FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



DEPARTMENT OF COMMUNICATION & MARKETING

Lausanne (SUI) FIG Office, April 2017

HOST BROADCASTER OBLIGATIONS CYCLE 2017 – 2020

INTRODUCTION

This document contains information and responsibilities for Host Broadcaster and LOC obligations with respect to media coverage of the FIG Events. It is an official FIG document.

Within this document there are a number of rules and regulations designed to enhance the event coverage and provide support for FIG Broadcast Partners. By mutually respecting rules laid out hereafter all parties involved should be able to maximise the value in being involved with the FIG event

This document is relevant to the television production of any FIG competition and the FIG Communication Department is available to be contacted for any advice on any of the TV aspects.

The FIG is responsible for the negotiation and conclusion of all contracts relating to the worldwide transmission of all events of the FIG World Championships as well as other agreed FIG competitions. The different FIG disciplines are part of the FIG Television package: Women and Men Artistic, Rhythmic, Trampoline, Acrobatic and Aerobic Gymnastics.

The term "Transmission" includes all coverage by terrestrial, satellite, cable and closed circuit television, internet video, radio and film on a live or delayed basis whether broadcast complete or in highlights. All new technical broadcast innovations come under these terms including digital, mobile, broadband, IP, high definition, wide screen, compressed vision, 3-D, virtual animated graphics and video, computer or other multimedia formats.

The FIG alone can authorise broadcasts of all or any part of the Event, including arrangements for provision of basic coverage and for all live and delayed broadcasts (highlights, news or otherwise) into all countries.

The Broadcast Partners appointed by the FIG will have the Exclusive rights to broadcast the event and highlights in their territories to the exclusion of any other broadcasters.

No television broadcasters, radio stations, video or film companies will be allowed access to the event without the prior approval of the FIG. No broadcasters are permitted to broadcast in whole or in part any of the events without the FIG's prior consent.

The LOC has certain obligations with respect to the Host Broadcaster and Broadcast Partners appointed by the FIG for the Event, which are detailed in this document.

The details of the following items and the specific requirements in the Event venues will be discussed by FIG, the Host Broadcaster and the LOC at the site visits that will take place before the Event. In this context the decision of the FIG shall be final and binding. The support for television includes the provision of certain space and facilities in the venues for the Host Broadcaster and Broadcast Partners, as well as the observation of certain practices and procedures to ensure consistency across the Event.

In general, broadcasters' requirements include, but are not limited to, space for camera positions, commentary positions, TV studios, presentation and interview positions and space for parking several television technical and production vehicles.

Any questions concerning the use of this document should be forwarded to the FIG Communication Department at the address listed below:

Fédération Internationale de Gymnastique Communication Department Avenue de la Gare 12A 1003 Lausanne - Switzerland

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FEDERATION INTERNATIONALE DE GYMNASTIQUE

GENERAL PART

1. Roles and Responsibilities

The Host Broadcaster (hereafter "HB") acts independently in producing the international signal and in his manner of conceiving coverage of the event. He must, however, cooperate with the FIG TV Production Team, to call upon the experience and knowledge gained in past events and to avoid repeating bad experiences of previous events.

The Organiser has the general responsibility to host the event, including items and services as specifically mentioned in the agreement between the FIG and the Organiser.

The list of those responsible (Executive Producer, Director, Technical chief and the Producer in particular) and their telephone numbers or electronic addresses will be notified as rapidly as possible. The HB will give details, where appropriate, of any partners involved in the event.

The FIG TV Production Team basically consists of a Television Coordinator, a Producer, cameramen, technicians and one commentator. The Television Coordinator and his Team is appointed by the FIG and is responsible for the tasks defined by the FIG Media Commission. Their responsibilities include the following:

- Advises the FIG on all matters pertaining to Television.
- Assists the HB in its production of high-quality, dynamic, and compelling coverage, which
 presents a favourable image of Gymnastics.
- Advises and closely collaborate with the Competition Manager on the course of the event.
- Acts as liaison between the FIG and the HB.

To assist the FIG Television Coordinator in fulfilling his responsibilities, the HB and the Media Officer of the OC give him their support and provide him with the necessary logistical assistance.

For further and technical information please see:

SECTION 3 - Standard Technical and Organisational Guidelines

2. Cameras

The HB will ensure a sufficient number of cameras in order to deal as well as possible with the specificities of gymnastics action. Their positioning is subject to approval by the respective FIG Technical President. The presence of intermediate control rooms is subject to decision by the HB. The use of Cranes (Jimmy Jib) in all different gymnastics discipline will bring additional value to the production.

For further and technical information please see:

SECTION 4 - Camera Plans and Guidelines per discipline

3. Sound Microphones

The LOC shall provide positions for the Host Broadcaster to install sound microphones to provide the international stereo sound signal. The exact sizes and locations of these positions shall be decided by the Host Broadcaster in consultation with the FIG, the LOC and the Apparatus Manufacturer at the same time as the decisions on camera platforms are made.

A strict coordination is necessary between the HB and the Apparatus Manufacturer appointed for each event.

4. Recordings

The HB will provide the FIG, at no extra charge, with one copy of a master tape (or equivalent) of the international signal of each event in HD-Cam. Furthermore, the FIG will have free access to the recordings made in Competition I and the recordings of the exercises not shown in the international signal made in Competitions II, III and IV. When required by the FIG TV Team, the recorded tapes must be made available by the HB during the competition or immediately at the end of the competition day in the FIG Production room.

5. News and Highlights

The HB will offer news summaries of about 5 minute's duration of each day's competition. This specific task will be coordinated in close collaboration with the FIG TV Team. These daily items will be produce within the HB OB Van in order to be sent as quickly as possible following the conclusion of each Finals or day's competition.

As a general rule, all line and transmission bookings are dealt with by the FIG.

The FIG TV Team produces highlights programs on site with English speaking commentary for FIG's rights holders. The highlights will be made available shortly after each Final.

The local OC provides the FIG TV Team with a production/editing room in the venue and the HB supports the FIG TV Team by giving a direct access to the international signal and the recordings done in the agreed format, which were not included in the international signal. The HB will provide the FIG TV Team with the necessary editing and recording material. In all cases the FIG TV unit has its own ENG crew incl. material.

For further and technical information please see: APPENDIX A - FIG TV Team-Editing Technical Request

6. Satellite bookings

The HB will provide unilateral VandA (video and audio) circuits from the venue to the unilateral O.B. vans and to CNCT for distribution. This would normally be via Eurovision for events in Europe, and to satellite gateway for events outside Europe. Ex-Europe distribution should also be considered via Eurovision network subject to competitive rates being offered. The HB will arrange with local ends for commentary and co-ordination circuits. International sound must be clean with no interference from other electrical or similar sources.

7. Pre/Post- Multilateral interview, mixed zone

A mixed zone must be set up by the Organiser on the mandatory route taken by the gymnasts going to the dressing rooms or warm-up rooms.

The Organiser will provide interview space which will enable television and radio journalists to make interviews. For flash interviews during the event, space should be made available for a 'mixed zone' near to the competition area. The HB will design and set up a priority-list for the dedicated positions in the mixed zone, as well as reserving the space needed for Radio and ENG crews. These will have priority over any interviews for the written press, and access will be limited only to TV organizations with the necessary credentials.

Note that all interviews with gymnasts are prohibited during the competition. Similarly, the presence of a camera in the warm-up area and warm-up hall is not allowed. The use of cameras in the training hall is subject to special written authorization by FIG.

8. Titles (non-commercial)

At the start of each international signal transmission, the HB goes on-air as follows:

- 1. City and outside venue views (provided by the HB or Local Organizing committee)
- 2. Introduction FIG Titles (approx. 8 sec. provided by FIG TV Team)
- 3. Logo and/or Titles of the Competition (Swiss Timing or Data Handling local provider)
- 4. Name of the Competition (Swiss Timing or Data Handling local provider)

At each transmission finish, the HB ends as follows:

- 1. Logo and/or Titles of the Competition (HB production)
- 2. Name of the Competition (Swiss Timing or Data Handling local provider)
- 3. Complete FIG Titles (approx. 17 sec. provided by FIG TV Team)

The FIG logo is supplied to the HB by the FIG TV coordinator in the chosen standard at least three months before each respective event.

9. Graphics - international signal

In collaboration with Swiss Timing, a graphic standard has been adopted for all competitions. Everywhere in the world, FIG competitions are harmonised and recognisable as a result of Swiss Timing respecting the EBU guidelines issued on the subject.

To achieve this, the HB sends to Swiss Timing an inlay reference signal. In return, Swiss Timing transmits to the HB a video key signal and an inlay signal.

The non-commercial graphic program includes:

- a) Presentation of the Event and the Competition title (non-commercial)
- b) Presentation of the Start list
- c) Presentation of the Gymnast or Team
- d) Results given for the exercise
- e) Provisional and Final Classifications
- f) Presentation of Medals.

The Swiss Timing technicians insert the LONGINES logo produced by Swiss Timing. The frequency of its transmission is subject to a special agreement between Swiss Timing and Eurovision (EBU/UER) (maximum 60 seconds per transmission hour).

Swiss Timing and the FIG TV coordinator ensure that the logos for the discipline are used correctly in the graphic inlays and in accordance with EBU approval.

For further and technical information please see:

APPENDIX B - Swiss Timing TV Graphics

10. Lighting

The Organiser will provide sufficient lighting including back-up lighting (minimum 1200 lux) to ensure that high quality colour television pictures can be produced by the HB in all areas of activity. To ensure this, it will be necessary for tests to be made by the Host Broadcaster in close co-operation with the Organiser. For the Gymnastics disciplines using a Kiss & Cry corner, a special attention has to be made to this specific area.

11. Medal Award Ceremonies and other

The HB must provide full coverage of all FIG and Event award ceremonies provided that award ceremony takes place in the competition area (Venue) and is started as soon as possible after the last gymnast performing. The HB could and may be asked to provide coverage of news conferences, statements and press interviews. The latter will be subject to interest, timing and location of each respective event. At least one hand handled camera must be available. The camera positions must be validated in advance and a specific rehearsal in collaboration with the Organiser has to be set prior to the event.

2 HB handheld cameras are allowed on the podium. They must not be in front of the athletes, but to the sides. 1 HB camera will be positioned off the podium head-on to the ceremonies and separated from the photographers.

12. Kiss and Cry Corner

The Kiss and Cry Corner is used in the Rhythmic, Trampoline, Aerobics and Acrobatics Gymnastics competitions.

The Kiss and Cry Corner is where gymnasts wait for the jury's results in pleasant and comfortable surroundings. The gymnasts must also be able to see their results without this affecting the television picture. Special care must therefore be taken in this area, which may serve as a tribune for official sponsors. It is fitted out and lit to cater for the specific requirements of television by the Organiser. The HB will make sure the athletes can see the live signal on a TV set (provided by the HB) located in front of them. At least one hand handled camera must be available to cover this area.

13. Field of Play (FOP) Broadcast Camera and Photographers Restrictions

Cameras must maintain a distance of 2 metres from the athlete and are not to obstruct or distract the athletes and coaches. Maximum of 2 cameras in front of any athlete.

Cameras must not enter the "No-Go Zones" these areas are marked with white tape (if applicable). These areas are around the athletes' benches and judges' tables. Cameras must not operate from any of the judges' raised platforms.

Avoid the athletes' way when working close to the FOP. Do not move on the FOP when athletes are performing. Camera operators must move very carefully and slowly around the FOP and are not permitted to chase athletes. Running and hasty movement are prohibited at any time on the FOP. Do not leave equipment lying around to obstruct the movement of the athlete and officials.

HB cameras have priority over Rights holders' cameras and Photographers on the FOP at any time.

No cameras or photographers allowed at any time on the podiums. Exception is made for Trampoline: 1 HB camera at 1 meter distance from the mat around the Trampoline is allowed but not in the view site of Judges. Absolutely no change of position is allowed as soon as the athlete is on the Trampoline.

HB roving handheld (HH) cameras must be equipped with a wireless system and movement plan per rotation to be pre-determined and submitted in writing each day pre-session at a meeting with HB and FIG representatives.

HB apparatus coverage camera position plan within the FOP to be pre-determined and submitted in writing each day pre-session at a meeting with HB and FIG representatives.

Venue walks through to be scheduled before Podium Training with HB, FIG and LOC Competition Management to seek final FIG approval on all fixed HB cameras positions.

STANDARD TECHNICAL AND ORGANISATIONAL GUIDELINES

1. Definitions:

Federation means FIG, the International Gymnastics Federation.

Agreement means the agreement between the Federation and the Broadcasters.

Championships means the Championships held during the 2017-2020 Cycle.

Host Broadcaster means the Broadcaster or other entity appointed by the LOC or

Federation to provide production facilities, distribution and other services at Championships. Separate entities may be appointed to be

the Host Broadcaster for TV and Radio.

Unilateral Broadcaster means any television and/or radio broadcaster (including the Host

Broadcaster in its capacity as the national broadcaster) that has been granted by the Federation the right to broadcast from and to use on-

site facilities and services at a Championship.

Rights Holder(s) means any television and/or radio broadcaster (including the Host

Broadcaster and Unilateral Broadcasters) that has been granted by

the Federation broadcast rights to a Championship.

International Signal means the signal (picture and sound) to be produced by the Host

Broadcaster and which shall consist of a colour television picture and necessary related background sound and effects (international sound) in live HD 1080 50i, format 16:9 (unless otherwise agreed) as

further elaborated in item 4.1 of these Guidelines.

Local Organiser (LOC) means the Federation's member federation and/or other entity

appointed by the Federation to be the organiser of a Championship

2. Preamble:

The Host Broadcaster is responsible for producing and distributing the International Signal from a Championship and for providing technical, broadcasting and other facilities and services to Unilateral Broadcasters and other Rights Holders licensed the Federation pursuant to the Agreement. The Host Broadcaster shall perform its responsibilities to the highest standards of quality appropriate to sports events of international importance.

The Federation and the Local Organiser are responsible for organising the Championship and for providing the necessary facilities at the Championship to enable the Host Broadcaster to fulfil its responsibilities.

The Host Broadcaster shall be a member of and fully participate in the LOC from the time it is established.

A spirit of co-operation and mutual goodwill shall govern the relationships between the respective parties.

The respective responsibilities of the parties are set out below.

3. Responsibilities of the LOC:

Unless otherwise stated, the LOC is responsible for all costs incurred in meeting its responsibilities and providing the facilities described hereunder.

3.1 Timetable

The Federation shall establish in agreement with the LOC the timetable of each Championship. A preliminary timetable shall be developed by the Federation in consultation with the Host Broadcaster and the LOC at least 4 months before each Championship. The Federation will finalise the timetable and circulate copies of the final version to the LOC, Host Broadcaster and Unilateral Broadcasters not later than 3 months before the start of each Championships. No changes can be made to the final timetable without the explicit approval of the Federation.

3.2. Camera Platforms:

The LOC shall provide platforms, suitably constructed, stable and protected on which the Host Broadcaster and Unilateral Broadcasters may place their fixed position cameras. Additional platforms shall be provided from which portable ENG (electronic news gathering) cameras are operated.

The Host Broadcaster shall decide, not later than the dates set out below, and in consultation with the Federation and the LOC, the places where it wishes the LOC to locate camera platforms, taking into account the likely needs of the Host Broadcaster and Unilateral Broadcasters as well as the practical constraints of the venue.

These dates are important to enable the LOC to plan its ticket sales and thereafter the positions of camera platforms may not be changed without the consent of the Federation, the LOC and the Host Broadcaster.

The designs, dimensions, materials to be used and access ways (for both operators and cables) shall be decided by the Host Broadcaster in consultation with the Federation and the LOC. The Host Broadcaster shall take into account the reasonable views of the Federation and the LOC.

The LOC shall take all reasonable steps to protect cabling access ways to the camera platforms and to prevent unauthorised access thereto by the public and other media.

Camera platforms for use by Unilateral Broadcasters shall be constructed at the cost of the Unilateral Broadcasters and only if confirmed by an official written order of the Host Broadcaster to the LOC.

All camera platforms shall be constructed and ready for before the start of the Championships.

3.3. Sound Microphones:

The LOC shall provide positions for the Host Broadcaster to install sound microphones to provide the international stereo sound signal. The exact sizes and locations of these positions shall be decided by the Host Broadcaster in consultation with the Federation and the LOC at the same time as the decisions on camera platforms are made.

3.4. Lighting:

For Championships expected to take place indoors or outside the hours of normal daylight, lighting shall be provided at the venue at a level sufficient to assure high quality colour television pictures. A minimum of 1200 Lux shall be provided in all areas where competitions take place. If required by the Host Broadcaster, the LOC shall certify and/or demonstrate in advance the adequacy of the available lighting.

3.5. Television Compound:

The LOC shall provide, at a location convenient and as near as possible to the venue and agreed by the Host Broadcaster, sufficient ground space for the Host Broadcaster and Unilateral Broadcasters to place all their technical vehicles and equipment, including outside broadcast units, cabins and satellite up-link dishes. (Separate car parking must be provided for motor cars and other nontechnical vehicles as near to the Television Compound as possible.)

The ground allocated for the Television Compound shall be level, of adequate load bearing capacity and provide uninterrupted views to the relevant satellite(s).

The LOC shall, in consultation with the Host Broadcaster, provide the agreed ground space which shall be securely protected for 24 hours per day for the period of each Championship.

The LOC shall ensure that the Television Compound shall have convenient access to sufficient male and female toilets which shall be cleaned and serviced as often as necessary each day. A suitable water supply shall also be available in the Television Compound.

The LOC shall provide a catering service offering hot and cold food and beverages of an appropriate standard at the cost of the users. The catering service shall be open for hours to match the reasonable needs of the personnel operating in the Television Compound.

All accredited users of the Television Compound shall be entitled to utilise services (information, transport, first aid, medical, banking, etc.) as made available to the Written Press.

For each Championship, the LOC should provide an appropriately sized covered area, furnished with tables and chairs, suitable for rest and recreation.

3.6. International Broadcast Centre (IBC):

The IBC is a facility to be provided by the LOC comprising furnished and serviced rooms where the Host Broadcaster, Unilateral Broadcasters and other Rights Holders can establish their working places. Subject to agreement with the Host Broadcaster, the IBC may be located either within the Television Compound or at a place near to the competition area and convenient to the commentary positions and Press/Media Centre.

For the Championship, a total useable area (excluding corridors, amenities, common areas, etc.) is required and shall be air-conditioned (heating or cooling) as necessary. The area should be divided into working areas/rooms of various sizes.

Each working room shall be lockable and provided with at least 2 basic electricity outlet sockets (230 Volts, 16 Amps) and basic lighting and air conditioning (where appropriate). Additional power consumption shall be at the cost of the user.

Additional facilities such as furniture, telecommunication services, etc. may be ordered by and at the cost of the Rights Holders. Basic furniture comprising two tables, four chairs and a lockable cupboard, as well as basic lighting, shall be provided by the LOC free of charge in each room occupied by the Host Broadcaster.

Rights Holders shall pay a facility fee to the Host Broadcaster for the use of working rooms in accordance with the agreed Rate Card.

The IBC shall be managed by the LOC which shall provide appropriate security and daily cleaning. It shall have convenient access to sufficient male and female toilets which shall be cleaned and serviced as often as necessary each day.

The IBC shall be provided with a catering service similar to and on the same basis as in the Television Compound.

All services provided in the Press/Media Centre (which should be located conveniently to all users) shall also be made available to Rights Holders and all accredited users of the IBC shall be entitled to utilise the services (information, transport, first aid, medical, banking, etc.) available to the media generally.

The IBC shall be available for use for the same periods as the Television Compound.

3.7. Commentary Positions (Television and Radio):

The locations of the commentary positions shall be agreed between the Host Broadcaster and the Federation and the LOC at the same times as the camera platform positions are decided. As a general principle, the commentary positions shall be located in an appropriate seating area as close as possible to the Field of Play. Thereafter, the locations may not be changed without the agreement of both the Host Broadcaster and the Federation and the LOC.

The commentary positions shall be located in places that provide complete and unhindered views of the competitions, the scoreboard(s) and the Field of Play. The positions shall be separated from the general public and other media and shall be located under cover, giving protection from any climatic impact such as sun or rain, heat or cold.

Each commentary position shall follow the design principles and the dimensions depicted on the attached drawing (Annex 1). It shall have three seats for television and radio behind a table and be supplied with:

- 4 electricity outlet points, including cabling thereto.
- Connection to an ISDN data transmission line, including cabling thereto.
- A data information system (CIS commentator information system), including cabling thereto.
- A TV monitor. TV monitors shall be provided by the Host Broadcaster and/or the LOC.

The LOC shall consult the Host Broadcaster on the technical specification required for the TV monitors and is responsible for their maintenance and fine tuning. Cabling of the TV signal from the agreed interface point (MCR, HB OB van, TV compound) serving all TV, Radio and Press positions is the responsibility of the LOC. The interface point shall be located as near as possible to the commentary positions.

The Host Broadcaster shall, at its cost, supply each commentary position with a Commentator Console including all cabling and other connections therefore.

Rights Holders shall pay a facility fee to the Host Broadcaster for the use of commentary positions in accordance with the agreed Rate Card.

The exact numbers of commentary positions to be provided shall be notified by the Host Broadcaster to the LOC at least three (3) months before the Championship and they shall be constructed and ready for use for the same periods as the Television Compound.

3.8. Interview Areas:

3.8a. Mixed Zone:

The Host Broadcaster, the Federation and the LOC shall agree upon the design and location of the so-called Mixed Zone, to be located after the Field of Play and reasonably convenient to the commentary positions. The complete Mixed Zone shall be supplied with adequate lighting, a reasonable number of TV monitors (the cabling thereof to be the responsibility of the LOC and space to enable TV journalists and cameramen to conduct live interviews with competitors. The area of the Mixed Zone shall be secured and fenced as appropriate. Rights Holders shall have priority of access to the Mixed Zone over other media. The Host Broadcaster, the Federation and the LOC shall consult each other on the positions to be allocated to individual broadcasters, any disagreement to be settled by the Federation.

Access to the Mixed Zone shall be controlled by the LOC and activities within the Mixed Zone shall be managed and controlled by the Host Broadcaster.

3.8b. Other Interview Areas:

The LOC shall provide locations for post-competition interviews with competitors and/or press conferences. Such locations shall be suitable for Radio, TV journalists and cameramen. Special attention should be given to lighting levels and audio isolation.

3.9. Commentator Information Services (CIS):

The LOC shall provide adequate and up to date information in English concerning all relevant aspects of the Championships (including but not limited to: historical event data, start lists, result lists, personal athlete profiles, timetable including changes, records, appeals made and the results, news items, etc.) to the TV and radio commentators. Such information shall be provided promptly and may be provided by means of an electronic CIS and/or a paper system. The actual system to be used shall be agreed in advance between the Host Broadcaster and the Federation and LOC and all such information shall be made available by the LOC at both the commentary positions and the IBC.

Note that currently Data and Scoring Data is handled by Swiss Timing on behalf of LONGINES.

3.10 Temporary Presentation Studios:

The Host Broadcaster and/or any Unilateral Broadcaster may wish to construct and operate a temporary presentation studio at the Venue.

The Host Broadcaster shall ascertain, not later than the dates by which the camera platform positions are decided, which broadcasters wish to construct temporary presentation studios. The Host Broadcaster, the Federation and the LOC shall promptly thereafter consult and agree on the most suitable place(s) to locate the temporary presentation studios, their sizes and most suitable construction methods.

The LOC shall provide and erect the basic supporting structure(s) (scaffold, platforms, access ways, fencing, etc.) on which the presentation studios are to be erected, all the costs thereof to be paid by the Unilateral Broadcasters as appropriate.

The costs of constructing and operating the temporary presentation studios, including the electricity consumption, etc. shall be paid by the respective broadcasters.

3.11. Accreditation:

The Federation and the LOC, in consultation with the Host Broadcaster, shall devise an accreditation system that enables all accredited representatives of the Host Broadcaster, Unilateral Broadcasters and other Rights Holders to gain access to controlled areas necessary for them to carry out their duties and protect their broadcasting rights. A separate accreditation category should be allocated to the Host Broadcaster. The accreditation system shall ensure that such areas shall be accessible only to those persons that reasonably need such access and that appropriate representatives of the Host Broadcaster shall have access to technical areas such as the time-keepers room, data processing, competition management, Technical Information Centre, etc.

The Host Broadcaster shall be responsible for the administration and granting of accreditation rights to representatives of the Host Broadcaster, Unilateral Broadcasters and other Rights Holders in conformity with the agreed accreditation system but shall be obliged to keep the LOC promptly informed and supplied with copies of all such grants of access. The LOC shall be responsible for the issuing of all such accreditations.

The accreditation system shall include appropriate accreditation and active control of portable video recording or ENG (electronic news gathering) cameras under the joint responsibility of the Host Broadcaster and the LOC. All cameras and tape recorders should be accredited through the Host Broadcaster, using numbered stickers provided by the LOC.

The accreditation system shall, in the case of infield camera operators and necessary technicians, be supplemented by identity bibs or vests (to be supplied by the LOC without any advertising) and shall be strictly enforced by the Host Broadcaster in collaboration with the LOC and the Federation.

3.12. Vehicle Passes, etc:

The LOC shall provide access and parking authorisation stickers to enable all essential vehicles of the Host Broadcaster, Unilateral Broadcasters and other Rights Holders to gain access to areas of the venue as necessary.

3.13. Transportation:

The official transportation system is limited to (if not otherwise agreed) airport of arrival to/from official hotels and between official hotels and venues including the IBC and Television Compound. It shall be available, free of charge, to all representatives of the Host Broadcaster, Unilateral Broadcasters and other Rights Holders by accreditation. For the avoidance of doubt, the official transportation system will not cover accommodation venues other than the official hotels.

3.14. Electric Power:

The LOC shall, in consultation with Host Broadcaster, provide sufficient electric power (through a single source for all Host Broadcaster production equipment and graphics sources), including emergency back up sources, to ensure the full and effective operation of all broadcasting equipment including at locations away from fixed installations such as stadia (viz. for use in the TV Compound, the IBC, courses, etc.). Power consumption for the need of the Host Broadcaster is at the cost of the LOC while Unilateral broadcasters are charged in accordance with the Rate Card.

3.15. Telecommunications:

The LOC shall ensure that the venue is adequately supplied with telecommunication capacity to enable the numbers of direct dial and mobile telephones, etc. expected at the Event to function simultaneously.

3.16. Assistance:

The LOC will assist the Host Broadcaster with all reasonable requests concerning local information, hotel accommodation, volunteers, importation and customs procedures, etc. on terms to be agreed between the parties.

3.17. On-screen graphics:

The Federation and/or the LOC shall provide electronically to the Host Broadcaster, for its use onscreen the following:

- Timing and distance measuring data, including a running clock.
- Start lists of each event.
- · Results of each event.
- Interim results of each event.
- Records information as appropriate.
- Other information as agreed.

In advance of each Championship, the Host Broadcaster, the Federation and the LOC shall agree the extent, style and nature of the information to be provided and the method of delivery, on the understanding that the graphics signal is provided by the Service Provider including TV interface. The Host Broadcaster, Unilateral Broadcasters and other Rights Holders shall accept and use (and not amend, add to or remove) such information, including timing and data credits.

If the Host Broadcaster and/or a Unilateral Broadcaster requires any such on-screen graphics to be supplied in a language other than English, the additional costs shall be paid by the Host Broadcaster and/or by the Unilateral Broadcaster.

Note that currently Data and Scoring Data is handled by Swiss Timing on behalf of LONGINES.

3.18. Cabling and connections:

The LOC is responsible for the following:

- All cabling and other connections from the data service provider to the Host Broadcaster's main OB van.
- All cabling and other connections from the timing and distance measuring service provider to the Host Broadcaster's main OB van in excess of that provided by the service provider.
- All electrical power cabling to all equipment located at all Commentary Positions.
- All electronic data transfer cabling to all equipment (except TV monitors and Commentator Consoles) located at TV/radio Commentary Positions.
- Cabling of the TV signal from the <u>agreed</u> interface point to the TV and Radio commentary positions as well as to the Mixed Zone (see 3.7).
- All cabling and other connections needed to transmit feeds provided by the Host Broadcaster at the request of the Federation and/or the LOC to places such as the video boards, Technical Information Centre, Media Centre, Competition Management, VIP Areas, etc.

In order to minimise the need for extensive cabling, the locations of the timing, distance measuring and data service providers and the Host Broadcaster's main OB van shall be located as near to each other as possible.

3.19. Set up, testing, etc:

All equipment and facilities to be provided by the LOC should be fully installed and available to the Host Broadcaster before the commencement of the Championship to enable all necessary set up, testing, etc. to be conducted.

4. Responsibilities of the Host Broadcaster:

Unless otherwise stated the Host Broadcaster is responsible for all costs incurred in meeting its responsibilities and providing the facilities described hereunder.

4.1. Production of the International Signal:

The Host Broadcaster shall provide all technical equipment and experienced personnel necessary to produce comprehensive coverage (television and radio) of the Championship to the highest standards of quality appropriate to a sporting event of international importance.

In addition to and independently of the International TV Signal, the Host Broadcaster shall produce an international sound signal consisting of a general background sound.

The International Signal (TV picture and sound) shall begin at least 10 minutes before and continue until at least 10 minutes after the conclusion of the Championship's programme of competition.

The International Signal (TV picture and sound), duly monitored and corrected for television, synchronised and in phase, shall be made available by the Host Broadcaster within the International Broadcast Centre (IBC), if existing, or to the nearest international gateway for distribution via the Eurovision network to all Rights Holders.

The signals shall be entirely electronic and shall include titling, timing, slow motion, replays and onscreen graphics in English.

4.2. On-screen Graphics:

The Host Broadcaster and other Rights Holders shall use all on-screen graphics properly supplied by the Federation and the LOC in accordance with item 3.17 of these Guidelines and will not be party to any arrangement or agreement with any Unilateral Broadcaster or other Rights Holder whereby such graphics are amended, added to or removed from any broadcast of a Championship.

4.3. Federation/LOC Access to Host Broadcaster feeds:

The Host Broadcaster shall grant access, free of charge (for non-commercial use without any alterations), from the IBC or Outside Broadcast (OB) van to the Federation and/or the LOC to the integrated and all other available feeds for use within the venue on any video board(s) for presentation of the events to the spectators. All cabling from the IBC or OB van is the responsibility of the Federation/LOC.

4.4. Highlights:

At the request of the Federation and subject to agreement, the Host Broadcaster shall supply to the Federation at cost and in a format and time to be mutually agreed, daily highlights of and extracts from the Championship.

4.5. Management of Unilateral Broadcasters and other Rights Holders:

The Host Broadcaster shall provide all necessary technical and administrative support and coordination to Unilateral Broadcasters and other Rights Holders wishing to be present at and broadcast from a Championship.

Such support shall include the provision of access to camera feeds, co-ordination of facilities and space requirements in the Television Compound, IBC and commentary positions, accreditation of necessary personnel, production of studio(s) if required, allocation of camera platforms and Mixed Zone positions, construction of temporary presentation studios, liaising with the LOC and Federation, etc.

4.6. Rate Card:

The Host Broadcaster and the LOC shall, in consultation and agreement with the Federation, establish a 'Rate Card' which shall specify the charges payable by Unilateral Broadcasters and other Rights Holders for services and facilities provided by the LOC and/or the Host Broadcaster.

The Rate Card shall be established at least 3 months before the Championship and shall be administered by the Host Broadcaster in close liaison with the LOC and the Federation as concerns their responsibilities in the Rate Card.

4.7. Commentator Consoles:

The Host Broadcaster shall supply sufficient up to date and efficient commentator consoles to furnish each TV and radio commentary position with at least one fully equipped position. Partially equipped positions (commentary positions and Radio reporting positions) will be provided by the Host Broadcaster upon request. Each console may be connected to the electricity source provided by the LOC but all other connections (cabling, etc.) and technical needs shall be provided and serviced by the Host Broadcaster.

4.8. Commentator Monitors:

The Host Broadcaster shall be responsible for supplying and servicing all connections and technical needs for the TV monitors provided to the TV and radio commentary positions (except electrical power and cabling) (see item 3.7).

4.9. Co-operation with the Federation and the LOC:

The Host Broadcaster shall, whenever reasonably requested and possible, assist the LOC and the Federation in the management, organisation and presentation of the Championship.

The Host Broadcaster will assist the LOC and Federation to meet their obligation(s) as described in these Guidelines by meeting its obligations to make decisions and to furnish information by the specified deadlines.

The Host Broadcaster and the LOC and/or Federation will attend all site meetings reasonably convened to discuss and/or determine matters relevant to the responsibilities of the Host Broadcaster.

In accordance with the Agreement, the Host Broadcaster must provide to the Federation one (1) master tape (HDCAM tape) and one (1) DVD recording (Standard Play and excluding time codes) of all material transmitted on the International Signal.

4.10. Infield personnel:

It is recommended that the Host Broadcaster will provide all personnel who are required to operate infield or otherwise within camera view with a suitable, uniform branded only with Host Broadcaster identification that shall be worn at all such times.

In the interests of clear presentation of the Event, the least possible number of persons shall be permitted infield and such number shall be agreed in advance by the Host Broadcaster, the Federation and the LOC.

As a general rule, no unilateral broadcasters are allowed in-field except with the explicit agreement of the Federation.

4.11. Cabling and connections:

The Host Broadcaster is responsible for the following:

- All connections (whether by cable, radio signals or otherwise) between individual cameras and sound microphones and the relevant units in the Television Compound and IBC.
- All connections between the TV and radio commentary positions and the Television Compound and IBC.
- All cabling and connections, except electrical supply, to the Commentator Consoles.
- All cabling of the TV signal from the production source to the agreed interface point (see 3.7) and to the Mixed Zone.

In order to minimise the need for extensive cabling, the locations of the timing, distance measuring and data service providers and the Host Broadcaster's main OB van shall be located as near to each other as possible.

Upon the request and cost of the Federation and/or LOC the Host Broadcaster will provide connections of feeds to other places such as the Technical Information Centre, Media Centre, Competition Management, VIP Areas, etc.

4.12. Testing:

All equipment and facilities to be provided by the Host Broadcaster shall be fully installed at least two (2) days before the commencement of the Championship to enable all necessary testing to be conducted.

4.13. Insurance:

The Host Broadcaster shall take out (and furnish the Federation and LOC with details thereof) adequate insurance to cover all the risks, including third party risks, arising from all equipment, facilities and operations at the Championships resulting from the activities of the Host Broadcaster. Unilateral Broadcasters, other Rights Holders and the LOC shall likewise take out adequate insurance to cover their own risks.

5. Production Techniques:

The Federation and the LOC recognise that the responsibility of the Host Broadcaster is to produce a television broadcast of high quality and style that will appeal impartially to the widest possible audience and without concentrating on athletes from a particular country.

The Host Broadcaster recognises that the responsibility of the Federation and LOC is to organise and present a Championship of high quality and style that will appeal to the spectators at the venue and generate necessary income from sponsors seeking exposure through the televising of the Championship.

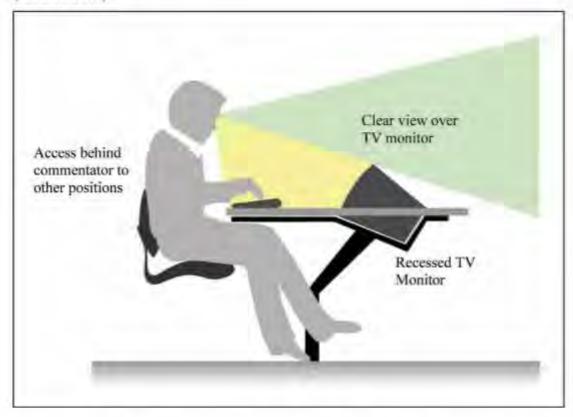
In order to satisfy their respective needs the Host Broadcaster, the Federation and the LOC shall consult each other before the Host Broadcaster's production and camera plan is finalised in a spirit of co-operation and a mutual respect of each other's needs. In principle the smallest reasonable number of cameras is preferred, respecting the integrity of the athlete(s) while achieving a high international production standard. Tracking cameras (if any) and any that are suspended overhead should be used in a manner that meets this spirit. In the interests of maintaining a competition area that is as free as possible of personnel, the least possible number of hand held cameras should be used.

If not otherwise agreed, one (1) day prior to other Championships, the Host Broadcaster will provide to the Federation and the LOC the opportunity to view the arena through the cameras to be used. The purpose of such a viewing is to give all parties the opportunity to make final adjustments to their planning, each party taking into account the reasonable views and requests of the others.

Annex 1

Commentary positions

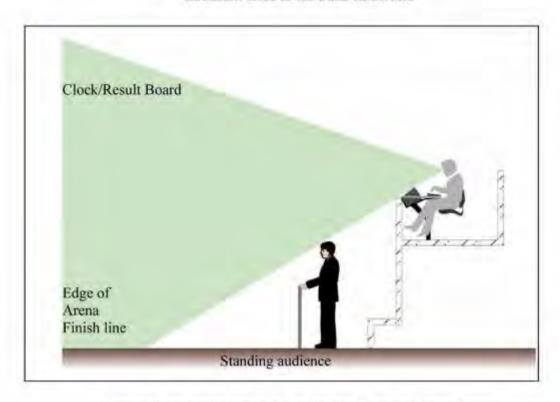
(see article 3.7)



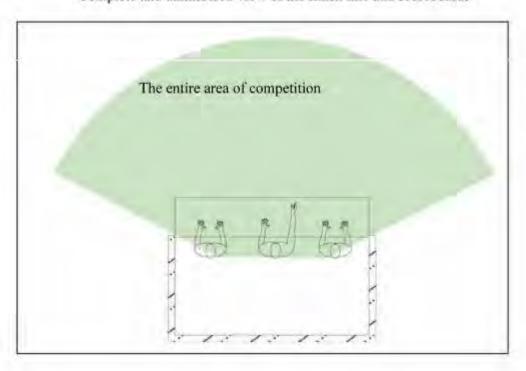
Each position shall have three seats for television behind a table (table width size approx. 80 - 120cm subject to monitor size, angle and allowing for a passage behind each position) to be supplied with:

- · 4 electricity outlet points, including cabling
- · Connection to an ISDN data transmission line, including cabling
- CIS (Commentator Information System) unit including cabling
 1 TV Monitor including cabling

"Location: close to the track-finish line"



"Complete and unhindered view of the finish line and scoreboards"



Rhythmic Gymnastics

The total number of cameras must be at least 8, one of which is devoted entirely to the Kiss and Cry Corner. The HB should be able to offer at least two original and different slow-motion replays in the final phase (Individual Competitions II and III and Group All-around Competitions and Group Finals), and at least one original slow motion for the other competitions if applicable. The use of super-slow motion as well as an LSM is compulsory. A Track Cam in front of the Field of Play is also compulsory.

The HB should communicate the schedule of camera positions to the FIG TV coordinator at least 3 months before the start of the competition.

The general layout of the programme is elaborated and decided by the Secretary General in close cooperation with the LOC and the TC. The responsibility for the detailed competition and training schedule is with the TC President.

The tables below indicated the manner in which the programme may be arranged but they are subject to variation having regard to the number of entries and other circumstances

Example: 1st year after OG

	1st day	2 nd day	3 rd day	4 th day	5 th day
Morning	Competition I	Competition I	Groups Podium Training	Groups General Competition	
Afternoon and evening	Competition I + Final 2 apparatus	Competition I + Final 2 apparatus	Competition II Competition III	Groups General Competition	Groups Finals

Example: 2nd and 3rd year after OG

	1st day	2 nd day	3 rd day	4 th day	5 th day	6 th day	7 th day	8 th day
Morning	Competition I	Competition I	Competition I	Competition I				
Afternoon and evening	Competition I	Competition I + Final 2 apparatus	Competition I	Competition I	Competition II Group B Competition II Group A		Groups General Competition	Groups Finals

Qualification, Competition I (2 day competition)

The qualifying round serves to select gymnasts for the All Around Final, top 24, and the Apparatus Finals (Competition III), top 8. The gymnasts are formed into several groups by country after a draw.

The sum of the points obtained within each nation determines the ranking of the Team Competition. The team medal award ceremony takes place immediately at the end of Competition I.

In principle, there is no live coverage other than 1 camera per competition floor. All exercises must be recorded. If requested by FIG, a light production with 3 cameras and one OB van must be made for the competition time. HB can satisfy other specific coverage requests on cost basis as established in event rate-card.

All Around Finals, Competition II (1 day competition)

The general competition brings together the best 24 gymnasts from the qualifiers. They are formed into two groups, depending on their performance. The first group (B) includes the gymnasts ranked 13th to 24th after the qualifiers. The second group (A) comprises the 12 best gymnasts. The winner takes the most-coveted title in rhythmic gymnastics.

Live international signal production.

Each gymnast presents her programme in turn and goes to the Kiss and Cry Corner to await their results. The drama of the event is sustained by emphasising reactions and emotions, to the extent possible.

The result is not broadcast until the programme has returned to live coverage of the Kiss and Cry Corner. Strict coordination is necessary with the FIG TV coordinator and HB. A countdown must be provided in order to begin with live coverage of the first gymnast of Group A.

During the All Around Competition, the results are not given immediately after each Group, but only after the next gymnast because of time reasons and the alternation of the gymnasts on the floor.

All the gymnasts are introduced with Swiss Timing graphics. An intermediate ranking is provided regularly, at the end of each rotation.

For the safety of gymnasts, no direct lighting is allowed in the competition area (except the Kiss and Cry Corner). It is therefore essential to have sufficient lighting in the hall.

Apparatus Finals, Competition III (1 day competition)

The 8 gymnasts who obtain the best results in each discipline in the qualifying round are selected for the Final. They perform one after the other. The starting order is decided by a draw.

The competition is organised in the following order: rope – hoop – ball – clubs – ribbon but the competition consists of 4 apparatus only.

Live international signal production.

All the facilities concentrate, according to the apparatus, on the exercise areas. Provide one or two different original slow motions. After their exercise, the gymnasts (generally accompanied by their coach) go to the Kiss and Cry Corner to await their results. In order to maximise the emotion and sustain the drama of the event, results are not shown to the public (hence to the gymnast) until the camera has returned live to the Kiss and Cry Corner.

Groups All Around Competition and Finals (2 day competition)

In the Groups All Around Competition, each Group presents 2 exercises (one exercise with 3 and 2 apparatus, and one with 5 apparatus

This competition is serves as

- 1. Group All-Around Competition (at the end of the competition, the medal award ceremony for the Group All Around Champion takes place)
- 2. To qualify the top 8 groups for the two discipline finals (one final with 3 and 2 apparatus, and one with 5 apparatus)

Live international signal production.

The All Around Group Competition and the two Finals are produced live with a comprehensive production. The groups present their programmes one after the other. As soon as an exercise finishes the action continues with the next presentation in the area.

It is recommended to provide one or two different original slow motions for the finals.

The gymnasts go to the Kiss and Cry Corner to await their results. The drama of the event is sustained by putting the emphasis on emotive reactions.

The result is not broadcast until the programme has returned to live coverage of the Kiss and Cry Corner.

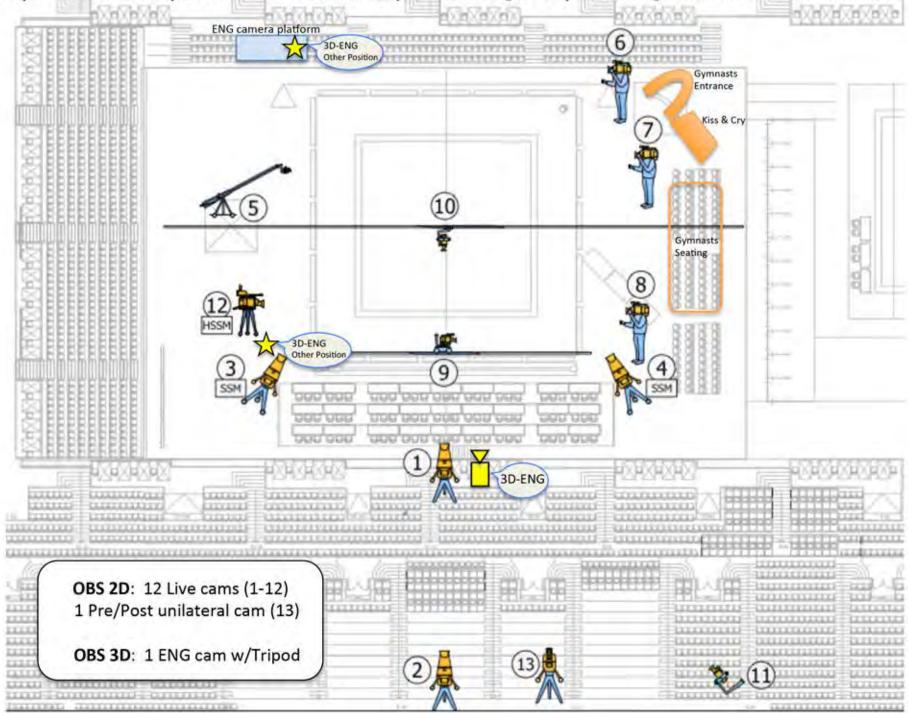
During the All Around Competition, the results are not give immediately after each Group, but only after the next group because of time reasons and the alternation of the two different types of exercise 5+2 / 5.

During the two discipline finals, the results are given after each group. The two Finals are ran separately.

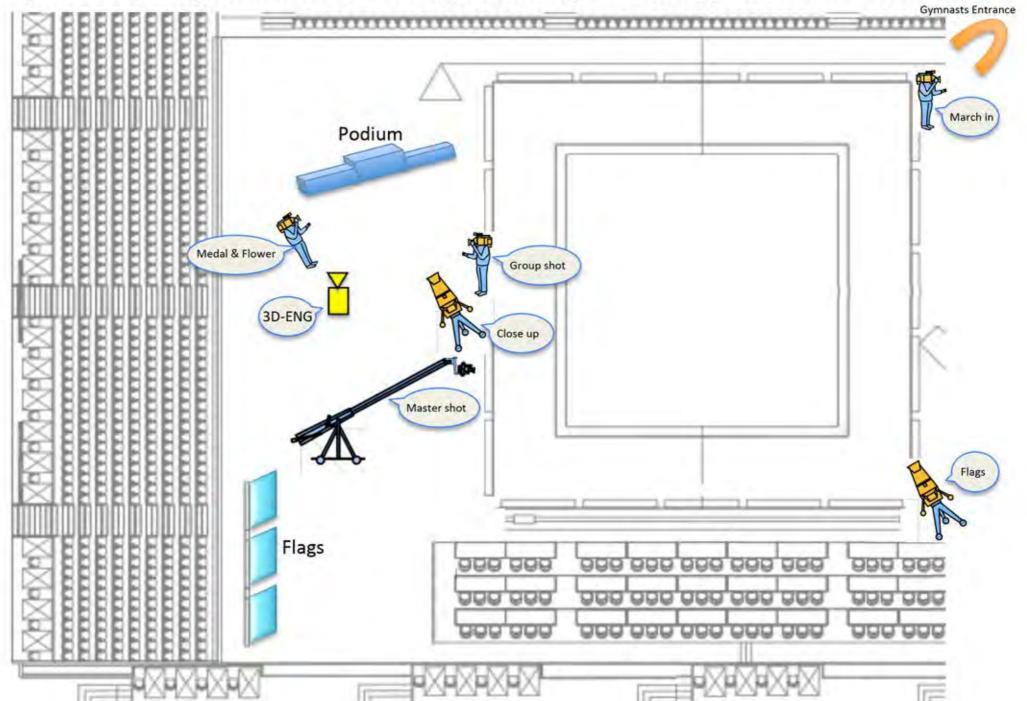
All the gymnasts are introduced with Swiss Timing graphics. An intermediate ranking is provided regularly.

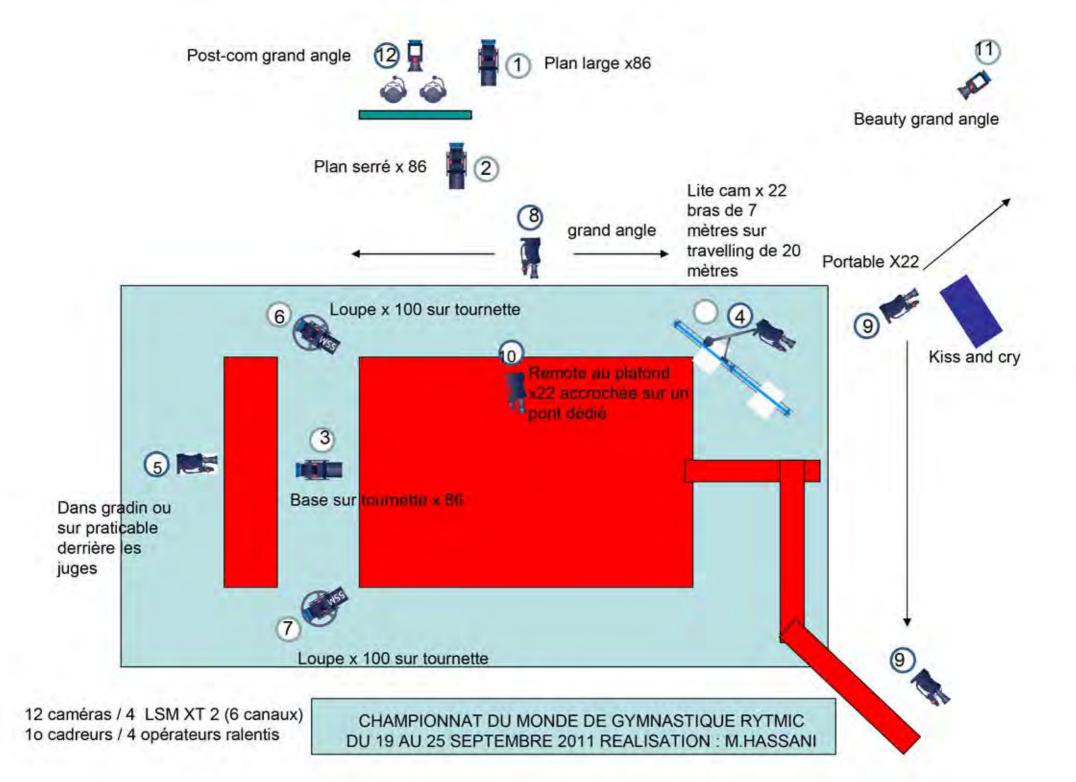
The FIG TV coordinator will be seated according to the respective local requirements alongside the Competition Director. In all cases he is in direct contact with the producer. The HB provides the FIG TV coordinator with a TV monitor with the international signal and a direct communication system with the HB Director.

For the safety of gymnasts, no additional lighting is allowed in the competition area (except the Kiss and Cry Corner). It is therefore essential to have sufficient lighting in the hall.



Gymnastics Rhythmic OBS camera positions [Ceremony] Olympic Games London 2012





APPENDIX A

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



TO: FIG EVENT ORGANISERS AND HOST-BROADCASTERS

RE: EDITING TECHNICAL REQUEST

SIGNAL AND CABLING

Video: International signal with Longines (Swiss Timing) Graphics.

Audio: International signal.

Technical specs:

Video: HD (1080 50i)

Type: HD-SDI embedded audio / BNC

Audio Channels details:

Ch 1: International (left)

Ch 2: International (right)

Ch 3: English Commentary

Ch 4: Mix English Commentary mono

Video and Audio signals must be available at least 2 hours before competition's start.

VTR RECORD FOR FIG

Integral recording of the International signal without Longines (Swiss Timing) Graphics.

Video: HD (1080 50i)

Audio Channels details:

Ch 1: International (left)

Ch 2: International (right)

Ch 3: Gymnastics exercises Music only (left)

Ch 4: Gymnastics exercises Music only Music (right)

TC: Time of the day (must be)

No English commentary on VTR Record.

In case of programs longer than tape duration, please start VTR 2 at least 3 minutes before to stop VTR 1.

In case of gymnastics discipline with music, the HB must ensure that the music should be taken directly from the venue mixer.

Tape label (English only) must show: Event and competition name / Date / Start time - End time

Recorded tapes of the day must be immediately delivered to FIG TV Supervisor (or Editor).

Contact: ■ + 41 21 321 55 12 mobile + 41 79 514 27 27 tv@fig-gymnastics.org





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Event Location



Event ID



Venue ID



Event Program



Superior Judges (Team)



Difficulty Judges (Team)



Artistic Judges (Team)



Execution Judges (Team)





Difficulty Judges (Group)



Artistic Judges (Group)



Execution Judges (Group)



Participants List



Nations List (Team)



Participants List (Group)



Presentation With Apparatus



Presentation Without Apparatus







Athlete Personal Data



Presentation Without Apparatus (Team)



Composition (Team)



Presentation With Apparatus (Group)



Presentation Without Apparatus (Group)



Composition (Group)



Start List By Apparatus



Start List





Start List By Apparatus (Group)



Start List (Group)



Score By Apparatus



Results All Around Without Details



Results All Around



Results All Around Without Details (Team)



Results All Around (Team)



Score By Apparatus (Group)





Results All Around Without Details (Group)



Results All Around (Group)



Mini Standing



Qualifications - Unofficial Results By Apparatus



Qualifications - Official Results By Apparatus



All Around Results



All Around Results (Team)



Qualifications To Final - Standing By Apparatus







Qualifications To Final - All Around



Standing By Apparatus (Group)



Official Results By Apparatus (Group)



All Around Results (Group)



Qualifications To Final - Standing By Apparatus (Group)



Victory Presentation By Apparatus



Victory Presentation By Apparatus (Group)



Victory Presentation







Victory Presentation (Team)



Victory Presentation (Group)



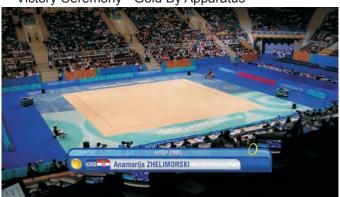
Victory Ceremony - Bronze By Apparatus



Victory Ceremony - Silver By Apparatus



Victory Ceremony - Gold By Apparatus



Victory Ceremony - Podium By Apparatus



Victory Ceremony - 4th & 5th By Apparatus (Group)



Victory Ceremony - Bronze By Apparatus (Group)







Victory Ceremony - Silver By Apparatus (Group)



Victory Ceremony - Gold By Apparatus (Group)



Victory Ceremony - Gold By Apparatus With Names (Group) Victory Ceremony - Podium By Apparatus (Group)





Victory Ceremony - Bronze



Victory Ceremony - Silver



Victory Ceremony - Gold



Victory Cermony - Podium





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Phone +41 32 488 36 11 Fax +41 32 488 36 09 info@swisstiming.com





Victory Ceremony - Bronze (Team)



Victory Ceremony - Silver (Team)



Victory Ceremony - Silver With Names (Team)



Victory Ceremony - Gold (Team)



Victory Ceremony - Podium (Team)



Victory Ceremony - Bronze (Group)



Victory Ceremony - Silver (Group)



Victory Ceremony - Gold (Group)





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Victory Ceremony - Gold With Names (Group)

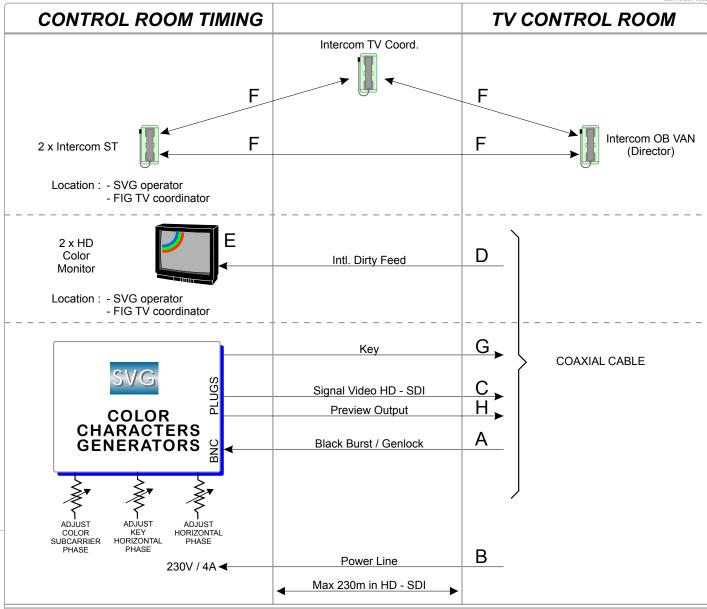


Victory Ceremony - Podium (Group)



Medals Table





TO BE PROVIDED BY THE HOST BROADCASTER

- A 1 COAXIAL CABLE FOR NEGATIVE SYNCHRONISATION PULSES -0,3V AND BURST AT 75 Ohms (BLACK BURST)
- B 1 POWER LINE 230V / 4A (Optional)
- C 1 COAXIAL CABLE FOR OUTPUT COLOR SIGNAL PAL / NTSC or SDi
- D 1 COAXIAL CABLE FOR FINAL IMAGE
- E 2 COLOR MONITOR FOR PROGRAM
- F 3 INTERCOM. CONNECTON WITH 3 HEADSETS
- G 1 COAXIAL CABLE FOR OUTPUT KEY SIGNAL HD SDI
- H 1 COAXIAL CABLE FOR PREVIEW OUTPUT COLOR HD SDi







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SVG VIDEO GENERATOR TV - ST Wiring (FIG) Analog & Digital

