



WORLD JUMP ROPE
CHAMPIONSHIP & CAMP
UNIFYING THE WORLD OF JUMP ROPE

WORLD JUMP ROPE FEDERATION
CHAMPIONSHIP & CAMP PROPOSAL GUIDELINES

Revision 2
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INTRODUCTION BY THE WORLD JUMP ROPE FEDERATION (WJRF)

The World Jump Rope Championship and Camp will be staged in 2018. For the first time, the World Jump Rope Championship Organizing Committee (WJRCC) of the World Jump Rope Federation (WJRF) has begun the host city selection process with an open invitation phase to all National Federations (NFs), cities and countries interested in bidding. This is allowing us to start a dialogue with them about how the Championship could fit into their long-term development plans. This new approach will open the process to all interested entities and serve as a road map for all future events. One of the key outcomes of this new approach was also to reshape the WJRF Championship candidature process to create more flexibility - allowing more cities to aspire to host city status; decreasing the costs associated with bidding for and staging the Championship; and ensuring that the event will deliver sustainable legacies. This Request for Proposal (RFP) document is an initial explanation of these initiatives and a broad overview of the requirements for hosting the World Jump Rope Championship and Camp (WJRCC). It is designed to help NF's, cities, and their governments to understand the unique opportunity presented by the WJRF Championship and Camp, the fundamentals of staging them and the candidature process. This framework is part of the information and support that WJRF is providing as part of the new Invitation Phase for the 2018 Championship candidature process. Through this document and meetings with prospective candidate cities and NF's, WJRF wants to start developing a common understanding of the opportunity that hosting the event can bring to each prospective bidder - aligning candidacies with local long-term plans and the needs of the event. This framework is a first step in establishing a productive partnership between potential candidate cities and WJRF. We invite you to review this document and contact WJRF, so that we can work together to create a great and world class event, and great legacies for your communities.

The Objective - The purpose of the WJRF is to provide a world class championship & camp that includes all countries that share the vision of WJRF. The event is structured to acknowledge all aspects of jump rope from a variety of jump rope cultural backgrounds.

Sincerely,

Shaun Hamilton

World Jump Rope Federation Chairman

Mike Simpson

World Jump Rope Championship Chairman

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1. THE OPPORTUNITY

1.1 Why Bid

The World Jump Rope Championship & Camp (WJRCC) is a spectacular event held throughout the world. It brings together the best athletes from around the globe and attracts thousands of spectators. For the athletes, the Championship & Camp is a part of their sporting careers, offering the chance to compete and teach or learn at the very highest level in their chosen disciplines.

The WJRCC host city becomes the stage for this amazing event for one week. In combination with an excellent sporting competition and camp, it has the power to move people and inspire younger generations to take up the sport of jump rope and pursue healthier and more active lifestyles.

As part of the World Jump Rope Federation's (WJRF) movement of expanding the sport of jump rope, we give countries the opportunity to write their history as a hosting entity of the WJRCC and share in the unique values and spirit of their country's own history and culture.

The benefits and impact of the WJRCC extends well beyond the borders of the host city. The scale and reach of the WJRCC includes the outreach program of One World One Rope. More details about this program can be found at our website, www.worldjumprope.org.

Moreover, the influence of the broadcasting to audiences across the world is unique. The WJRCC has been viewed by an average of over 20,000 each year. As a Hosting Entity in 2015, France had only 624 viewers in 2014 compared to over 1400 viewers in 2015. As a Hosting Entity in 2016, Portugal had 87 viewers in 2015 compared to over 1800 viewers in 2016. Since the inaugural year of 2012, WJRCC's livestream has reached 27 countries and has increased to over 100 countries in 2016. Such audiences provide an ideal opportunity for truly global engagement that involves and introduces support of the sport of jump rope. Hosting the WJRF event provides an increase in exposure for the Hosting Entity and its countries culture.

WJRCC is about far more than highlighting a city and creating great memories. For a Hosting Entity, the impact can and should include an increase in generated revenues and exposure for the sport with a well planned and executed WJRCC.

1.2 An Investment for the Future

Hosting the WJRCC provides a powerful investment for countries and cities in their future and creates a legacy of real value and significance. Every Host Entity's vision is different and should be aligned with the World Jump Rope Championship Organizing Committee (WJRCCOC) development plans. WJRF is willing to help support and guide the Host Entity as they define their responsibilities and plan to achieve positive changes for the sport of jump rope in their country.

One of the best examples of this can be found by reviewing the impact the 2016 WJRCC had on Braga, Portugal. The financial results of the event contributed positively to the Portuguese Rope Skipping Association in the development of their programs and support for jump rope in Portugal. We hope that this approach can be repeated in the future to help hosting cities around the world.

Since 2012, WJRCC has involved broadcasting services to provide a more spectator friendly event. The broadcasting service has involved universities and colleges across the World, and offered students the opportunity to work for WJRCC in various paid positions during the WJRCC, including audio assistants, camera assistants and commentary system operators. The WJRCC brings with it a form of portable and lifelong experience for students, who will be working and training alongside broadcasting professionals.

Host countries tend to see a rise in the medals won during a home WJRCC. For example, during WJRCC 2015 in Paris, Team France delivered its best performance. Team France athletes won 65 medals, including 29 gold medals, finishing third in the medals table, and advancing 56 individuals to the WJRCC Grand Championship.

During the WJRCC in Braga, Portugal in 2016, the Portuguese Rope Skipping Association both doubled in numbers of participants and number of medals won from the 2015 WJRCC.

1.3 The Power of the World Jump Rope Brand

Becoming a WJRCC Host entity means becoming a partner with WJRF. The WJRF logo is strongly associated with values such as excellence, inspiration and, diversity. From a marketing and branding perspective, the unique qualities, and values inherent within Jump Rope attracts values and strengths of the WJRFCC and the WJRF brand. These commercial partnerships are crucial to the continued success of the WJRFCC and promotion of World Jump Rope values, while also generating revenue to ensure the financial stability of the WJRFCC. The host city's brand, which is associated with the World Jump Rope Federation (WJRF) brand is the basis for its identity, generates revenues that help the WJRCC to stage the WJRFCC.

1.4 The Benefits of Bidding

Bidding for the WJRFCC presents an opportunity for Hosting entities – regardless of the outcome.

Bidding can help Hosting entities increase in tourism due to the high profile and international nature of the hosting process. The hosting cities will benefit economically from hosting the event by bringing in revenue for area businesses. Children will be exposed to the sport of jump rope to encourage a lifelong sport, which will encourage increase involvement in the sport of jump rope and increase the desire of countries to be represented at future WJRFCC events.

1.5 Meeting the World Jump Rope Federation (WJRF) Vision

Our vision is to expand and unify the sport of jump rope. Our mission is to, provide global leadership for the sport of jump rope through our core principles of diversity, inclusion, innovation, promotion, and sustainability through the best practice of sport. While the WJRF budgets based on prior events, the costs for the WJRCC should not be underestimated by any potential host entity. Many administrators of the event are volunteers.

The high-profile nature of hosting WJRFCC intensive management of global attention as the host city and country are under the lens of the international media. It is a challenge to manage and build an effective international profile for the host entity.

The responsibility and opportunity of engaging all entities of a host city and country is challenging as communications and networking technologies advance. When bidding for the right to host the WJRFCC, all that the positive outcome understands it is a significant one. Even though many entities may submit a proposal, there can only be one host selected for the WJRCC.

2 THE EVENT HOSTING SELECTION PROCESS

The WJRF, as the custodian of the World Jump Rope Federation Championship & Camp (WJRFCC), has the responsibility to evaluate cities that are interested in hosting the WJRCC. Any country that wishes to host a WJRFCC will need to submit a WJRF Proposal. There are three phases to the Event Hosting Selection Process.

Phase 1: Host Entity Bidding (Submit a WJRFCC Event Bid Proposal)

The Event Hosting Selection Process begins with Phase 1 (Host Entity Bidding). This Bidding Phase has been developed to help potential candidate cities/organizations (Host Entity) develop their WJRFCC Bid Proposal. During Phase 1, the Hosting Cities/ Organization put together their Hosting Entity vision, concept, and strategy plans. The Hosting entity that submits a WJRCC Proposal must do so by the due date. All official RFP documents must be completed to pass a WJRCOC Review Board to advance to Phase 2. The WJRCOC Review Board analyzes the Host entities bid and schedules a site visit to each city of interest.

The Hosting Entity should be clear in their vision and plan to host the WJRC while addressing the different elements that the hosting entity can offer for the WJRFCC. The Hosting entity should consider all areas associated with vision, planning, governance, legal and venue funding, event delivery and spectator experience while developing a WJRFCC Bid. The Hosting entity should include the following stages in the WJRFCC Bid:

- Stage 1: Vision and Planning
- Stage 2: Governance, Legal and Venue Funding
- Stage 3: Event Delivery and Experience

The Hosting Entities submit their Bid in detail to support a sustainable event. Emphasis is placed upon operations to ensure successful planning, delivery, and the WJRFCC experience for all stakeholders with a focus on the athlete experience.

Phase 2: Site Visits & Review of Bid Proposal

During Phase 2, the World Jump Rope Championship Organizing Committee (WJRCOC) will work with potential Hosting entities to discuss the potential to host the WJRCC with a site visit to the location and an WJRCOC Administrative Meeting with the potential Hosting entity, city/organization, venue, housing, dining, and gala facilities. The WJRCOC will review the Bid Proposal and all three stages of planning for the WJRCC. The WJRCOC evaluates and analyzes the Bids submitted and provides a dashboard report to the World Jump Rope Executive Board which confirms the transition of the Hosting entity to Phase 3.

Phase 3: Selection & Announcement

The WJRCOC findings will be reported by clearly highlighting the opportunities and challenges of each hosting entity. At the end of the process, the WJRCOC will vote and elect the Host entity. The newly elected Host entity or the NF (National Federation) of the host country sign the Host City Contract with WJRCOC.

The Host Process is summarized in the table below, along with the key dates (subject to change).

Event Hosting Selection Process

Phase 1	Host Entity Bidding	Hosting Entity will include Stage 1, Stage 2, & Stage 3 in the RFP submitted to the WJRCOC	Due Date: Submit to WJRF by: February 1, 2017	Bids Accepted: December - February
Phase 2	Site Visits & Review of Requests for Proposal (RFP)	WJRCOC will visit and review Stage 1, Stage 2, & Stage 3 in the proposed WJRCC RFP.	Site Visits will be scheduled based on availability of the WJRCOC and Hosting Entity.	February - April

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Phase 3	Selection & Announcement	The WJRCOC Selects the hosting entity. The WJRCOC and Hosting Entity signs all contracts and agrees on a WJRCC Partnership (WJRCCP). An official announcement is made to the media to inform athletes, coaches, and spectators about the WJRCC.	WJRCC and Hosting entity will work together on the Announcement through advertising.	Selection: May - June Contracts Signed: June Announcement: July
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3 WORLD JUMP ROPE CHAMPIONSHIP & CAMP STAKEHOLDERS

The stakeholders involved throughout the candidature process also play an important role in the planning and delivery of the WJRCC. They can help increase revenue and positively impact the experience of WJRCC for all athletes and spectators. All stakeholders are a part of the World Jump Rope Championship & Camp Partnerships.

World Jump Rope Championship & Camp Partnerships (WJRCCP)

The planning and organization of the WJRCC are a complex undertaking which requires effective cooperation and integration between the WJRF, the WJRCOC, the Host entity, and stakeholders. Every country bidding to host the WJRCC has different governmental structures with varying levels of devolved powers to regional, city or other local governmental authorities. Therefore, the stakeholders that need to be involved in staging the WJRCC will vary from one event to another. WJRF understands this and adapts to deal with different governance structures for each event of the WJRCC, while maintaining an established and proven WJRCC management system which undergoes continuous improvement.

However, it is vitally important that every host entity achieves clarity on the operational and financial responsibilities of all stakeholders and has clearly defined decision-making processes with effective coordination and quick communication of decisions. Indeed, effective coordination and decision-making among stakeholders should start during the candidature process, and strong partnerships built in this process remain vital on the journey to delivering a successful WJRCC.

3.1 World Jump Rope Federation (WJRF)

The WJRF is an international not-for-profit organization. The WJRF mission is to, provide global leadership for the sport of jump rope through our core principles of diversity, inclusion, innovation, promotion, and sustainability and through the “best practice” of sport. Our vision is to expand and unify the sport of jump rope.

Our global leadership and key role is to encourage and support WJRF as an organization while supporting the development of jump rope around the world through One World One Rope and ensuring the regular celebration of the WJRCC. The WJRF has the responsibility and duty to appoint the WJRCOC to manage, plan, and to monitor the everyday running of the WJRCC. As WJRF supports and monitors the preparation and execution of the WJRCC, recommendations and best practice advice from past WJRCC will be given to the WJRCOC. If best practices are not utilized by the WJRCOC or hosting entity, WJRF will step in to provide additional support for the WJRCOC and Hosting Entity.

3.2 World Jump Rope Championship Organizing Committee (WJRCOC)

The WJRCOC, an appointed committee by WJRF, is one of the responsible parties that shares the planning and delivery of the WJRCC with the Hosting Entity. WJRCOC will support and help development the sport of jump rope through the execution of a successful WJRCC.

The WJRCOC is responsible to include the stakeholders with the mission of staging the WJRCC. The WJRCOC will include Committee chairpersons and Assistants as Administrative staff. Additional volunteers and contractors will be organized to help with the WJRCC. The WJRCOC will meet several times for planning and delegating committee responsibilities for the event. Additional phone conferences will take place to involve all contractors, sub-contractors, and volunteers throughout the planning phase of the event. The WJRCOC led by the oversees the strategic planning of the WJRCC. The WJRCOC Committees are as follows:

3.2.1 World Jump Rope Competition Committee

The World Jump Rope Competition Committee is comprised of the WJRCC Tournament Director and Technical Director along with several Competition Committee members. The WJRCC Tournament Director will be responsible for overseeing that the WJRCC follows all WJRF rules and regulations as set by the WJRF in the WJRF Competition Rulebook. The WJRCC Tournament Director will oversee the Coaches meeting and will work closely with the Competition, Production, and Logistics Chairpersons to ensure a smooth transition in all areas of the event. The WJRF Competition Committee Chairperson will serve on WJRCOC to help with the planning, preparation, and execution of the competition activities. These competition activities include WJRCC competition entries, athlete credentials, volunteers, or event staff (judges, pushers, tabulators, and floor managers), competition floor, results, and awards.

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3.2.2 World Jump Rope Production Committee

The Production Committee collaborates with CYP AVS and the Hosting Entity production services for the WJRCC. It is responsible for delivering the pictures and sounds of the WJRCC to thousands of viewers around the world. It produces and transmits unbiased livestream and news media of the WJRCC.

These production facilities and services at the venues include audio, camera platforms, commentary positions, power, and lighting. The Production Committee requirements are outlined in the Production Requirements document and an appendix to this document. The Production Committee Chairperson will serve on the WJRCOC and works closely with the Technology, Championship, and Logistics Chairpersons.

3.2.3 World Jump Rope Logistics Committee

The Logistics Chairperson collaborates with the Championship, Production, and Camp Chairpersons to ensure that all logistical needs are met during the planning, execution, and dissolution phase. The Hosting Entity will collaborate with the Logistics Chairperson to ensure that accommodations, meals, sale of WJRCC apparel, athlete gifts, WJRCC administrative gifts, and extra event items are pre-ordered, ordered, organized, and distributed. The Logistics Committee will be responsible for the check-in and check-out of all competition and on-site attendees. The credentials (ID Badges) will be created by the Credential Coordinator. A gala coordinator will be responsible for location, entertainment, advertisement, and beverages/appetizers and stay within allocated budget.

3.2.4 World Jump Rope Camp Committee

The WJR Camp Director will work with the Logistics Coordinator to provide the Camp Staff with leader shirts, accommodations, and meals; plus, the campers with accommodations and meals. The WJR Camp Director is responsible to advertise, select, communicate, and organize the Camp Staff leaders to provide a productive and successful WJRCC Camp experience. The WJR Camp Director will work with the Jump Rope Education Leader to plan and execute the educational sessions during the WJR Camp. The WJR Camp Director will coordinate with the WJRCC Convention Coordinator on schedule and sessions. The WJR Camp Director will work with the media to create exposure of jump rope and promote the advertisement of the Camp Show.

3.3 Hosting Entity (HE)

The Hosting Entity is the WJRF-recognized organization in the host country. The Host Entity is entrusted by the WJRF with the organization of the WJRCC based on the Contracted Bid. The Hosting Entity must promote the fundamental principles of WJRF by sharing the WJRCC vision. The Hosting Entity should be regarded as an active partner integrated in the overall WJRCC management solution. Using the WJRF expertise and experience particularly early in the process will help make the WJRCC more efficient.

In addition, the hosting entity is responsible for inviting their dignitaries (i.e. head of state and head of government), press and broadcasters, international spectators, and the rest of the World Jump Rope family in their respective territories.

To provide a unified marketing environment for the WJRCC that will allow the WJRCOC an optimized revenue-generation capability, a "Joint Marketing Program Agreement" (JMPA) is being designed for future use between the WJRF and the Hosting Entity during the candidature process.

A hosting entity supporting a country's candidature or its hosting effort is a key stakeholder in the WJRCC and will play an important role in the World Jump Rope family and reinforcing the WJRF values through each phase of planning and execution of the event.

3.4 Other Interest Groups

There are many other interest groups and organizations that play a role in the delivery of the WJRCC. For example, the business community and hosting city plays an important supporting role in preparing for the WJRCC, either financially via domestic sponsorship opportunities or as a supplier of the essential goods and services that need to be procured to deliver the WJRCC.

4 WJRCC STRATEGIC PLANNING

The purpose of the strategic planning is to build on the work that is done of the candidature process to provide more details of the WJRCC event and define the vision of the and experience of all the participants in attending the event.

The first step is to define the overall planning process, with the focus of the WJRF visions, and identify the roles and responsibilities of the stakeholders along with the financial plans and accountabilities of the WJRCC. WJRCC uses four phases throughout the Strategic Planning. They are the Planning Phase, Readiness Phase, Operations Phase, and the Dissolution Phase.

4.1 Planning Phase

The “Planning Phase” involves what the WJRCC does and how it does it. The WJRCC works through more detailed planning for the WJRCC operations with the hosting entity. The Planning Phase starts with each of the WJRCC functional areas then adds a venue-based focus. The WJRCC works with the hosting entity to determine the overall experience of the event at the hosting venue to deliver a unique experience across the city and country.

4.2 Readiness Phase

The Planning Phase transitions into the “Readiness Phase”, which is based on the hosting of past events. This phase helps to build the WJRCC’s event capability and validate that the host city is ready to stage the WJRCC. This phase focuses on integrating people, processes, venues, infra-structure, and technology to achieve the state of preparedness that is needed to be confident that the WJRCC will be successful and deliver the vision agreed at the outset of the project. The Readiness Phase involves the rapid mobilization and training of hundreds of teams of people, who need to be able to respond to both routine and nonroutine situations, using the World Jump Rope judging system and equipment. The outcome of the Readiness Phase is tested and commissioned venues that are ready to welcome athletes, the media, spectators, and the other groups working on the Olympic Games, while delivering an outstanding experience.

4.3 Operations Phase

The “Operations Phase” is the period when the activities associated with staging the WJRCC occur. This includes the 4-5 days of World Jump Rope Championship and 2-3 days of World Jump Rope Camp, as well as other activities before and after the Event, such as the finalization of venue installations, accreditation of World Jump Rope Championships workforce and athlete training.

4.4 Dissolution Phase

The “Dissolution Phase” is the final phase when the WJRCC concentrates on business closure, post event meeting, as well as the return of venues to their long-term use. The WJRCC and hosting entity administrators are present for the post event meeting.

5 EXPECTATIONS TO STAGE WORLD JUMP ROPE CHAMPIONSHIPS

The WJRCC supports the host entity to develop a unique experience. The hosting entity will have the opportunity to welcome the world's best athletes in a celebration of jump rope disciplines; the opportunity to stage the World Jump Rope Grand World Championships that will be watched by thousands of people; the opportunity to stage a One World One Rope Challenge that can inspire the world; the opportunity to deliver education programs through World Jump Rope Camp and educational jump rope sessions and WJRF judges training that engage people of all ages; and the opportunity to showcase the host city and with their culture. These elements support the WJRF mission.

To deliver these elements and host a great WJRCC, key partnerships must be formed to create a strong foundation to plan and execute a successful event with clear management, excellent operational procedures, effective engagement with athletes and spectators, and delivery of an unforgettable event.

A successful WJRCC is determined by the experience of those who participate in, work on, and watch the events unfolding in the host city and across the globe. The athletes, WJRCC, Host entity, volunteers, World Jump Rope Family, International Dignitaries, and spectators will define that WJRCC success.

5.1 Having a Clear Vision

Every city should have a clear vision of why it is bidding for the World Jump Rope Championships, based on what it wants to achieve and how this fits into its long-term development plans, from an urban, social, sporting, environmental and economic point of view, with a key focus on sustainability.

Those involved in bidding for the World Jump Rope Championships should have a clear and shared vision. The objectives for hosting the event should bring together and align all those involved. A shared vision will help stakeholders make the "right" decisions, allowing the event to connect with the widest possible audience.

All potential candidates that are bidding are encouraged to develop a vision that fully aligns with the goals of the Host Entity, WJRCC, and the WJRF. Such alignment can enhance the showcasing of the host city's own attributes and values, including its culture and heritage, to create a unique and memorable WJRCC experience.

It is important that the Host Entity engage with a range of stakeholders in formulating this vision. This engagement also establishes the principles for developing essential longer-term relationships, should the host entity candidature be successful.

5.2 Effective Engagement

It is important that the host entity and WJRCC include the entire world in the strategies to engage everyone during the WJRCC. Developing a strategy to invite everyone will support the WJRF vision. Utilizing the WJRF brand to reach out and share the sport across the broadest cross-section of the world. The Braga 2016 Bid Committee achieved this by utilizing the city resources and included television, media, and dignitary invitations to focus on publicizing the event. In Paris 2015, the Planning Committee included a partnership with the Japan DDC sponsored event, school program, and dignitary invitations.

We need to explore the future involvement of the public in the WJRCC to increase the successful engagement of participatory opportunities for the public. This includes ticketing programs, culture and education programs, live sites, volunteering opportunities and the One World One Rope activities. Athletes, artists, and other ambassadors can be used to increase the effectiveness of the experience through a carefully managed communication plan.

5.3 Delivering a Great Experience

Ultimately, the WJRCCs are defined by the experience of those who participate and are witness to the exceptional achievements of the world's greatest athletes. It is these compelling and unique moments that make the WJRCC experience unique. Equally, if not delivered effectively, such moments can quickly turn into a misconception of the professionalism of our sport and negatively impact on the overall success of the Championship.

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Although the athletes and jump rope events are the focus of the WJRCC, having world-class facilities and services that enable them to attain the best sporting performances of their lives is essential to the WJRCCs success. The most important elements to be delivered for the athletes, spectators, and stakeholders are described below.

5.3.1 Athletes

Every great World Jump Rope Championship places the athletes at the center of its planning, preparations, and delivery. The needs of the approximately 1,000 competitors, selected by their respective host entities to represent their countries/territories to compete in the WJRCC will be paramount. Ensuring a successful experience for those athletes will go a long way to determining the success of the WJRCC.

A successful experience for the athletes should consider the following considerations:

- World-class venues are consistent for high performance
- Excellent preparation, competition, and recovery facilities
- A premium food service program and venues that meet the cultural and nutritional needs of the athletes
- An efficient, timely, convenient, and comfortable transport system
- Full media and great sports presentation
- A once-in-a-lifetime experience reflecting the unique cultural and international flavor of World Jump Rope Championship & Camp and its local partner.

5.3.2 Spectators

The public are most likely to embrace the once-in-a-lifetime opportunity of the WJRCC being staged in their city and country if well-planned communication and “engagement” programs have been developed that capture their imagination. Successful WJRCC’s and Host Entities that engage, excite, and inspire the public help create the atmosphere that makes attending a WJRCC such a unique and memorable experience. This typically includes a competition venue that is full of passionate and knowledgeable spectators, a highly-motivated volunteer workforce, and thousands of fans watching the WJRCC from around the world.

A successful experience for the public should take account of the following considerations:

- Ticketing and maximum attendance (determined by the size of the facility)
- Volunteer opportunities that are accessible to everyone
- Inspiring open and closing ceremonies and cultural programs
- Responsible and transparent governance that leads to great legacies
- Economic, social, and environmental impacts

5.3.3 Media

The media includes accredited journalists, photographic press, and the production team (including WJRCC technology, Skip Traq, and Host Entity support). Collectively, the media can take the story of the WJRCC around the world via newspapers, websites, television, radio, and new media. The size and scope depends upon circumstances.

A successful experience for the media should take account of the following considerations:

- Freedom to report on the WJRCC
- Reliable media facilities and services
- Secure, fast, and accurate information services
- Telecommunications and technology at current international standards
- Credential processes that allow entry to the country and easy access to venues
- Logistical support - in particular, efficient, convenient, and reliable transportation
- Conveniently located and reasonably priced accommodation.

The media may require specialized facilities and services to be able to carry out their functions.

5.3.4 Marketing Collaborates

Marketing partners are important contributors to the WJRCC, and many have a long-term commitment to the event and to promoting the WJRF mission. They provide direct financial support, but they also deliver valuable operational services, and they can also run hospitality programs which contribute to the overall success of the WJRCC.

Vendors are managed by the WJRCC and the Host Entity. The goal is to establish long-term partnerships with some of the world’s leading companies. Through their commitment, the marketing partners will play a vital role in supporting the

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staging of the WJRCC, as well as through their financial support, their provision of technical services and products and their marketing campaigns.

The WJRCOC can sign up domestic sponsors as part of marketing.

A successful experience for marketing partners should take account of the following considerations:

- Early, clear, and open communication and collaboration with the WJRCOC
- Appropriate brand activation, engagement, and highlighting opportunities
- A strong WJRCC brand
- Appropriate accreditation and credentials to access the venues
- Access to tickets and hospitality services for their guests and clients
- Transportation and accommodations can be negotiated

5.3.5 World Jump Rope Family and Dignitaries

There are a diverse group of senior executives from WJRF and WJRCOC who attend the WJRCC. All these people have a specific working role fulfilling tasks that are vital to the effective running of the WJRCC. Additionally, there are several international dignitaries and domestic dignitaries who may attend.

Given the gathering of the sporting community in the host city at WJRCC-time, there are several important meetings and associated events that take place immediately following the WJRCC, such as the WJRF Association General Meeting (AGM).

A successful experience for the WJRCC and international dignitaries should consider:

- Operational, working and hospitality needs
- Specific security conditions for international dignitaries.

5.3.6 Workforce

Given the complexity of organizing the WJRCC, many people are involved in the planning and execution of the WJRCC. The workforce for the WJRCC typically includes WJRF staff, volunteers, staff contracted by partners and suppliers to deliver specific services (for example, in areas such as catering, cleaning, security, or transport), as well as staff from government, city, or other public authorities.

A successful experience for the workforce should take account of the following considerations:

- Inspiring leadership and management
- Effective recruitment, recognition, and retention of staff
- Clarity of organizational and individual roles and responsibilities
- Appropriate readiness process, briefing, and training
- Reliable transportation and healthy food
- Availability of suitable and reasonably priced accommodations

5.4 Operational Excellence

Meeting the operational challenges of delivering the WJRCC is a significant undertaking. All successful hosts understand this and lay the strategic foundations for the WJRCC at the very start of the candidature process. What follows is the considerations which any city should consider when weighing a possible candidature. Other more detailed requirements will be discussed with the WJRCOC during the Invitation Phase and presented during the official Candidature Process.

5.4.1 The WJRCOC Concept

Before deciding whether to bid, the Hosting Entity should develop an initial WJRCC vision, which can guide their feasibility analysis.

During the Invitation Phase, potential host cities should focus on the following key elements:

Master Plan – Guided by existing infrastructure and venue plans, transport, and security operations with a vision for how the WJRCC can be projected onto the city to optimize the WJRCC operations and benefit the Hosting Entity.

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Venues – Analysis of existing and planned venues to host the WJRCC events and training – Detailed venue design is not required at this stage of the process.

Technology (energy, internet capabilities, and mobility) – Analysis of existing and planned infrastructure – Possible planned development – Opportunity to address specific It Concerns, strategic investments in IT, communications, or energy.

Accommodation – A thorough description of the WJRCC accommodation requirements, including: An initial capacity evaluation considering the WJRCC requirements, future development trends and use of alternate accommodation solutions, such as university residences, hotels, or other mobile/temporary accommodation. Considerations for hotel rebates to the WJRCC are suggested for financial support of the WJRCC.

Transportation - WJRCC Transportation includes Airport Transportation, discussed later in this document.

5.5 Security

WJRF expects that the WJRCC be held in a safe and secure area.

Specific security expectations depend upon the circumstances and the location. Please include in proposal any security concerns and remediation to mitigate those concerns. Also, please include any country/regional security requirement and capabilities in the bid proposal. This is also discussed in detail later in this document.

5.5.1 Government Support

Effective WJRCC partnerships are required between the host entity, the host city, and the regional and national governments, and WJRCOC. The Hosting Entity assumes responsibility for the practical aspects of organizing the WJRCC in collaboration with public authorities. The development of close working relationships with the public authorities is crucial during the candidature process. These relationships must be setup to ensure that the WJRCC organizational framework is defined with a clear allocation of roles and responsibilities.

Government and municipal authorities will also need to deliver a range of services which fall under their authority, and which should be coordinated with the WJRCC or Hosting Entity. These services may include security, transportation, medical services, and brand protection.

The WJRCC require a range of special and exceptional arrangements, given their scale, characteristics, involvement of many international stakeholders and short delivery timeframe.

Visitors visas (the entry of accredited individuals into the territory of the host country), taxation (direct, indirect, and withholding taxes) and import of WJRCC equipment is necessary for the WJRCOC. The administrative processes should always take the existing legal and tax framework as a basis, but should be implemented in a manner that addresses the specific needs of the WJRCC and their stakeholders. The Hosting Entity needs to ensure the permanent establishment of legal entities to perform temporary WJRFCC-related activities in the host country.

Wherever possible, these needs should be met through the application of the host country's existing tax and customs policies.

It should be noted that all WJRCC revenues, including any tax saving, is redistributed almost entirely to WJRF for future WJRCC.

5.6 Achieving a Balanced Budget

The budget for the WJRFCC has naturally evolved over time and varies for each event, depending on the current context of the host city. However, the basic principles of financing the WJRFCC remain broadly the same.

WJRCOC budget

The WJRCOC budget is the operational budget controlled by the WJRCOC, which is used to cover all costs and expenses related to the delivery of the WJRFCC. This includes the organization of the sport events and the ceremonies; the delivery of technology and other services to make the WJRFCC happen; the procurement of goods and equipment needed for the WJRCC; and the salaries of the paid workforce (using volunteer labor when at all possible).

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It is encouraged for the Hosting Entity and WJRCOC to generate most the revenue needed to fund the operational costs of staging of the WJRFCC. Successfully planning and executing the WJRCC, while constantly considering the most cost effective use of all items involved for the WJRCC, will determine the profit for the Hosting Entity and WJRF.

5.7 Medical Services

The WJRF requires the Host Entity to collaborate with the WJRCOC to comply with the WJRF Medical Coverage Policy.

**Please refer to Appendix 2 at the end of this document for the full text of the WJRF Medical Coverage Policy.*

5.8 Medical Services (Anti-Doping)

The WJRF is committed to protecting clean athletes and ensuring appropriate measures are taken to avoid doping among athletes, to uphold the spirit of sport. This includes anti-doping procedures at the WJRCC in alignment with the World Anti-Doping Agency (WADA) and by making educational resources available to athletes in the months between events. These educational resources will be distributed through email, the WJRF website, and social media

6 WORLD JUMP ROPE CHAMPIONSHIP & CAMP FUNCTIONAL AREAS

6.1 Championship & Camp Venue

The WJRCC Championship Venue must meet minimal requirements to provide all WJRCC attendees with a safe and workable environment. The Hosting Entity must consider the needs of the athletes, administrators and spectators with a workable area that allows for ease in operation and a safe environment during the WJRCC. The WJRCC will arrive at least two days prior to set up and prepare for the event. Flexible hours for setup will allow for ease of access and extra time to address unforeseen situations that may occur in delaying the setup of the facilities.

The Competition and Camp floor must be composed of an athletic competition type surface. A hardwood "basketball" type floor is preferred (gymnasium floor) – minimum size 50 Meters (160 ft.) by 40 Meters (130 ft.). There must be space to hang banners and flags (poles and stands) in and around the competition floor. An announcer and sound system area must be available to allow for music broadcasting capabilities. There must be multiple point access to electricity on or very near the competition floor. Additional competition floor set up includes: 30 rectangular tables (skirted) with four chairs per table; four tables (skirted) will need electrical power and outlet boxes (for the sound system, data, and production).

The spectator area must accommodate those that will view the competition on site in a comfortable and favorable viewing position during the WJRCC. The Spectator seating must be for a minimum of 1,500-2,500 people.

A Judge/Volunteer Hospitality Room may be a separate room or cordoned off area that has sufficient space for off duty tournament judges/volunteers that has snacks/beverages commensurate with the time of day. Can be discussed with food/beverage manager.

Our athletes, coaches and spectators come from around the world and having them share on social networks is essential for the promotion of the event. The hosting entity should provide a wireless guest network capable of accommodating 1,500-2,500 people.

The WJRCC concept for the host city must meet minimal standards set by the WJRCC. Venues and infrastructure are important elements in financial, operational, and legacy considerations. The use of existing facilities and venues should be maximized.

WJRCC and the Hosting Entity should carefully consider the optimal use of venues – this includes "competition venues", which are used to host the competition; "training venues", which are used to allow athletes to prepare and practice for competition; and "non-competition venues", which are the essential operational facilities that support the delivery of the WJRCC. Non-competition venues include the check-in and check-out facilities, coaches meeting, Gala, planning center, and transportation options. Careful consideration should be given to the challenge of ensuring sufficient space exists at the hosting venue for operational purposes. Venue testing must be completed during Phase 2 of the Bidding Phase and two days prior to the start of the event. A representative of the Technical support and WJRCC must be present during venue testing.

Other things to consider in the Competition Venue:

- Sufficient food and beverage outlets for athletes, administrators, volunteers, and spectators. This include healthy options for attendees. This may include meals available through the competition packages.
- Sufficient restrooms (with standard restroom amenities that include, toilet paper, hand soap, hand towels or hand dryers, trash reciprocals, and toilet seats on toilets) for all attendees
- Vendor space for WJRCC approved vendors (tables, black table skirts, chairs, and energy supplies must be made available)
- Onsite athletic trainer during hours of competition and camp and information about area hospitals. Also, access to EMS/ambulance services. See the WJRF medical requirements.
- Janitorial/housekeeping staff and supplies available during the WJRCC event.
- Setup/takedown crew services that will assist with necessary venue operations.
- Athlete Prep Area - warm up and practice area must be a Gymnasium type floor; size 40 Meters (140 ft.) by 40 Meters (140 ft.), must be adjacent, but visually separate to competition venue with restrooms and water provided throughout the WJRCC event. This facility should have a microphone/audio system for announcements (this can be brought in) and wired Internet connectivity.

6.2 Product and Experience

6.2.1 World Jump Rope Event Schedule

The WJRF and the athletes must be at the heart of the WJRCOC focus and decision-making processes. The WJRF Competition Rule Book outlines the events that are included in the WJRCC event.

A key component of the planning of the WJRCC is the competition schedule, which should be developed in close coordination with the WJRCC Tournament Director. The WJRCC schedule must consider that the WJRCC is traditionally held in July, although it is possible for cities to discuss exceptions. The total duration of the WJRCC should not exceed 10 days. In exceptional circumstances, some preliminaries may be organized prior to the Opening Ceremony, upon approval of the respective WJRF Competition Committee and WJRF Executive Board.

6.2.2 Ceremonies

The Opening and Closing Ceremonies are the WJRCC celebrating the athletes and providing a unique opportunity to communicate a positive image of the host city and country to the world, as well as a unique opportunity to highlight the host nation's culture. In addition, victory ceremonies (medal ceremonies) celebrate the personal achievements of athletes, as the pinnacle of a life devoted to their sport. The Hosting Entity needs to work with the WJRCOC to ensure an appropriate opening and closing ceremonial activities are thoroughly planned and executed with professionalism. The Opening Ceremonies involves all participating countries for the WJRCC. Closing Ceremonies involves participants from local entertainment or sports teams.

6.2.3 Culture

The delivery of a cultural program can be a very powerful tool to build engagement inside the host country and to blend sport with culture. The WJRCOC should organize and present a program of artistic, musical, and other cultural events to promote mutual understanding and friendship among the people present in the host city during the WJRCC. This program should emphasize and place at the forefront a specific WJRFCC cultural narrative.

For the cultural program to be a success, it should leverage all the assets that the One World One Rope activities and the WJRF can offer. The WJRF is a unique organization with a rich cultural heritage and dedicated resources ready to work with the WJRCOC – and a spirit of co-production will enable the widest possible audience to experience the host country's cultural projects within and outside the country.

6.2.4 WJRF Convention

The WJRCOC and Hosting Entity will work together to provide a WJRF Convention atmosphere during the WJRCC Camp. The WJRF Convention will include principles of Jump Rope education, respect, human dignity, mutual understanding, solidarity, and fair play, while rejecting all forms of discrimination. In the education courses, these WJRF principles can be reinforced within the wider community by integrating them into school curricula in a WJRF Convention setting. Successful outcomes from an education program can include changing attitudes, particularly towards disability, inspiring greater participation in sport and promoting young people's interest in and engagement with the WJRCC. The WJRF Convention Coordinator will work with the Hosting Entity to develop and organize the WJRF Convention needs.

6.2.5 City Activities and Live Sites

Live sites provide an important way of promoting engagement with and support for the WJRCC across the host city and host country, to help achieve the overall WJRF vision and generate positive legacy benefits.

If the WJRCOC chooses to organize live sites (they are not an HE obligation), the HE should look to broadcast and exhibit the WJRCC in spaces open to the public as part of their city activities, helping spread awareness of the WJRCC and One World One Rope. Live Sites are a concept under development.

7 WJRCC TIMELINE FOR EXECUTION

WJRCOC will arrive on site at the Hosting Entity to get set up and ready to execute the WJRCC. It is very important that the WJRCOC and the Hosting Entity work together now to ensure that the execution of the WJRCC will be a smooth and successful process from start to finish. **These dates are negotiable.**

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

The table below is an **example** of the WJRCC event with key descriptions of Administrative expectations for the WJRCOC and Hosting Entity. In the table that follows, important dates related to the project, broken down by date and duration. **The listed dates are for reference only and not necessarily the actual dates of the event.**

Description	Estimated Dates	Location	Duration
WJRCOC and Hosting Entity Meet & Greet	June 30, 2018	TBA	2 Hours
WJRCC Setup	June 30, 2018	TBA	2 Days
Early Registration	July 1, 2018	TBA	1300 - 1700 & 1800 - 2000
Registration	July 2, 2018	TBA	1300 - 1700 & 1800 - 2000
Coaches Meeting	July 3, 2018	TBA	1900 - 2000
Competition Day 1	July 4, 2018	TBA	0900 - 1700
Competition Day 2	July 5, 2018	TBA	0900 - 1700
Competition Day 3	July 6, 2018	TBA	0900 - 1700
Competition Day 4	July 7, 2018	TBA	0900 - 1700
Competition Day 5	July 8, 2018	TBA	0900 - 1700
Grands	July 9, 2018	TBA	0900 - 1300
Gala Event	July 9, 2018	TBA	1900 - 2300
WJRF Convention Day 1 & Camp Day 1	July 10, 2018	TBA	0900 - 1600
WJRF Convention Day 2 & Camp Day 2	July 11, 2018	TBA	0900 - 1600
Check - Out	July 12, 2018	TBA	0800 - 1000

8 WJRCC SERVICES

8.1 Accommodation

A hosting entity should secure enough suitable rooms within a convenient distance of the venues, which should be available for the duration of the WJRCC. A hosting entity is required to guarantee some 600 rooms, across different categories, to meet the needs of athletes, coaches', and other spectator accommodation requirements. It is important that these guarantees are obtained in the candidature phase, since a newly elected hosting entity immediately loses its leverage to guarantee hotel availability or hotel room rates at reasonable prices. The guaranteed rooms can include hotel rooms, university dorm rooms, apartments, or other accommodation options. It is recommended that an attempt to have a large block of rooms in individual hotels to promote the athlete's ability to socialize and network. The costs of these rooms are met by the groups who stay in them or in the total package price.

Accredited people who need to be accommodated include the WJRF Staff, athletes, coaches, chaperones, the media, and family members. Each of these groups has different needs to ensure that their work and contribution to the delivery of the WJRCC can be carried out smoothly.

The needs for WJRCC staff are to be defined by the host entity/country-specific context. The accommodation for WJRCC staff should be of moderate quality and price or if possible, donated through negotiations, and be located close to the venues where they will be working.

In addition, the hosting entity should consider a wide range of accommodation options, at reasonable prices, in and around the city, to help meet the varying accommodation needs.

The WJRCC is not restricted to using only traditional hotel accommodation, and can look to alternative accommodation options, including condominiums and apartments, school, and university dormitories.

8.2 Credentials

The purpose of credentials is to identify people and their roles at the WJRCC and allow them the necessary access to specific venues and locations to perform their functions. Credentials are necessary to manage the large numbers of people participating in the WJRCC, facilitating their movements in a flexible and secure fashion.

The WJRCC Administrative Credential is the access control device used during the WJRCC, which provides its holder with the right to enter the WJRCC competition venue. The WJRCOC and Hosting Entity will identify key individuals that will receive the WJRCC Administrative Credential to utilize during the WJRCC. The WRJCOC will determine the number of WJRCC Administrative Credentials that will be issued during the WJRCC based on the WRJCC Administrative needs.

The Athlete Credential is the access control device used during the WJRCC, which provides its holder with the right to take part in the WJRCC. The Athlete Credential is obtained during the WJRCC check-in when a valid passport or birth certificate. All other credentials will be specific to the needs of the holder (press, media, vendor, judge etc.).

8.3 Security

Ensuring the safe celebration of the WJRCC is the responsibility of the Hosting Entity and host country or city through coordinated planning and organization with the WJRCOC. The host country authorities should work closely with the hosting entity and WJRCOC to provide all the required services, including all financial, planning and operational aspects, to ensure the safety and security of all those involved in the WJRCC. The usual split of responsibilities is that the hosting entity takes responsibility for security inside the venue perimeter, whereas the police or other agencies take responsibility for security outside the venue perimeter.

While delivering a safe and secure WJRCC, it is important to minimize disruption to the normal running of the host city's police service and other security services. When planning the security of the WJRCC, it is important that the WJRCC equipment is screened and remains protected, and close integration with the logistics committee is required to achieve this.

8.4 Technology

Technology is used in all stages of planning, organizing, financing and delivering the WJRCC. The main areas of technology services and management that the WJRCC is responsible for providing are the WJRF management system, production equipment, timing, scoring and results systems, audio visual systems and venue technology management. A mission-critical component of the WJRCC technology delivery is the integration and distribution of timing, scoring and results data, a very complex task that requires many hours of testing and cooperation with key stakeholders within the WJRCC. Technology is also crucial in the months leading up to the WJRCC as they carry out their detailed planning and preparation activities.

The WJRCC Competition and Production committees manages the delivery of technology services at all WJRCC venues, and the WJRCC cannot be operated, understood, or enjoyed without the right technology. To enable the host city, country, and world community to share and enjoy all the data and images output from the sports competitions is crucial in the preparation and delivery of the WJRCC.

The competition facility must have reliable wired Internet connectivity and a consistent throughput at least 70Mbps up/down and maximum latency of 30ms to the closest major city. If connectivity is interrupted, the flow of the competition will be interrupted as well. As such, this network must be separate from any guest network and this capability must run consistently through the event.

The WJRCC Competition Committee will work with the hosting entity to map out the competition network with wired connectivity to the competition floor, production room, practice gym, press room, and any video displays in the venue. The hosting entity will be responsible for running the temporary Ethernet cables used to build the on-site network. WJRF will supply all equipment for the competition network (routers, switches, wireless access points) and all computers. The venue and/or the hosting entity will supply any network equipment (routers, etc.) upstream from the WJRF core router.

Ultimately, the WJRCC and Hosting Entity has responsibility for the delivery and operations of a set of robust secure technology services and supporting these services, both centrally through effective command and control and at the venue level. The WJRF supports the WJRCC in delivering the WJRCC.

8.5 Electrical requirements

Energy supply capacity, with appropriate level of redundancy, is essential for WJRCC operations, and is particularly important for broadcasters and providers of technology services, where a high level of resilience is required.

The WJRCC and the Host Entity are jointly responsible for ensuring the implementation of an appropriate level of power quality and resilience (including temporary and permanent solutions), as well as operational support for all WJRCC venues.

8.6 Transportation

WJRCC transport planning correlates with the overall WJRCC concept, contributing to key decisions on the location of venues, official points of entry, accommodation clusters, and traffic management measures. It is important that the Host Entity's transportation strategy is considered part of the early stages of bidding for the WJRCC.

The Host Entity is invited to present transport solutions that provide a safe, reliable, and efficient system of transportation before, during, and after the WJRCC. The WJRCC and the Hosting Entity, alongside the relevant host country authorities, should ensure that the required airport(s), train stations and transport infrastructure will be in consideration when planning the WJRCC transportation.

The implementation of providing airport transportation to and from the venue has been a key factor for recent WJRCC. The benefits of facilitating transportation options with travel times will enable athletes to focus on competing rather than commuting. Providing reliable transportation is a key part of the overall experience for the other groups of people attending the WJRCC.

WJRCC and the Hosting Entity will work together under the WJRCC Transportation Coordinator to ensure that the WJRCC transportation needs are met for all athletes, spectators, and administrators. The Transportation Coordinator will provide an effective strategic plan that includes venue access, security, load zones, parking, signage and transport policies and procedures. The Transportation Committee should consist of the WJRCC Transportation Coordinator, City Transportation Authorities, and Hosting Entity Transportation Coordinator.

8.7 People Management

One of the most complicated tasks that every host city faces is the requirement to increase the workforce that is needed to run the WJRCC and deliver services to all the groups coming to the WJRCC. Early in planning phase, the WJRCOC and Hosting Entity should identify the types of workforce that are needed and build a recruitment strategy that focuses on attracting the best talent for the event. Ultimately, the WJRCOC requires some of the most talented passionate leaders from across the world to come together to inspire their teams to deliver the best environment for the WJRCC.

The WJRCOC typically grows in the initial planning phase to the final months prior to the WJRCC, and the WJRCOC needs to recruit Hosting Entity Administrators and volunteers. The event will include the training of administrators to allow the rapid growth of the event planners to ensure the continuation of the WJRCC for years to come.

In total, the WRJCC workforce of paid staff, volunteers, and contractors can be around 100 people.

8.8 Commercial and Engagement

8.8.1 Brand Identity and Look of the WJRCC

The development of a unique, unified, and comprehensive brand identity for an WJRCC provides the Hosting Entity with a visible platform to reflect the vision, image, and values of the WJRCC, the host city and country, while simultaneously strengthening the overall WJRCC brand. A strong brand identity will facilitate all WJRCC operational areas and WJRCC partners, such as marketing partners and city authorities, and allow them to speak with a single voice and vision throughout the entire period of the WJRCC.

At Competition-time, the brand identity should be applied consistently across all venues, across the host city and across the other cities hosting WJRCC events, reflecting the vision and positioning of the WJRCC, and enhancing the experience for the athletes and their audience.

8.8.2 Commercial

The Host Entity and WJRCOC is responsible for three main commercial areas – the domestic sponsor program, ticketing, and licensing. A successful commercial program can generate some of the revenue needed to fund the operational costs of staging the WJRCC.

To ensure the commercial and operational success of the domestic partner program, the WJRCC should develop a tiered sponsorship strategy that offers companies different rights packages depending on their desired level of commitment to the WJRCC. When developing a commercial strategy, it is important to incorporate the reasons why companies would be interested in becoming an WJRCC partner: brand enhancement, revenue generation and legacy-building. The sponsorship team should work closely with the relevant functional areas to also include “value-in-kind” consideration in deals that allow sponsors to supply critical goods and services needed for the WJRCC in return for sponsorship and association rights.

An effective ticketing strategy will deliver a service-orientated ticketing program; provide WRJCC fans with the opportunity to have access to the WJRCC event through an effective ticketing operation; support full venues; and optimize sales revenues. The Hosting Entity and WJRCOC should make sure that ticket prices are set at appropriate levels to ensure a high sellout rate and be inclusive of all fans.

A popular part of the spectator experience at the WJRCC is the ability to purchase a wide range of official branded merchandise and souvenirs. Licensed merchandise can include clothing, coins, pins, stamps, and any other memorabilia. This licensing and retailing service provides an important revenue stream for the WJRCOC, while also promoting the WJRCC and the city. The WJRCOC and Hosting City will determine the items and negotiate the terms of who will manage the merchandise and souvenirs.

Many of WJRCOC and hosting entities have also successfully raised revenue through the sale of specialty items sold by vendors at the WJRCC event.

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8.8.3 Production

The role of production is important to the success of the WJRCC from the candidature process through the execution of the WJRCC and beyond. Since most people do not experience the WJRCC first hand, production is of paramount importance in promoting and supporting the overall message and vision of the WJRCC.

Selecting the right and most strategically effective platforms for distributing the WJRCC event is one of the greatest challenges, and with the evolution of the internet and social media, the variety of communications platforms will continue to grow and change. While this means that there is a greater opportunity for communications to be more global than ever before, it also means greater round-the-clock coverage, and more careful management of a larger number of communications (production) opportunities.

The rising prevalence of digital media is taking on increased importance since it provides a way for everyone to engage with and participate in the WJRCC. To benefit from this, the WJRCCOC and Hosting Entity should deliver a public-facing digital communications (production) campaign, which allows a growing mobile audience to be able to follow the WJRCC.

The communications (production) team needs to consider several planning obligations, such as ticketing and volunteering programs, countdown milestones, while also focusing on Competition-time and post-WJRCC communication (production) plans. The demands of the specific groups coming to the WJRCC need to be considered, as well as the broad range of activities and tools that may be most effectively deployed, such as media relations, the internet and social media, advertising, events, public relations, film and photography, publications, and internal communications.

During the 2016 Portugal WJRCC, Facebook attracted 5798 followers, twitter recorded 1652 WJRCC related tweets, Instagram had 3422 followers and YouTube had 586 hits.

**Please see Appendix 3 of this document for a listing of required production needs.*

9 GOVERNANCE

9.1 Sustainability

Sustainability refers to ways of working that aim to optimize current activities and achieve long-term benefits for people of the hosting entity.

Sustainability is much more than environmental considerations, it also embraces social, ethical, and economic aspects. It is a continual process, and is about making informed, balanced decisions that minimize impacts and maximize benefits for the hosting entity and WJRF.

While there are technical elements, sustainability involves a great deal of strategic thinking and practical engagement and communications. As such, sustainability must be an integral part of the governance and decision-making processes for planning and staging the WJRCC.

Sustainability is essential for providing the foundation for achieving a positive host entity experience. To understand the full benefit of the WJRCC, sustainability needs to be strongly bound into the organizational structure of all bodies responsible for the delivery of the WJRCC.

Every host entity that hosts the WJRCC does so for wider reasons than the event itself. The sport of jump rope is the driver for the event, and it is the focus during the duration of the WJRCC.

9.2 Finance

To stage the WJRCC, it is important that robust financial systems, processes, and controls are in place to manage WJRCC expenditures. An effective financial planning team should be in place to plan and monitor expenditures, and a risk team should secure adequate insurance cover across all areas of WJRCC operations.

Procurement is a critical function when the purchasing of goods and services reaches its peak. Procurement processes need to be efficiently designed so that the items that need to be supplied for the WJRCC can be bought quickly, easily and at the best price possible.

9.3 Legal

A clear and well-understood legal and contractual framework plays a key role in enabling the effective planning and delivery of the WJRCC, and in defining the respective responsibilities of all stakeholders and protecting their interests.

During the planning and delivery of the WJRCC, the legal team of the WJRF should be involved in all legal-related delivery areas,

Compliance with laws and regulations, including employment and corporate law, brand protection and intellectual property and ethical compliance, and compliance with WJRF and WJRCC obligations; Protection of WJRCC properties and other intellectual property assets developed in connection with the WJRCC; Arrangements with governmental entities and other stakeholders, in particular in relation to venues and infrastructure use, accommodation, transport and ceremonies; Commercial and procurement arrangements, including sponsorship and licensing agreements.

9.4 Operational Readiness, including Test Events

The testing of systems and processes to confirm operational readiness through the dress rehearsal provides an invaluable learning process for all those involved in the delivery of the WJRCC. This dress rehearsal should validate that the people, systems, and processes are ready for the WJRCC. Readiness exercises test competition, technology and production, and logistical committees and help resolve any assumptions or unknown areas of responsibility.

It is also important to develop and test communication, processes and facilities that are vital to resolving any incidents that might occur during the WJRCC.

9.5 Complete List of Functional Areas

As described earlier, the functional areas should not be considered an exhaustive list - rather they constitute the key cost and organizing drivers when planning and delivering the WJRCC. A complete list of functional areas is included in section 6.1.

10 CONCLUSION

WJRCOC and the Hosting Entity will provide a world class WJRCC event that supports the WJRF vision and leaves lasting memories for all that attend. The WJRCOC and Host Entity will work to improve the WJRCC event during the preparation, execution, and dissolution phase. We will both learn and grow from the experience of hosting a WJRCC event.

All potential host entities, please log on and submit the WJRCC Bid Form to start the bidding process. Contact Mike Simpson at mike@worldjumprope.org for additional questions.

11 APPENDIX 1: WJRCC EVENT MATERIALS

Following is a complete list of all project WJRCC supplied materials and host entity supplied materials. The WJRCOC and the hosting entity will work together to supply all WJRCC event materials. For WJRCC to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

WJRCOC	WJRCC Supplied Materials	Host Entity Supplied Materials	Due Date
Production Committee	WJRCC Banner, WJRF Banner, Country Flags, and Video Equipment	To be negotiated.	TBA
Competition & Technology Committee	WJRCC Awards, administration clip boards, clickers, 16 station flags, signage, calculators, I-pads, and skiptraq equipment Miscellaneous administrative supplies	Station Materials - 20 Clipboards, pencil sharpener, 100 pencils, floor tape, additional hand tally counters (clickers) Judges bottled water & snacks (Totals TBA) Judge shirts (Totals & sizes TBA) All items listed in the productions information to adequately use space during the event.	TBA
Coordination Committee	Coaches packets for attending nations. Administrative gifts, entry tickets or wristbands for each day for non-participants/non-package guests. office supplies, and WJRCC event shirts, Color printer, power cords for registration/admissions Currency for making change during on-site check-in.	Administration items: Cardstock paper, pens, pencils, markers, tape, 2 packages of printer paper. Proper signage should be ready and displayed for toilets, transportation pick-up/drop off sites, trainer/first aid, and practice gym location/s. Participant t-shirts (design must contain the WJR logo) and athlete gifts for each athlete On-site facility items for Check-in: (5) 1.5-2-meter-long tables with chairs and electrical outlet access. Black table clothes for all tables.	TBA

12 APPENDIX 2: WJRF MEDICAL COVERAGE POLICY

2016-12-12

Background and rationale for this policy includes the following:

- This policy attempts to reflect the International Olympic Committee’s Medical Code and its recommendations for “Protection and Promotion of the Athlete’s Health during Training and Competition”.¹
- This policy’s objective is not to interfere with the ability to hold events, but rather to ensure the safety of all participants.
- This policy is to be amended at least every five years to ensure it reflects up-to-date, evidence-informed sports medicine practices and procedures.

Subject to the provisions of the World Jump Rope Federation (WJRF) bylaws, the principal expectations to ensure safety at all WJRF events includes:

Emergency Preparation

1. **Healthcare professional licensed and capable of assessing and managing life-threatening conditions**, assuming the role of first-responder in the case of a medical emergency (e.g. medical doctor, paramedic, athletic trainer, ATLS trained first responder). This individual should be stationed courtside always during jumping activities including practice, competition, and camp.

Conditions to be well prepared for include, but are not limited to, cardiovascular collapse, severe neurological compromise (e.g. spinal cord injury, head trauma), major orthopedic trauma (e.g. long-bone fractures, large joint dislocations).

The healthcare professional must provide proof to the Event Organizing Committee of a valid license to perform the duties listed above in the event’s authority for the duration of the event.

2. A confirmed **Emergency Action Plan (EAP)** to be carried out in the event of a medical or other emergency (e.g. fire, etc.). The EAP must be **reviewed with event staff** before the event. The EAP includes but is not limited to:
 - Planned chain of events to ensure a medically ill participant is first assessed by the designated healthcare professional, followed by safe and efficient transportation to a local hospital if required. In the event of a potentially life-threatening condition, ambulance must transport the affected individual.
 - Phone number to activate the emergency medical team (e.g. paramedics, ambulance, etc.).
 - Location, distance, and directions to nearest hospital emergency department.
 - Planned evacuation as per the facility’s established protocols.
3. A **cardiac defibrillator (AED)** is to be placed courtside with the designated healthcare professional. The AED is to be tested every day prior to jumping activities to ensure proper function.

Minor Injury or Illness

Wherever feasible, WJRF encourages the presence of manual therapists (e.g. physiotherapists) to provide on-site support and treatment of non-emergency orthopedic issues.

WJRF will provide contact information and transportation directions to local health care facilities for participants who require attention to non-urgent healthcare related matters.

Heat Illness Prevention

Daily confirmation that the temperature and humidity of the competition and practice facilities do not exceed an estimated **Wet Bulb Globe Temperature (WBGT)** of 32°C; the upper limit of safety for sports participation as outlined by the American College of Sports Medicine (ACSM).² If the WBGT exceeds this value, athletic participation must be postponed until a lower temperature has been reached. Instructions on how to estimate the WBGT are found below.

		Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																															
		Temperature (°C)																															
Relative Humidity (%)	0	15	16	16	17	18	18	19	19	20	20	21	22	22	23	23	24	24	25	25	26	26	27	27	28	28	29	29	30	31	31	32	32
	5	16	16	17	18	18	19	19	20	21	21	22	22	23	24	24	25	26	26	27	27	28	29	29	30	31	31	32	33	33	34	35	
	10	16	17	17	18	19	19	20	21	21	22	23	23	24	25	25	26	27	27	28	29	30	30	31	32	32	33	34	35	36	36	37	
	15	17	17	18	19	19	20	21	21	22	23	23	24	25	26	26	27	28	29	29	30	31	32	33	33	34	35	36	37	38	39		
	20	17	18	18	19	20	21	21	22	23	24	24	25	26	27	27	28	29	30	31	32	32	33	34	35	36	37	38	39				
	25	18	18	19	20	20	21	22	23	24	24	25	26	27	28	28	29	30	31	32	33	34	35	36	37	38	39						
	30	18	19	20	20	21	22	23	23	24	25	26	27	28	29	29	30	31	32	33	34	35	36	37	39								
	35	18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
	40	19	20	21	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39										
	45	19	20	21	22	23	24	25	26	27	27	28	29	30	32	33	34	35	36	37	38												
	50	20	21	22	23	23	24	25	26	27	28	29	30	31	33	34	35	36	37	39													
	55	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35	36	37	38														
	60	21	22	23	24	25	26	27	28	29	30	31	32	33	35	36	37	38															
	65	21	22	23	24	25	26	27	28	29	31	32	33	34	36	37	38																
	70	22	23	24	25	26	27	28	29	30	31	33	34	35	36	38	39	WBGT > 40															
	75	22	23	24	25	26	27	29	30	31	32	33	35	36	37	39																	
80	23	24	25	26	27	28	29	30	32	33	34	36	37	38																			
85	23	24	25	26	28	29	30	31	32	34	35	37	38	39																			
90	24	25	26	27	28	29	31	32	33	35	36	37	39																				
95	24	25	26	27	29	30	31	33	34	35	37	38																					
100	24	26	27	28	29	31	32	33	35	36	38	39																					

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind

Medical Equipment

A **medical supply kit** is to be placed courtside with the designated healthcare professional in addition to an AED. The contents may include but are not limited to: Blood pressure cuff, Stethoscope, Glucose tablets, EpiPen, Diphenhydramine (Benadryl), Topical anti-inflammatory (e.g. Voltaren), Ice, Bags (to contain ice), Warm compresses, Tensor bandages, Spray glue (to increase tape adhesiveness), Adhesive sport tape, Kinesiotape, Scissors, Band-aids, Antibacterial ointment (e.g. Polysporin), Non-sterile gloves, Feminine hygiene products (e.g. tampons, feminine pads), Hand sanitizer, Alcohol swabs, muscle massage cream.

Where available, it is highly encouraged to have a more extensive supply kit.³

The healthcare professional is only to provide equipment, medications, or advice that they are licensed to dispense.

Documentation

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1. Any service or advice offered to a participant – athlete, coach, volunteer, etc. - is to be **recorded and submitted** to the WJRCOC by the end of the event, eliminating any identifying information. This information is to be forwarded to the WJRF Medical Committee no later than two weeks following the event. An example record-keeping sheet is found at the end of this document. All information from the time of collection must be retained in a secure lock box to maintain participant confidentiality. An exception to this is when additional healthcare providers require the records, for example when the participant is transported to hospital.
2. WJRF approved **waiver** is to be signed by each participant outlining:
 - Allergies and their severity
 - Emergency contact numbers
 - Participant's responsibility for attaining health and travel insurance
 - Adequate medical status for participation (i.e. no known medical conditions that may result in harm as a result of participation)

It is the responsibility of the WJRCOC to ensure the above criteria are met.

World Jump Rope Federation Championship & Camp Proposal Guidelines

Essential Checklist

- Healthcare professional licensed and capable of assessing and managing life-threatening conditions**, assigned to be stationed court-side, and assume the role of first-responder in the case of a medical emergency (medical doctor, paramedic, athletic trainer, ATLS trained first responder). This individual must be licensed in the authority that the event is taking place.

- AED** to be placed courtside with assigned healthcare professional. The AED is to be tested every day prior to the start of each day's athletic activities to ensure proper function.

- Emergency Action Plan**
 - Phone number to activate emergency response team (e.g. paramedics, ambulance).
 - Location, distance, and directions to nearest emergency room.
 - Planned chain of events to ensure a medically ill participant is first assessed by the designated healthcare professional, followed by safe and efficient transportation to a local hospital.
 - Planned chain of events in case of other emergency such as a fire.
 - Map of facility including all fire exits, fire extinguishers, AEDs.

- Medical supply kit** including but not limited to:
 - Blood pressure cuff
 - Stethoscope
 - Glucose tablets
 - EpiPen
 - Diphenhydramine (Benadryl)
 - Topical anti-inflammatory (e.g. Voltaren)
 - Ice
 - Bags (to contain ice)
 - Warm compresses
 - Tensor bandages
 - Spray glue (to increase tape adhesiveness)
 - Adhesive sport tape
 - Kinesiotape
 - Scissors
 - Band-aids
 - Antibacterial ointment (e.g. Polysporin)
 - Latex-free gloves
 - Feminine hygiene products (e.g. tampons, feminine pads)
 - Hand sanitizer
 - Alcohol swabs
 - Muscle massage cream

- Waivers**, approved by WJRF, to be signed by event participants outlining their allergies, emergency contact numbers, responsibility to carry their own medical and travel insurance, and confirmation of adequate medical status for participation (i.e. no known medical conditions that may result in harm as a result of participation).

Additional Recommended Checklist

- Healthcare professional who is trained to manage minor orthopedic injuries (e.g. physiotherapist)

- Maps with directions to and contact information for nearby non-urgent medical services

- Comprehensive Medical Supply kit³** including essential medications⁴ in addition to the items outlined in the Essential Checklist above:
 - ASA (Aspirin)
 - Ibuprofen or other over-the-counter NSAID
 - Acetaminophen (Tylenol)
 - Dymenhydrinate (Gravol)
 - Laxative of choice (e.g. docusate, senekot)
 - Anti-diarrheal of choice (e.g. loperamide)
 - Antacid of choice (e.g. TUMS)
 - Bronchodilators (e.g. ventolin)
 - Antibiotics (e.g. for traveler's diarrhea)
 - Antibiotic eye drops (e.g. polysoprin)
 - Anti-seizure agent (e.g. lorazepam)
 - Throat lozenges
 - Anti-fungal cream (e.g. clotrimazole)
 - Hydrocortisone cream

Resources and References

1. International Olympic Committee Medical and Scientific Commission. *Olympic Movement Medical Code.*; 2016. https://stillmed.olympic.org/media/DocumentLibrary/OlympicOrg/IOC/Who-We-Are/Commissions/Medical-and-Scientific-Commission/Olympic-Movement-Medical-Code-31-03-2016.pdf#_ga=1.202686996.406591911.1477335095.
2. Armstrong LE, Casa DJ, Millard-Stafford M, Moran DS, Pyne SW, Roberts WO. ACSM Position Stand: Exertional Heat Illness during Training and Competition. *Med Sci Sport Exerc.* 2007;28(12):556-572.
3. Canadian Academy of Sports and Exercise Medicine. Team Physician Medical Bag Content List. 2016. <http://casem-acmse.org/wp-content/uploads/2016/10/Team-Physician-Medical-Bag-Content-List.pdf>. Accessed December 12, 2016.
4. Brunkner P, Khan K. *Clinical Sports Medicine.* Vol 3rd. Australia: McGraw Hill; 2006.
5. Australian Government Bureau of Meteorology. Thermal Comfort observations. 2010. http://www.bom.gov.au/info/thermal_stress/. Accessed December 8, 2016.

Example Court-side Assessment Form

Name:

Phone (1):

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Country:
Team:
Age:
Gender:

Phone (2):
Email:
Mailing Address:

Date:
Time:
Event:
Location:

Reason for Assessment:

History of Presenting Complaint:

Pertinent Medical History:

Allergies:

Current Medications:

Physical Examination:

Impression:

Plan:

- 1.
- 2.
- 3.

13 APPENDIX 3: PRODUCTION NEEDS

This document outlines all requirements needed for production of a WJR Championship event. Listed below are;

- Competition Field Requirements and Measurements
- Staging and Lighting Requirements
- Live Stream Specification

Competition Field Requirements and Measurements

In each competition (Junior/ Novice, Senior and Grand Worlds) there will be a Speed Field Configuration and Freestyle Field Configuration. In all configurations, there will be the following staging elements present always; (See Diagram “General Event Configuration” for details)

There are three configurations for the WJR Competition and Camp

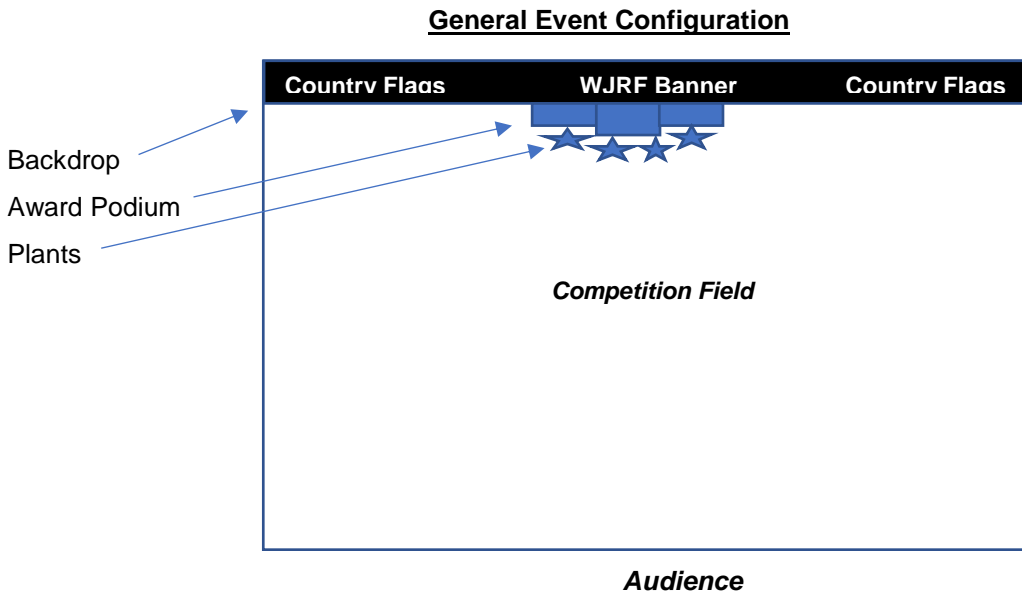
1. General Event Configuration
2. Championship Speed Event Configuration
3. Championship Freestyle Event Configuration
4. Grand World Championship (Includes Double Cutch Contest)

General Event Configuration

The general event configuration field will need to have the following dimensions;

- General event fields: Measurement 40X40
- Equipment Needed:
- Black curtain backdrop covering the length of the competition field
 - Represented country flags on flag poles
 - WJRF Banner
 - Plants for decoration
 - Award Podium (must be large enough to hold up to 5 individuals)

Notes: If any arena logos exist in the center of the floor, we will configure the event so the audience sees the logo in the correct



Competition Speed Configuration Fields

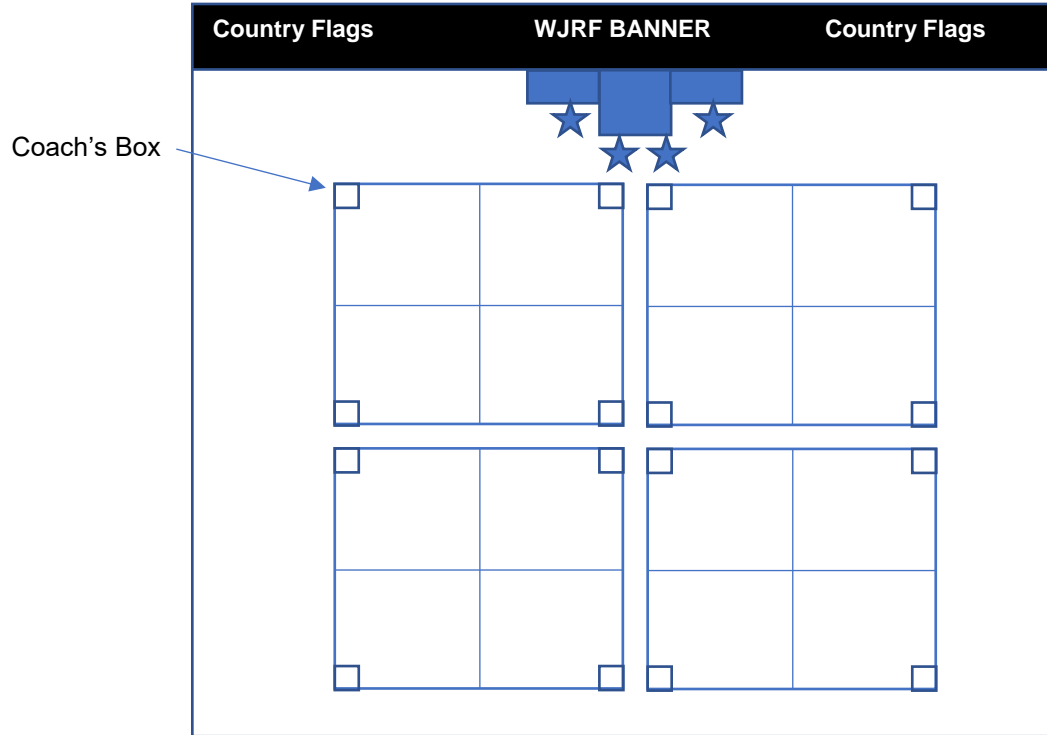
The competition speed configuration field will need to have the following dimensions;

- Speed Fields: Measurements 6X6 Meters. Minimum of 16 speed fields. Maximum of 24 speed Fields.

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- Coaches Box: Measurements 1X1 Meters. Each speed field will need a coach's box on the inside the competition field.
 - Equipment Needed
 - 16 Chairs (one chair for each station)

Competition Speed Configuration



Championship Freestyle Configuration Fields

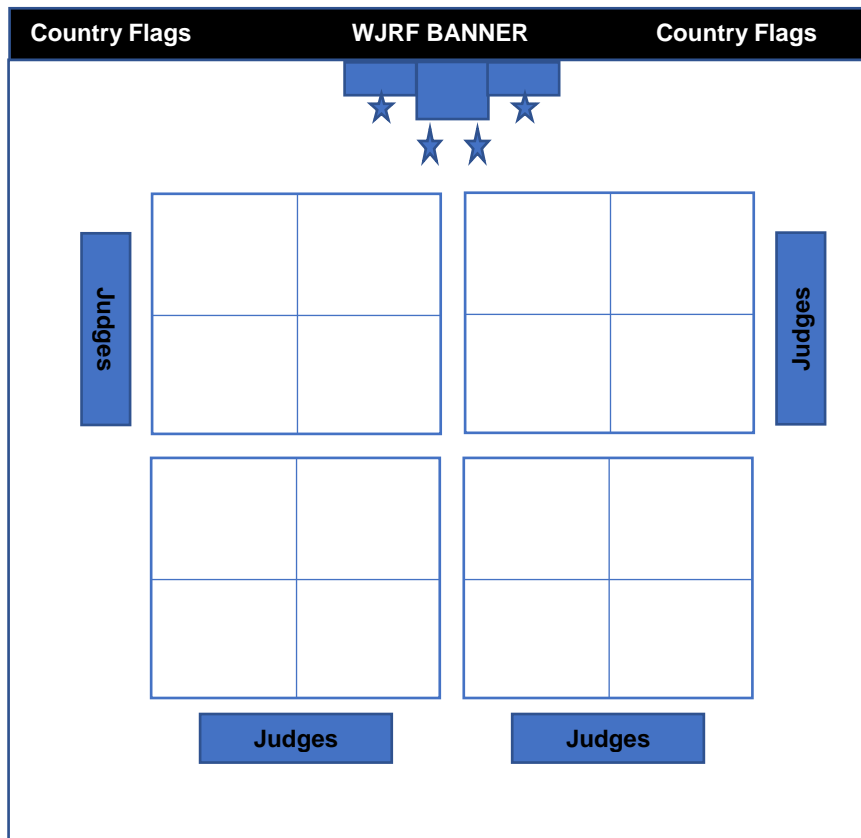
The Freestyle Fields configuration field will need to have the following dimensions;

- Freestyle fields: Measurement 20X20 Meters. Minimum of 4 Freestyle fields

Equipment Needed

- 8 Chairs for each Judging Panel = 32 Chairs
- 2 tables per Judging Panel = 8 Tables
- Black table cloths to cover all tables

Championship Freestyle Configuration



Audience

World Jump Rope Federation Championship & Camp Proposal Guidelines

Grand World Configuration Field

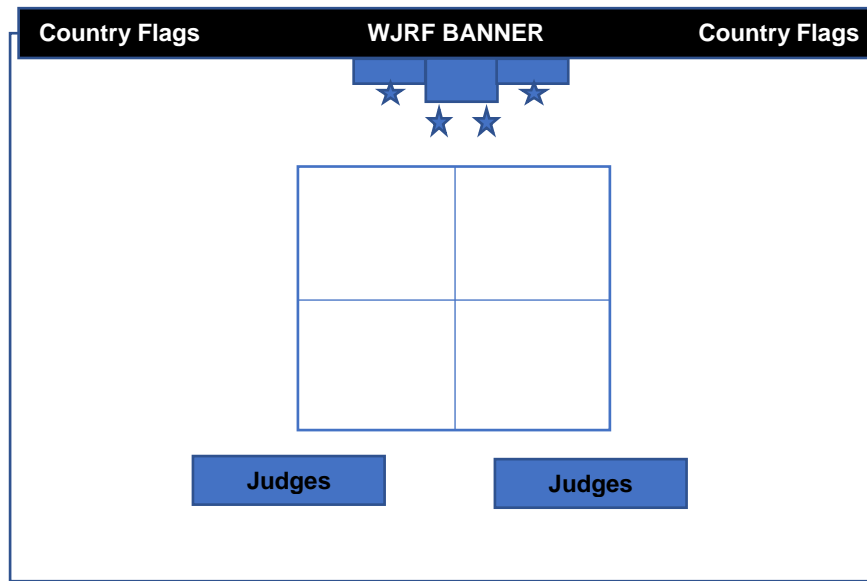
The Grand World configuration field will need to have the following dimensions;

- Speed Fields: Measurement four 10X10 Meters fields
- Freestyle Fields: Measurement one 20X20 meter field.

Equipment Needed

- 8 Chairs for each Judging Panel = 16 Chairs
- 2 tables per Judging Panel = 4 Tables
- Black table cloths to cover all tables

Grand World Configuration



Audience

Audio Needs

Audio for WJR needs to include the following;

- Speed and Freestyle Timing Track
 - Continuous music for in between heats
 - Music for freestyle events
 - Simultaneous audio for timing track and freestyle music
 - Announcers microphone
 - Live Stream audio feeds
 - 3 Commentators headsets microphone
- (Shot gun microphones pick up all audio in the arena and is fed through the live stream)

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Audio Equipment

1	YAMAHA LS9 32-Channel Digital Console
2	JBL PRX615M 15" 2 Way Self Powered Full Range Speaker
1	AIPS PD 3 - 100-amp Single Phase Power Distro
1	2/0 Feeder Cable - 100'
1	SHURE UHF-R 4-CH RF Rack
3	SHURE UR2-L3 Wireless Handheld
3	SHURE Beta 58A Capsule
3	Wireless Microphone Clip
64	ENERGIZER Industrial AA Battery
2	AUDIO-TECHNICA AT8035 Condenser Shotgun Microphone
1	SHURE SM58-S w/ Switch Dynamic Vocal Microphone
8	K&M 210/9B Tall Boom Microphone Stand
1	TASCAM CD-450 Rack Mountable CD Player
2	1/8" TRS - Dual XLR-M "IPOD" Cable - 6'

Audio Spilt for Streaming

1	MACKIE CR1604-VLZ 16-Channel Analog Mixer
1	RAMTECH 54 Channel 3 Way ISO Splitter
2	RAMTECH 54-CH Ram latch Console Input Fanout
1	AKG K240 Monitor Headphones

Broadcaster Mic Package

3	Sennheiser HMD 25-XQ
1	MACKIE 1402-VLZ 14-Channel Analog Mix

Clear Comm Package

1	CLEAR-COM PS20 Intercom Main Station
6	PRODUCTION INTERCOM Belt pack
6	Com Headset Single Muff
1	XLR Cable Package

Labor

1	Audio engineer
1	Lighting Engineer
	Delivery and Set up

Lighting

Lighting is used for the WJR Grand Championship Event. Set up takes place on the last day of the Age Division Championship event after the awards ceremony.