the design must be approved by the WKFE before the event.

4.2.1.2 Taolu Training Area

The taolu training area should be a simplified FOP with core facilities as follows:

- At least one (1) wushu taolu carpet (standard 14m x 8m with enough safe area and height required of a standard taolu FOP).
- HD TV of at least 32 inches providing the live broadcasting of the event.
- Multiple benches (recommended dimensions: 120cm x 35cm x 40cm).
- Lockers.
- Waste bins.
- Drinkable water (bottled water preferred).
- Desks with chairs (information booth).
- Volunteers.

4.2.1.3 Sanda Training Area

The sanda training venue should be a simplified FOP with core facilities as follows:

- At least two (2) wushu sanda training carpets (one for the red corner and one for the blue corner).
- HD TV of at least 32 inches providing the live broadcasting of the event.
- Multiple benches (recommended dimensions: 120cm x 35cm x 40cm).

- Lockers.
- Waste bins.
- Drinkable water (bottled water preferred).
- Desks with chairs (information booth).
- Volunteers.

4.2.2 Venue Presentation

To represent the event appropriately, the LOC is advised to note the level of venue renovation required, including any extensive makeovers, necessary to present the sport of wushu at its best.

Sometimes, minor renovations, such as paint jobs or other alterations, can make a significant difference to the event's image.

The LOC shall be aware of any possible additional renovations that could enhance the image.

The following areas must be attended to:

- National flags of participating countries/regions shall be put up on the ceiling above the FOP.
- Event banners or posters can be used to create an atmosphere in the area or serve as a background.
- Sponsor items can be used, provided they are used appropriately.
- For the office spaces, a consistent type of furnishing should be used, along with similar chairs and tables, to create unity.
- A tablecloth should cover VIP tables and dining tables.
- On the FOP, cables for broadcasting, electricity, etc., should be covered or, when visible, bundled together and put in straight lines.
- Tables on the FOP for officials should be covered with a tablecloth to ensure that no legs are visible.

4.2.3 Access & Security

Clear and precise directional signage (designed with the event look and feel and in English and local language) must be installed in every access area inside and outside the venues.

The access inside and outside the venues must be controlled by dedicated security staff equipped with the necessary technology and expertise.

The role of security will also be to validate the accreditation of participants, officials, staff, and spectators as they enter and exit the venue.

The LOC shall plan out all the appropriate routes (entrance and exit) for the following people at each stage/part of the event:

- Athletes

- ITOs / Jury of Appeals members / Judges
- (V)VIPs (V)VIP
- Audience members
- Artists/performers
- Support staff
- Media representatives
- Volunteers
- Team officials
- Technicians

Chapter 5 - Competition

5.1 Competition Overview

The management of the competition operations plays a core role in organizing a successful event. The LOC shall appoint a designated Competition Manager, who shall be responsible for ensuring that the planning, coordination, and delivery of the sport competition are in accordance with WKFE rules and regulations.

WKFE will deliver the competition schedule to the LOC before the start of the event.

In general, the competition schedule includes but is not necessarily limited to the following areas:

- Team arrival and registration
- WKFE Committee meetings
- Judge refresher course(s)
- Team training
- Weigh-in
- Technical meeting
- Drawing of lots
- Competition start date and time
- Departure

5.2 Competition Management

5.2.1 Arrival, Registration, and Accreditation

The smooth running of arrival, registration, and accreditation is crucial to the success of an event.

The primary purposes of the registration and accreditation processes are to:

- Collect all participant information.
- Ensure that all participants are identified according to their roles and responsibilities.
- Provide participants with relevant services and privileges according to their roles and responsibilities.
- Provide access to the different areas and venues according to participants' roles and responsibilities.
- Ensure the working areas are safe and orderly, and keep unauthorized persons out of the secure zones.

5.2.1.1 Arrival

All teams are required to register at the designated accreditation centre(s) and with the Organizing Committee one (1) day before the event begins.

All Judges are required to register at the designated accreditation centre(s) and with the Organizing Committee two (2) days before the event begins.

Hotel check-in is generally after 15:00, and accommodations should be booked accordingly (e.g., participants wishing to check in on the arrival date before 15:00 must have booked their accommodations starting on the previous day).

5.2.1.2 Registration

The WKFE shall develop a registration system in accordance with the event's needs, create user accounts for all participants, and provide technical support throughout the registration period.

The LOC shall utilize all data entered into the system for all logistics arrangements, including visa applications, accommodation bookings, international and local transportation arrangements, meals, and other related services.

The NF shall enter and validate all the information requested for the registration of their delegations (athletes, technical officials, etc.) within the deadline set for the process and verify that all registered participants are eligible.

In general, all parties shall:

- Appoint a person responsible for the registration system.
- Ensure that all data is adequately supported and authorized.
- Ensure that information is managed with special attention to data protection and confidentiality measures and is used exclusively as personal and business data for the intended purposes.
- Use the registration system information as the official data source for the event.

5.2.1.3 Accreditation

The WKFE and the LOC shall determine who is entitled to receive an accreditation card and establish the conditions for its issuance.

The right to an accreditation card shall be granted to all individuals who hold a recognized official function during the event and have been registered through the WKFE online registration management system.

The personalized accreditation card given to each person authorized to transit through the competition venue and other official event venues shall be used to recognize the different categories of people, and the control of their flow shall be based on these personalized accreditation cards.

The accreditation card shall establish the identity of the holder, allow the holder the right to attend the event, and identify the holder's access rights and other privileges.

Upon arrival at the Accreditation Centre, each delegation head is required to complete the following process with the Organizing Committee:

- 1 Present each team member's passport
- 2 Submit a paper copy of a signed and stamped Final Entry Form and confirm the registration information
- 3 Submit three (3) national/regional flags (Size: 1m*2m)
- 4 Submit national anthem (short version) in MP3 format on a USB flash drive
- 5 Submit three (3) color photos (passport size) per team member
- 6 Submit valid Medical Certificates
- 7 Submit valid life and accidental injury insurance certificates
- 8 Submit the signed Waiver of Liabilities
- 9 Confirm and sign each athlete's Registration Form for Movements with the Degree of Difficulty of Optional Routines
- 10 Pay the relevant participation fees in full (if applicable)
- 11 Pay the relevant penalty fees in full (if applicable)
- 12 Confirm and sign off on the above items as completed

The distribution of the accreditation cards shall take place at the accreditation centres set up at the delegations' accommodation venues.

For Accreditation Card details, see 5.4.2.1

5.2.1.3.1 Accreditation Centre

The purpose of the accreditation centres is to efficiently process, issue, and validate the identities of participants.

An accreditation centre is the place where accreditation cards are issued to all registered participants upon presentation of a valid passport or identity card.

The minimum accreditation centre requirements are as follows:

- At least two (2) long tables with at least two (2) chairs each.
- One to two (1-2) volunteers.
- One (1) laser printer and one (1) copier OR two (2) combination laser printer and copiers.

Note: If a reception booth is set up in the designated official hotels, the accreditation centre can be a fixed area instead of a specific room.

5.2.1.3.1 Accreditation Centre

The accreditation centres shall be managed by the LOC and offer the following services:

- On-site photo capture.
- Production and distribution of accreditation cards.
- Upgrade card collection.
- Problem resolution.
- Replacement of lost accreditation cards.
- Cancellation of accreditation cards.
- Modification of access zones (subject to agreement of WKFE and LOC)
- Temporary passes.
- Vehicle passes.
- The accreditation centre should be easily accessible.
- The size of the centre must be proportional to the number of people expected and it should consist of different areas as follows:
 - Welcome/waiting area(s) with benches, tables, and chairs.
 - Accreditation processing area with enough computers, printers, photo cameras/webcams, chairs, and tables.
 - Card distribution area.
 - Additional stations as necessary.

Staff and volunteers working at the accreditation centres should be multilingual and speak at least the language of the host country and English.

The operating hours of the accreditation centres shall be determined in accordance with the needs (i.e., arrival times, registration days, etc.) and in agreement with the WKFE.

5.2.2 Sanda Weigh-in

5.2.2.1 Procedures and Equipment

The sanda weigh-in shall be conducted by the chief registrar in collaboration with the scheduling and recording group under the supervision of the Jury of Appeals, one day before the first day of competition.

All registered competitors are required to present their passports at the time of weighing-in. Accreditation cards and passports must be presented at the official weigh-in session. A sanda athlete's failure to attend the weigh-in will result in his/her disqualification from the competition.

At the initial weigh-in, each competitor must produce health exam results that include an electrocardiogram (ECG), blood pressure, and heart rate from a medical check taken within twenty (30) days before the start of the event.

During the competition, sanda athletes must also participate in the weigh-in each day they compete, with the time and place of the weigh-in to be determined.

A standard weigh-in form should be used to record the information and results of the weigh-in.

15TH WORLD WUSHU CHAMPIONSHIPS
第十五届世界武术锦标赛

Name/姓名 _____
Gender/性别 _____
Nationality/国籍 _____
Team/代表队 _____

Weigh-in Details
称重情况

Time/时间	Weight/重量
_____	_____
_____	_____
_____	_____

Note
Present[Passport,at the time of weighing-in Accreditation card Health exam result[EEG,ECG,BP,HR]]
在称重前需展示护照,身份牌,健康检查证明(脑电图,心电图,血压,心率)

Figure 17 – Standard Weigh-in Form

The Organizing Committee shall provide identical scales at both the official weigh-in area and the waiting area, allowing competitors to perform pre-weighs at their own discretion.

The waiting area scale must be of the same type and calibrations as that of the official scale, and the LOC must verify these facts before the competition.

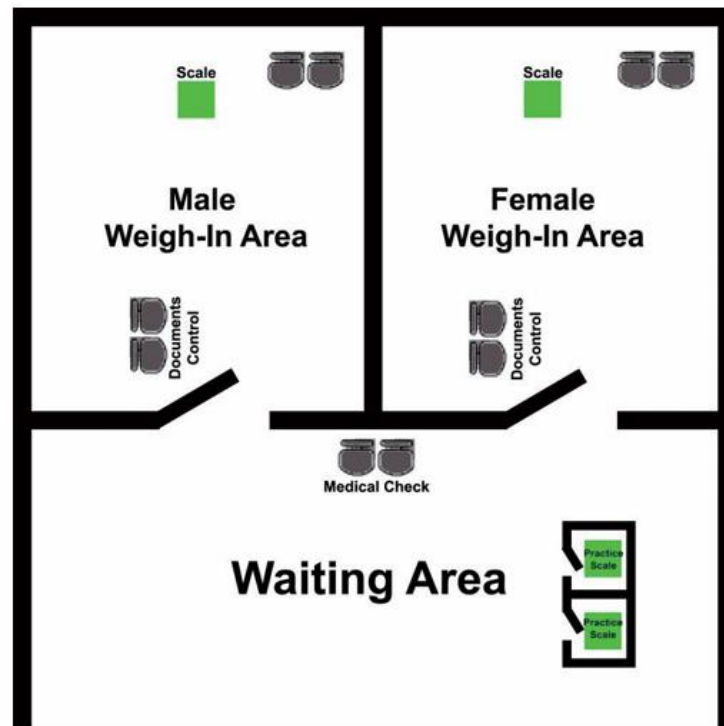


Figure 18 – Weigh-In Area Layout

5.2.3 Technical Meeting

5.2.3.1 Time and Personnel Requirements

The technical meeting shall be conducted by the WKFE Technical Committee one or two days before the first day of competition.

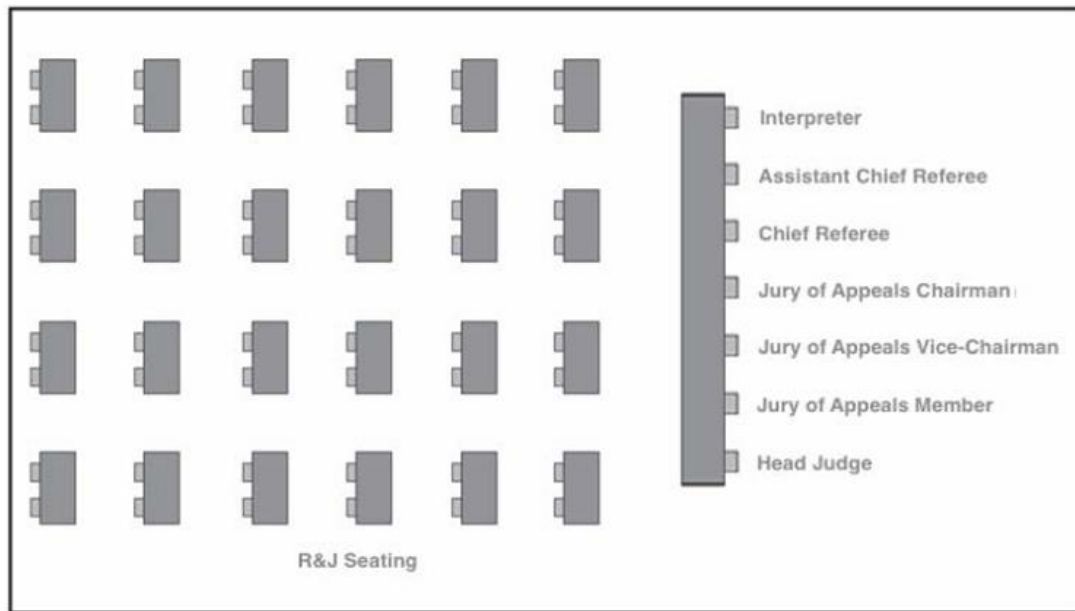
During this meeting, all relevant technical details regarding the competition will be presented. Each participating team may send two (2) taolu and two (2) sanda representatives to attend the meeting.

5.2.3.2 Meeting Room Requirements

The organizing committee is responsible for preparing a meeting room to be used for the technical meeting, which shall include the following items:

- A projector with a screen with connections for Mac and PC.
- A PC/laptop (upon request).
- A head table that can seat at least 10 people.
- Seating for at least 150 delegates.
- An electrical power outlet at the head table.

- A minimum of eight (8) microphones.
- An audio system.
- Auxiliary personnel/technicians to set up/connect equipment and troubleshoot.
- Table cards.
- Volunteers.



Typical Technical meeting room setup.

5.2.4 Drawing of Lots Ceremony

5.2.4.1 Time and Personnel Requirements

The drawing of lots ceremony shall be conducted by the WKFE Technical Committee at the Technical Meeting before the first day of competition.

The sanda drawing of lots and taolu drawing of lots shall be held simultaneously in two separate rooms.

Each team should send at least one (1) representative for each discipline to attend the drawing of lots ceremony.

The Technical Committee will draw lots on behalf of teams that are unable to send representatives.

The WKFE uses a digital drawing of lots system implemented by its scoring provider for the taolu drawing of lots.

This process involves the system randomly selecting one of the taolu participating team representatives to step forward and press the digital clicker, which randomly determines the start order for the entire competition event.

This order is displayed on the screen for all the team representatives present to view and confirm that their respective registered athletes are listed.

If an athlete is missing or listed in the wrong event, the respective team representative shall inform the scheduling and recording group representative present so that this issue may be addressed.

If there are no missing or incorrectly listed athletes, then the start list for that event is printed for the team representative who pressed the digital clicker to sign.

The technical committee representative present then also signs this start list, and the event start list is then finalized.

The scheduling of sanda competition matches affects all the athletes competing in the various weight divisions as the competition progresses.

Therefore, the sanda drawing of lots method is a crucial task.

While a digital lot-drawing system may be used for events with a large number of competitors, a manual method may also be used in other circumstances.

Preparation for a manual drawing of lots requires the following:

- Match tables and charts
- Ping-pong balls
- Glue
- Marker pens
- Drawing lot boxes.

Prior to the beginning of the drawing of lots, the final weigh-in results shall be double checked for any errors with name, nationality, and/or weight divisions.

The recording group members will prepare their tasks clearly and confirm the order in which the lots will be drawn.

In line with the competition schedule, the Chief Scheduler-Recorder will explain the drawing of lots process to clarify all aspects and avoid complications.

Drawing of lots will start with the female divisions and proceed to the male divisions upon conclusion.

Drawing will proceed from the lower weight categories, moving on to the higher weight categories.

For each of the weight divisions, the number of ping pong balls placed in the drawing-lot box shall be the same as the number of athletes in that weight division.

Teams will be called to draw lots in alphabetical order.

Each participating team leader or coach will step up to draw lots for their respective athlete by drawing a single ping-pong ball from the drawing lot box.

The number written on the ping-pong ball drawn refers to that specific athlete's lot number in their respective weight division.

Once drawn, one of the members of the recording group will announce the drawn number, while another member will input the athlete's name in the correct spot on the match tables and charts.

Once the drawing of lots is completed, these charts will be displayed on the various announcement boards.

After each round of competition, these charts must be updated to display the athletes who have advanced.

Each participating team must also be provided with these match-up lists.

5.2.4.2 Meeting Room Requirements

The organizing committee is responsible for preparing two meeting rooms for the drawing of lots ceremony.

Each room should include the following items:

- A projector with a screen with connections for Mac and PC
- A PC (upon request)
- An electrical power outlet at the head table
- A minimum of three (3) microphones
- An audio system
- Auxiliary personnel/technicians to set up/connect equipment and troubleshoot
- A head table that can seat at least five people
- Seating for at least 70 delegates.

5.2.5 Roll Call & Recording

5.2.5.1 Scheduler-Recorder Requirements

The scheduling and recording group will perform all scheduling, recording, and roll call work under the guidance of the Chief Scheduler-Recorder.

The Chief Scheduler-Recorder will plan and assign tasks as required by the event.

All scheduler-recorders are required to be familiar with the WKFE standards and requirements. They are required to record the start order for each event.

Scheduler-recorders are responsible for inspecting competitors' uniforms and equipment to ensure they conform to WKFE requirements.

The Chief Scheduler-Recorder is required to work with the LOC to designate venue entry and exit points, routes that the athletes will walk, and waiting areas.

They will also set up the Scheduling and Recording Desk in the venue.

The Chief Scheduler-Recorder will arrange and execute the competition rehearsals to train and prepare the scheduling and recording group.

5.2.5.2 Process

In line with the competition event order, roll calls will be conducted by the recorders in the designated area within the training/warm-up area at the following intervals before the start of the relevant event:

- First roll call: 30 minutes before the event starts.
- Second roll call: 20 minutes before the event starts.
- Final roll call: 10 minutes before the event starts.

During roll calls, the recorders will verify and confirm each athlete's accreditation card, competition uniform, and equipment.

The recorders are required to gather the athletes in the designated waiting area five (5) minutes before the start of the event.

The recorder will lead the athletes into the competition arena and hand the roll-call list to the Head Judge.

The roll-call list shall clearly state if any athletes are missing or have defaulted.

At the same time, another recorder will provide the roll-call list of that event to the relevant announcers, as well as to the video media personnel on site.

The recorders will then lead the athletes back to the designated area within the warm-up area, while the first and second athletes remain in the competition venue.

The first athlete should wait in the contestant entry standby spot until the Head Judge calls them to enter the competition area.

Following an athlete's performance, the recorder shall have the athlete wait in the standby spot for performance results until the score is announced. After the score is announced, the recorder will lead the athlete out of the arena.

As one athlete is being led out of the arena, the next sequential athlete should be led into the arena by another recorder.

5.2.6 Doping Control

5.2.6.1 General Roles & Responsibilities for Doping Control

Doping Control includes the planning and management of the infrastructure to implement a comprehensive doping control program under the jurisdiction of the WKFE in accordance with the WKFE anti-doping rules and in conformity with the World Anti-Doping Code and accompanying international standards.

The WKFE, as the testing authority, will be responsible for developing a test distribution plan (TDP), outlining the number, selection methodology, timing (in-competition or out-of-competition), and type of sample required for each discipline.

The TDP is disclosed only to those who need to know, ensuring that the athlete can be notified and tested without advanced notice.

The WKFE identifies the Sample Collection Authority (SCA).

The authorized SCA assists in the implementation of doping control tests, particularly by providing qualified doping control officers (DCOs), supplying adequate equipment for sample collection, and ensuring the secure transportation of samples in accordance with the World Anti-Doping Code and its accompanying international standards.

The WKFE also determines the World Anti-Doping Authority (WADA) accredited laboratory, which will perform the analytical services on samples and transmit the results to the WKFE and to WADA through the online ADAMS system.

The LOC shall provide the doping facilities and the necessary human resources as established by the WKFE.

The LOC will plan, establish, and manage the necessary infrastructure to deliver the corresponding services, enabling the TDP sample collection sessions to be accomplished and conducted efficiently.

5.2.6.2 Costs Requirements for Doping Control

The LOC will be responsible for the following costs:

- Cost for the planning, preparation, and implementation of the doping control station at the event venues
- Cost of individuals able to act as chaperons and the cost of security personnel
- Cost for maintaining, cleaning, and security of the doping control station(s)
- Costs of in-competition tests, sample collection, laboratory analysis, material, transportation of samples, and cost of DCOs, etc.

5.2.6.3 Requirements for Doping Control Stations

Facilities for doping control should ensure the privacy and security of athletes during the collection process.

The station should be situated close to the competition area, if possible. Still, athletes should not have to walk across the competition venue in front of spectators as they are escorted to the sample collection station.

The doping control station shall be accessible exclusively to authorized personnel.

There should be three separate and shielded/partitioned areas in the Doping Control Station:

a) Waiting area

The waiting area shall be equipped with chairs and tables, along with an adequate supply of non-alcoholic drinks in unopened containers, and a waste bin.

Reading material and/or a television can help create a relaxed atmosphere.

b) Administration area

The administration area shall contain a table and chairs, a sink with soap, and towels.

A lockable refrigerator for storing samples shall also be available.

If separate rooms are not available for waiting and administration areas, a single room can be separated by a partition or screen.

c) Sample collection area

At least one toilet is required in the sample collection area, and, if possible, a separate sample collection area should be provided for the male and female athletes being tested.

Sufficient space is needed to accommodate both the Doping Control Officer (DCO) and the athlete in this area, ensuring that the DCO can observe the collection of the sample.

Having a mirror available to aid observation is ideal.

Personnel permitted in the sample collection area should be limited to:

- National/international federation DCOs.
- An interpreter (if required).
- Other authorized personnel.

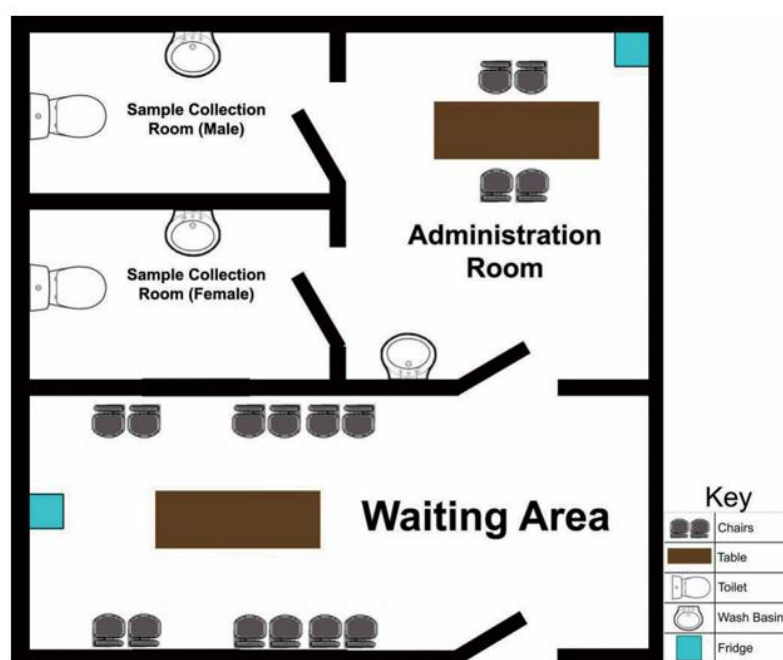


Figure 20 – Doping Control Station Layout

5.2.6.4 Education Program

The WKFE will plan and supervise the necessary education programs, which will be delivered before and during the event.

The LOC will be responsible for providing the required education program facilities and services.

In particular, the LOC will be responsible for setting up the outreach station(s) as required by the WKFE, as well as for selecting and recruiting the personnel (e.g., outreach volunteers) who will deliver the necessary services throughout the event.

5.3 Competition Personnel

5.3.1 FOP Personnel

FOP personnel are responsible for the proper and efficient conduct of FOP operations.

The LOC shall appoint the FOP managers who shall supervise and monitor all activities within the FOP area to ensure the competition proceeds smoothly.

FOP managers are also responsible for other volunteers and personnel working in the FOP.

5.3.1.1 Cleaners

The LOC is responsible for a clean venue in all areas and at all times. Therefore, venue cleaning personnel are required to deliver these standards.

The FOP must be cleaned daily after each session during the competition period.

Additionally, cleaning staff must be readily available to clean any specific area that requires attention.

Specialized staff should be assigned to sanda events to clean the platform after the end of each bout.

5.3.1.2 Volunteers

The involvement of sport volunteers plays a key role in ensuring the success of sporting events.

The LOC shall be responsible for recruiting volunteers for the event.

The competition manager from the LOC shall organize meetings to brief all volunteers on their responsibilities and provide specific instructions.

The categories of volunteers needed for a WKFE event include, but may not necessarily be limited to, those listed below. A listing of the responsibilities of each category follows.

5.3.1.2.1 Scheduler-Recorder Volunteers

- Organize and prepare work as required by the Chief Scheduler-Recorder
- Study and be familiar with the rules and regulations
- Participate in the mock competition rehearsal
- Review the registration forms in line with the regulation requirements, including: the number of participants and the athletes' full names, dates of birth, and registered events
- Compile statistics
- Compile the meeting agendas, training schedules, and competition schedules
- Compile the event booklets
- Review the degree of difficulty and compulsory content registration forms
- Following the drawing of lots ceremonies, print each event's start list and deliver it to all participating teams
- Prepare the various forms needed for the competition
- Prepare the competition notice boards and post the various announcements on these boards promptly
- Print the certificates and distribute them promptly
- Before the start of each medal awards ceremony, deliver the athlete name lists to the chief registrar, the announcers, and the medal awarding group
- Prepare, print, and distribute the results booklets.

5.3.1.2.2 Roll Call Volunteers

- Organize and prepare work as required by the Chief Registrar.
- Study the rules, regulations, and related competition standards
- Participate in the mock competition rehearsal
- Perform the first roll call 30 minutes prior to the start of the event concerned
- Perform the second roll call 20 minutes prior to the start of the event concerned
- Perform the third roll call 10 minutes prior to the start of the event concerned
- Check and confirm each athlete's details at each roll call session
- Inspect each athlete's weapons and uniforms for conformity with the regulations
- Five minutes prior to the start of the event concerned, lead the athletes to the designated waiting area
- Prior to the athletes entering the field of play, check their accreditation cards and confirm their identities
- Lead the athletes into the field of play and hand over the roll call start list to the head judge after athletes perform the palm and fist salute towards the head judge
- Lead the athletes to the field of play, and lead them out following their performances
- Conduct roll call prior to the commencement of the medal awards ceremony.

5.3.1.2.3 Arrival and Departure Volunteers

Assist arriving teams and delegations at reception booths at the airports, train stations and other points of arrival.

Assist at information/registration booths at each hotel. Apart from assisting with registration of the teams upon initial arrival, these booths should have volunteers on site at each hotel throughout the duration of the event to answer questions, disseminate news, display daily results, and handle transportation and other daily issues.

If possible, each team should have a designated volunteer or a team of volunteers. This has proven effective at previous WKFE events.

5.3.1.2.4 General Volunteers for Venues

Volunteers for various tasks include, but are not limited to, controlling access to different areas; providing assistance to VIP areas, judges' rooms, and offering general information; and performing other tasks.

5.3.1.3 Jury of Appeals Camera Operators

- Inspect all the video recording cameras and related equipment to ensure they are functioning correctly.
- Participate in the mock competition rehearsal.
- Clearly record each competitor's performance in full without interruption.
- Playback the video in line with the requirements during the competition.
- Camera operators may only leave the competition venue following a session with the approval of the chairman of the Jury of Appeals.
- Supply the full competition recording to the technical committee for archiving purposes.

5.3.1.4 Sanda Protective Gear-Issuing Group

- Study the rules and understand what items are required for each weight division, especially the correct weight gloves for each of the weight divisions.
- Clearly know how to issue WKFE sanda protective gear and how to remove it.
- Arrive at the venue at least one hour before the start of the competition.
- Prepare the protective gear issuing area well, organizing the protective gear for ease of issuing.
- During competition, promptly issue the correct size protective gear to the athletes brought to them by the roll call volunteers before their bout, and promptly take back the protective gear following the conclusion of the bout.

- Ensure all protective gear is fitted correctly and safely.
- Following each session, prepare the issuing area for the next session and ensure that the gear is secured between sessions.

5.3.1.5 Technical Officials

Technical officials are the judges, referees, etc. Technical officials are crucial to the smooth operation of the competition.

International technical officials (ITO) will be selected and appointed by the WKFE.

ITO is responsible for all technical matters during the competition.

The WKFE will appoint a technical delegate (TD) who shall work closely with the competition manager to resolve issues that arise.

The WKFE and the LOC shall agree on a policy for paying the expenses and a per diem for the technical officials.

All technical officials shall wear their WKFE uniforms during the event.

If the LOC has proposals for the design of uniforms for officials, these shall be approved by the WKFE before the event.

In some cases, uniforms for officials (ITO) may be provided by the WKFE. Any variations on uniforms will be communicated to all officials by the WKFE Secretariat.

Referees and judges shall not be accommodated in the same hotel as the teams (i.e., team managers, coaches, and athletes).

5.3.1.6 Announcers

The following are the responsibilities of the announcers for an event:

- Be able to convey wushu information and other matters related to the event.
- Be familiar with and be able to introduce the athlete, judge, and the Jury of Appeals member information.
- Participate in the competition rehearsal.
- Arrive at the venue at least one (1) hour before the start of each competition session.
- Introduce information about particular events as well as about competitive wushu in general.
- Announce the start of the competition.
- Announce each athlete's final score.
- Announce notices from the Organizing Committee.
- In case of an emergency, quickly announce directions for all in attendance.
- Announce and direct the medal awards ceremony.
- Be aware of the official nation/region appellation to be used during the competition.
- English is the official language of announcements.

5.3.1.7 Sound Technicians

The LOC shall arrange sound technicians for the event who will be in charge of the following tasks:

- Preparing ceremonial music and other promotional audio/visual materials.
- Playing performance routine music for the athletes during their training sessions.
- Storing the routine music in the correct location on the designated PC.
- Participating in the competition rehearsal.
- Arriving at the venue at least one (1) hour before the start of each competition session and playing the respective audio/visual materials.
- Playing each athlete's respective music during their performance, and playing the required general music during the event, as well as during the medal awards ceremony(s).

5.3.2 Other Personnel Standards

Venue staff and volunteers must carry accreditation cards and wear standard uniforms.

Media, venue staff members, observers, and other personnel should wear different-colored work vests.

Coaches and other non-competition athletes are not allowed to wander around the venue. No other personnel or individuals are allowed on the sanda platform except for the referee, cleanup personnel, and competition athletes.

5.4 Event Presentation

5.4.1 Event Presentation Planning & Management

Because the overall presentation of the event is crucial to its image, the planning of the event presentation should be executed in advance of the competition and implemented accordingly.

The culture and nature of the host city influence the event presentation.

It is the responsibility of the LOC to appoint an event presentation manager to oversee all matters concerned with event presentation.

The planning and implementation of the event presentation must be approved by WKFE at least 60 days before the event.

All activities associated with event presentation shall focus on creating a consistent event image.

Video screens in the venue must be used to display the sport's video presentation, athletes' introductions, score, and graphics, etc.

5.4.2 Material Prepared by LOC

The LOC shall prepare the following in advance and according to the specific timeline of the event to ensure smooth management leading up to and during the competition:

- Greeting booths
- Accreditation cards
- Competitor bibs
- Program book
- Team signs
- Souvenirs (if applicable)
- Medals and Certificates

5.4.2.1 Accreditation Cards

Accreditation cards for all team members will be given to the delegation head upon completion of the accreditation process.

All participants must wear accreditation cards during all official events.

The majority of the accreditation cards shall be produced before the arrival of the participants and distributed to participants at the accreditation centres.

5.4.2.1.1 Card Design

The dimensions of the accreditation cards should preferably be 160mm (height) x 110mm (width).

The language used on the accreditation cards shall be English.

Accreditation cards shall be printed in high quality on rigid PVC or similar, and shall include a security feature.

Sling lock and laminated corners should be smooth, rounded, and friendly to thin fabrics (cards should not scratch fabric, nor should they snag loose stitched fabric such as silk ties, blouses, competition uniforms, etc.).

5.4.2.1.2 Card Content

The accreditation card shall contain the following main information:

- WKFE logo
- Event logo and name of event
- The holder's recent color ID photo submitted through the WKFE online registration system

- Personal information of the holder, including full name, nation, role, and participant number
- Letter(s) verifying zone access entitlements to the card holder
- Sponsor logos as provided and confirmed by the WKFE
- Conditions and specifications on the reverse side of the card.
- The accreditation card lanyard must feature the WKFE logo, the event's/host city's name, and be branded with the event's look and feel.

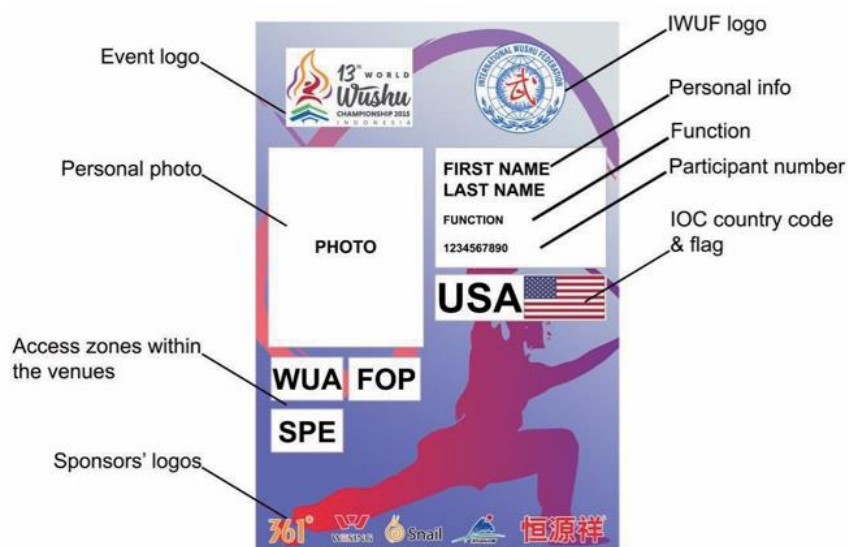


Figure 15 – Accreditation Card Front Basic Layout

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

Access zones index:

WUA – Warm-up Areas

BCA – Press and Broadcast Areas

FOP – Field of Play & Competition Areas

JUD – Judges' Areas

VIP – VIP Areas

All – All Areas

SPE – Spectator Stands

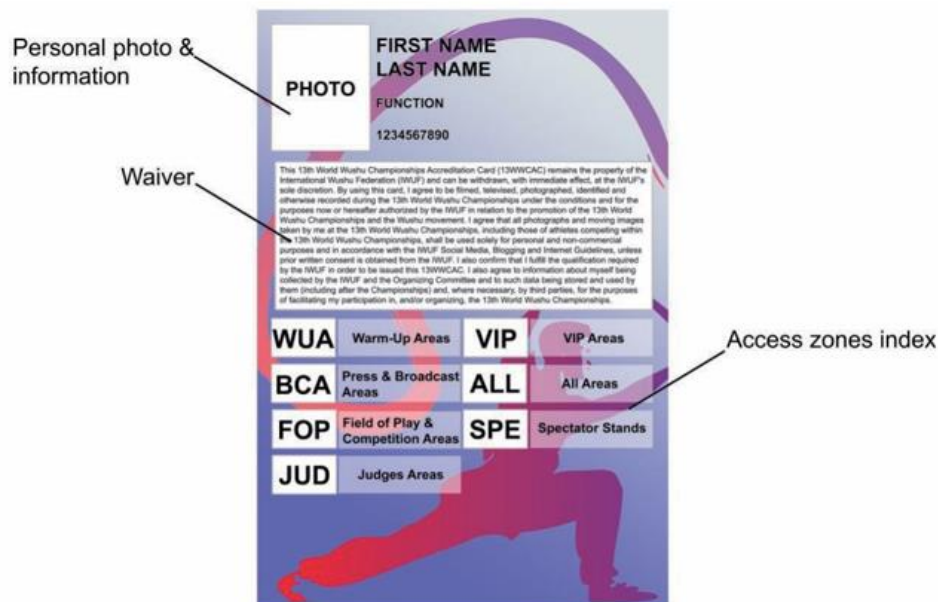


Figure 16 – Accreditation Card Back Basic Layout

Accreditation card designs must be provided by the LOC and approved by WKFE at least 60 days before the event's start.

5.4.2.1.3 Supplemental Accreditation and Upgrade Cards

Supplementary accreditation cards (e.g., day passes) shall be produced for temporary access purposes, allowing holders to access specific zones within a particular period. Such supplementary cards shall be different for each day.

No-name upgrade cards shall be produced. These cards may provide temporary or permanent access to additional zones and must be worn in conjunction with the regular accreditation card. Upgrade cards are invalid without the ID accreditation card.

5.4.2.2 Competitor Bibs

The Organizing Committee shall print and then distribute competition bibs to the athletes during the Team Leader Meeting.

The bibs shall be carried by the athletes when entering the venue to be identified by the referee. The bib dimensions shall be 20 cm (width) x 15 cm (height).

The bib shall contain the following main information:

- WKFE logo
- Event logo and name of event
- The surname of the competitor in capital letters
- IOC country code of the competitor
- Sponsor logos as provided and confirmed by the WKFE.

All taolu athletes are required to have their competition bibs with them at all times during competition.

The bibs shall be made from durable, tear-resistant bib material and be printed using waterproof, color-fast ink that does not run or transfer.

Competitor bib designs must be provided by the LOC and approved by the WKFE at least sixty (60) days before the start of the event.



Figure 17 – Competitor Bib Layout

5.4.2.3 Medals and Certificates

5.4.2.3 Winners at WKFE events shall be awarded a medal and a certificate.

The LOC shall submit the medal and certificate designs for the event to the WKFE for approval at least three (3) months before the event.

The medal specifications should meet the following requirements:

- Shape – usually circular, featuring an attachment for a chain or ribbon.
- Diameter – 60-8mm
- Thickness – 3-5mm.

In general, two types of certificates are required for a WKFE event:

Participation certificates and achievement certificates.

Participation certificates are for every participant who attends the event, including athletes, coaches, team leaders, judges, committee members, EB members, and WKFE Secretariat members.

It is suggested that the LOC have certificates prepared in advance and issue the certificates to each delegation/person upon arrival to avoid needing to locate participants once the event begins.

Certificates of achievement are issued in line with the following:

Taolu

- 1st place: gold medal and certificate
- 2nd place: silver medal and certificate
- 3rd place: bronze medal and certificate
- 4th - 8th places: certificate

Sanda

- 1st place: gold medal and certificate
- 2nd place: silver medal and certificate
- 3rd place: (juxtaposition) bronze medal and certificate

Tuishou

- 1st place: gold medal and certificate
- 2nd place: silver medal and certificate
- 3rd place: (juxtaposition) bronze medal and certificate

The content in the certificate of achievement is similar to the participation certificate, except it also includes the name of the event (e.g., Men's Changquan, Women's Sanda 56kg) and the placing achieved.

These are issued simultaneously with the medals during the awards ceremony.

5.4.2.4 Podium

Athletes shall be placed behind the podium according to the following order: 2, 1, and 3. Each athlete who has won a medal must be present at the ceremony and receive the medal personally.

The first-place competitor is always slightly higher than the second-place competitor, who is on his/her right, and the third-place competitor(s) who are on his/her left.

The second and third place podiums are usually of equal height.

The third-place podium should be longer in length than the second-place podium, as there are two bronze medallists in the WKFE sanda events.

Photographers must have a designated area in front of the podium where the awards are presented.

5.4.2.5 Competition Program Brochure

After the final entry of the competition, the LOC shall start preparing the competition program brochure for the event.

In general, a competition program brochure should include the following information:

- Messages from the WKFE President and other officials.
- Competition regulations.
- Function units of the LOC (as well as the contact information).
- List of delegations.
- Statistics of each team.
- Competition schedule.
- Convention activity schedule.
- Venue details.
- Transportation information.
- Jury commission information.
- Referee commission information.
- Sponsors' advertisement page.

The competition program brochure must be submitted to the WKFE for approval before final printing. According to the agreement, it can also be provided in a digital format.

Chapter 6 - Technology & Infrastructure

6.1 WKFE Timing & Scoring System

The WKFE Timing and Scoring System shall be used during the competition.

The LOC is responsible for setting up and providing staff support as required by the WKFE to operate the system.

6.2 Audio and Visual Systems

The sound and lighting system shall be managed by the technical personnel working for the LOC, and technical staff should be on site to address any problems that arise.

6.2.1 Sound System

The competition venue should be equipped with an integrated high-fidelity sound system for competition functions, such as the opening and closing ceremonies and award presentations.

Any necessary additional sound equipment (speakers or amplifiers) must also be made available as needed.

Acoustic specifications of the venue(s) should be provided by the Venue Manager (Organizing Committee) before setting up the venue(s). It is advised to set up speakers in conjunction with the lighting system above the FOP and direct the sound towards the seating area to optimize the acoustic design.

The sound system provided within the competition venue must include the following:

- a mixer
- an amplifier/Speaker system
- microphones
- an intercom
- a program monitor.

6.2.2 Lighting System

Lighting quality has a massive impact on athletes' performances, and good lighting quality can reduce the risk of injury, in addition to allowing spectators to watch more clearly.

The following lighting requirements should be met in all venues:

- Competition venue lighting should not be lower than 1,000 lux.

- All venue lighting systems, including fire escape routes, corridors, function rooms, bathrooms, etc. must function.
- All lighting must conform to requirements stipulated by the WKFE.
- The lighting over a field of play must be consistent and without any dark spots, although the audience lighting may be slightly darker.
- The taolu field of play shall not have lights placed directly over the centre of a competition mat and which shine directly down, since this might affect an athlete's vision when executing a throw-and-catch technique.

A map of the planned light placement must be supplied to the WKFE by the host at least three months before the event's start.

6.2.3 LED Screens

The competition area should be equipped with three (3) big LED screens; additional TV monitors must be provided according to the competition system's demands. Each of which should be clearly visible to spectators in the arena.

6.3 Internet Networks and Access

Internet and Connectivity Requirements.

High-quality internet access is crucial for enabling worldwide live streaming, ensuring effective communication, and facilitating the dissemination and promotion of information related to the event.

The Local Organizing Committee (LOC) must conduct thorough tests of internet connectivity in all official venues before the start of the event.

For the whole duration of the competition, the LOC shall provide dedicated internet connections and sufficient Wi-Fi coverage that meet the following minimum requirements:

- **Broadcasting**
One (1) dedicated TV-only wired internet connection of at least 100 Mbps available in the TV compound.
One (1) fibre-optic connection dedicated to transmission purposes.
- **Venue Connectivity**
Free and stable Wi-Fi is available in all functional rooms, with passwords (if applicable) provided to relevant staff and personnel.
Free public Wi-Fi in all competition venues for spectators.
One (1) separate, password-protected Wi-Fi network each for (V)VIPs, WKFE Secretariat staff, International Technical Officials (ITOs), and accredited Press.
- **Streaming Capacity**
Broadband internet access with a minimum upload and download speed of 100 Mbps dedicated to WKFE live streaming of the event.
- **Network Management**
Establish separate connections for participant groups and spectators to prevent network congestion.

At least two (2) qualified internet technicians are on standby throughout the entire competition period to resolve any connectivity issues promptly.

6.4 Electricity Supply

A consistent power supply is key to guaranteeing a high-quality presentation of the event.

The following electricity supply requirements must be met:

- All venues must have a sufficient and stable electricity (power) supply.
- At least one (1) functioning generator shall be on standby with a technician during the entire competition period.
- The LOC shall ensure that uninterruptible power sources back up the power supplies during the event.
- Information regarding the local power standards shall be provided to the WKFE at least 30 days before the event.

6.5 Air Conditioning

Air conditioning is essential for providing a comfortable atmosphere for athletes to warm up and compete.

All functional rooms must be equipped with air conditioning (central air or individual air conditioner).

All venues (especially the competition and training venues) must be equipped with central air conditioning systems.

6.6 Miscellaneous

The LOC shall prepare adequate printers/copiers for the event as required by the WKFE.

Chapter 7 - Communications

7.1 Communications Plan

The LOC, in coordination with the WKFE, shall draw up a communication plan.

This plan must contain at least the following elements:

- Definition of the communication objectives, the list of key messages, target audiences, channels and timetables for regular release of information.
- A list of media and a timetable for communication with the press.

- A plan for media visits to sites of venues and workshops.

The LOC shall also prepare a crisis communication plan in the event of any significant issue, such as the cancellation of the event, an act or acts of terrorism, an accident, etc.. It shall be approved by the WKFE at least 60 days before the event.

In case of a crisis, the LOC and the WKFE will decide together the appropriate way to communicate, with WKFE having final decision-making.

7.2 Promotion Plan

A comprehensive advertising/promotion plan is crucial for raising awareness of the event among the public, particularly in the local market.

Advertising and promotion must be frequent, targeted, and multi-channel, particularly in the three months leading up to the event.

The plan created by the LOC shall be submitted to the WKFE for its approval at least six months before implementation and well in advance of the event.

The items produced for the advertising/promotion plan shall be consistent with the event's look and feel, and include the event's design elements, pictures, footage (if relevant), and other appropriate materials. These materials must be approved by the WKFE at least six months before the event.

Filling the stands with spectators is crucial to the event's success. Full venues contribute to creating a joyful atmosphere in the competition venues, generating the best performances from the athletes on the field of play, and promoting the host city and the event during TV broadcasts, as well as to local and international media.

7.3 Media Management Operations

7.3.1 Accreditation

The LOC shall be responsible for compiling a list of accredited media for the event and for collecting accreditation requests from the media.

It is the responsibility of the LOC to ensure that the accreditation request collection process is conducted fairly and impartially, without any bias or prejudice.

Accreditation is granted only after approval from the WKFE Communications Department.

7.3.2 Media Services

The media services should cover the following areas:

- Participants listed by the National Federation

- Session schedules (to be distributed before the start of each session)
- Draw sheets (updated daily)
- Session results are available from CS and will be printed, copied, and distributed in the press centre as soon as possible after each session.

The LOC shall ensure that media services are delivered on time.

7.3.3.2 Press Conference Room

The Press Conference Room is the designated location for all official press conferences, both before, during, and after the event.

This Press Conference Room shall be located close to the main press centre and at a reasonable distance from the FOPs and locker rooms.

The Press Conference Room shall adhere to the following standards:

- A head table with a seating capacity of a maximum of 10 people.
- Seating capacity for a minimum of 50 people.
- A backdrop for the press conference room that includes the WKFE logo, event logo, title sponsor logo, and sponsor logos.
- A projector with screen or a large video display screen with connections for Mac and PC.
- An audio system with speakers that can support all standard audio devices.
- Auxiliary personnel/technicians to set up/connect equipment and troubleshoot.
- An official photographer who shall send materials to WKFE media personnel for publication on the WKFE website.
- Interpreters or translation services in the agreed-upon languages for the benefit of media representatives.
- Volunteers.
- Waste bins.

7.3.3.3 Press Box/Seating in Venue

These are the seating areas inside the venue(s) that shall be used by accredited media representatives, including non-rights holders, for observing and reporting on the events.

The seats must be located centrally within the arena and adhere to the following standards:

- Have a clear, unobstructed view of the fields of play.
- Have adequate seating with desks/workstations to accommodate the accredited media.
- Have wireless internet connectivity next to the desks.
- Have adequate power supplies next to the desks.

- Have adequate television screens with live feed and scoreboards.
- Have an area with food and beverages inside the press box/gallery.

7.3.3.4 Flash Interview Zone and Mixed Zone

A Flash Interview Zone, through which athletes must pass when exiting the venue after a bout, and where rights-holder TV interviewers can get exclusive access to the athletes immediately after the competitions, should be set up outside the FOP.

The LOC shall set up an interview backdrop with the event's look and feel, as well as sponsors' logos, in the Flash Interview Zone, where all interviews will be conducted.

The Mixed Zone is a dedicated area set up behind the Flash Interview Zone, where non-rights-holding media representatives (press, radio, news websites, and other TV channels) get access to the athletes for post-competition interviews.

7.4 Photographers

7.4.1 Official Photographer(s)

During and after the event, the LOC shall provide photos taken by professional photographer(s) to the WKFE.

The list of professional photographers shall be submitted to the WKFE communication team.

7.4.2 Photographer Area

Photographers play a vital role in promoting an event.

It is crucial to position photographers optimally in the competition and awards ceremony areas to ensure high-quality photos and comprehensive event coverage.

Photographers shall be granted access to the FOP.

The LOC may select photographers who will be given access to the specific competition areas according to their accreditation requests and the names of the media agencies they represent, in addition to official WKFE photographers. The WKFE must approve the final list. Photographers shall also be granted access to the Press Centre.

The LOC shall provide dedicated high-speed Internet connections with sufficient bandwidth (upload speed) in the Press Centre for photographers, enabling them to send high-resolution files to their agencies for event coverage.

7.4.3 Photographers Bibs

The LOC shall provide photo-bibs for accredited and official photographers that clearly identify the wearer.

The LOC shall appoint a designated photographer liaison.

7.4.4 Technical Requirements

During the event, the LOC shall produce photos taken by professional photographer(s) with the following guidelines:

Meetings:

- Group pictures of all the attendees (EB meeting, Committee Meeting, etc.)
- Presentation pictures.
- Sporting Event(s)
- Pre and post-competition portraits
- Action pictures
- Action pictures of medalists
- Podiums and medalists.
- The environment during the award ceremonies.

Opening and Closing Ceremonies:

- Participant processions
- VIP speeches (President, Vice Executives, etc.)
- Athletes and judges' oaths
- WKFE flag arrival
- WKFE flag raising
- Closing: passing of the WKFE flag to the next host.

7.5 Digital Media

Digital Platform:

The LOC shall establish digital media platforms in the language most widely spoken in the host country to achieve a wider reach.

These digital media platforms should include, and are not restricted to, the following:

- An event website.
- A Twitter handle.
- A Facebook page.
- An Instagram account.

The type and number of channels may vary, depending on the popularity of and access to these channels in the host country.

Website Requirements:

The LOC shall be responsible for establishing the event website.

The technical requirements of the event website shall be identified and addressed by the LOC in coordination with the WKFE.

The website shall adhere to established standards and provide the following in the interface:

- News section on home page
- Sports competition presentation
- Information about the athletes
- Live scores and results
- Links to social media platforms.

Other Digital Media and Content:

The event website shall also include:

- Advertising space on the home page for banners promoting stakeholders related to the event (WKFE, host city, sponsors, etc.);
- Contact information for any queries.
- A link to the event calendar and scoreboard on the home page
- A video tab for live streaming of the event on the home page, including medal ceremonies (if relevant)
- A link to the WKFE website.

Chapter 8 – TV/Video Broadcasting

8.1 Broadcasting & Live Streaming

The broadcasting of the event must include a plan for the following:

- TV Broadcasting Management
- Host Broadcaster
- International World Feed
- Broadcasting Crew Members
- TV Coverage & Live Streaming
- Broadcast Technical Requirements
- Power
- Internet access for streaming
- Room for Production
- Technical Venue Layout
- Lighting
- Camera Platforms

A minimum of 2 cameras must cover every competition area.

Signal output should be made available for streaming to any platform, e.g., YouTube, with competition scoring graphics included in the picture, from the competition and scoring

system. The broadcasting plan must be communicated to WKFE at least three months before the event.

Chapter 9 - Marketing

9.1 Business Plan

With an effective business plan, the LOC can generate domestic sponsorship and licensing agreements to achieve a balanced budget.

The LOC shall manage the business plan effectively to avoid conflicts with existing commercial entities or agreements, and adhere to the following:

- Abide by all relevant agreements of the WKFE Official Sponsors and deliver all applicable rights and benefits as communicated by WKFE.
- Submit a marketing plan to the WKFE and implement it following WKFE approval.
- Draft templates for partnership and licensing agreements and submit them to WKFE for approval.
- Not engage in detailed negotiations regarding sales, sponsorship, or any other business agreements before requesting and receiving approval from WKFE.
- Submit a strategic sales and activation plan for event-related properties.
- Set up a procurement working group to review event-related supply opportunities in collaboration with the WKFE.

9.2 Merchandising & Gifts and Approval Procedure

The LOC may develop event-branded products and sell them at merchandising booths set up at competition venue(s) during the event.

Event products of categories or kinds exclusively granted to a WKFE sponsor cannot be sold by the LOC unless approved in writing by WKFE.

The LOC can distribute souvenirs branded with the event's identity, logo, and name to the participants.

The souvenir list and designs should be submitted to WKFE for approval at least 30 days before manufacture.

All items produced for the event must comply with the specifications outlined in any request, contract, or other agreement. If any discrepancies are found, the LOC shall ensure that the parties involved are aware of these discrepancies and that such discrepancies are either approved or the items are produced again.

9.3 Rights Protection and Management

To protect the event's value, the rights of marketing partners, and safeguard the inherent value of WKFE properties, while preserving the financial success of the event, rights protection shall comply with relevant provisions in the WKFE Constitution and other guidelines, and guard against ambush marketing, counterfeit merchandise, and illegal or pirated broadcasts.

The LOC shall undertake a comprehensive education program and implement a robust system for monitoring and addressing misuse or infringements promptly, including a detailed rights protection program and appropriate legislation for the creation and protection of intellectual properties.

The LOC shall submit or obtain any further agreements or legal documentation on intellectual properties to WKFE.

The LOC shall submit all LOC logos or images to the WKFE for approval before any use.

The LOC shall respect any further direction issued by the WKFE regarding the adoption and protection of intellectual properties.

9.4 Sponsorship Services

WKFE Official Sponsors provide invaluable financial and operational support for the event. In return for their support and expertise, such sponsors are granted exclusive worldwide marketing rights, hospitality rights, supply rights, and other benefits.

The LOC has an opportunity to enlist domestic partners whose marketing and promotional rights are limited to the host country and do not conflict with rights already granted to WKFE Official Sponsors.

The LOC shall develop an Official Sponsor recognition program in the form of advertising, public relations activities, signage, and internal and external communications.

The LOC shall ensure that the accommodation, ticketing, transportation, and accreditation services are made available to sponsors.

The LOC shall respect the clean venue requirements and the permitted branding standards as communicated by WKFE.

The LOC may collaborate with WKFE on the implementation of on-site filming by WKFE, at no cost to the LOC, for the sponsors that wish to document their respective marketing efforts.

9.5 Licensing & Equipment

LOC Licensing

The licensing program should seek WKFE approval before becoming effective.

Equipment Arrangement

The LOC shall abide by the rules of equipment arrangement when hosting the WKFE official competition. WKFE should approve all competition equipment.

9.6 Ticketing

The LOC shall create its own ticketing system or make arrangements with an existing ticketing agency for the sale and distribution of tickets.

The ticketing plan must be submitted to the WKFE for approval at least 30 days before the event.

The ticketing plan shall include (but is not limited to) the design and layout of tickets, ticket allocations, and seat assignments to key clients for all parts of the event, as well as the accredited seating plan (numbers and locations).

The LOC shall also establish a sales mechanism to actively market tickets to customers through the event website, email, and other channels.

Tickets sold by the LOC shall include the day of the event, the name of the venue, the seating area, the category, and the price, and the tickets must be designed in accordance with the event's identity.

The LOC shall provide the planning, testing, and implementation process for physical and digital ticket sales and delivery, including the appointment of the relevant providers, to WKFE for approval.

9.7 Brand, Identity, Event Look, and Signage

Each event has a distinct look and feel that is communicated visually. There are five relevant points to consider:

1. A visually compelling creative vision

The LOC shall announce the logo and mascot(s) at the same event to both maximize the communication opportunities for brands and to optimize resources.

2. Effective management that ensures coherent and consistent implementation

The LOC shall take measures to manage the brand, identity, and look of the event, paying particular attention to signage.

3. A focus on international audiences as well as links to the culture and traditions of the host city. The LOC shall submit a strategy that ensures that the city is visibly identified as the host city.

The LOC shall ensure that the event creates a festive atmosphere and provides a memorable experience for all attendees.

4. Ownership rights to any brand, identity, and event logo elements.

In general, the LOC shall own the rights to all elements of the brand, including its identity and appearance, as communicated to WKFE.

5. A commercial strategy that clearly defines logo usage

The LOC shall submit a commercial strategy that defines the use and/or specific program for the logo to WKFE for approval.

6. Signage

Signage that is consistent with the event's look and feel is of fundamental importance for efficient operations and a positive experience for all stakeholders.

Signage covers both inside and outside the venue area:

- Inside the venue area: wayfinding signage, both for vehicles and pedestrians; room/areas identification; and other required signage.
- Outside the venue area: wayfinding signage for vehicles (commonly referred to as transport signage), and wayfinding signage for pedestrians.
- When designing signage, the LOC is encouraged to use internationally recognized symbols, express simple messages, and implement accessible installation.
- The LOC shall also ensure that signage is entirely consistent with and implements elements of event identity.
- The LOC shall submit a signage plan that includes design, procurement, installation, maintenance, removal, and recycling/disposal of all signage to WKFE.

Chapter 10 - Protocol & Ceremonies

10.1 Opening Ceremony

The LOC is responsible for planning and organizing the opening ceremony of the event, as agreed with the WKFE.

The opening ceremony can feature:

- Opening speeches/protocol direction
- a wushu demonstration(s)
- video and media content presenting the event
- an artistic show linked to local culture, and
- a parade of all the national teams present.

All participating delegations must be present in their official national team uniforms in the opening ceremony.

The parade shall be organized as follows:

- The host country flag bearers and WKFE flag bearers enter first
- All participating delegations shall parade behind a shield bearer and the official flag of their country
- The name of the NF's country shall appear on the shield in English and in accordance with the name listed in the IOC country code
- The order of the parade shall be based on the English alphabetical order, and
- The host country's delegation shall enter last.

10.2 Closing Ceremony

The LOC may plan and organize an official closing ceremony or an informal event such as a closing banquet or other gathering to bid farewell to the participants.

The LOC shall determine the program for the closing ceremony.

The closing ceremony or banquet may feature the following:

- Closing speeches
- Distributing appreciation awards
- Wushu performance/demonstration.
- Flag handing-over ceremony.
- Social gathering.

10.3 Awards Ceremony

10.3.1 Awards Ceremony Protocol and Preparations

The LOC shall prepare the following components for the award ceremony:

- Protocol officers
- hostesses
- a flag ceremony
- national anthems (short versions)
- lighting equipment
- audio equipment
- a master of ceremonies (MC)
- an audio technician.

The LOC shall organize award ceremony rehearsals for staff members (hostesses, audio technicians, MCs, etc.) before the event begins.

10.3.2 Awards Ceremony Area

The Awards Ceremony will be held in a designated area of the competition venue, featuring a podium and backdrop.

10.4 Awards Ceremony Podium

The awards ceremony podium shall be set up at the competition venue.

The awards ceremony podium shall be erected, with consideration given to the placement of audio/visual equipment to ensure adequate coverage of the ceremony.

Podium specifications:

- Length: 200cm (Gold medallist), 200cm (Silver medallist), 250cm (Bronze medallist)
- Width: 50cm (all medallists)
- Height: 20cm (Bronze medallist), 30cm (Silver medallist), 50cm (Gold medalist).

Arrangements must be made for flag presentations for the medallists. The flagpoles or hanging structures must have different heights to mirror the second, first, and third places on the podium.

The whole design of the awards ceremony area shall be provided to the WKFE for its approval at least one (1) month before the start of the event.

The WKFE emblem must appear on both the awards ceremony podium and the panel behind it.

An area in front of the podium shall be reserved for the press and photographers. The area shall be outside the area in which the awards will be presented and shall not interfere with the procedure of the ceremony.

The area of the presentation ceremony must be kept clear so photographers may take portraits of athletes.

10.5 Awards Ceremony Backdrop

The podiums should be set in front of a backdrop. The backdrop makes a significant contribution to the overall ambiance of the awards ceremony. It plays a crucial role in supporting the rights and interests of event sponsors, showcasing the various sponsor logos in accordance with their guidelines.

10.6 Athletes, VIPs & Accompanying Persons

It is recommended to ensure that the athletes and officials are well informed of the following:

- The top three winners in each event are required to attend the award ceremony.
- If a winner is unable to attend the ceremony, the medals may be presented to an official of the relevant delegation. The official must not mount the podium but rather walk in front of the podium to receive the medal.
- Athletes are not allowed to take any national flag or any other national, cultural, or religious symbols to the podium.
- Winners are expected to attend the ceremony in their national team uniforms; however, they are permitted to wear sports uniforms to the official ceremony if it takes place immediately after the competition.
- Athletes are expected to take off caps/hats during the ceremony.
- Athletes, VIPs, and accompanying persons are required to face the flags while they are being raised.
- Medallists must remain at the disposal of the press following the award ceremony.

10.7 Additional Recommendations & Duties

The LOC shall compile the list of those invited to present awards in line with the requirements of the WKFE. The LOC shall ask these people in advance and in writing. The invitation should include information such as the time and place of the ceremony, as well as the contact details of the person in charge.

The LOC is advised to check the names, titles, functions, etc., of the presenters and provide this information to the master of ceremonies.

The LOC shall inform the athletes and the heads of delegations of the time and locations of the medal ceremonies.

The LOC shall gather the medallists, verify their names, positions in the official results, and nationalities, and relay this information to the master of ceremonies.

10.8 Ceremony Procedure

MC's first announcement: "Ladies and gentlemen, the victory ceremony will start shortly. All concerned are requested to take their positions."

Fanfare

Marching music

Entrance of accompanying persons, VIPs, and athletes

Example of entrance order:

- Accompanying persons for athletes
- Bronze medalist
- Gold medalist

- Silver medalist
- Accompanying persons for VIPs
- VIPs presenting medals and flowers
- Hostesses bearing medals and bouquets
- Positions of persons in the awarding area:
- Hostesses stand on the right side of the podium;
- Athletes with accompanying persons march behind the podium;
- VIPs with accompanying persons stand on the left of the podium.
- The WKFE will decide the entrance order.

MC's announcement for introduction: "We are now going to begin the Awards Ceremony for the (discipline/event). The medals will be awarded by (name, title). The bouquets will be presented by (name, title)."

MC's announcement for awarding medals:

- "Third place and bronze medallist (name, country)." The athlete mounts the platform from behind.
- "Second place and silver medallist (name, country)."
- "First place and gold medallist (name, country)."
- At each awarding, the hostess bearing the medals and bouquets approaches the VIPs.
- MC's announcement before playing anthems: "Ladies and gentlemen, now please rise for the (country) national anthem."
- National anthem playing and flag hoisting
- Exit of accompanying persons, VIPs, and athletes, with the exit order:
- Accompanying persons with VIPs
- Accompanying persons with athletes
- Hostesses bearing medals and bouquets
- MC's closing remarks



Figure 21 – Awarding Site Basic Layout

Chapter 11 - Organization of WKFE Meetings

11.1 WKFE Meetings

WKFE meetings are divided into the following types:

- WKFE Congress or Annual Meeting
- BoD Meeting.
- Committees Meeting.
- Working Groups Meeting.

If requested by the WKFE, if any WKFE meetings are held during the event, the LOC shall be responsible for arranging and covering the expenses associated with organizing the WKFE Meetings. The LOC shall assign a manager and three (3) volunteers to assist the WKFE Secretariat before and during the meetings.

11.2 General Requirements

The LOC shall provide the basic facilities and services for the WKFE meetings, including but not limited to:

- A projector and screen
- Banner and name plates (graphic file will be sent by the WKFE to the LOC before the meeting)
- Table microphones
- Portable microphones
- A hospitality area with appropriate snacks and drinks
- TV.

A general set-up for the WKFE meetings can refer to the following checklist:

- The meeting room should be well arranged and well-lit
- The head table should seat 10-20 people
- Seating for delegates should be arranged reasonably
- Sound system covering the meeting area
- Provide wireless and wired internet access
- Provide printer and necessary paper
- Arrange interpretation services if needed
- Staff and volunteers should assist with on-site services.

11.3 WKFE Congress or Annual Meeting

As the WKFE Congress holds the highest authority of the WKFE, the organization of the Congress should also meet the following requirements:

- The meeting room should have space for 80 seated persons, with a table for delegates in pairs.
- The Meeting room should be equipped with adequate facilities, including a drop-down screen, a digital HD projection, Wi-Fi, and a sophisticated, intelligent lighting system to create an ideal backdrop.
- Inside the Congress room, there should be a head table on a podium with seating for 12 people, and table microphones should be placed for every two attendees.
- Outside the Congress room, there should be a dedicated registration area and a spacious foyer ideal for registration and welcoming delegates.
- Once the preparations for the Congress start, a conference manager together with four volunteers should be assigned to assist the WKFE Secretariat staff of planning the function to deliver a good service from start to finish.

11.4 WKFE Secretariat Office

A WKFE Secretariat Office should be set up at the designated hotel for the EB members. WKFE Secretariat staff to work for a period beginning at least two days prior to the meeting date and terminating one day after the end of the Congress.

The office should contain necessary office equipment, including but not limited to:

- Desks and chairs
- A good internet connection
- A printer and copier

