

INTERNATIONAL SAMBO FEDERATION

FIAS MEDIA GUIDELINES



Losanne, 2012

1. DEFINITIONS

FIAS – International SAMBO Federation

FIAS official competitions:

- World Championship (men, women, combat)
- World Championship (juniors, youth)
- Team World Cup
- World Cup stages
- Continental Championship (men, women, combat)
- International «A» Category Tournament
- International «B» Category Tournament
- World Championship Master

Media Accreditation – a process of identifying media representatives and determining their access zones at the competition venue in accordance with their functions.

Press Centre – an especially equipped area to provide informational and organizational services for accredited journalists.

Mixed Zone – a privileged place for accredited media representatives to conduct interviews with athletes immediately after competition bouts

Press Tribune – seats reserved for the accredited media representatives in the stands.

2. PREAMBULE

This document lists the facilities and services for the media, provided by the Organizing Committee at the FIAS official competitions

3. PRESS SERVICE

3.1. The competition's Organizing Committee appoints and includes into the Organizing Committee the Head of the Press Service, who ensures Press Service operation at the World Championship. Whenever possible the Head of the Press Service should be a journalist. In this case he/she does not represent his/her media at the competition. The Organizing Committee shall provide his contact information to the FIAS Press Officer a six month before the start of the event.

3.2. The FIAS recommends to include into the event Organizing Committee the President or a representative of the host country national federation or association of sports media.

3.3. The Head of the Press Service shall keep regular contact with the FIAS Press Officer, starting from 6 month before the World Championship and later as and when needed. Two months before the competition the Head of the Press Services shall send the FIAS Press Officer all key information about the event for its publication on the FIAS website and preparation of the FIAS information bulletins.

3.4. The Press Service at the World Championships shall be operated by volunteers. The number of volunteers should be sufficient to provide efficient operation of the Press Service in the zones for the accredited media; the FIAS recommends 5 people.

3.5. The Organizing Committee coordinates with the FIAS Press Officer all issues, concerning media operations at the competitions. The Head of the Press Service shall be available to the FIAS representatives a day before the start of the competitions and attend all organizational and sports

events during the World Championships.

4. MEDIA ACCREDITATION

4.1. The FIAS determines the number of media representatives to be accredited to cover the event.

The FIAS also reserves the right to decline an accreditation request, to suspend or to cancel the accreditation.

4.2. Process of media accreditation

The FIAS conducts procedure of media accreditation through the FIAS website.

For media accreditation the representatives of the media shall fill the accreditation application form at the FIAS website 1 month before the start of the competition. After receiving an application, the FIAS confirms to the applicant the validity of his accreditation.

4.3. Functions of accreditation:

- It provides the right to participate in the event and fulfill official functions at the competition only by qualified and bona fide persons;
- It limits the participants' access only to those zones that they need to enter in order to fulfill their official functions. It prohibits access for persons without proper credentials to restricted access zones;
- It provides participants safe and properly organized access to such zones.

4.4. The Organizing Committee provides media representatives with the Press Accreditation Cards. For identification purposes photo- and television- journalists shall be provided, in addition to a common Press Accreditation Card, with the additional accreditation in the form of (as decided by the Organizing Committee): a bib, an armband, a badge, a pin.

4.5. Types of the Press Accreditations at the FIAS official competitions

Type	Function
HB	Host Broadcaster
RT	Rights Holder
ENR	Non-Rights Holding TV Company
ES	Writing Press
EP	Photographer
ES-F	Writing Press
ES-F	Photographer
Definition	
HB - TV company that is responsible for production of the TV signal from the competition venue	
RT - TV companies that have purchased the TV broadcast rights	
ENR - All other TV companies	
ES - Journalists	
EP - Photographers	
ES-F - Journalists from a Federation	
ES-F - Photographers from a Federation	

4.6. The official photographer of the Organizing Committee

The Organizing Committee appoints the official event photographer. His/her name and contact

information should be provided to the FIAS Press Officer 1 month before the start of the event. The appointed photographer, no later than a day after the conclusion of the event, shall send to the FIAS Press Officer the following photographs:

- photographs of awards ceremonies in each weight category;
- photographs of each final of the competition;
- photographs of the official ceremonies, VIP-persons, press conferences;
- Photographs of the most attractive bouts of the competition.

4.7. The FIAS shall retain the rights to those photographs.

The FIAS gives credit to the photographer by the surname on all occasions when it publishes the photographs.

The host country National Federation has a right to publish those photos on its own website.

5. PRESS CENTRE

5.1. Press Centre is the main working area for the representatives of the accredited media where they shall be provided with necessary equipment and technical support.

5.2. Press Centre shall be divided into the sections as follows:

- Telecommunications;
- Working area;
- Press Conferences Hall (if located inside the press centre);
- Room for interviews (one small rooms that can be reserved for personal interviews with maximum capacity of 4-5 people);
- Area for the recreation.

5.3. Press Centre services:

- issuing press releases (hard and digital copies, wrapping up the events of the morning session and the final one, for every competition day);
- Provision (upon a request) of international TV picture from the competitions.

5.4. Press Conference Hall

Press Conference Hall – the official room for holding press conferences.

The Press Conference Hall is located in the Press Centre or right next to the Press Tribune or the Press Centre.

5.5. Events in the Press Conference Hall:

5.5.1. Opening Press Conference:

The FIAS and the Organizing Committee welcome journalists, present the event, its capabilities and facilities. If possible the FIAS President and the Chairman of the Organizing Committee should participate in the press conference. Sponsors and/or partners of the FIAS, the Organizing Committee and the event host country's National Federation also participate in the press conference;

5.5.2. Press Conferences with the Champions:

Gathers together the competition's champions, coaches and media representatives. Is held at the end of a competition day, after athletes complete their anti-doping procedures. Athletes attend the press conference with medals they have won at the competition.

5.6. Responsibility to ensure compulsory and timely appearance of the medalists at the press conference lies with the representatives of the respective National Federations.

5.7. Responsibility for conduct of the press conference lies with the Head of the Organizing Committee's Press Service, together with the FIAS Press Officer.

6. PRESS TRIBUNE

6.1. The main working area for the accredited media.

The requirement for the Press Tribune: exterritoriality. The access to the Press Tribune is only possible upon presentation of the Press Accreditation Card. The access to the Press Tribune is guarded by the Organizing Committee's security services.

6.2. The Press Tribune is located in the centre of the competition hall, next to the VIP tribune and provides high quality view of the entire field of play.

6.3. Places at the Press Tribune are divided into separate sections (according to the accreditation):

- for TV journalists
- for writing press

6.4. Based on the AIPS rules the places at the Press Tribune are provided according to the following priority rules:

- 1st row: international news agencies and journalists paying for personal phone lines;
- media representatives from the host country;
- Other media representatives.

6.5. The Press Tribune is divided into zones:

- working places
- observation places (are located next to the commentary positions and provide the Rights Holders with the possibility of carrying out their professional activity)
- commentary positions (to meet the Rights Holders' requirements)

6.6. The location of commentary positions should provide good view of the competition area and sources of important information, such as scoreboards etc.

7. PHOTO AND TV MEDIA IN THE FIELD OF PLAY

7.1. The event Press Service together with the Organizing Committee set aside space in the mat area, fenced off and specifically equipped to provide the best professional conditions for accredited photo and TV journalists' work. The Press Service ensures that no more than 20 journalists have access to the zone.

7.2. The zone is located in the area around competition mats, next to the central camera. The necessary requirement is the presence of a special fence barrier that separates the zone from the rest of the competition hall.

It is preferable to have the photo and TV media zone on a special podium or platform.

7.3. During the shooting of official ceremonies (opening, closing, awards) the zone for the photo and TV media is divided into the following access areas:

- priority (1st row): the Host Broadcaster, international news agencies, representatives of the host country's media;
- other accredited photo and TV media representatives.

8. MIXED ZONE

8.1. Mixed Zone – an area for interviews at the sports venue, where athletes talk to media with the aim of giving an interview.

8.2. The Mixed Zone should be located right next to the place of the exit of the athletes after the

fight. Its location should provide for a situation in which the athletes, after the conclusion of the competition fights, must pass through it. The necessary requirement is the presence of a special banner with logos of the sponsors behind the mixed zone.

8.3. The Organizing Committee provides fences/barriers to divide the Mixed Zone into several access areas:

- for the Host Broadcaster and international news agencies;
- for the host country's media;
- For other representatives of the accredited media.

9. FACILITIES

9.1. Press Centre Facilities

Working facilities in the Press Centre shall be up to the AIPS standards.

The Press Centre is located as close as possible to the Press Tribune in order to provide an easy and quick access for the journalists.

The Press Centre shall have a capacity to host 80% of all accredited journalists.

9.2. The Press Centre should be equipped with the following communication facilities and services:

- high-speed cable Internet, as well as high speed Wi-Fi connection;
- fax, 2 copy machines, printers;
- individual lockers for equipment;
- information stands with pigeon holes (a separate stand should be provided for each weight category in each sports discipline);
- TV monitors (one for each mat), that should be connected to the Host Broadcaster cameras and the CCTV and are capable of transmitting judges' information
- desktop computers with Internet access and connected to printers for free use;
- tables and chairs (according to the number of the accredited media, at least 2/3 of the overall number);
- a centre for paid services according to the Rate Card (telecommunications, equipment's rent and repair);
- places for recreation and coffee-breaks

9.3. Press Conference Hall Facilities

9.3.1. The Press Conference Hall shall be equipped with the following facilities and services:

- Elevated platform, podium or lectern in the front part of the audience with table, chairs, microphones, headphones with maximum capacity of 10 people.

9.3.2. The lightning shall be up to the international standards.

- a large video screen behind the scene;
- functional, reliable and varied audio- and video equipment, meeting all requirements for the quality of the sound and picture;
- plug-in connections, to allow journalists from writing media to record audio directly from the room audio system;
- a podium for photographers that allows them to unobstructed view to take pictures of the podium and lectern without interrupting journalist work;
- a fixed position for cameras;
- if a synchronized translation is provided: booths for synchronized translation and sufficient number of headphones, according to the number of places in the audience (to be provided to journalists in exchange for the Press Accreditation Card at the entrance);
- Sufficient number of wireless microphones to allow journalists asks their questions without

undue delays.

9.3.3. The Organizing Committee provides synchronized translations during the press conferences or interpreters (English, Russian, and French).

9.3.4. The Press Conference Hall shall have a capacity from 20 to 30 people.

9.4. Press Tribune Facilities

9.4.1. The Press Tribune shall provide the following means of communication and services:

- working places (tables, electrical power, high-speed Internet connection, whenever possible TV monitors)
- observation points
- commentary positions

9.4.2. The Commentary Positions shall be at least 2x2m with three adjacent chairs. Each position is separated from the next ones by transparent Plexiglas or plastic partitions.

9.4.3. Every position is equipped with a table large enough for a commentary console and a TV monitor to receive signals of the close-circuit (or local) cable TV; appropriate sockets and connections for plugging in telephones and portable computers.

The Commentary Positions zone shall have its own access point.

9.4.4. Special commentary positions with live coverage cameras for commentators are constructed behind the Commentary Positions zone.

9.4.5. The price of a commentary position is listed in the Rate Card for broadcasters.

9.4.6. The Organizing Committee provides the Press Tribune with 30 to 50 seats.

10. REQUIREMENTS FOR HOLDING OF THE CHAMPIONSHIPS PERTAINING TO CREATING WORKING CONDITIONS FOR TV AND PHOTO MEDIA

10.1. The FIAS recommends a minimal lightning at the SAMBO mats to be 1500-1800 lux.

10.2. For photographers the use of flash at the World Championships is strictly prohibited.

10.3. The Head of the Organizing Committee's Press Service and the FIAS Press Officer are responsible for operation of the mixed zone and the mats zone.

11. INFORMATIONAL MATERIALS FOR MEDIA REPRESENTATIVES

11.1. The Organizing Committee's Press Service ensures timely provision of the following informational materials to the accredited media:

- start lists;
- protocols after starting bouts;
- protocols after preliminary bouts;
- final protocols of the competitions with biographies of medalists and their results in the preceding season;
- list of participating countries;
- List of competitors in each weight category.

11.2. Volunteers shall deliver hard copies of the materials to the Press Tribune and information stands in the Press Centre.

12. MEDIA GUIDE

12.1. The Organizing Committee provides all representatives of the accredited media with the Media Guide of the event (shall be agreed with the FIAS Press Officer 2 months before the event).

The Media Guide contains the following documents:

- the FIAS Press Kit (history, leadership);
- the official program of the competition with detailed schedule for each day of the competition;
- a list of the Organizing Committee's representatives with contact information;
- a map of the competition venue;
- a program of non-sport events (briefings, press conferences, official receptions, visits, etc);
- a list of participating countries;
- a schedule of the transport;
- a map of the city, tourist information;
- The following files in JPG format: the FIAS logo, the event logo, the FIAS sponsors logos, the competition's sponsors' logos, the national federation of the hosting country's sponsors' logos.

Recommended volume of the media guide is around 10 pages.

13. SERVICES, PROVIDED BY THE ORGANIZING COMMITTEE TO THE REPRESENTATIVES OF THE ACCREDITED MEDIA

The Organizing Committee provides the following types of services to the representatives of the accredited media: transportation, parking places, separate entrance to the sports complex.

14. FINAL REPORT

14.1. After the conclusion of the World Championships the Organizing Committee shall provide the FIAS Press Officer with the report on infrastructure, facilities and services that were provided to the media representatives at the event.

14.2. The FIAS shall use this information to gain experience and improve the performance of the persons, responsible for organization of media operations at the official FIAS competitions.

14.3. This report shall be a part of the Organizing Committee's general report for the event.



INTERNATIONAL SAMBO FEDERATION

Maison du Sport International
Av. De Rhodanie 54 Ch-1007 Lausanne
Switzerland

WWW.SAMBO-FIAS.ORG