



ORGANIZER HANDBOOK

JJIF International Events

Version 1.0

This handbook provides guidelines and recommendations for minimum standards for organising international events. It contains explanations that are much more detailed than the Sporting Code (SC) of the Ju-Jitsu International Federation (JJIF), JJIF Statutes, Financial Rules, and Competition Rules (links can be found on the left side of the page).

Besides the organiser handbook, JJIF provides a competition toolkit to help (potential) organizers understand their duties.

For questions, permissions or inquiries regarding using content from this document, please contact mail@jjif.org.

JJIF wishes you great success in organising international events and is looking forward to future cooperation

Overall, JJIF wants to put the athletes as the event's focus. They should not only have a great experience at our events but should also be at the centre of attention for the press, spectators and all other stakeholders.



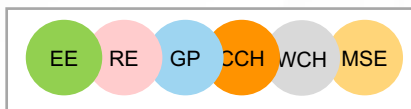
JJIF download page



HOW TO READ THIS HANDBOOK

- All sections are independent of each other and can be read without prior knowledge.
- Use the [glossary](#) for definitions.
- The icons list on the top right corner shows for which [type of event](#) the section is recommended.
- Use hyperlinks to jump to related sections

Relevant for all types of events



Relevant for World Championships and Multi-Sport Events



Important tips can be found in red boxes

Sustainability tips can be found in blue boxes



TYPES OF INTERNATIONAL-EVENTS

JJIF recognises the following types of event:

Name	Responsible	Abbreviation/ Symbol
International Multisport Events	JJIF & MSO	MSE
World Championships	JJIF	WCH
Continental Championships	JJIF & JJCU	CCH
Grand Prix	JJIF & JJCU & JJNO	GP
International Ranking Events	JJIF & JJCU & JJNO	RE
JJIF Endorsed Events	JJIF/JJCU & JJNO	EE
National Events	JJNO	

Other types of events can be created in agreement with the JJIF board

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SECTION 1

PREPARATIONS



1.1. TIMELINES

- The following timelines are recommendations from JJIF.
- Changes from the timelines can be agreed upon together with the JJIF [technical delegate](#) of the event.

All changes to event dates need to be communicated in the outlines and to the JJNOs via the JJIF office

1.1.1 PRE-EVENT TIMELINE - SMALLER EVENTS



Allocation

- Signature under the [MoU](#)
- Setup [LOC](#) structure

Technical Meeting

- Date confirmed
- [Venue](#) confirmed
- Draft [competition schedule](#) (number of days)
- Financial condition, including [Registration fee](#), confirmed
- [ITOs](#) agreed on
- Draft [branding](#) (if applicable)
- Technical meetings (online)
- or -
- [Inspection visit](#) (if venue unknown to JJIF)

Final Confirmation

- Competition schedule finalised (weight categories per day)
- [Accommodation](#), catering and [transportation](#) are confirmed (if applicable)
- [Branding](#) confirmed (if applicable)

1.1.2 PRE-EVENT TIMELINE – LARGER EVENTS

2 years

Allocation

- Signature under the [MoU](#)
- Announcement of the Host country and city
- Announcement of 3 possible dates for the event

1,5 years

Technical Meetings

- Technical meetings (online)
- [Local organising committee](#) (LOC) structure
- [Draft brand and design](#)
- [Accommodation, catering and transport](#) draft
- Draft [promotion](#) and [spectator strategy](#)
- Dates confirmed

1 year

Final negotiation

- [Inspection visit](#) (if venue unknown to JJIF)
- [Venue](#) confirmed
- [Hotels](#) confirmed
- Final detailed [branding](#)
- [Final promotion](#) and [spectator strategy](#)
- [Draft programme & schedule](#) (number of days)
- Confirmation of the host broadcaster

6 month

Final Validation

- Competition schedule
- Media and marketing matters
- Sponsors
- Logistics confirmed
- Accommodation and catering are finalized
- Host broadcaster equipment

3 Month

Final Confirmation

- Reports
- Closing of [mascot](#) and merchandising
- Closing of all printing design
- Closing of [venue layout](#) design

1 Month

Start of Final Preparations

- Final check of all printing material
- Checklist confirmation
- Installation schedule finalized

1 Week

Pre-Event Phase

- Specialized daily timeline to be made
- Installation begins

1.1.3 DEADLINES FOR APPLICATION

Name		Deadline First Application	Application form
World Championships	WCH	30 th August two years before	Bid document
Continental Championships	CCH	30 th August two years before	Bid document
Grand Prix	GP	30 th August previous year	Bid document
International Ranking Tournaments	RE	6 month before the event	E-Mail to JJIF
JJIF Endorsed Events	EE	Not needed	-
National Tournaments		Not needed	-

- Any JJNO that is a member of the JJIF may apply to hold international events.
- The application must be submitted in writing to the JJIF events team (events@jjif.org)
- The JJIF Board shall allocate World Championships and Grand Prix and notify the TC about those.
- Continental Championships and other Regional Championships shall be allocated by the corresponding Continental General Assembly or by the JJCU Board, but with notification to JJIF at least six months before the event.
- In such Ju-Jitsu International Events, the organisation (technical and refereeing) should be handled by the Continental Union or Regional Body and supervised by one or more Technical Delegates nominated by the JJIF Board.



Scan here for the bid document

1.1.4 MEMORANDUM OF UNDERSTANDING

JJIF is closing a Memorandum of Understanding (MoU) with an [LOC](#).

A MoU for organising events serves as a formal agreement between two or more parties involved in the planning, coordination, and execution of an event. Such a document aims to establish a clear understanding of the roles, responsibilities, expectations, and terms of collaboration between the parties involved. Here are some essential purposes:

Clarity of Intent:

- Clearly outlines the objectives and purpose of the event.
- Defines the scope and nature of the collaboration between the parties.

Roles and Responsibilities:

- Delineates the roles and responsibilities of each party involved in the event planning and execution.
- It helps prevent misunderstandings and conflicts by establishing a shared understanding of individual contributions.

Resource Allocation:

- Specifies the resources ([financial](#), [human](#), or material) each party will contribute to the event.
- Outlines the budgetary considerations and financial arrangements.

Timeline and Milestones:

- Establishes a timeline for the planning and execution of the event.
- Defines specific milestones and deadlines to ensure the event progresses smoothly.

Legal and Liability Considerations:

- Addresses legal aspects, including liability and insurance requirements.
- Helps mitigate risks and ensure compliance with relevant laws and regulations.

Termination or Modification:

- Specifies conditions under which the MoU can be terminated or modified.
- Provides a structured approach for handling unexpected changes or challenges.

Dispute Resolution:

- Establishes mechanisms for resolving disputes amicably, often through mediation or arbitration.
- Aims to avoid protracted legal battles and maintain a positive working relationship.

An MoU for organising events is a crucial document that enhances collaboration, minimises risks, and sets the foundation for a successful and well-coordinated event. It is recommended for use when multiple parties are involved in the planning and executing an event to ensure a shared understanding of expectations and responsibilities.

Every MoU differs and will be made based on agreements between JJIF and the LOC. If you are interested in a draft MoU, you can request one at events@jjif.org

1.1.5 KEY CLIENTS AND STAKEHOLDERS

Delegations

- **Athletes**
- NTOs (coaches, team officials, team medical)

JJIF

- [ITOs](#) (International [referees](#), staff)
- [VIPs](#) (JJIF/JJCU Executive boards)

Public

- [Spectator strategy](#)

Media

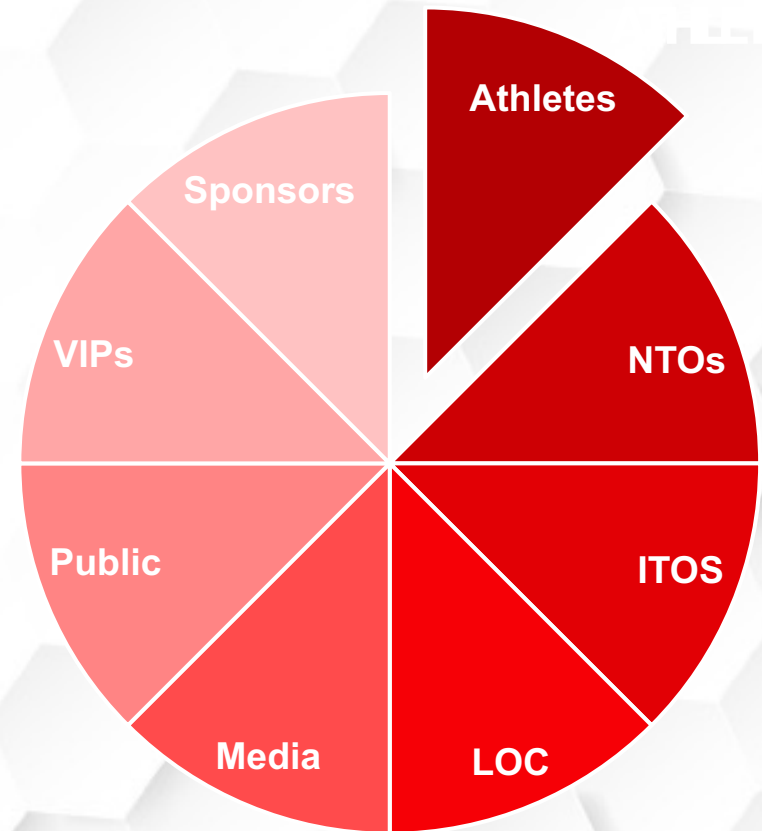
- Hosts broadcaster, rights holders, written press and photographers

VIPs & Sponsors

- Includes JJIF Executive, invited guests, sponsors, National Federation Presidents

Workforce

- Local paid staff, medical staff and [volunteers](#)



There must be an understanding of the needs and desires of each client group and these needs must be met in a proactive way.

1.2 ORGANISING COMMITTEE (SC 2.2.1)

The JJNO and JJIF will set up an Organising Committee “OC” to ensure that all responsibilities are covered. The OC and its contact details will be added to the outlines of the events. The OC shall consist of at least these three roles:

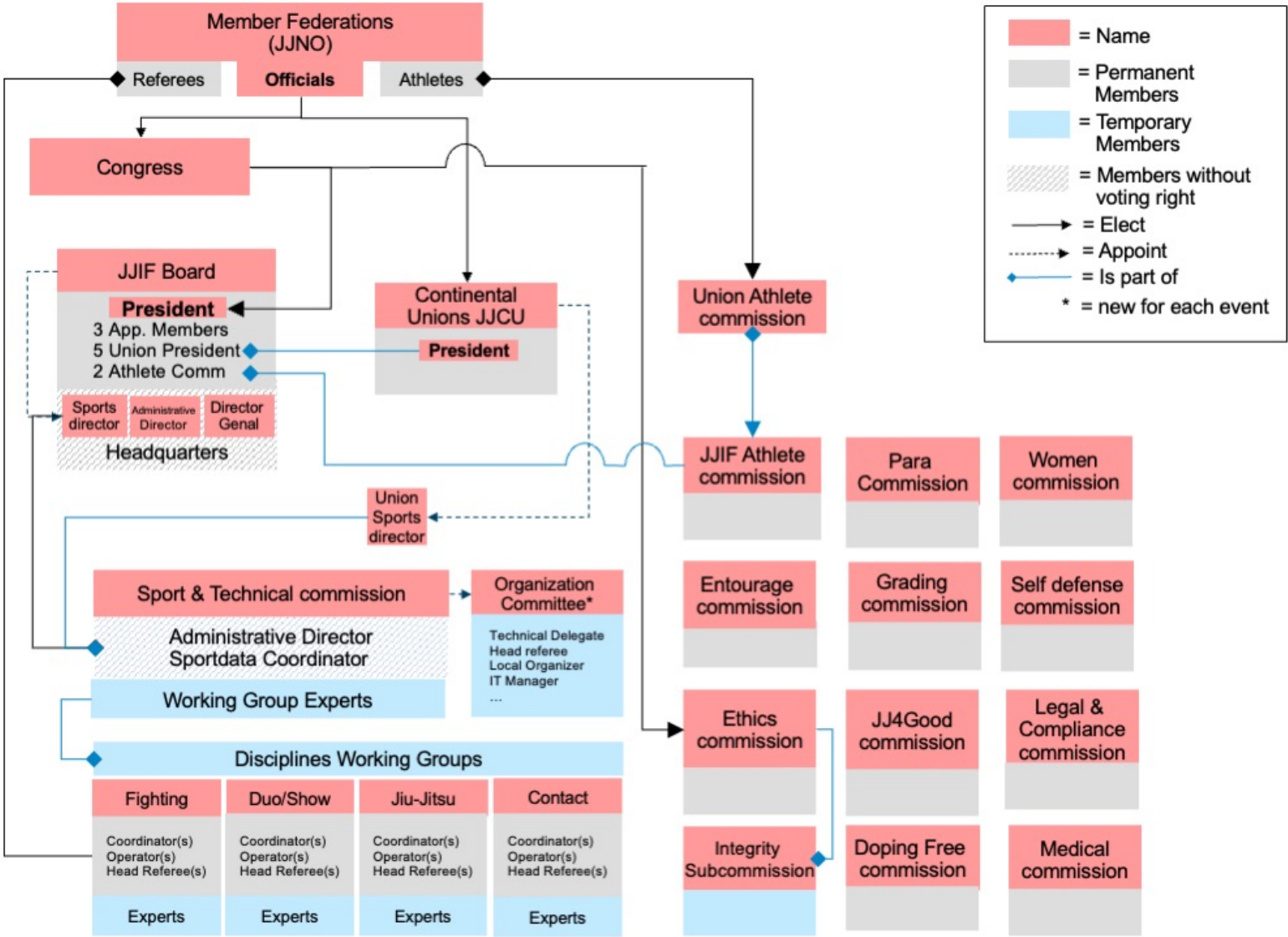
- **Local Organiser:** The organising JJNO must name the main organiser to handle the organisation of the International Event.
- **Competition Manager:** A person who supervises the holding of an International Event, delegated by the Technical Commission.
- **Head Referee:** A qualified referee delegated by the Technical Commission who will be responsible for the work of the referees.

It is possible to add more people to the OC, for example, the accommodation manager, transport manager, and head referees for the disciplines, if their roles are clearly described to JJIF and published in the outlines.



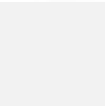
1.2.1 JJIF STRUCTURE

For each event, an essential contact list will be produced so that communication can take place.

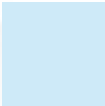


1.2.2. RECOMMENDED ROLES PER EVENT TYPE

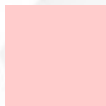
		Competition Manager	Head referee	Head of IT	IT Operators	Referees	Table Crew	Head Medical	Medical Team	Floor Manager	Runners	Assistant to OC
World Championships	WCH	1	3	1	1-2*	7-8*	3*	1	0-1*	1	2*	1
Continental Championships	CCH	1	3	1	1-2*	7-8*	3*	1	0-1*	1	2*	1
Grand Prix	GP	1	1	1	1-2*	7-8*	3*	1	0-1*		1*	
International Ranking Tournaments	RE	1	1	1	1-2*	7-8*	3*	1	0-1*		1*	
JJIF Endorsed Events	EE	1	1			7-8*	3*		0-1*			
National Tournaments		1	1			7-8*	3*		0-1*			



Optional role



Selected by JJIF,
paid by LOC



Selected by LOC,
paid by LOC

*Per Tatami

1.2.3 JJIF-CERTIFIED PERSONNEL

The following roles need to be JJIF-certified personnel. The organiser can propose people for the roles to JJIF. The organiser needs to cover the costs for accommodation and travel as in agreement with the JJIF financial rules.

- **Competition Manager:** A person who supervises the holding of an International Event, delegated by the Technical Commission.
 - For World Championships, this is usually the JJIF Sportsdirector.
 - For Continental Championships, this is usually the Sportsdirector for the union.
- **Head Referee:** A qualified referee delegated by the Technical Commission who will be responsible for the work of the referees.
 - Three head referees (one for each discipline) are mandatory for Continental and World Championships.
- **Head of IT** needs to be certified by the JJIF IT director to run a competition using the official software.
- **IT Operators** need to be certified by the JJIF IT director to run a competition using the official software.
 - The LOC can supply personnel if they are certified.
- **Referees:**
 - All referees need to be in the JJIF database
 - The LOC can supply personnel if they are certified (see [referee selection process](#))
- **Head Medical:** A qualified JJIF Medical Commission delegate
 - Ensures that [all medical standards](#) are met
 - Coordinates the [medical personnel](#) for the event
 - Has the final right in medical decisions
 - Coordinates with [LOC](#) and [OC](#) on any medical and [hygiene](#) concerns.
 - The LOC can supply personnel if they are certified.
- **Safeguarding officer:** Agree safeguarding plans with the Local Organising Committee in coordination with the OC on behalf of JJIF
 - The LOC can supply personnel if they are certified.

In case the local managers do not speak English, an experienced translator should be provided.

1.2.4 REFEREES

- The invited head referee(s) will be the central liaison for all referees invited to the event.
- All selections need to be confirmed by the TC

Name	Criteria
International multisport Events	Maximal one referee from one JJNO per tatami
World Championships	All referees need to have at least continental B license. Maximum one referee from one JJNO per tatami
Continental Championships	All referees need to have at least continental C license. Maximum one referee from one JJNO per tatami
Grand Prix	Minimum 50% referees with minimum continental B license. Maximum 2 referees from one JJNO per tatami
International Ranking Events	Minimum 50% referees with at least a continental C license. Maximum 3 referees from one JJNO per tatami
Other International Tournaments	To be defined by the OC and TC



1.2.4.1. REFEREE SELECTION



1.3 THE LOCAL ORGANIZING COMMITTEE (LOC)

The Local Organising Committee (LOC) should be designed so that local knowledge, skills and expertise are used. The LOC structure should be set up that is effective and efficient. The following key positions are recommended:

Local Event Manager

The person responsible for the planning, coordination, management and delivery of the event.

Medical Manager

Makes sure that [medical equipment](#) is in place and medical personnel from JJNOs are informed about treatment rooms. Also ensures that the [doping control room](#) is ready and fully equipped, as well as the necessary staff to be fully trained and ready to work. The medical manager works directly with the [Head Medical of the event](#) and is responsible for [WADA regulations](#).

Local Safeguarding officer

Responsible for the safeguarding of athletes and ITOs. Work with [JJIF safeguarding officials](#).

IT Support

He is in charge of completing all technical checklists and ensuring that the correct equipment requested is in place for the event and installed in the sports hall.

Protocol Ceremony Manager

Ensure all services and comfort for [VIP guests](#) from arrival in-country to departure.

In charge of all activities related to the event to ensure that award ceremonies and opening procedures are followed.

Security Manager

Is responsible for all security and safety measures. Must be in direct contact with all security on location, police or private, to regulate access and safety.

Media Manager

Responsible for all relationship and setup procedures regarding media. This includes media registration, Press releases, creation of spot clips, and event exposure and promotion, including both indoor and outdoor advertising. This person works in direct contact with the JJIF Media Director.

Accommodation Manager

Ensures that [accommodations](#) are ready for arriving people and that the rooms follow standards. Ready to make immediate changes as requested. Check and create all aspects of the food program during the event, from meals at the hotel to catering at the venue and night programs.

Transport Manager

Creates all logistics for [transport](#) from the point of arrival to the venue, as well as special events and departures for participants in the event. Responsible for having the names and flight information of all event participants and their transportation needs. The special task is to prepare information sheets for all client groups regarding their specific transportation arrangements.

TV/Broadcast Manager

Responsible for all TV planning and delivery.

Floor Manager

In contact with counterparts (head referee, technical delegate) to make the show part of the event and to coordinate the athletes when to enter, begin the match and leave - in charge of coordinating the runners.

In case the local managers do not speak English, an experienced translator should be provided.

1.3.1 VOLUNTEERS

▪ **Passion and Enthusiasm:**

Volunteers bring a genuine passion for sports and events, contributing to the overall positive atmosphere. Their enthusiasm is contagious, enhancing the experience for both participants and spectators.

▪ **Critical Support Roles:**

Volunteers play essential roles in various aspects of sports events, from registration and logistics to crowd management and first aid. Their willingness to take on diverse responsibilities ensures the smooth execution of the event.

▪ **Community Building:**

Volunteering for sports events fosters a sense of community among participants and volunteers alike. This shared experience creates lasting connections and strengthens the bond within the local or sports-specific community.

▪ **Skill Development:**

Volunteering provides individuals with opportunities to develop and enhance a wide range of skills, including teamwork, communication, problem-solving, and time management. These skills are transferable and can benefit volunteers both personally and professionally.

▪ **Cost-Effective Resource:**

By relying on volunteers, sports events can reduce costs associated with hiring additional staff. This cost-effectiveness allows organisers to allocate resources to other critical aspects of the event, such as improving facilities or enhancing the overall participant experience.

Role	Number
Scorekeepers	2-3 per tatami
Call room managers	2-3 per station
Weight in	2 per station
Chaperons	2-3
Airport welcome desks	2-3
Hotel welcome desks	3-4
Gi Collection	1-2
Accreditation	2-3
Support for OC	1-2

VOLUNTEER

1.3.2 SECURITY

The [LOC](#) is responsible for the safety of all participants and guests. Security must be positioned to validate [accredited](#) personnel access. The JJIF must approve the security strategy. The LOC must set the access plan for the stadium and send it to the JJIF for validation. Appropriate measures are to be taken before, during and after the event to ensure public safety.

These measures include:

- Providing safety on the grounds of all official hotels, venues and neighbouring areas, which spectators and participants will make use of during the event
- Entrance control, CCTV
- Restriction of intoxicated people, with alcohol or drugs, or visibly unstable persons from entering the [venue](#).
- Spectator inspection (weapons, fireworks, alcohol, glass, laser devices)
- Evacuation plan of the venue duly approved by local authorities (i.e. police, fire department, emergency response)
- Expedite investigation and action regarding any illegal action. Establishing counter-terrorism measures and immediate response to any legal violation
- Hotels, rooms or transportation of participants should not be marked with their national flags to prevent any undesirable activities
- Security staff must be familiar with the JJIF accreditation symbols

The Field of Play (FOP) must be kept clear to run a professional event. If someone does not have a role on the FOP or their job has finished, they should not be there. They should move to the spectator tribunes at the back of the house to watch the competition.

1.4. FINANCIAL CONDITIONS

Contract fees

- For the hosting of major events (World and Continental Championships), JJIF might request a contract fee.
- The contract fee will be agreed on in the [MoU](#).

Other fees

- All other financial conditions are also agreed in the MoU
- You can request a template MoU via events@jjif.org
- More details can be found in the JJIF financial rules



1.4.1 REGISTRATION FEE

- The Registration Fee per Athlete/Couple will be split between JJIF, JJCU and the local organiser:

Name		JJIF	JJCU	Activity related	LOC	Minimal fee	Maximal fee
World Championships	WCH	20%	10 (5x2%)	-	70%	\$75	\$150
Continental Championships	CCH	10%	20%	-	70%	\$60	\$150
Grand Prix	GP	10%	5%	15%	70%	\$50	\$150
International Ranking Event	RE	10%	5%	15%	70%	\$40	\$150
JJIF Endorsed Events	EE	< 5%	-	-	95%	-	\$150

- Activity-related means that this part is split depending on the effort for, for example, invitation of referees, organisation of (doping education) seminars, and other administration. It can be split and put to any of the involved parties
- The final split will be agreed on in the MoU

The sharing of fees can be adapted according to a presented budget and a financial report after the competition.

1.4.2 ITO ARRANGEMENTS

- LARGER EVENTS

- Arrival and Departure:
 - Arrival via car (up to 1000km): Coverage of US\$ 0.30 per km
 - Arrival via train (up to 1000km): Coverage of a 2nd class train ticket with high-speed options from the train station closest to the residence of the ITO
 - Arrival via plane: Coverage of a 2nd class flight from the airport closest to the residence of the ITO
- Booking of tickets
 - LOC in principle, needs to book the tickets for the ITOs.
 - Individual agreements with ITOs are allowed.
- Accommodation: The ITOs will get single rooms in one of the official hotels closes to the venue.
- Standard arrivals/departure times are:

Who	Arrival day	Departure day
Competition Manager	3 days before the first competition, before noon	1 day after the competition day
Head referee(s)	2 days before the first competition, before noon	1 day after the competition day
Head of IT	3 days before the first competition, before noon	1 day after the competition day
IT Operators	2 days before the first competition, before noon	1 day after the competition day
Referee	1 day before the first competition, before noon	1 day after the competition day
Orther ITOs	1 day before the first competition, before noon	1 day after the competition day

- Local transportation: See [transportation](#)
- Full board: See [catering](#)
- Daily allowances:
 - All ITOs shall be paid daily allowances as agreed in the MOU
- [Equipment](#)

1.4.3 ITO ARRANGEMENTS

- SMALLER EVENTS

- Arrival and Departure:
 - Arrival via car (up to 1000km): Coverage of US\$ 0.30 per km
 - Arrival via train (up to 1000km): Coverage of a 2nd class train ticket with high-speed options from the train station closest to the residence of the ITO
 - Arrival via plane: Coverage of a 2nd class flight from the airport closest to the residence of the ITO
- Booking of tickets
 - LOC in principle, will reimburse costs of the referees (when tickets are presented).
 - Individual agreements with ITOs are allowed.
- Accommodation: The ITOs will get single rooms in one of the official hotels closes to the venue.
- Standard arrivals/departure times are:

Who	Arrival day	Departure day
Competition Manager	1 day before the first competition, before noon	1 day after the competition day
Head referee(s)	1 day before the first competition, before noon	1 day after the competition day
Head of IT	1 day before the first competition, before noon	1 day after the competition day
IT Operators	1 day before the first competition, before noon	1 day after the competition day
Referee	1 day before the first competition, before 17:00	1 day after the competition day
Orther ITOs	1 day before the first competition, before 17:00	1 day after the competition day

- Local transportation: See [transportation](#)
- Full board: See [catering](#)
- Daily [allowances](#):
 - All ITOs shall be paid daily allowances as agreed in the MOU

1.4.4. DAILY ALLOWANCES

In order to cover the expense of meals, and other minor expenses during JJIF functions, the LOC shall pay, if possible, a daily allowance.

The number of days includes the dates of arrival and departure, which are specified on the letter of invitation or travel order.

The allowance is, at least:

Referees: US\$ 60

Head referees: US\$ 100

Other ITOS: US\$ 100

This daily allowance can be paid in cash at the event or afterwards via bank transfer



1.5 OUTLINES

- **Outlines are prepared the following way**
 - LOC downloads template
 - LOC enters all data
 - Send to JJIF events@jjif.org
 - JJIF gives input
 - LOC agrees/rejects input
 - JJIF publishes via Spiortdata/Website/Mailings/WhatsApp



Download
template

- **Deadlines for publication of Outlines by JJIF**

Name		Deadline First Invitation	Deadline Final Invitation
World Championships	WCH	Six months before	Two months before
Continental Championships	CCH	Six months before	Two months before
Grand Prix	GP	Six months before	Two months before
International Ranking Tournaments	RE	Six months before	Two months before
International Tournaments	EE	-	-
National Tournaments		-	-

1.5.1 COMPETITION DAYS NEEDED

		2 FOPs	3 FOPs	4 FOPs	5 FOPs	6 FOPs	8 FOPs
MSO (~100 Athletes)		2-3	2				
World Championships (~450 Athletes)	WCH		3-4	3	2-3	2-3	
World Youth Championships (U16 –U21) (~1100 Athletes)	WCH		7-8	6-7	5-6	4-5	3-4
Continental Championships (~300)	CCH		3-4	2-3	2-3	2-3	
Grand Prix (~300)	GP		3-4	2-3	2-3	2-3	
International Ranking Tournaments (~300)	RE		3-4	2-3	2-3	2-3	
JJIF Endorsed Events (~500)	EE		3-4	3	2-3	2-3	2-3

- The programme should include the competition schedule and all other activities that are planned during the event.
- The competition schedule is the responsibility of the JJIF [technical delegate](#)
- Once the agreed programme has been published in the event [outlines](#), the JJIF must approve any changes.



Use the tournament calculator app for detailed plans

1.5.2 VISA SUPPORT

- LOC handle all the visa support for all the participants who need a visa.
 - This can be either in the form of visa support letters
 - or -
 - A direct Visa application via LOC
- For that a dedicated contact and last date for visa application shall be given in the [outlines](#)
- A visa support letter needs to contain
 - Name and date of the event
 - Address of the official hotel and the venue
 - The exact entry date and exit date to the country
 - Full Name as shown on their International Passport
 - Date of birth
 - Signature/Stamp
- Participants can then apply for visa using those letters

Only provide VISA support to athletes registered via the JJIF official website and member of a recognized JJNO

1.6 EVENT PROMOTION STRATEGY

JJIF must approve all promotional materials before they are produced.

Promotion - Event Advertising

- Around the city and at all official venues (hotels [and sport hall](#)) the competition banner should be visible at least 6 month prior to the event.

At the end of the competition, JJIF need to receive a digital copy with materials (news magazines, posters, picture with banners in the city) to enter into a database for our sponsors.

City Advertising

- Advertisements throughout the city and near the sports hall. Promoting the event is essential to ensure success and also spectators!
- JJIF will advise on the following tools of promotion:

Event Advertising Platforms (classical)

- Radio advertising
- Billboards throughout city
- Local newspaper announcement
- Local television announcement
JJIF can give the local broadcaster minimal media plan for promos

Event Advertising Platforms (digital)

- Event Website
- JJIF Website
- JJIF and local Facebook
- JJIF and local Instagram
- Other relevant social media channels

Entrance Ticket Distribution

- Local Heroes of Ju-Jitsu should take part in activities around the country, like training with children at dojos around the country and making press appearances. All Federation training and events the year before are a great occasion to inform about the event.
- Tickets packets (10 tickets) should be given to clubs to distribute for free.
- Ticket Sales can be done on the event website as well as via JJIF.

1.6.1 SPECTATOR STRATEGY

Local clubs / Members

- Promotion material to give to their family and friends
- Posters of the event
- All invited to the event – free/reduced cost
- All trainings cancelled during the event
- Make it a club day out
- Offer [merchandise](#) in advance

Local schools

- Day trip to the event with educational activities, learning the rules, trying ju-jitsu and then watching the competition
- Free entry

Local / National heroes

- Ex/current athletes signing autographs, photographs etc.

Other

- Free local travel with tickets or accreditations
- Free or reduced-cost tickets
- Social Media campaign stressing the importance of their support
- Use local children/national athletes in the opening ceremony



1.7 INSPECTION VISIT

- If the venue has not been used for a JJIF event or has been substantially modified since the last event, JJIF will send up two technical delegates to inspect the venue about one year before the event; see [timelines](#).
- All relevant parts of the [LOC](#) shall be present.
- This visit can also be used to visit other local stakeholders (politicians, sponsors) if the organiser has requested that.
- The following rooms must be designated and will be inspected (see [Checklist](#))
 - [Field of play](#)
 - [ITO areas](#)
 - [Warm Up](#)
 - [Dressing Room](#),
 - Spectator's area for athletes
 - [Anti-Doping Control](#)
 - [Medical support room](#)
 - [VIP rooms](#)
- The visit should not be longer than two days (plus arrival and departure days if needed)
- The local organiser shall cover the flights and accommodation of the delegates.
- Accommodation shall be in single rooms in one of the hotels that will also be used for the event.
- The anticipated branding shall be brought to the venue as well.
- Ideally, the visit shall be combined with a (Ju-Jitsu) event in the venue.





SECTION 2

PRINTED AND OTHER MATERIAL

2.1 BRAND & DESIGN

- Create a design for the event (or a possible series of events)
- This design should also contain a competition logo
- Incorporate colors and elements from the local culture
- The reuse of the JJIF/JJCU house style is allowed
- A master template must be made and all printed materials at the event must be on that letterhead
- Those shall be validated by JJIF.



2.1.1 BANNERS & MASCOT

Banners

- Awarding stage banner
- Double-player presentation banner
- Mixed zone banner
- Balcony banners/entrance banner
- Other banners
- Outdoor banners

Арка Баннер 4 x 4 м

или LED арка



Баннер задник 24 x 5 м



Арка Баннер 4 x 4 м

или LED арка



Баннер Большой по периметру 50 x 3 м



Баннер Большой по периметру 50 x 3



Баннер Большой по периметру 35 x 3 м



Mascot

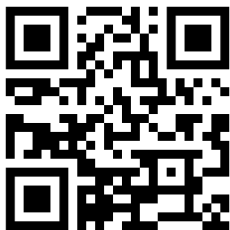
- The Mascot of the event is a great tool for showing the local touch, spirit and flare - the mascot gives the event a special identity.
- JJIF must approve designs of the Mascot, Competition Logo and all advertisements.

2.1.2 MEDALS & TROPHIES

The cost of the medals and trophies are covered by the local organizer or sponsors.

Medals

- Places 1 - 3 shall get medals of three different colours (bronze, silver, gold) of the same style and size.
 - The material needs to be of high quality and should not feel cheap
 - The diameter of the medals shall be at least 9cm
- The design needs to agree with the overall branding
 - Has to contain the JJIF/JJCU logo
 - Has to contain the name of the event
 - The lanyards of the medals can be neutral or in the colours of the event



You can download a spreadsheet here to calculate the number of medal needed

Trophies

- There shall be trophies awarded for the best teams and outstanding athletes' achievements
- The proposed list of trophies shall be presented to JJIF 6 month prior to the event



2.1.3 MERCHANDISE ARTICLES

Merchandising aims to not only generate revenue but also contribute to the overall excitement and enjoyment of the sports event for attendees.

Customised Event Apparel:

- Create exclusive and customised apparel for the specific sport event. Limited-edition designs can create a sense of exclusivity and urgency, driving fans to purchase during the event.
- This could include:
 - T-shirts, & jerseys,
 - hats,
 - lanyards (also needed to accreditation cards!)
 - and other clothing items featuring the event logo, date.

Have different coloured t-shirts for the volunteers and staff

Collectable Items and Memorabilia:

- Offer collectable items and memorabilia related to the sports event. This could range from autographed merchandise by popular athletes to limited-edition prints or posters featuring iconic moments from the event. Creating a sense of rarity and uniqueness can make these items highly sought after by fans and collectors.

Themed Concession Stands:

- Set up themed concession stands that sell merchandise in alignment with the event's theme or the participating teams. This can include snacks, drinks, and other items featuring colours, logos, or event-specific branding. Creating a cohesive theme across all aspects of the event, including merchandise and concessions, enhances the overall atmosphere and fan experience.

2.2 ACCREDITATION

Place

- The accreditation can happen in the venue or the official hotel.
- LOC needs to provide a room (at least 10m x 10 m) that has a waiting area (inside or outside)
- LOC needs to provide equipment
- The room needs to be ready 2 hours before the accreditation

Time

- The accreditation of the delegations needs to happen at least **one** day before the first competition day. For larger events (+450 people), it's mandatory to start **two** days before the competition day
- The accreditation time and place is described in the [outlines](#)
- The accreditation needs to happen before the draw!

- Only the head of delegation (plus a translator) is allowed at the registration. No athletes/coaches etc

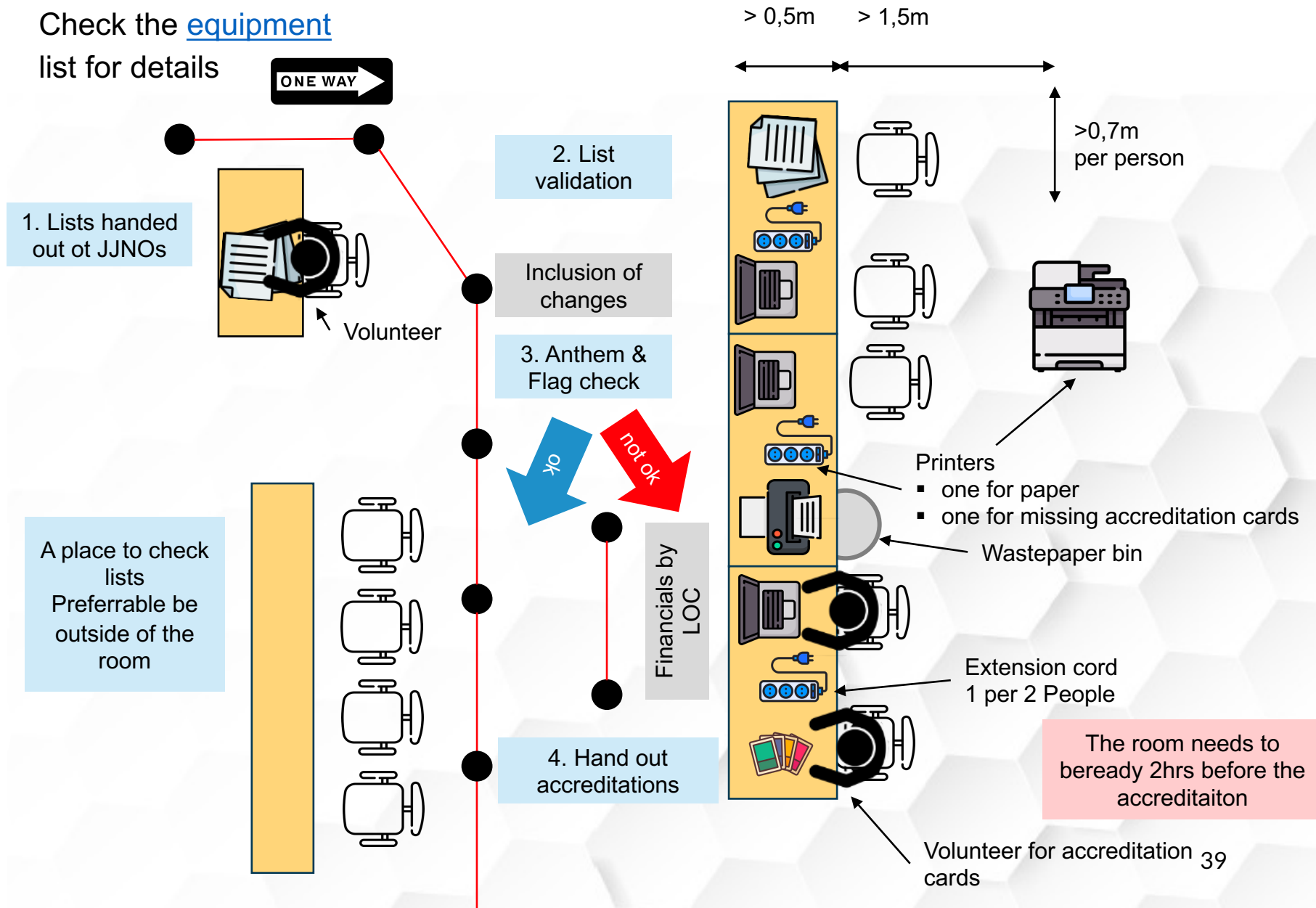
People involved:

- JJIF will send 2-3 ITOs to validate the lists, flags and anthem
- LOC provides 2-3 volunteers that support JJIF
- LOC provides a financial expert, who has insights in the [payments](#) made by the delegations



2.2.1 ACCREDITATION SETUP

Check the [equipment list](#) for details



2.2.2 ACCREDITATION AREAS

In general, there should minimum be the following different areas:

- FOP – Extended Field of Play, meaning FOP plus [Warm Up](#), [Dressing Rooms](#), and Athlete/Referee Lounges, as well as [weight in](#). Access to the FOP will be restricted to the time of the match.
- OC – [Organizing Committee Area](#)
- VIP – [VIP Area](#)

Other possible areas are:

- ITO Catering
- Athletes Catering
- Medical area
- [Anti-Doping Control Rooms](#)

	Status Accreditation
NF Presidents, General Secretaries and other VIPs	VIP
Members of OC	VIP, FOP, OC
Team leader/ Head coach	FOP, OC
Other ITO	FOP, OC
Security	VIP; FOP, OC
Team Medical doctor / Physiotherapist	FOP
Referee	FOP
Volunteers	FOP
Coach	FOP
Press	FOP*
Athlete	FOP

Only people who directly impact the competition should have access to the FoP. People should only be in the FoP if they have any connection to the ongoing fights. This means that athletes, their coaches and referees should leave the FoP after they active time on the tatami. VIPs only get access to the FoP for awarding after being picked up by the [protocol managers](#)

2.2.3 ACCREDITATION CARD GUIDELINES

All accreditations must be printed by the LOC at least one week before the event

It must be possible to print accreditation cards (for last minute changes) in the venue and at the [accreditation](#)

LOC must provide a printer and volunteers to print and distribute the cards

- Paper is Monotex 254g – print format: A6
- The best for the Printshop is to receive images in 1238 x 1722 pixels
- Print is in 300 dpi

Red field must be free of any design (white) and always on the same position

Numbers must always be on same position

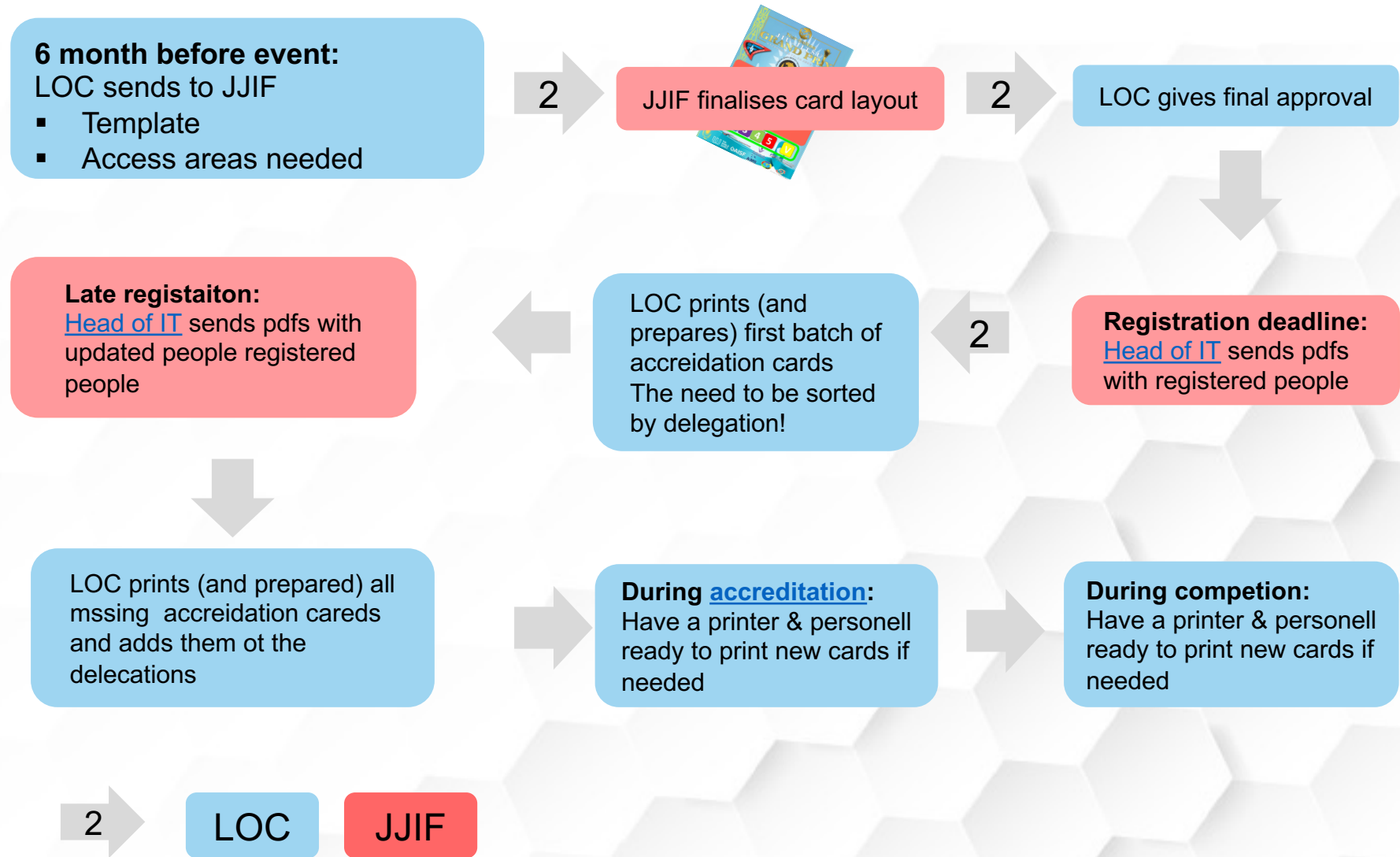


90 mm



21 mm

2.2.4 ACCREDITATION CARD FLOW



Time in weeks



JJIF Sporting Code



2.3 BACK IDENTIFICATION

- The full JJIF Gi rules can be found in the JJIF Sport Sporting code.
- The LOC must provide the sponsor back numbers for the event.
- The back identification worn by the competitors must be stitched 3-5 cm under the collar of the jacket on the back of the gis and shall be made of white cloth and meet the following criteria:
 - Dimensions: 30 cm x 40 cm maximum.
 - Name of the event: Figures max. 7 cm spread on 30 cm length (two lines).
 - Abbreviation of the name of the country: 3 Letters max. 11 cm.
 - Advertisement or publicity: Figures max. 7 cm spread on 30 cm length. (optional).
- If the back numbers are sewn, the organisers must inform the delegations of the location and times of the sewing service. The pickup point should be the [welcome desk](#) in the hotel.

It is strongly recommended that a sewing service runs during the competition days. This may help to sew any unsewn back numbers.

2.3.1 BACK IDENTIFICATION - TAYLOR

- Taylor in the venue
 - Ensure that the taylor is at the venue 2 days before the event and then every day till the last competition day
 - Have a room where the Gis can be brought to
 - All Gi need to be ready latest at the weight in of the athletes
 - Collect gis and bring them to taylor
 - Provide time slots and places when the Gis can be brought to the taylor
 - All Gi need to be ready latest at the weight in of the athletes
- Have ready at Gi collection:
 - Platstic bags (multiple per JJNO)
 - Tape (for names & country code)
 - Markers (for names & country code)
 - Let the athletes write the Names and Contries on the tape and stick in on the inside of the Gi



2.4 ITO AND REFEREE EQUIPMENT



- LOC is expected to provide the equipment on the left for the referees.
 - Individual agreements what type is provided can be made
- LOC shall provide similar outfits (but with a different coloured tie) to [ITOs](#)
 - ITOs involved in the [accreditation](#) shall also receive shirts with the event branding
- Consider the number of days when providing equipment



SECTION 3

COMPETITION VENUE

3.1 COMPETITION VENUES

The type and facilities present at the venue will strongly impact the quality of the event.

However, when considering a venue, do not only focus on the venue itself but also on aspects like reachability ([Transport](#)) and the distance to [hotels](#) and other infrastructure.

There are no international standards on venue sizes, so before choosing a venue, make sure you have a good idea of the dimensions.



3.1.1 GENERAL

- The detailed plan of the sport hall needs to be presented to the JJIF team for approval and must include the following:
 - Access Strategy & Security Arrangements
 - Seating Logistics (All people attending including spectators)
 - Flow of Athletes during the event
 - VIP/Spectator Areas
 - Lunch Areas for All
 - Sponsorship locations and Selling Points
 - Advertisement Locations
 - Ceremony Plan and Final Block Movement Plan
Media Placement and Movement Plan
 - Height of objects: Tatami, Official Seating, Referee Table (Clear View without any obstructions), etc.
 - The temperature in Sports Hall
- If the stadium does not permit the sizes stated in the handbook, a request from LOC to change sizes must be made and answered at least 90 days before the event.

3.2. FIELD OF PLAY

The Field of Play (FoP) describes the inner part of the venue, where the competition areas will be. Access to the field of play must be restricted to a minimum amount of people ([accreditation areas](#)) and can be verified using [accreditation cards](#) by security personnel. There are no minimum or maximum sizes for the FoP however, the following pages will give ideas on possible layouts and dimensions.












Number the FoP such that everyone knows which FoP is meant. Display the number next to the field of play (or on the screen of the scoring system)

It is recommended to use a “one-way street” system for the FoP, meaning that there is one (or few) entrance and one (or few) exit, and people with access can only walk in predefined directions.



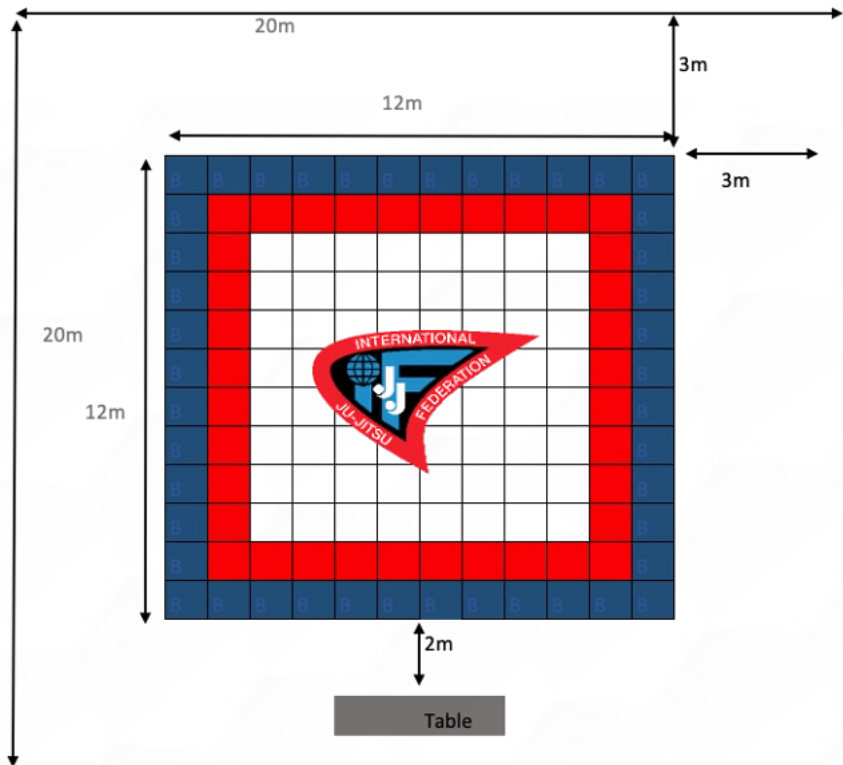
Only people that have a direct impact on the competition should have access to the FoP. People should only be in the FoP if they have any connection to the ongoing fights. This means that athletes, their coaches and referees should leave the FoP after they active time on the tatami.

3.2.1. VENUE SIZE AND FOP NUMBERS

#FOP	Normal    	Top Setup 	Small    	XS  
1	20m x 20m	24m x 24m	-	-
2	20m x 34m	24m x 37m	20m x 32m	20m x 33m
3	20m x 46m	24m x 51m	20m x 45m	20m x 41m
4	20m x 62m	-	20m x 58m	20m x 52m
5	20m x 76m	-	20m x 71m	20m x 63m
5*	36m x 46m	-	35m x 45m	35m x 41m
6*	36m x 46m	-	35m x 45m	35m x 41m
7*	36m x 62m	-	35m x 58m	35m x 52m
8*	36m x 62m	-	35m x 58m	35m x 52m

*[Two rows](#)

3.2.2. TATAMI LAYOUTS



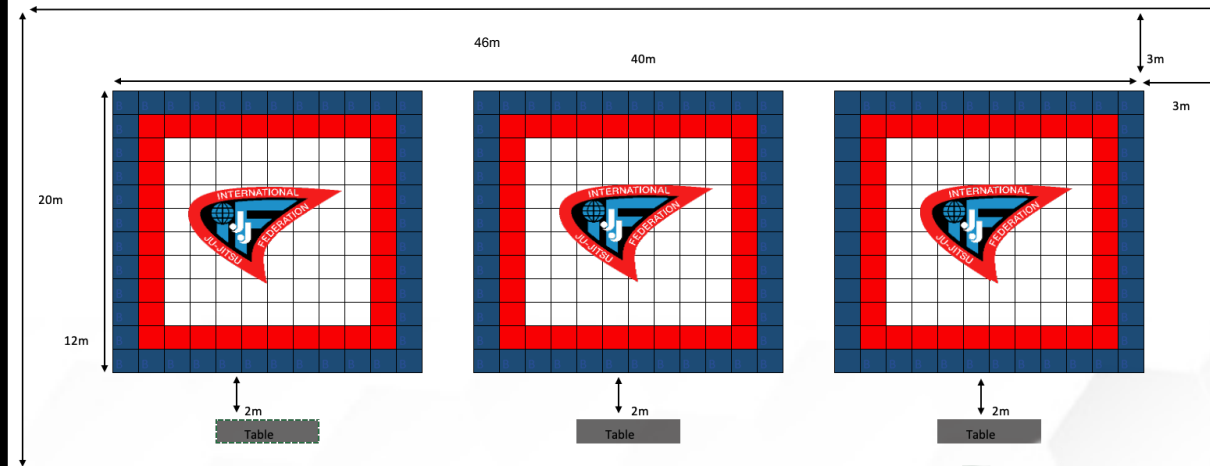
	Number of mats:	
	Total:	144 sqm
Safety	Red:	36 sqm
Outside	Blue:	44 sqm
Fightarea	White*	64 sqm

Venue size:
W L
20m 20m

*we recommend to purchase blue mats for the fight area and cover with a banner



All numbers are **minimum** sizes, larger distances are always better!



Normal

Number of mats:

Total: 420 sqm

Safety

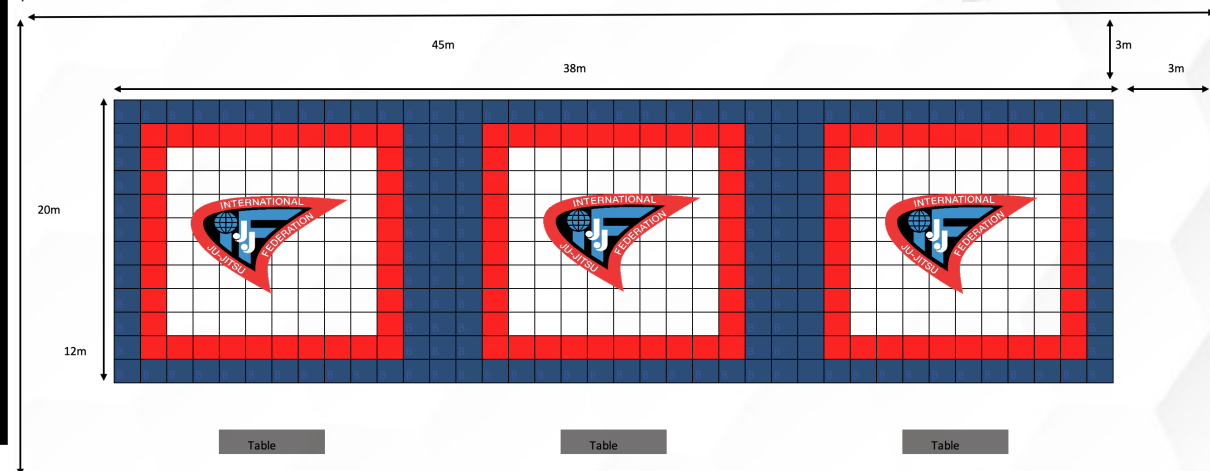
Red: 108 sqm

Outside

Blue: 120 sqm

Fight area

White* 192 sqm



Small

Number of mats:

Total: 444 sqm

Safety

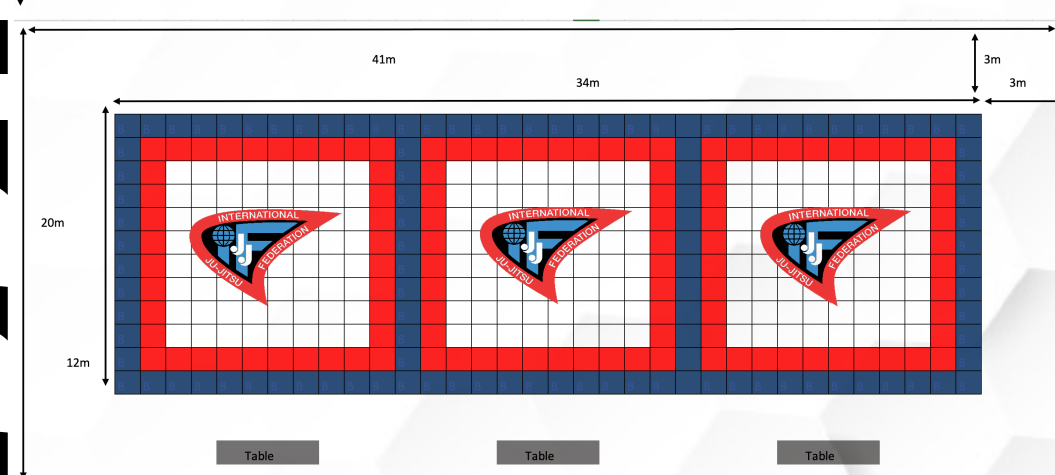
Red: 108 sqm

Outside

Blue: 144 sqm

Fight area

White* 192 sqm



XS

Number of mats:

Total: 396 sqm

Safety

Red: 108 sqm

Outside

Blue: 96 sqm

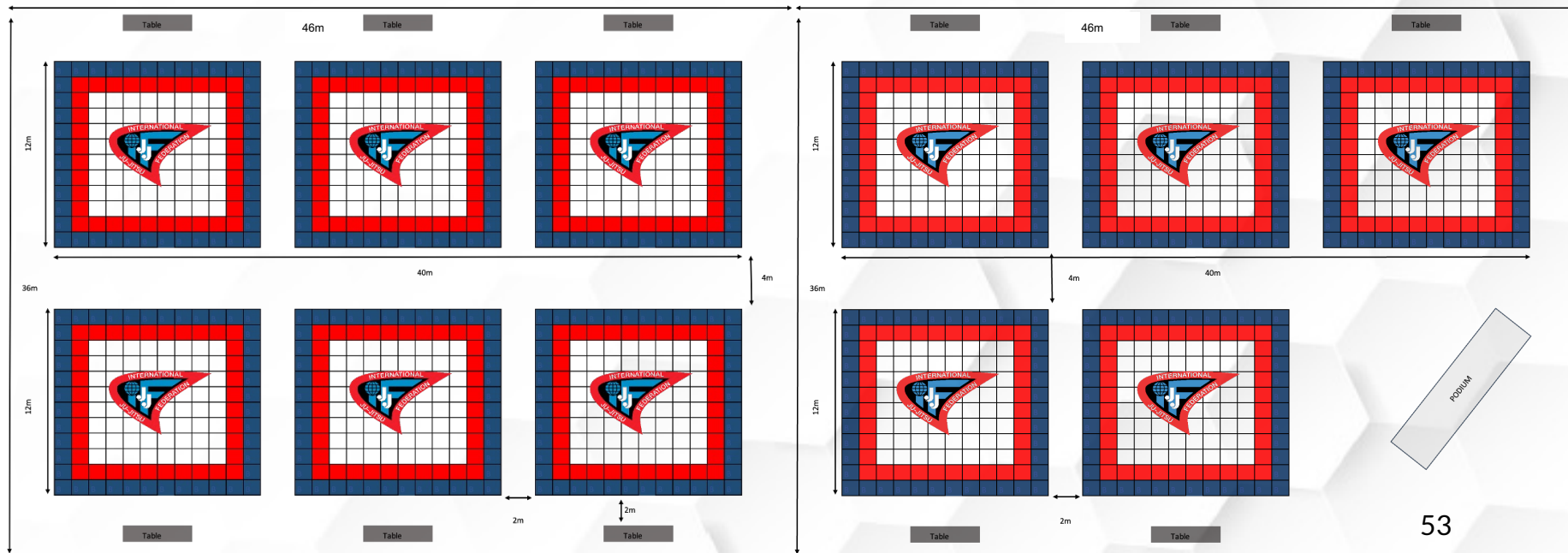
Fight area

White* 192 sqm

*We recommend using yellow/blue mats for the fight area and cover with a banner

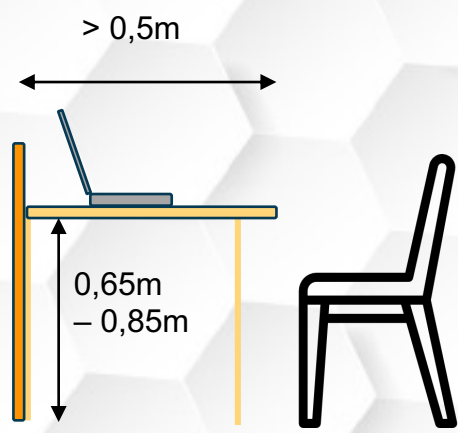

3.2.3. TATAMI LAYOUTS – TWO ROWS

- If more than one “row” of tatamis is needed, place the [scoring tables](#) outside of the FOP.
- If an uneven number is needed, fill up the space with the (big) podium
- The space between the two rows needs to be at least 3 m, but 4-5 m is better.
- Do not place the [OC area](#) in the middle of the venue (island setup)! The OC area needs to be out of view as much as possible.



The number of chairs needs to be the number of people in one referee crew & table crew, not more, not less

$> 0,5\text{m}$ $> 1,5\text{m}$



3.2.5 OC AREA

The Organising Committee will need a separate area for its work.

At **RE** **GP** **CCH** this can be another table behind the scoring tables for the referees.

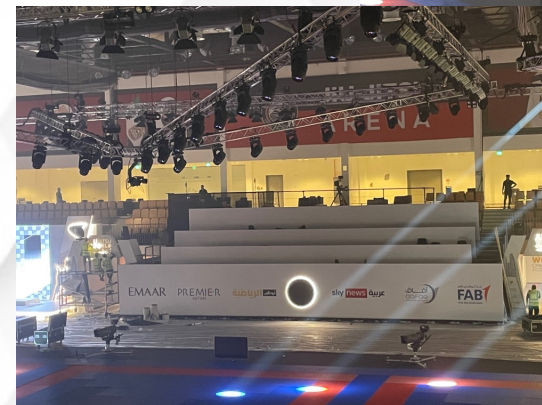
At **WCH** and **MSE**, this platform should be built from stage construction material.

The side facing the spectators must be non-transparent and 0,25m - 0,35m higher than the tables to hide computers, equipment, paperwork, etc.

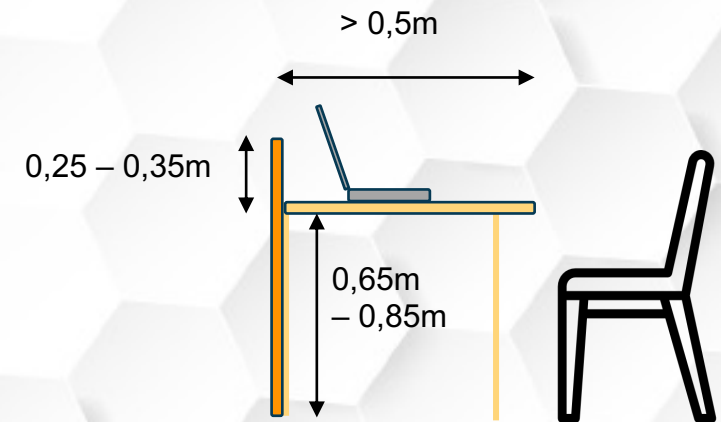
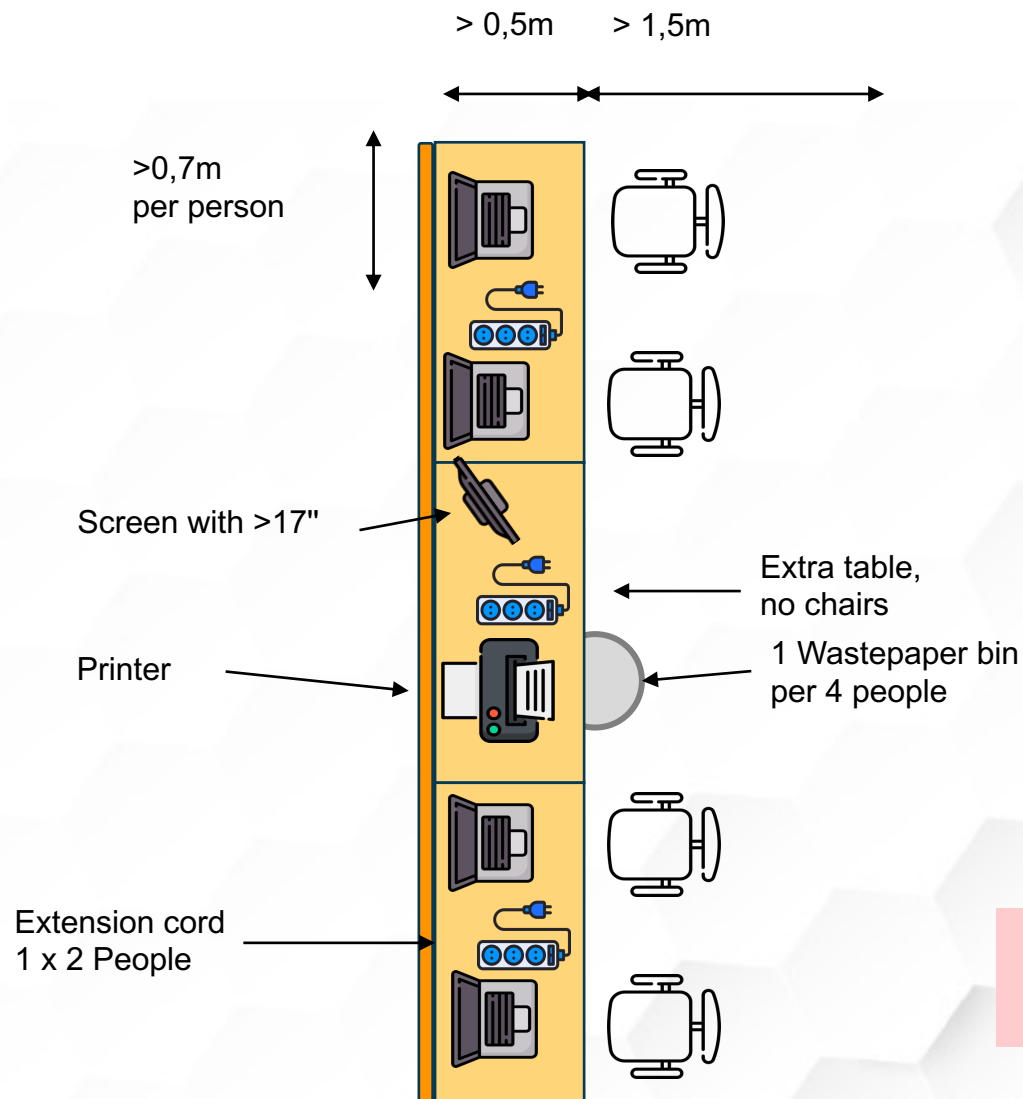
People in the OC area need to sit there for ~12hrs on a competition day. Make sure that the chairs are comfortable enough for this.

Make sure to have all light sources pointing away from the OC area. The OC area should have as little attention as possible.

Don't seat VIPs or other spectators in the OC area/platform



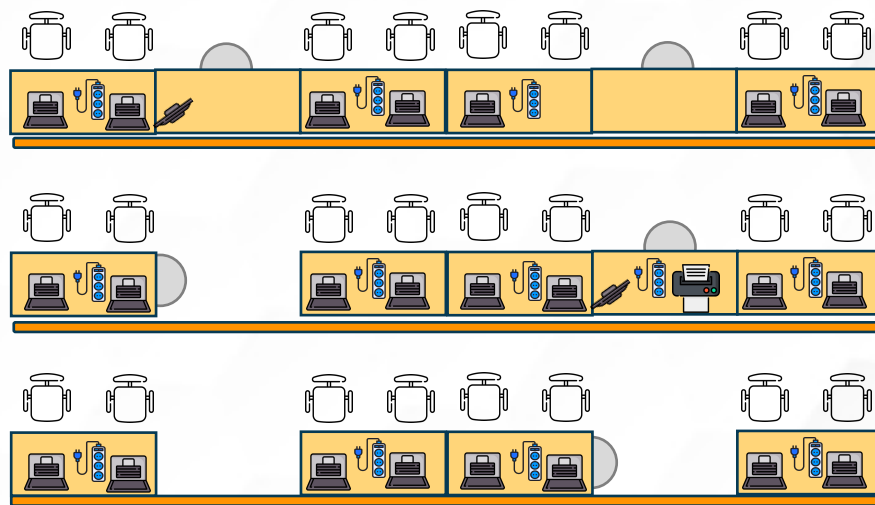
3.2.5.1 OC AREA



The number of chairs needs to be the number of people from the OC + IT, not more, not less

Check [IT equipment](#) list

3.2.5.2 OC PLATFORM



TV Area

OC Area

Check [IT equipment](#)
list

Scoring Tables



3.2.6 SPECTATOR SEATING

- Place spectators in front of cameras!
- If there are too many places in the venue, move [spectators](#) to one side only and place them close to the centre tatami.
- The organiser must initiate the proper [local marketing strategy](#) and any other arrangements to ensure that at least all the areas visible from the camera positions are filled with spectators and that there are no empty seats visible!
- You can also place (non-competing!) athletes in the spectator areas. However, avoid placing their luggage on the seats. This can be done by providing lockers.
- If there are empty seats, there must be a cover over them or printed advertising so that they do not appear in the media.




3.3 OTHER AREAS

Besides the FoP there should be at least the following areas

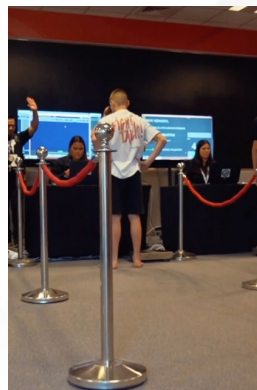
- [Weight-in Rooms/Area](#)
- [Warm-Up Area](#)
- [Dressing rooms](#)
- [Anti-Doping Control Rooms](#)

Other possible areas are:

- ITO [catering](#)
- [Athletes catering](#)
- Medical area
- [Call-room](#) (for )

3.3.1 WEIGH-IN

- The weight-in facilities need to be in the venue unless otherwise agreed on
- Sufficient number of stations, depending on how many weigh-in locations are used,
- One weighing station consists of:
 - One calibrated electronic showing the weight in kg at least decimal place, for example, 61.9 kg
 - One table, two chairs
 - Two assistants per weighing machine
 - One Laptop connected to the [network](#)
- Provide one scale in reserve.
- A technician able to calibrate the machines needs to be provided
- Facilities for unofficial weigh-in shall be opened at least 2 hours before the official weigh-in.

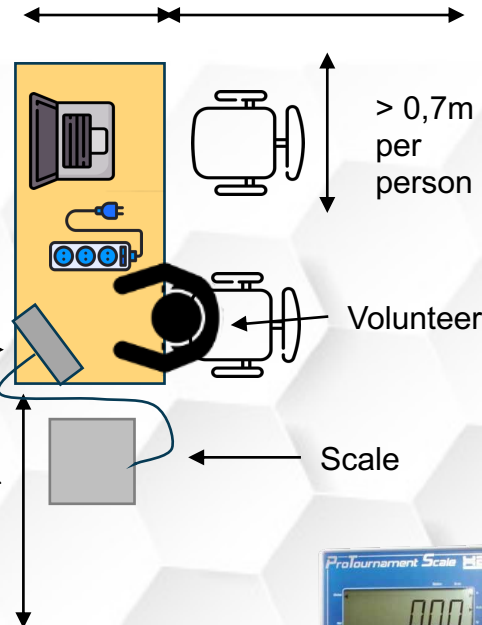


Volunteer



> 0,5m

> 1,5m



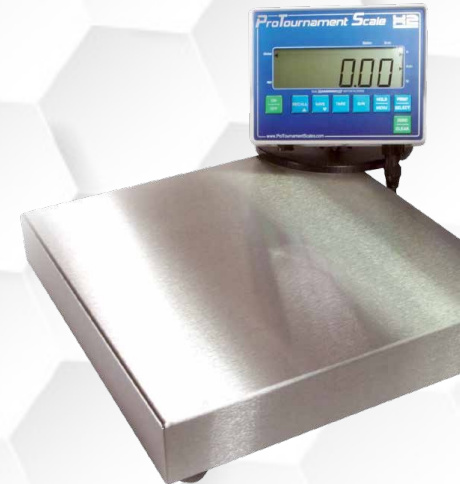
> 0,7m
per
person

Volunteer

Scale

> 1m

> 1m



If you expect more than 500 athletes, contact the JJIF IT team for automatic solutions.

3.3.2 WARM UP AREA



- There must be warming up areas of minimum 150 m² (per FoP) “attached” to the competition site or within the competition hall.
- The warm-up area must be covered with tatamis,
- There all be sufficient space for the athletes to store their equipment next to it.
- For EE RE can be inside the main hall
- For GP CCH WCH MSE it needs to be outside of the view of the spectators
- For GP CCH WCH MSE
 - One Laptop & Screen per 3 tatamis for Match caller, see [IT equipment](#)
 - [Lan](#) from central IT (No Wifi)

3.3.3 DRESSING ROOMS

Adequate Space:

- Dressing rooms should provide ample space to accommodate all competing athletes comfortably. Each athlete should have enough room to change, store their belongings, and move around without feeling cramped. Sufficient space is essential for fostering a positive and focused pre-game atmosphere.
- You should have at least one dressing room for women, one for men per each 50 competing athletes.
- Do not forget to provide one dressing room for women, one for men separately for the [ITOs](#)

Ventilation and Climate Control

- Dressing rooms must have proper ventilation systems to ensure a fresh and well-ventilated environment. Additionally, climate control features such as heating or air conditioning should be in place to maintain a comfortable temperature, catering to the diverse weather conditions that athletes may encounter.

Hygiene Facilities

- Dressing rooms should be equipped with hygiene facilities, including showers and clean restroom facilities. Proper personal hygiene is essential for athletes before and after competitions, and the availability of these facilities contributes to the overall well-being and comfort of the participants.

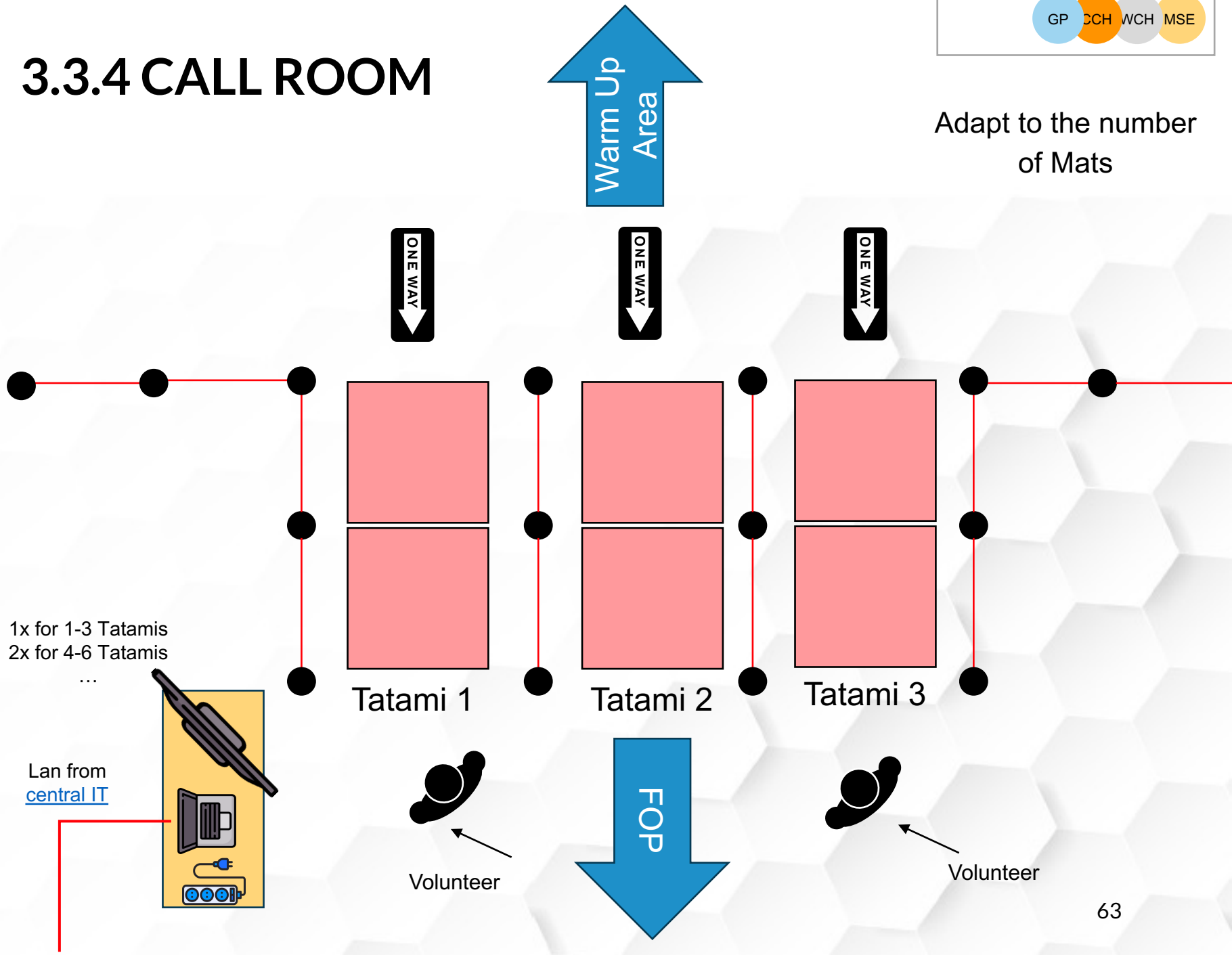
Accessible Amenities:

- Dressing rooms should be easily accessible, especially for athletes with disabilities. This includes ramps or elevators for those with mobility challenges. Moreover, the layout and design should facilitate a smooth flow of athletes entering and exiting the dressing rooms without congestion or bottlenecks, ensuring a timely and organised pre-event preparation process.



3.3.4 CALL ROOM

Adapt to the number of Mats

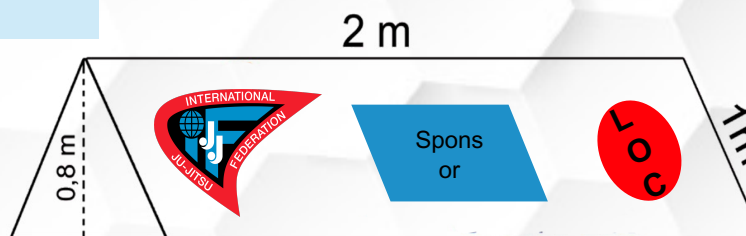


3.4 COMPETITION VENUE DRESSING

- The competition venue should be decorated with the [look of the event](#) in the agreed colour scheme.
- Advertising banners need to be placed throughout the sports hall and include event logo, JJIF logo, organizer logo, sponsors, name of the competition.
- The number of each tatamis should be visible
- Flowers can be included to add life to the stadium.
- Entrance tops should also include the competition, sponsor, and JJIF/Organizer logos.
- During final blocks, the other tatami can be covered to accentuate the main tatami.



Consider reusable parts of the design which can be reused for other (local) events

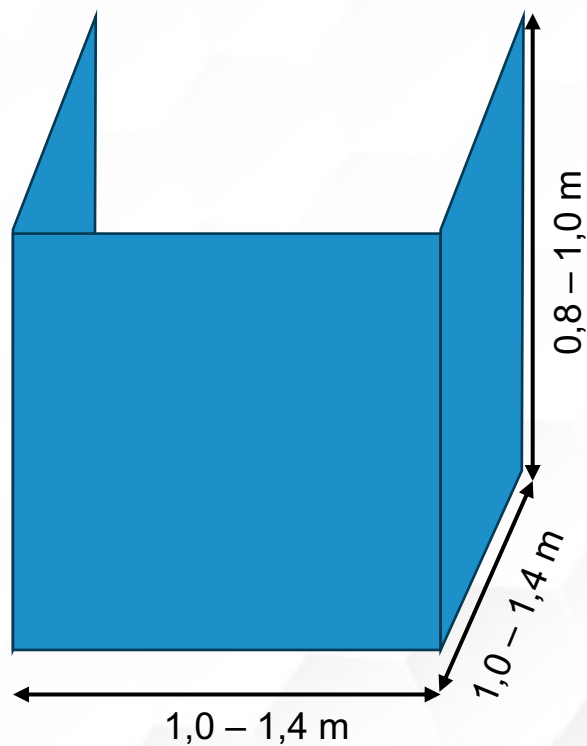


Dimensions of side barriers /LED board



3.4.1 COACH BOX

- 2x Coachboxes per FoP
- Can be two different colors
- Can be on a podest of max 0,25 m



3.4.2 FLOOR COVERAGE

- The floor of the venue should be covered.
- This coverage should be a carpet made in uniform colour, fitting to the [branding of the event](#)
- If carpet is laid first a protective cover should be put on it otherwise it should be laid last
- The venue must be safe and free from any trip hazards. All debris from the installation must be removed, and cables should be tidy, taped down and covered. It is strongly recommended to cover cables under the carpet.
- To an acceptable [hygienic standard](#), all areas must be cleaned regularly (outside of competition times).

The carpet can be made using reusable carpet tiles, if they are not slippery or have one large carpet surface.



3.4.3 PODIUM

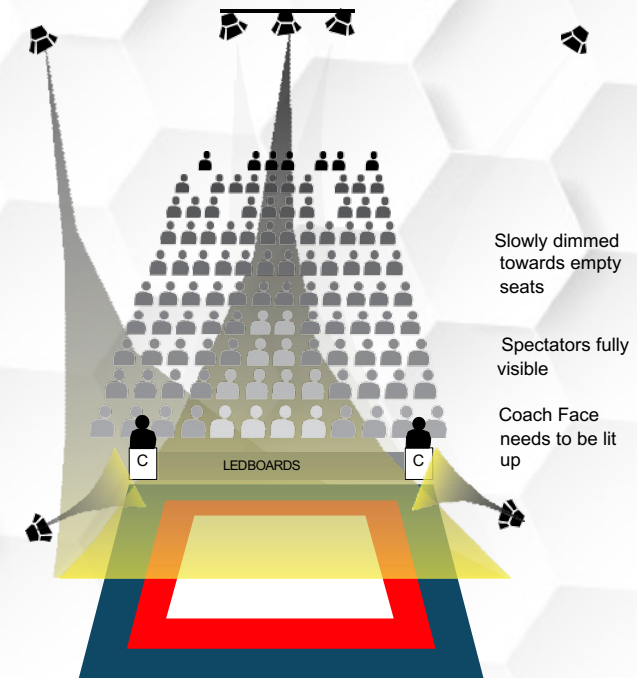
- For top-level events, one should elevate the field of play to ensure the perfect visibility of the athletes
- This podium should be at least 60 cm in height
- The podium can be integrated into the [OC platform](#)
- The surface has to be at least the size of the [tatamis](#) plus 3m of safety area on each side.
- There shall be stairs for each field of play, ideally two, one for each athlete.
- No tables or chairs shall be placed on the podium.
- Consider adequate solutions for athletes in the inclusive disciplines if you host them.



3.4.4 LIGHTING

If you have TV production, also check the media handbook

- A lighting rig should be installed and a warm lighting specification is required.
- The light from the rig must be 1,000 LUX on the tatami and should be consistent. This means that it should be 1,500 LUX covering all tatamis and the entire safety area and one metre beyond the safety area. This is so that should any throw continue into the safety area, it will always be safe on TV.
- The lighting must be rigged in a truss suspended from the venue's ceiling. The illumination must cover the entire contest and safety area and be evenly lit (no spots). A recommended warm lighting specification is Parcan CP 62 / 1,000 Watt / Filter Number 252.
- All lights should be on dimmers so that when one tatami finishes, you can turn off the lights. This also adds to the atmosphere for the final block and one tatami being lit. In England, these lights are called 'Par Cans'. They are beam lights that give an oval-shaped beam of light. However, the name is not important. The most important is 1,500 LUX with dimmers on the lights.
- Two additional lights should be attached to the rig that faces the audience per mat. These are called 'floodlights'. These are powerful lights that can go up to 2,000 LUX. They are also on dimmers. They should be set at much less than the tatami lights. The light will be adjusted accordingly depending on the audience size (which should be filled from the front row). As they are on dimmers, controlling the LUX output is straightforward. Suppose there is a tiny audience, where the front few rows are lit at a low level with darkness behind. This creates the illusion that there are many more people and creates an authentic atmosphere on the tatami that is great for TV.



3.4.5 SOUND AND ACCOUNCEMENT

- The competition venue should have facilities for providing optimum audio-visual information to spectators and athletes (ongoing and following contests, for the contests and contest results).
- It is not allowed to play music while fights are ongoing. In breaks, music is welcome.
- The sound in the venue will be under the announcer's control during the competition.
- The following should be provided for the JJIF and local announcers:
 - Two microphones
 - One audio mixer with a minimum inputs (input for the microphones and announcer laptop)
- The mixer will be connected to the central sound system in the venue.
- Three wireless microphones must be available on stage. The microphones will be connected to the central sound system of the venue.
- Unless otherwise agreed on, the anthems will be played using the JJIF official software.



3.5 THINGS TO AVOID

- There is never a **dead moment during the final blocks**; something must always be happening, either judo or music or speaker comment; there should never be a point where the tatami is empty, and the stadium is quiet.
- [Medical staff](#) and equipment must not be visible in any of the cameras. Preferred placement should be on the side of referee tables behind the [LED](#)/sideboards.
- Dress code must be enforced at all times: If any media members or doctors from teams are working with shorts/slippers, they should be asked to return in an adequate dress.
- The [call room](#) controller should also check the coaches' dress code for the above and during final blocks in Suite and Tie.
- Trash cans with a nice design must be present at all necessary locations to maintain cleanliness—NO CARTON BOXES.
- A necessary number of [volunteers](#) must only speak or laugh in groups if they pay attention to the competition running and their duty.
- The temperature in the sports hall must be regulated.
- Organising staff must speak good **English** and other international languages to communicate with the JJIF team and participants effectively.

3.6 BASIC HYGIENE REQUIREMENTS

Actions to do by the evening/night/morning before each competition day

This must be finished at least **2 hours** before the start of the event!

- Clean [field of play](#)
 - Clean the tatami (remove dust and dirt)
 - Using disinfecting liquid, for example, SANSOIL, with a cloth on the cleaned surface so that a moist film is formed, with a dedicated mop (do not reuse the mop of the toilets)
 - Vacuum the [floor coverage](#) or broom the venue
 - Empty wastepaper bins
 - Clean tables at the [OC area](#) and the [scoring tables](#)
 - Clean spectator area
- Clean all toilets
 - Clean the floor in the toilet area
 - Clean all door handles of the toilet area (toilet area door and toilet cubicle handles)
 - Put toilet paper in each toilet cubicle or provide one common source of toilet paper.
 - Lock or indicate with sign toilets that are not working
 - Put paper towels in the toilet area or check the hand-drying machine
 - Put a liquid soap on each wash basin
- Provide a sanitary bin for each toilet cubicle in the women's toilet for hygienic pads/tampons.
- Provide a basket in each toilet area for paper towels/litter
- Clean [anti-doping control area](#), including toilets (if used the day before)
 - Empty wastepaper bins in the doping control area (waiting room, processing room/toilet)
- Clean [warm-up area](#)
 - Empty wastepaper bins in the warm-up area for rubbish, etc.
 - Clean the surface (remove dust and dirt)
 - Using disinfecting liquid, for example, SANSOIL, with a cloth on the cleaned surface so that a moist film is formed
- Actions to be taken on competition day if needed
 - Clean blood off the tatami with detergent and disinfect afterwards

The toilets and changing areas should be checked regularly during the event, and soap, toilet paper and hand towels should be replenished , and broken toilets should be fixed/locked



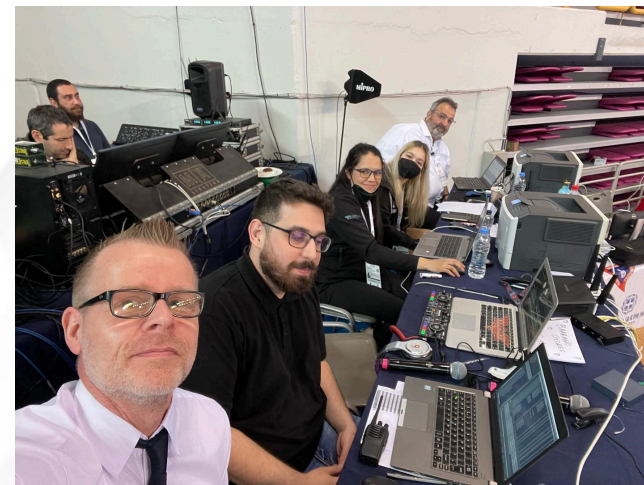
SECTION 4

TECHNOLOGY

4.1 IT REQUIREMENTS - INTRODUCTION

The JJIF IT requirements are made to help make your event successful:

- All requirements must be followed strictly as described, as every specification and detail is based on several years of experience.
- If a specification cannot be fulfilled and certain items cannot be delivered as described, this must be communicated beforehand with the JJIF IT Department. All changes need approval.
- These handbooks must be forwarded to the persons/companies responsible for fulfilment. The experts in each field need to know the requirements as soon as possible.
- Every installation needs to be done as early as possible so that proper tests can be done and, in case of problems, fixed in time. Appropriate priorities need to be set.
- If there are any questions, please don't hesitate to contact the JJIF IT Department: it@jjif.org.

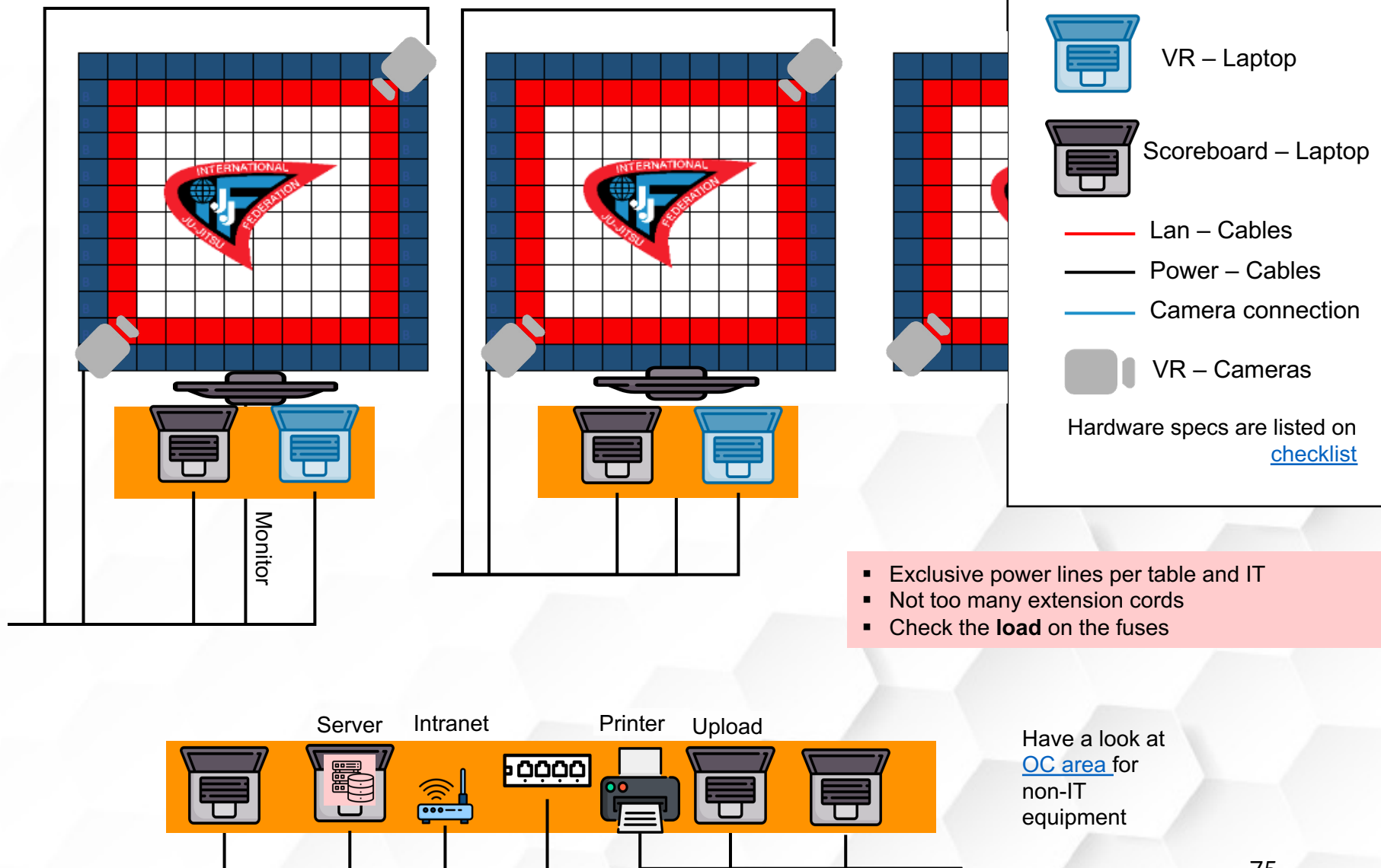


4.1.1 BASICS

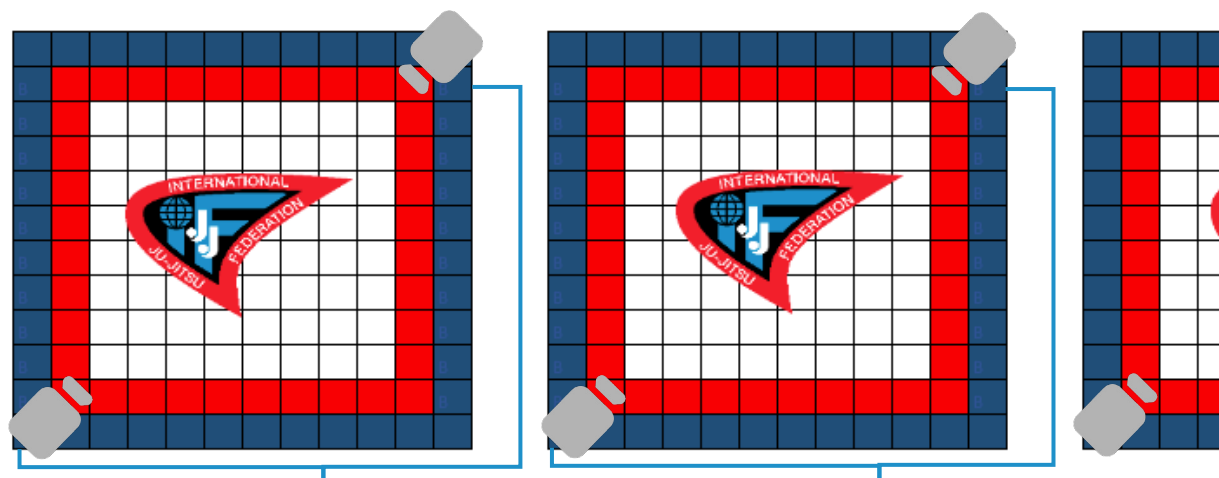
- The local organiser is responsible for organising, paying and preparing the IT infrastructure
- This includes:
 - All cabling: Power, LAN, Camera, Screens, ...
 - All [network](#): Switches, Routers, connection to [internet](#)
 - All laptops: [Scoreboard](#), VR review, live stream, Server & OC, call room management, awarding ceremony
 - All Screens: [Scoreboard](#), call room management
 - All Cameras for [VR and Livestream](#), including cabling (HDMI)
 - IT support personnel: Table Crews, Network Manager,
 - ...
- Use the [IT checklist](#) to make sure all is in place.
- JJIF has partners to help you rent equipment, but LOC has yet to do so. Contact it@jjif.org for help.



4.2 POWER NETWORK



4.3 LOCAL NETWORK



VR – Laptop



Scoreboard – Laptop



Lan – Cables



Power – Cables



Camera connection



VR – Cameras

Hardware specs are listed on [checklist](#)



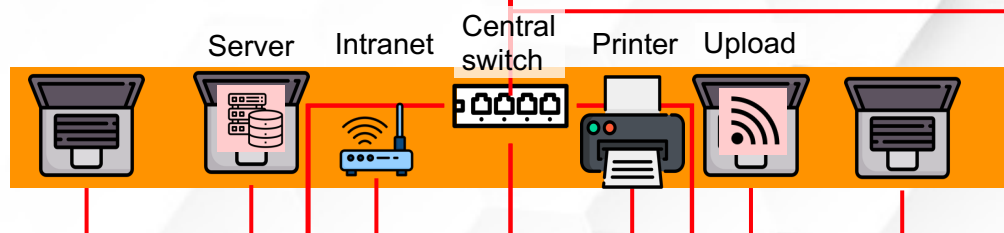
Have a look at [scoring table](#) for non-IT equipment



- The database server and tatami laptops need to be directly connected via a wired network (ethernet) to the switch
- The ethernet cables (UTP) must be according to cat 5 specifications or better labelled at switch
- Local network must be separated from internet network

1x to [warm-up room](#)
1x to [call room area](#)
1x to build-in video displays

Have a look at [OC area](#) for non-IT equipment



Tablet in Wifi (intranet)
6x for Duo/Show
1x per Mat Dispatcher
1x per call room managers

4.4 RADIOS

- For the communication between the Video Referees and the table referees, radios need to be used for all tatamis with TV production.
- Better to use them for all tatamis.
- Make sure to have five radios per tatami
 - 1x Mat referee
 - 2x Video referee
 - 3x Table referee
 - 1x spare for fast changes
- Those radios must be hands-free for the mat referee, which is better for all.
- In large venues (more than four tatamis), it is recommended to also have radios for the [OC](#) and the [call room](#) management.



Channel	For what
1	Chancel for Referees of Tatami 1
2	Chancel for Referees of Tatami 2
...	Chancel for Referees of Tatami ...
2nd last	Chancel for OC and call room coordinators
Last	Chancel for Emergency's

4.5. INTERNET REQUIREMENTS

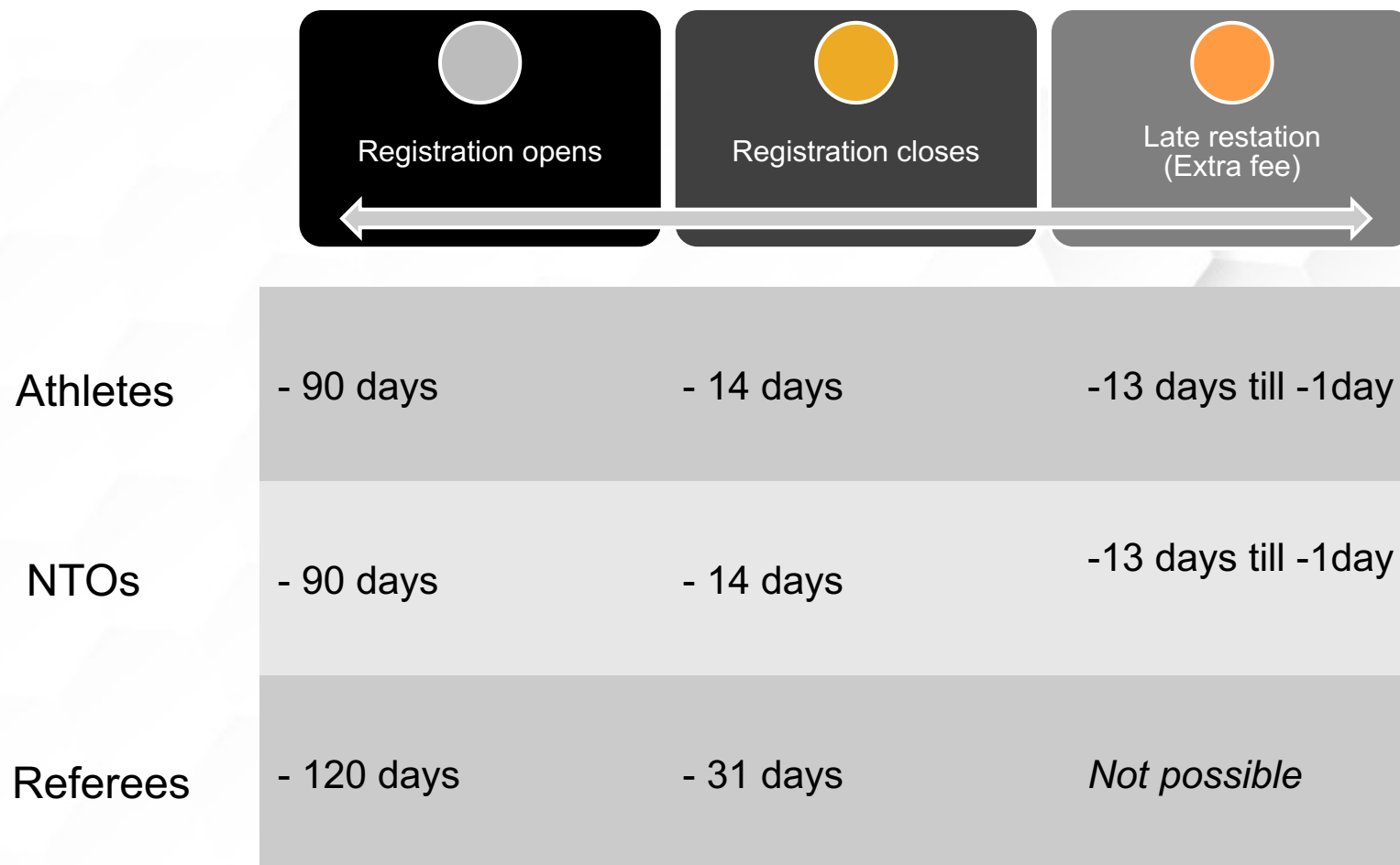
- Dedicated network for JJIF!
 - Not shared with TV
 - Not shared with Media
 - Not share with ANYONE
- Speeds
 - Upload: 1 Mbit/s
 - Download: 1 Mbit/s
- Internet connection must be wired, no WIFI
- Internet must be ready one day before the competition starts at noon!
- No internet in the local network!



4.6 ONLINE REGISTRATION SYSTEM

- JJIF will prepare the event in the [Online Registration System](#)
- LOC needs to provide at least [one person](#) to help with the management of the event

4.6.1 REGISTRATION SCHEMES



JJIF will prepare the online registration. LOC needs to provide a technical contact that can help the delegations



SECTION 5

MEDIC & ANTI-DOPING

5. 1 MEDICAL MATERIAL

Material needed for JJIF events:

- One transportable oxygen container with regulator and ambubag near mats
- Resuscitation (including defibrillator) and first aid equipment and medicines
- Spinal boards at each side of the competition area, with stiff collars; splints for extremities
- Screens in case athlete cannot be moved and has to be treated on the mat
- Litter basket per doctor's table
- Ice (with plastic bags for takeaway)
- Uniforms, vests or other unified means to distinguish mat doctors
- Dedicated tables for mat doctors with a clear view of the mats behind the XXX
- Dedicated [chairs](#) for team doctors near the mat doctors' tables (behind the sideboards)
- Any detergent to clean the mat in case of

bleeding

- [A new bucket and mop for cleaning](#) the mats during the break and at the end of each competition day and a [cleaner](#)

Rooms

- The following rooms must be provided near the competition area.
 - One medical room for first aid
 - One to six rooms for massage (or 1-6 massage beds in the warm-up area)
- Clear signs indicating the location of the room
- An indicated place for the JJIF Medical Commission delegates close to the OC (but not at the OC table, with electricity and Internet connection for computer)

5. 2 MEDICAL PERSONNEL

Medical personnel required for JJIF events:

- One Medical Coordinator on behalf of the Local Organizing Committee.
 - The person is responsible for organising the medical personnel, equipment and rooms below. The person's name and contact details shall be included in the contact list
 - A responsible person to coordinate medical treatment and the shifts of doctors/nurses throughout the day
- One certified medical doctor per 2 mats
 - must have traumatological experience
 - must be able to recognise cervical and spinal injuries
 - must be familiar with loss of consciousness symptoms
 - must be able to detect concussion
- One Chief of Doctors per day (one of the mat doctors)
 - Is in close contact with the JJIF Medical Commission delegate
- Doctors must be on site 30 minutes before the start of the competition. Doctors may do shifts to provide a constant service throughout each day.
- Other medical personnel:
 - Assistants for mat doctors
 - At least a doctor and a nurse in the First Aid room
 - One crowd doctor for over 2000 spectators is recommended
- Interpreters if needed
- Ambulance personnel – cannot be the same as the mat doctors/assistants; the ambulance driver cannot be the acting doctor; ambulance personnel must be able to lift and carry athletes of +150kg.
- The ambulance must be on-site at least 15 minutes before the start of the competition each day. In the absence of the ambulance, the competition cannot be started.

5.3 FICS

- JJIF has an agreement with [FICS](#) to provide chiropractic treatment to accredited personnel at JJIF events.
- They are independent of any teams and give treatment on a first come, first serve basis.
- The LOC must provide full board and accommodation to the FICS chiropractors on LOC costs.
- LOC will provide a treatment area of at least 3 m x 3m in (or close) to the warm-up area.
- They will be accredited as medical personnel with the same access rights as all other medical.
- It is not mandatory, but inviting FICS to all events is strongly recommended.
- The request to have FICS at your event needs to be made at least six months before the event via JJIF (mail@jjif.org)

FICS does not replace the emergency care personnel and will not treat people on the field of play



5.4 ANTI-DOPING CONTROL ROOMS

Doping control signs must be on the door of the doping control room and in the corridors to indicate the way to the doping control area. The signs should be in English “Doping Control”.

Volunteers

- Have at least **two volunteers** (“Chaperons”) to assist the doping control officers in finding athletes and bringing them to the facilities.

Registration & Waiting area

- At least eight seats, a table, fridge with sealed drinks and refreshments, reading material and television, CD player or radio
- Only authorised people are allowed in the waiting area

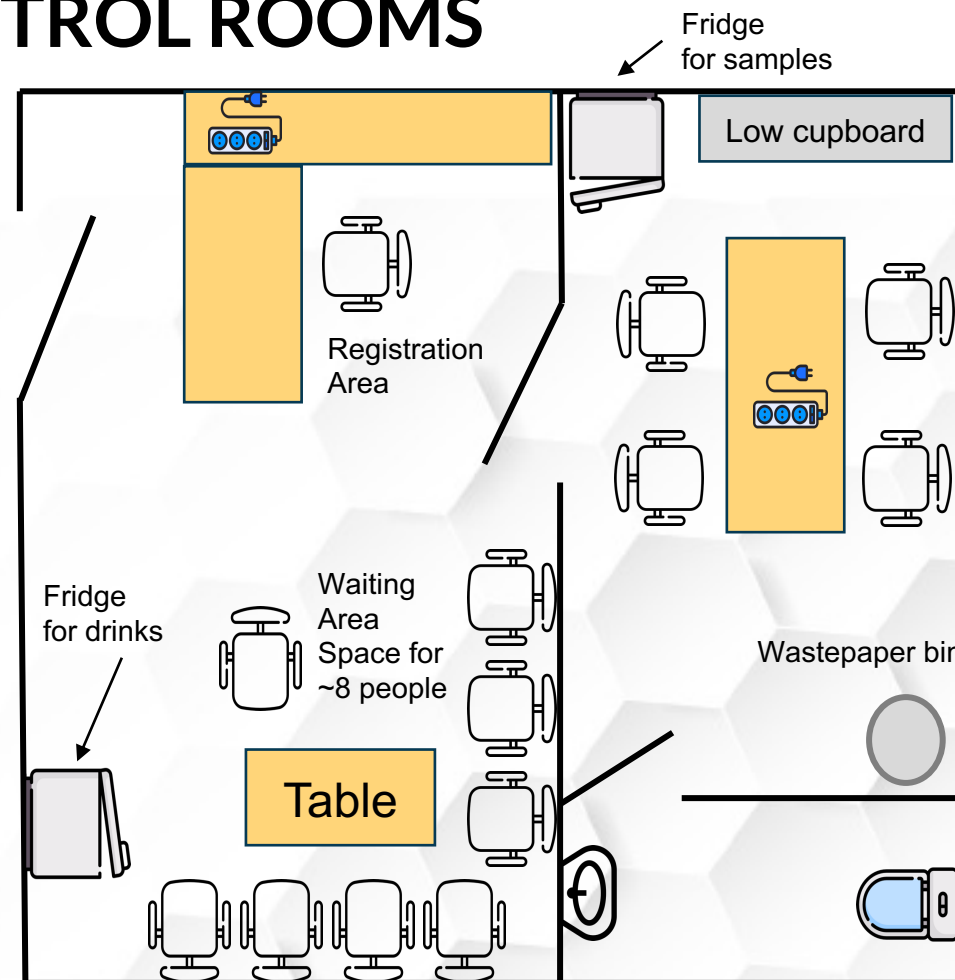
Sample Collecting & Administration Areas

- One desk, four chairs, a table for samples, washbasin, soap and towels. If possible, a lockable refrigerator for storage of samples
- If a separate room is unavailable, the waiting and administrative areas can be separated by a screen or partition.

- Large rubbish bin

Toilets

- At least one toilet is required in the sample collection area, and if possible, a separate sample collection area should be provided for each gender being tested.
- The toilet should be large enough for the doping control officers to observe the athlete providing the sample directly.



The anti-doping control rooms can't have any other purpose and need to be **locked** before doping control officers arrived



SECTION 6

PROTOCOL & VIP & AWARDING

6.1 VIPs

VIPs and special guests who are highly influential, e.g. sponsors, politicians and key sports leaders, need undisturbed areas at the venue for meaningful conversations and sports development. All lounges should be open 1 hour before the competition starts during all competition days. VIP entrance and welcome desk with accreditation for VIPs and guests must be ready simultaneously. The local protocol manager should be present in the VIP lounge, show VIPs their ways, and invite them to the ceremonies.

Security protects these secure areas. English-speaking personnel is required. A dining area shall be set up in the lounges.

VIP Lounge

- The VIP Lounge should be accessible to JJIF delegates, National Federation presidents, and other VIPs.

This lounge should serve:

- Variety of teas, including black tea and green tea
- A variety of sugars, including honey and sweeteners
- Coffee or Coffee machine
- Milk
- Soft drinks and juices
- Wine and beer (optional)
- Rich finger food
- Buffet-style Lunch should be served from 12:30hrs until the final block starts.

Opening and Awarding Ceremony

The JJIF President and his most special guests should be seated in a central position and the company of the highest-ranked officials and guests attending the ceremony from the local side.

6.1.1 ARRIVALS AND DEPARTURES - VIPS

Arrival of VIPs

- All VIPs must be waited for at the airport and the hotel on arrival.
- Have signs with the Names of the VIPs ready at the exit
- Always help the Guest with his luggage!
- At the hotel, there needs to be a person in charge of taking the VIP out of the car and to the reception for check-in.
- Super VIPs should have their keys made and handed to them on arrival so they can go straight to the room.
- The person waiting on the list knows all the guests' room numbers and should immediately tell the hotel staff the room number to have the luggage delivered to the room.



The JJIF will send pictures of all JJIF VIP guests so they can be recognized.

Welcome Pack

All VIPs must have a welcome pack in their room before they arrive that includes the following documents that will be created together with the JJIF and the organiser based on a template. The organiser shall send the required information to the Protocol Manager.

- Welcome letter by the JJIF President (to be provided by JJIF)
- Welcome letter by the President of the Host National Federation
- Program including competition details (preliminaries and final block), all official dinners and other associated events (if any)
- Information including time and place for all the meals in the hotel and the sports hall
- Information on [transportation](#)
- Map of the venue marking the VIP access, VIP tribune, and the route.
- A list of contact persons from the JJIF Team and the [Local Organizing Committee](#) (General Matters, Protocol, Accreditation, Transport)
- Departure information (time of pickup from the hotel to the airport)
- Any gifts given to the JJIF Delegates and Guests by the Local Organising Committee
- Any brochures about the event or the country
- [Accreditation](#) card

6.2 OPENING CEREMONY



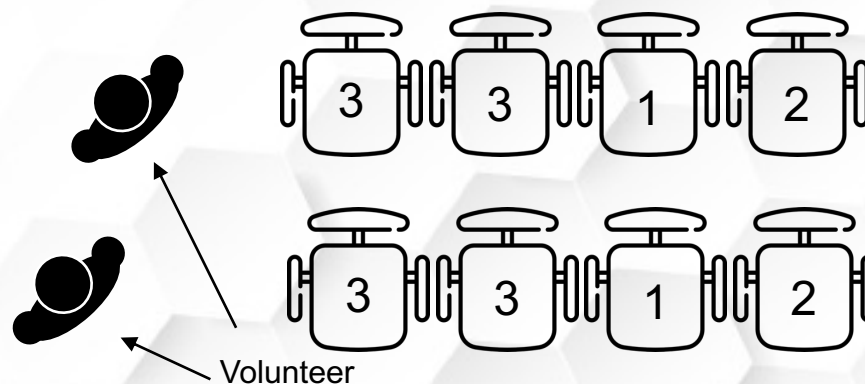
- There is a maximum of 30 minutes for the **opening ceremony** overall (including manifestations and cultural program), and it will be finished 10 minutes before the competition starts.
- A parade of the participating nations with flags and nation names is possible. The sign holders shall enter the field of play in alphabetic order, accompanied by music, with the host country entering last. Once they finish their march, they shall stand still facing the designated Officials area.
- The **national anthem** of the host nation is played, and all Officials shall stand until the last musical note of the national anthem is played.
- The flags of the host country and of the JJIF shall be raised.
- The announcer presents the persons onstage in the same order as they are to deliver speeches in the Opening Ceremony, starting with the welcome speech of the National Federation President and ending with the official declaration of opening by the JJIF President.
- Afterwards, the sign holders leave the field of play in the same direction.

6.3. AWARDING CEREMONIES

- There is a formal dress code (jacket, shirt, closed shoes, formal dress). The local Protocol Manager accompanies the VIPs asked to present medals to the stage and brief them on the awarding procedure.
- In assisting the awarding and opening ceremony, 1 Coordinator, a person responsible for ceremonies and protocol questions and three assistants dressed in corresponding uniforms or national costumes are required.
- Athletes: Athletes on the podium will wear the white competition gi without any additional materials on their persons (flags, religious symbols, bottles of water, slippers, etc.), according to GAISF guidelines (See also rules).
- Athletes dressed in their Gi shall be placed behind the podium in the following order (2, 1, 3). Each athlete who has won a medal must be present at the ceremony and receive the medal personally.
- Any athlete absent from the awards ceremony without a good cause will forfeit their medal.
- It is strictly prohibited for athletes to hold national flags while on the podium.
- Any demonstration with religious, political, personal or commercial connotations is prohibited, and wearing a cap or similar covers on the head (Islamic head-cover for female athletes is accepted). Officials presenting the medals shall be in a row facing their respective recipients.
- The speaker of the ceremony must clearly announce the names and nationalities of the recipients as well as the capacity of the officials presenting the medals (see [Texts](#)).
- When the medal is announced, the athlete should step up to the podium in the designated place. The Official shall advance at the same time as the hostess carrying the medals. The Official shall place the medal around the neck of the athlete. This shall be done for all the medal recipients (Gold 1st), (Silver 2nd), (Bronze 3rd). All the awards shall be given after the gold medal is presented. Participation certificates may be requested in advance by the participating National Federations, and they will be prepared by the Organizer and given to the respective delegation chiefs and not to the athletes.
- Flags shall be raised simultaneously, but with a slight level difference between them (1st one on the top, 2nd one lower than the first and the 3rd one(s) lower than the others). When the national anthem (shortened version ~30 sec) of the winner's country is played, the Officials and athletes should turn toward the flags for the salute.
- Athletes' entry and leave shall be accompanied by music.
- The honour of the gold medal presentation belongs to the JJIF President, who can delegate this honour to high-profile personalities.
- Commonly, awarding ceremonies should be held within the final block and the venue of the competition day. After an agreement with the OC, it can deviate from that and be awarded at different times and places.

6.3.1 AWARDING CEREMONIES – WAITING AREA

- Create a waiting area to ensure the athletes are ready for the awards
- The area consists of at least two rows of chairs outside of the view of the spectators
 - Add numbers 3,3,1,2 on the chairs
 - For the Duo & Show disciplines, you need eight chairs
- Have at least two volunteers ready with the IT team's awarding lists.
- Seat the athletes for the awarding.
on the chairs to ensure they are ready for their wards
- Ensure that the athletes wear clothes appropriate for the awarding and removing shoes, hats, flags, etc.



6.3.2 AWARDING CEREMONIES - PODIUM

Creative Stage design to include:

- Competition colours
- Background with JJIF, competition and National Federation logos
- Podium with 2 places for Bronze

It is possible to integrate an LED Screen into the podium

Make sure that the background is high enough that the head of the tallest athlete is in front.



6.3.3 AWARDING CEREMONIES TEXT FOR SPEAKERS

- Beginning “And now, the awarding ceremony for category XXX “
- “The medals will be presented by NAME + FUNCTION.”
- Medallists go to the podium place *
- “Third place, NAME, from COUNTRY” (and if 2 Bronze) “and NAME, from COUNTRY“. The medallists get on the podium at the call of their name. The Officials give the bronze medals.
- “Second place, NAME, from COUNTRY“. The medallist gets on the podium at the call of his name. The Officials give the silver medal and present/diplomas.
- “First place and World Champion, NAME, from COUNTRY“. The medallist gets on the podium at the call of his name. The Officials give the Gold medal and present/diplomas.
- “Ladies and gentlemen, please rise for the national anthem of COUNTRY.”





SECTION 7

TRANSPORTATION & ACCOMMODATION

7.1 TRANSPORTATION

All Transportation Systems must be presented to and approved by the JJIF. There must be a person in charge of transport who speaks English. The scheduled transportation system must be set and announced to everyone, including circulation from venue to hotels.

- Venue and Airport should be in close (<100km) proximity.
- Transportation from/to the airport (train station) to the hotels/venue should be provided to all participants.
 - LOC can charge a fee for the transportation or include it in the travel agreement
- Transport must be provided if the locations are not connected via a safe public transportation system.
- Transportation for ITOs must be provided (unless otherwise specified)
- Transportation for VIPs must be provided (unless otherwise specified)



Location Selection:

- Choose event locations that are easily accessible by public transportation, such as buses or trains, to reduce the reliance on individual car travel.

Public Transportation Partnerships:

- Collaborate with local public transportation authorities to provide special event routes or discounted fares for attendees.
- Include public transportation information in event communications and marketing materials.

7.1.1 WELCOME DESKS

Airport/Train Stations

- Manned welcome desk with event logo and banners.
- Airport volunteers are waiting at the exit with a poster of the event logo that is clearly visible from the arrivals exit.



Hotels/Venue

- Manned welcome desk in the hotel lobby with competition design and logos and banners.
- Notice boards with information about bus schedules, programs and other relevant information submitted by the Competition Manager and the Protocol Manager.
- This desk shall also be the collection points for the [Back identification](#)

7.1.2 TRANSPORT TO VENUE

All Transportation Systems must be presented to and approved by the JJIF.

There must be a person in charge of transport who speaks English.

The scheduled transportation system must be set and announced to everyone, including circulation from venue to hotels.

Busses

- The journey time from the hotel to the sports hall should be clearly defined on the transport information schedule.
- Members of the transport team should be at all the points where transport is leaving to coordinate the vehicles.

For [accreditation](#)

- A round trip from the hotels to the accreditation centre at least every hour during accreditation times.

On competition days

- Number of buses available has to be calculated on the number of people in the hotel(s).
- One dedicated bus for referees 90 min before the competition start.
- The first bus must arrive at the venue no later than 90 minutes before the competition starts.
 - Until the competition starts, round trips (hotel(s) – venue– hotel(s))
Every 15 - 30 min
 - During the day, round trips (hotel(s) – venue– hotel(s))
Every 60 - 90 min
 - During the final block, round trips (hotel(s) – venue – hotel(s))
Every 15 - 30 min
- At the end of the day, after the last awarding ceremony, all vehicles should be at the venue for return trips.

Minivans

For [ITOs](#)

- One minivan for OC team 120 min before the competition starts
- One minivan 60 min after the last final
- OC team needs to be able to contact the shuttle at any point

For [VIPs](#)

- One minivan for VIPs (on call)
- All VIPs should have the number of the shuttle contact person

Other

- Shuttle van after the finals for [antidoping](#)

Transport must be provided if the locations are not within walking distance (not more than 10 minutes on foot).

7.2 ACCOMMODATION & CATERING

The Organizer shall organise accommodation and catering for all participants.

Accommodation

- The organiser shall offer a varied hotel accommodation package with boarding to the participants, referees and officials.
- The fees for the different packages shall be communicated per person/night **a minimum six months before the Championships date** (via the [outlines](#)). These conditions must be of a decent level.
- If more than one category of rooms is available, the number of rooms per category should be sent to the JJIF office for allocation.

Catering

- Delegations should be given the option of bed and breakfast or half board.
- Lunch and Dinners for delegations should always be buffet and not plated.
- Ensure to provide options for at least the following dietary requirements: vegetarian, vegan, kosher, and halal.
- Make ingredient lists available in cases of food allergies
- Lunch in the venue is possible as lunch packages, which should be distributed in the venue to the delegations.

It is not allowed to make any profit on top of the normal charged rate of the hotel.

7.2.1 TRAINING ROOMS & SAUNA

- If you plan to have a longer (more than four days) event, prepare facilities for athletes to train outside of their competition days
 - Those can be rooms in a local club close by
 - or -
 - Rooms in the hotels
- One of the questions you will get is if there is a Sauna in the hotel or the city. You do not need to provide a Sauna, but ensure that the [welcome desks](#) know where to send the delegations if they need a sauna.



7.2.2 CATERING IN VENUE

Athletes & Delegations:

- If LOC offers full board, there needs to be lunch available in the venue. This can be in form of (cold) lunch boxes with, for example sandwiches, fruit, drinks

Spectators:

- Ensure the guests can purchase food and drinks during the event. This can be done in the venue or from food trucks before the venue.

Referees and JJIF Staff Lounge

JJIF Staff and Referees may either share the same lounge or have two separate rooms all day: finger foods, soft drinks, coffee, tea, herbal tea...

VIP Tribune

- Water, tea and coffee
- Hostess to bring drinks and take them away

The VIP catering area should also have some people to serve the guests by bringing them drinks and food to their tables and cleaning them off.

OC area and referees

A refreshment station should be located close to the field of play (but hidden), catering to the JJIF officials and referees working on the field of play. The [OC tables](#) must be constantly cleaned of trash and empty bottles. This station should be ready and operating at least two hours before the start of the competition and should include water, tea, coffee and light snacks.

7.3. GALA DINNERS & OTHER EVENTS

Gala Dinner

- A gala dinner can be placed at the end of the competition
 - The fee for it shall be included in the overall package
- It should reflect the culture of the organising country
- JJIF can provide:
 - Speeches by VIPs
 - Awarding of special trophies



Other events:

- Inviting ITOs to a separate dinner is a welcome initiative and is recommended
- Events with ITOs should not be done during the competition days
If this can not be avoided, no hard (above 15%) alcohol shall be served, and the dinner needs to end latest at 21:30 to ensure that ITOs get their required amount of sleep
- For other planned events, please contact the event's protocol manager or the JJIF office.

7.4 CONGRESS

The JJIF congress will be, in general, held during the Adult World Championship and will be hosted by the LOC of the Adult World Championship.

The JJIF Congress takes place in a conference room big enough for all registered delegates and JJIF Bord (approximately 120 persons) near the venue or at the official hotel. The room must be set up in the morning before the congress so that additional and required arrangements can be made on the spot. The JJIF Director General must confirm all arrangements.

LOC should arrange transportation from and to the congress from the official hotels or the venue, whatever is applicable.

Equipment:

- A stage in front of the delegates to accommodate about 12 JJIF Board members sitting in a row with tables in front of them
- One fixed microphone for the JJIF President and the JJIF Director General, additionally one wireless microphone for the Board Members
- One pulpit with a microphone to stand behind and speak from (with HDMI connection to projector)
- Projector with HDMI cable
- Two wireless microphones for the delegates
- 1 to 2 smaller screens to be placed on the front of the stage (for the JJIF board members)
- Two persons are available for the organisation of the Congress space for coffee breaks
- Directional Signs to place of meeting

7.5 MEETING OF THE JJIF/JJCU BOARD

JJIF Executive Board Meetings take place at the event confirmed by the JJIF Director General near the venue or at the official hotel, for example, to prepare the congress with a capacity of 20 persons. At continental championships, the respective JJCU will be the contact for the continual board event, which will have a similar setup.

In principle, the tables with chairs are arranged in a U layout. The room has to be set up in the afternoon the day before the event starts according to the required needs of the JJIF Director General.

Equipment:

- Power sockets near each table
- Projector with HDMI cable
- Free internet connectivity
- Notepad, pen, glass, water (still and sparkling)
- Tea or Coffee
- Space for coffee breaks
- Place for buffet lunch nearby (to be confirmed)
- Directional Signs to place of meeting

If additional rooms, for example, for the JJIF Committee Meetings or Continental Congress, are required, these will be announced by the JJIF Office not later than four weeks before.

7.6 SUSTAINABILITY RECOMMENDATIONS

Choosing environmentally friendly catering options not only contributes to a healthier planet but also reflects positively on your event or business. Here are some recommendations for implementing eco-friendly practices in catering, promoting sustainability without compromising on quality or style.

Source Local and Organic Ingredients

- Prioritize local and organic produce to reduce the carbon footprint associated with transportation and support local farmers.
- Choose suppliers committed to sustainable farming practices, emphasizing the use of organic fertilizers and environmentally friendly pest control.

Seasonal Menu Planning

- Develop a menu based on seasonal availability to minimize the need for energy-intensive methods like greenhouse cultivation.
- Educate clients and guests about the benefits of seasonal eating and its positive impact on the environment.

Minimize Single-Use Plastics

- Opt for reusable or biodegradable serving ware, utensils, and containers to reduce plastic waste.
- If single-use items are necessary, choose those made from compostable materials and provide clearly labelled recycling stations.

Water and Energy Conservation

- Encourage water conservation by serving water in pitchers or using dispensers instead of individual plastic bottles.
- Choose energy-efficient appliances and encourage catering venues to implement energy-saving practices.

Waste Reduction and Recycling

- Implement a comprehensive waste reduction strategy, including composting and recycling.

- Clearly label waste disposal stations to guide guests on proper waste separation, reducing contamination in recycling streams.

Transportation and Logistics

- Plan efficient transportation routes to minimize fuel consumption and carbon emissions.
- Utilize fuel-efficient vehicles or consider options like electric or hybrid vehicles for transportation.

Sustainable Seafood Choices

- Select seafood from sustainable sources, as certified by organizations like the Marine Stewardship Council (MSC) or the Aquaculture Stewardship Council (ASC).
- Provide information about the importance of sustainable seafood to raise awareness among clients and guests.

Vegan and Vegetarian Options

- Include a variety of delicious vegan and vegetarian options to cater to diverse dietary preferences and reduce the environmental impact associated with meat production.

Educational Initiatives:

- Incorporate educational elements into your catering service, such as signage or information cards, to inform guests about the environmentally friendly practices employed.
- Engage with clients to discuss the positive impact of their catering choices and encourage them to prioritize sustainability.

By incorporating these recommendations, your catering service can contribute to a more sustainable and environmentally friendly event, providing clients with memorable experiences while making a positive impact on the planet.



SECTION 8

MEDIA

8.1 GENERAL INTRODUCTION

- All media matters are the responsibility of the JJIF Media Commission. Media must register for JJIF events separately
- The media [accreditation](#) is closed 5 days prior to the event
- For special requests such as commentary positions (radio and TV), standup interviews at the end of the competition day, etc., the booking is closed one month prior to the event
- Have a look at the Media Handbook for more details



8.2 MIXED ZONE

- The mixed zone is to be located in a space (big enough to receive the accredited media) on the way of the athletes from the mats to the dressing room/warm up area.
- There will be spiders with the event logos
- It has to be on the logical exit way so that no athletes can leave the competition area without passing through the mixed zone. Preferably, the mixed zone is to be close to the press facilities, to enable quick access of the journalists.
- A clear path to the mixed zone must be established only used by the accredited media.
- There needs to be proper lighting available and security on-site to enforce access
- There need to be barriers for the press. The press should not be able to surround the athletes.

8.4 PHOTOGRAPHERS

- Photographers get
 - Accreditation, allowing them to get on the FoP and give them access to drinks and food
 - Bib that identifies them as a photographer
- The FOP has to offer enough access to the photographers, and they are to be located as close as possible to the mat, on the same side as the TV cameras, in order not to have the latter embarrassed by flashes and people walking around in the background.
- Between 10 to 20 places shall be provided for photographers without obstructions within their field of vision
- It is forbidden to use flashes as well as a tripod next to the tatami (only a monopod can be used by the photographers).
- No photo or equipment bags are authorised next to the tatami. Photographers must respect the area, and no “strange” positions are permitted.
- The Organizing committee must provide a

LOC need to have a person who is responsible for the photographer position during the competition.

responsible person (security) for the photo and camera zone. This person is in charge of managing the zone, allowing who can access it or not.

- There needs to be placed fixed advertising board in front of the photographers to avoid seeing their feed, bags and other possessions. Even the reverse angle should be clean and show only advertising and photographer lenses above it.





APPENDIX

A1 EVENT INSPECTION VISIT CHECKLIST - 1

This is a generic checklist that can be used to prepare for the [inspection visit](#).
Prepare a copy of all needed documents and plans (digitally)

<u>Venues</u>	Accreditation room	In the Sporthall or in the hotel	
	Weigh-in rooms	In the Sporthall or in the hotel	
	Training venues	In a club or in the hotel (if applicable)	
	Competition venue	Size and layout	
		Venue plan (as pdf, good quality in scale)	
		Warm-up area	
		Athlete entrance	
		Lighting plan	
		Cable plan	
<u>Accommodation</u>		Spectators' entrances and flows	
	VIPs	Be able to show one example room in hotel	
	Staff and Referees	Be able to show one example room in hotel	
<u>Catering</u>	Delegations	Be able to show one example room in hotel	
	In hotels	Show concept	
	In competition venue	Show concept	
<u>Transport</u>	Arrivals and departure transfers	Welcome desks & Visa process	
	Local transport	VIPs, JJIF Staff and delegations	
	Parking		
<u>Contact List</u>	One person per section		110

A1 EVENT INSPECTION VISIT CHECKLIST - 2

<u>Media</u>	Media areas in venue	Mixed zone, photography and broadcast positions	
	Host broadcaster		
<u>Medical & Anti-Doping</u>	Medical areas in venue		
	Contract to be made with local hospital		
	Contact with ITA or approved Anti Doping plan	Check via mail@jjif.org	
<u>Spectator strategy</u>	Ticketing		
	Merchandise		
<u>Local workforce</u>	Staff		
	Volunteers		
	Contractors		
<u>Security</u>	Suggest a professional company for this		
<u>Brand and design</u>	Banners (design)	Airport, hotels, outdoors, venue, LED/Sideboards	
	Directional signs	Two languages, logos	
	Advertising		
<u>Awarding ceremony</u>	Stage		
	Lighting		
	Podium		
	Flag raising		

A2 EQUIPMENT LIST

<u>Venue General</u>	Floor Coverage	Enough to cover the FOP and any surfaces where athletes will walk barefoot
	Podium for tatami - certain events only	Tatami size plus three metre exterior
	Audio system	Including microphones, for announcers
	Flowers for FOP decoration	
	Country flags	1 per country to hang in venue, 1 JJIF, 1 LOC
	Backnumbers	Number of registered athletes +20%
<u>Accreditation</u>	Chairs for Accreditation	5-6
	Tables for Accreditation	3-4
	Tablecloths	Dark colour
	Laser Color printer	1
	Printer for accreditation cards	1
	Toner set for laser colour printer	1
	A4 paper	200
	Network by cable to link accreditation laptops	1 set
	Laptops (can be the same for Scoreboard)	3
	Accreditation Cards (Preprint - Monotex 254g)	All pre-printed cards, sorted by JJNO
	Accreditation Cards (Preprint - Monotex 254g)	Spare ~200
	Lanyards	Number of participants + 200
	Office Supplies (Pens, Markers, Tape, staples)	1 set
	Wastepaper Bin	1 (no carton box!)
	Tensa barriers	Enough to control flows

A2 EQUIPMENT LIST

<u>OC area</u>	Tables	6 - 8m, check with technical delegate
	Chairs	6-8, check with technical delegate
	Tablecloths	Enough to cover tables, dark colour
	Cover for front of tables	Enough to cover the full front (branded or neutral)
	Server laptop	See IT equipment for requirements
	Upload laptop	See IT equipment for requirements, needs to have internet access
	Computer Mouse	2 (cable, or have spare batteries)
	Network Switch	At least 8 ethernet ports
	Network cables	See cable plan
	Wastepaper Bin	1-3 (no carton box!)
	Power adaptors	In total with 8 outlets.
	Laster Printer	(can be the one from accreditation)
	Office Supplies (Pens, Markers, Tape, staples)	1 set
	A4 paper	400
	Spare Laptops	2, see IT equipment for requirements

A2 EQUIPMENT LIST

Field of Play (per 1 FoP)	Tatami	36 sqm red, 44 blue sqm, 64 inner color
	Tatami Cover	White with sponsors or logo; 8,5 m x 8,5 m
	Tables for scoring table	2-3 (5-6 m)
	Chairs for scoring table	5
	Tablecloths	Enough to cover tables, dark colour
	Cover for front of tables	Enough to cover the full front (can be branded or neutral)
	Tatami laptop	See IT equipment for requirements
	Wastepaper Bin	1 (no carton box!)
	TV Screen 51' (Scoreboard)	1x Needs to have HDMI connection
	Power adaptors	In total with 8 outlets.
	Coach boxes	2 per tatami
	JJIF approved red and blue belts - various sizes	2 red 2 blue
	Radios communicators (Walkie-Talkies)	5
	Video review laptop	See VR equipment for requirements
	Cameras for video review	2 See VR equipment for requirements
	Tripods for cameras	
	Computer Mouse	2 (cable, or have spare batteries)

A2 EQUIPMENT LIST

<u>Weight-in</u>	Scales - one decimal place	1
	Tables	2m
	Chairs	2
	Tablecloths	Enough to cover tables, dark colour
	Tensa barriers	Enough to control flows
	Laptop in Network	See IT equipment for requirements
<u>Call room</u>	Tables	2m
	Tablecloths	Enough to cover tables, dark colour
	Tensa barriers	Enough to control flows
	Laptop in Network	See IT equipment for requirements
<u>Awarding</u>	Tray	To put the medals on
	VIP Chairs (while waiting the medals awards)	Hidden out of view, comfortable
	Podium	
	Medals	
	Chairs (Athletes waiting)	Hidden out of view, with numbers 1 - 3

A3 CHECKLIST IT EQUIPMENT – SCORING SYSTEM

SET Hardware requirements

Database laptop (server)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Apple Mac OSX 10.13 or higher (manually install Java JDK 10.0.2 x64)
- Processor Intel i5 8th generation or higher
- Memory 8 GB or higher
- Harddisk 128 GB or larger
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (eg mouse), ethernet

Tatami laptop (one per Mat)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Apple Mac OSX 10.13 or higher (manually install Java JDK 10.0.2 x64)
- Processor Intel i3 8th generation or higher
- Memory 4 GB or higher

- Harddisk 128 GB or larger
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (mouse), HDMI for external (big) TV monitor, ethernet

Match Caller laptop (Warmup area, Weight-in, Call room, ...)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Apple Mac OSX 10.13 or higher (manually install Java JDK 10.0.2 x64)
- Processor Intel i3 8th generation or higher
- Memory 4 GB or higher
- Harddisk 128 GB or larger
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (mouse), HDMI for external (big) TV monitor, ethernet

A4 CHECKLIST IT EQUIPMENT - VIDEO REVIEW

SET Video Review Hardware requirements

1 x HD (720p)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Processor Intel i5 last generation or higher
- Memory 4 GB or higher
- Storage usage ~150MB per recorded minute
- Storage type SATA, SDD, Network share (GB Ethernet)
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (eg mouse), ethernet (if connecting scoreboard)

2 x HD (720p) or 1 x FD (1080p)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Processor Intel i5 last generation or higher
- Memory 8 GB or higher

- Storage usage ~375MB per recorded minute
- Storage type SATA, SDD, Network share (GB Ethernet)
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (eg mouse), ethernet (if connecting scoreboard)

2-4 x FD (1080p) or 1 x 4K UHD (3840p)

- Operating System Microsoft Windows 7 or higher (64 bit) or
- Processor Intel i7 last generation or higher
- Memory 8 GB or higher
- Storage usage ~800MB per recorded minute
- Storage type SSD
- Screen 15 inch (if smaller, it is recommended to use an external monitor)
- Interfaces USB (eg mouse), ethernet (if connecting scoreboard)

A5 - MEDICAL CHECKLIST

Rooms we need

- 1 medical room for First Aid (in the vicinity of the mats / easily accessible (no stairs))
- 1 massage room or 1-6 massage beds in the warm-up area
- Clean and hygienic [dressing rooms](#) for athletes
- Clean, hygienic toilets with toilet paper, soap and paper towels for athletes

The Persons we need

- 1 Medical Coordinator for all medical matters
- 1 Chief of doctors per day (one of the mat doctors)
- 1 doctor per mat (with experience in traumatology, cervical and spine injuries)
- 1 assistant/doctor
- Ambulance team
- 1 [cleaning team for the mats](#) (cleaning with detergent)

The Material we need near the mats

- Reanimation and first aid equipment, and medicines
- 1 transportable oxygen container with regulator and ambubag
- 1 spinal board (stretcher), stiff collar and splints for extremities on both sides of the mats
- Chairs and tables for the medical team (behind the barriers)
- 1 litter basket per doctor's table
- 1 bucket for vomiting
- Ice (in sacks for takeaway)

The Installations / Procedures we need

- Indicated place for JJIF doctor close to the OC
- 1 ambulance near the door of the venue
- Traumatic surgery hospital within reach (15 minutes with transport)

A6 ANTI-DOPING CHECKLIST

The Rooms we need

- 1 large dedicated waiting room (that can be locked)
- 1-2 dedicated test room(s) (that can be locked)
- 2 dedicated separate clean toilets (female/ male) with toilet paper, soap and paper towels
- Refrigerator (for the drinks in the waiting room)
- Refrigerator (in one of the test rooms if the samples are stored overnight)
- 1 Large litter basket in the waiting room and in the test room(s)
- Enough non-alcoholic drinks in sealed bottles or cans (bottle opener if needed)

The Persons we need

- 1 Doping Control Coordinator
- 3-4 chaperons
- 1 guard at the entry of the doping control station

The Material we need

- 1 table and 3 chairs per test room
- 8 Chairs in the waiting room

The Installations / Procedures we need

- WADA and JJIF rules are respected (see www.wada-ama.org)
- Clear signs indicating the doping control station from the competition area
- Transportation for the competitors and the JJIF Medical Commission delegate to their official hotel(s) after the tests (without time limit)

A7 ABBREVIATIONS

- NTO: National Technical Official
- ITO: International Technical Official
- MoU: Memorandum of Understanding
- FoP: Field of Play
- LOC: Local Organising Committee
- OC: Organising Committee
- MSO: Multisport Organisation
- JJCU: Jiu-Jitsu Continental Union

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A9 DISCLAIMER ON GENDER-NEUTRAL LANGUAGE

- This document employs gender-neutral language to promote inclusivity and equality. The use of terms such as "they," "their," and "them" is intended to encompass all genders and is not intended to exclude any individual or group.
- The decision to adopt gender-neutral language aligns with our commitment to fostering an inclusive and respectful environment. We acknowledge and recognize the importance of language in reflecting diverse identities and experiences.
- While every effort has been made to ensure the use of gender-neutral language throughout this document, there may be instances where traditional gendered terms persist due to linguistic constraints or oversight. We encourage readers to bring such instances to our attention for correction in future revisions.
- The term “athlete” can be used for individual athletes and couples in the systems Duo and Show.
- This document is a work in progress, and we welcome feedback from our readers to continuously improve the inclusivity of our language. If you have any suggestions or concerns regarding the use of gender-neutral language in this document, please contact mail@jjif.org.
- Thank you for your understanding and cooperation.