

IKF Competitions Committee

Event Organisation Handbook

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Abbreviations

| | |
|------------|---|
| IKF | International Korfball Federation |
| IKF AO | IKF Asia-Oceania |
| IKF Europe | IKF Europe |
| CC | Competitions Committee of the IKF |
| RC | Referees Committee of the IKF |
| RA | Referee Assessor |
| CCWG | Continental Competitions Working Group |
| ECWG | European Competitions Working Group |
| ACWG | Asian Competitions Working Group |
| Exco | Executive Committee of the IKF |
| Council | Council of the IKF |
| CO | IKF Coordinating Officer |
| LOC | Local Organising Committee |
| TDP | Tournament Disciplinary Panel |
| TUE | Therapeutic Use Exemption (see Anti-Doping Rules) |

SECTION A

IKF Competitions Committee and Continental Competition Working Groups

A1 Tasks relating to the organisation of events

A1.1 To organise Korfball events requested by IKF members. The IKF Competition Committee (CC) has the overall responsibility of the organisation of all IKF events. The biggest and most important events fall directly under the jurisdiction of the IKF CC. Most of the Continental Events are delegated to the Continental Competition Working Groups (CCWG). For Europe this is the ECWG and for Asia the ACWG. In Africa and the Americas there is no CCWG currently present so here the CC is directly in charge. Effectively this means the following:

The **CC** will be responsible for the following events: -

- The Korfball element of the World Games (WG)
- IKF World Korfball Championship (IKF WKC)
- IKF U21 World Korfball Championship (IKF U21 WKC)
- IKF European Korfball Championship Final Round (IKF EKC)
- IKF Asia Oceania Korfball Championship (IKF AOKC)
- IKF U21 Asia Oceania Korfball Championship (IKF U21 AOKC)
- IKF U19 World Korfball Championship (IKF U19 WKC)
- IKF Beach Korfball World Korfball Championship
- IKF U21 and Senior Continental events in Africa and the Americas

The IKF **ECWG** will be responsible for the following delegated events: -

- IKF U21 European Korfball Championship (IKF U21 EKC)
- IKF Europa Cup Final Round (IKF ECup Final Round)
- IKF Europa Cup First Round (IKF ECup R1)
- IKF Europa Shield (IKF EShield)
- IKF European Korfball Championship First Round (IKF EKC R1)
- IKF U19 Open European Korfball Championship (IKF U19 OEKC)
- IKF Beach Korfball World Cup (Europe)
- Other events in Europe delegated by the CC

The IKF **ACWG** will be responsible for the following delegated events: -

- IKF Asian Korfball Championship (IKF AKC)
- IKF U21 Asian Korfball Championship (IKF U21 AKC)
- IKF U19 and U16 Asia Korfball4 Championship (IKF U19 and U16 AK4C)
- IKF Beach Korfball World Cup (Asia)
- Other events in Asia delegated by the CC

A1.2 The IKF ECWG and IKF ACWG will be responsible to the CC. The Competitions Committee will be responsible to the Executive Committee of the IKF (Exco).

A1.3 Events that are designated as “IKF Recognised” or “IKF Patronaged” will have their organisation monitored by IKF Europe (e.g. by ECWG for events in Europe), IKF Asia (e.g. by ACWG for events in the Asian Region) and by the CC for events elsewhere in the world.

A1.4 The CC, or relevant Continental Working Group, shall organise/oversee a bidding and selection process for prospective host countries.

A1.5 The CC, or relevant Continental Working Group, shall organise/oversee an invitation and selection process for competing clubs/countries, including any first rounds if necessary.

A1.6 The World Games and the IKF World Korfball Championship will automatically have the IKF CEO as the IKF Coordinating Officer of the event. This is due to the importance and amplitude of the event and therefore the need to ensure a direct information line between the event and the IKF Exco. An assistant CO for the event will also be appointed to collaborate with the IKF CEO and execute most of the operational work.

A1.7 In this handbook reference will be made to the CC. Where this occurs, it shall be taken to be the committee or working group responsible for the event, i.e. CC, ECWG or ACWG. In addition, the use of the male gender is automatically extended to the female gender as well.

A2. Contract

A2.1 The CC shall arrange for a contract to be drawn up between the IKF and host country for each event. The contract will be based on the terms of a Memorandum of Understanding that was signed by the host at the time of making its bid.

A2.2 In the event of any conflict between the terms of the contract and any clauses in this booklet, the terms of the contract shall apply.

A3. IKF Coordination Officer

A3.1 The IKF Competition Committee (CC) or responsible Continental Competition Working Group (CCWG) will appoint an IKF Coordination Officer (IKF CO) for an IKF event. The IKF CO is the first line of contact of the IKF towards the Local Organiser of an IKF event, both during the preparation and execution of the event. The IKF CO reports to the chairman of the IKF CC or the chairman of the relevant IKF CCWG, together with the IKF CEO for important matters. The main task of the IKF CO is to assist the Local Organising Committee (LOC) to put into place the necessary organisation for the event and to assist in its smooth running. Leading in this relationship is the contract between the IKF and the relevant National Organisation and the IKF Event Handbook.

A3.2 Competences:

- Good organisational and planning skills.
- Good communication skills. Fluent in English, both verbal and in writing.
- Good social skills. Being a team player and is able to work with people from different backgrounds.
- Cultural sensitivity: being able to work within a context of different cultural backgrounds
- Organisational sensitivity: being able to recognise possible sensitivities within the IKF, the host or the participating countries.
- Bold attitude: being able to resolve operational problems and 'get the job done'.

A3.3 The Coordination Officer shall:

General

- ensure he is aware of the content of the contract between the IKF and the National Organisation and the involved deadlines + the IKF Handbook.
- liaise with the chairman of the CC or CCWG if an inspection visit of the host country is required. In principle, it is expected that all the venues, hotels, etc. are inspected by the CO in preparation towards the event.
- keep the CEO and IKF Office informed of the progress of the event and immediately alert the LOC and CC/CEO if he perceives a risk of disagreement or any problems.
- liaise with the IKF Secretary General/CEO that all relevant anti-doping measurements are in place; including facilities for doping tests and possible anti-doping education activities. Everything must follow the WADA and IKF anti-doping regulations.
- ensure that he prepares an evaluation of the event and sends it to the chairman of the CC or the CCWG and the IKF Office.

LOC

- make contact with the Chairman of the LOC at least once per month in the period leading up to the event and more frequently in the final 3 months should this prove necessary.
- ensure that the LOC creates an 'Event task document' which shows all the tasks to be done, who is responsible and the completion dates; X-file for discussing with LOC competition and organisational matters.
- ensure he is kept fully informed, at all times, of the way that the LOC is progressing (proposed programme, matters involving sports halls and equipment, problems encountered, ceremonies being planned, transport arrangements etc) .
- ensure that the mandatory package deal offer (including accommodation, food and transportation options) is meeting the IKF requirements and is sent out on time by the LOC. Before sending out the package deal the CO needs to officially approve it.
- ensure that the event logo has been sent to the IKF for approval before publishing it.
- keep the LOC informed of all changes concerning rules, participation of teams, etc.
- discuss with the LOC the wider impact of the event where it comes to promotion and legacy of the event: what will be done to promote the event and get spectators and what will be done to make sure that the event has a long-term impact on the development of korfbal.
- liaise with the LOC to gather information on the progress of the event like finance, sponsorship, national and local subsidies and to have access to contracts with external companies.
- organise a debriefing and evaluation after the event so that at least the IKF has a rough idea about the outcome of the promotion campaign and the financial result in detail.

Materials and Equipment

- ensure that the venue(s) used for the event, together with any planned venues used for training, have suitable dressing rooms, shower facilities, level of hygiene, lighting and hot water and meet the requirements of a top sporting event.
- whenever livestream is applicable for the event, ensure that all required livestream facilities (including high speed internet) are arranged and checked upfront.
- liaise with the LOC concerning the required equipment (korfbal floor, synthetic korfs, posts and balls) and the quantities and types of each that are required.

Officials and Volunteers

- liaise with the IKF Office concerning the number and names of IKF Officials that are appointed to the event (jury members, referees, referee assessors, social media, livestream crew, EXCO members, etc).
- liaise with the LOC and Jury Chairman the volunteers that are necessary to let the event run smoothly (shot clock, time clock, cleaners, etc).
- control the number of bed nights of IKF officials and coordinate the process of arrival and departure so that transportation and accommodation can be arranged by the LOC.
- ensure that an identified Social Media officer is appointed for the event. Depending on the size of the event this person can be appointed by the IKF and/or by the LOC. At smaller events the task can also be undertaken by the CO but it is essential that someone coordinates, and is responsible for, announcements to the Press and Media.

Guests

- liaise with the LOC and the IKF Office the invitations list for the VIPs and IKF guests when applicable. The hosts will have their own list and the CO should ensure that there is no duplication. For standard IKF VIPs and guests there is an agreed list which depends on the event (The IKF has the detailed VIP guidelines).
- ensure that at the venue the VIP room is suitable for entertaining visiting dignitaries and VIPs (i.e. it should be kept clean, stocked with drink and snacks and should not double up as an office).

IKF Office

Liaise with the IKF Office concerning the following:

- provision of uniforms for the jury and referees.
- assure that the necessary forms are distributed on time by the IKF Office to the competing teams, and that replies are received in accordance with the rules and are sent to the hosts, himself, the Chairman of the Jury and the IKF Office.
- suitable gifts for the organisers, including the IKF tournament certificate.
- the IKF and other flags (e.g. World Games, Mikasa and potential other sponsors) are taken to the event.
- the National and IKF Hymns are sent to the LOC (National Hymns only for National team events). The IKF Office will provide the CO with the National Hymns.
- assure that the number of balls listed in the contract are sent to the LOC.

Jury Chair

Liaise with the Jury Chairman concerning the following:

- jury equipment and required volunteers to operate the equipment.
- the jury's online scoring software on www.worldkorfbal.sport

- the up-to-date list of yellow cards that may impinge on the event. Once a team has sent in its Information Form each team will be advised of any players on their list that has yellow cards on file.
- arrange in conjunction with the chairman of the CC or CCWG that a complete Jury and Tournament Disciplinary Panel (TDP) are formally appointed.

A4. Social Media Officer

- A4.1 The IKF CC shall designate an IKF Social Media Officer for the bigger IKF events. This shall be done in conjunction with the LOC or the CO (who can also take on this role).
- A4.2 Only the Social Media Officer is authorised to make press releases on behalf of the IKF. To enable this to take place smoothly, the method of making releases and the mailing-list must be provided by the IKF Office before the event.
- A4.3 The IKF Social Media Officer shall be responsible for updating the IKF web site with progress of the event. As in A4.2, the IKF Office will provide advance instructions on how this is to be achieved.

A5. Photographer

- A5.1 The IKF may appoint an official photographer for an event. Where this is done then a contract will be signed between the photographer and the IKF which shall oblige the photographer to make available to the IKF royalty-free photographs for non commercial use and will authorise the photographer to exclusively sell images to the competing teams at the event
- A5.2 If an official photographer is to be appointed then this should be done at least two months before the event. The CO should be informed about this
- A5.3 The board and lodging of the official photographer shall be within the quota allowed for IKF Officials or, if the quota is already full, shall be paid for by the IKF

A6. Livestream Officials

- A6.1 The IKF may decide to include IKF livestream to an event. When part of the contract the IKF will appoint IKF livestream officials to produce the livestream. The IKF CO should assure that the local requirements for this event, including internet, are available.
- A6.2 The board and lodging of the livestream official(s) shall be within the quota allowed for IKF Officials or, if the quota is already full, shall be paid for by the IKF

A7. Event Task Document

An event task document shall be prepared by the LOC and the CO for each event showing the tasks to be done, who is responsible and the completion dates. -> X-file for discussing with LOC competition and organisational matters.

A8. Tournament official announcer

An official announcer will be appointed who should speak English fluently plus the local language. If the LOC cannot nominate a suitable candidate, then the IKF, via the CO, will take the responsibility on the account of the LOC.

A9. IKF official web-portal for communication

For communication purposes before, during and after the tournament the IKF and the LOC will use the official IKF web-portal as the communication tool to all teams, officials and IKF-office.

SECTION B

IKF Referees Committee (RC) matters

B1. Before the tournament:

- The IKF Office invites the IKF referees, who will be nominated by the IKF Referee Committee.
- In their letter of acceptance of an appointment each appointed referee must give their email address, international cell phone number and the number they use when they are abroad.
- Every event will have a minimum of one appointed Referee Assessor (RA).
- After confirming their acceptance, and when they have full notice of the schedule of their arrival and departure, the referees will inform the IKF Office, the CO and the RC.
- The RA shall be responsible for providing the CO and LOC with the information concerning referee matters.
- Referees from the organising country cannot act as referees if they are active in the organising committee or if they belong to the Exco of the organising country.
- When making the appointments of referees for a tournament, the RC must take into consideration the countries taking part in the tournament and must deal carefully with the appointments of referees having the same nationality as the countries taking part.
- Referees' clothing must be at the location of the tournament before the start of the pre-tournament meeting. The IKF RC, in conjunction with the IKF Office, is responsible for its delivery.
- Beep flags and batteries, together with any other communication devices planned to be used, all of which are the property of IKF, will be the concern of IKF RC.

B2. During the tournament:

- When making appointments for matches in a tournament, the RA must deal carefully with the appointments of referees having the same nationality as the countries taking part in the tournament. In addition, except in very exceptional circumstances, no participating team should have the same referee more than three times, preferably no more than twice.
- The CO is responsible for informing the LOC of the transportation schedule between the sports hall and the location of board and lodging of the referees. The CO must also inform the LOC about meal arrangements (place, time etc -> and especially arrangements for hot meals for officials after the last game), the arrangements for the opening and closing ceremonies and any receptions (e.g. at the town hall) that the referees are required to attend.
- The LOC must provide at least 2 meeting rooms together with a DVD player, a flip chart, a projector and a projection screen (or television set) under the responsibility of the CO.
- Referee's laundry (shirt, shorts and socks; to be collected after the last games) is the responsibility of the LOC under the terms of the contract for the event.
- Except for matters that were the direct concern of the IKF RC, any unexpected and additional costs should be taken care of by the CO and the LOC will not be expected to take care of these expenses in any way whatsoever.

SECTION C

Organiser

C1. Responsibility

The organisation of the tournaments is conferred upon a National Organisation. The National Organisation may delegate the running of the tournament to a club or a group of its choice called the Local Organizing Committee (LOC), but will remain solely responsible to the CC of the IKF.

C2. Promotion of korfbal

The awarding and smooth running of the event and the series of matches making up the tournament constitute an excellent opportunity for the promotion of korfbal in the host country. With this in mind, the main points that need thinking about are the choice of location, protocol, contact with the media and liaison with local authorities, side events, etc. If agreed in the event contract, a marketing plan shall be provided by the hosts by the agreed date.

C3. Legacy of the event

The hosting of an international tournament gives a major opportunity to give a boost to the sport of korfbal. To really enjoy the possible benefits of the event it is necessary to upfront prepare a plan about how to achieve the best legacy of the event. Possible opportunities for a good legacy for example are: making the connection with local clubs and increase membership, attracting new sponsors to increase income, making the connection with schools to promote korfbal, making the connection with the local government to get and keep their support for coming project, etc.

C4. Financial Arrangements

C4.1 LOC

- 4.1.1 The LOC will propose a package, which includes all local transport, accommodation, breakfast plus one substantial hot meal per day (also later in the evening for some officials after the last games), choices for another meal, parties, receptions, etc (to be specified by the LOC in detail) and quote a price per capita per day, in line with the requirements of the contract. The food proposal will at least meet the nutritional requirements for sportsmen as decided upon by the IKF Medical Committee. Enough variety in vegetables and fruits is a prerequisite together with special dietary meals, e.g. vegetarian, will be made available if required. The package will be presented to the competing teams in a format agreed with the IKF by the date specified in the contract. The LOC shall indicate in the package referred to under this clause the cost of transporting a team between the arrival point/s specified in the contract and the hotel where the team is to be accommodated. To assist hosts the CO will provide a spreadsheet template for the LOC to insert the costs for each item.
- 4.1.2 After the approval of the IKF CO, the LOC will notify the participating teams about this package. The participating teams will need to be able to accept or decline the various parts of the offer and then return a copy to the hosts, the CO and the IKF Office.
- 4.1.3 The LOC and IKF recognize that not all participants will accept this offer due to their financial limitations. The LOC will, in all fairness, propose additional packages for those

participants. However, if a competing team declines all of the host's offered accommodation packages then it is responsible for making all of its local transport arrangements to either the sports hall(s) being used or a hotel where the host's transport arrangements are leaving from.

- 4.1.4 The contract may allow the LOC to propose a payment schedule for up-front deposits to the IKF. After approval, the LOC will inform the participating teams.
- 4.1.5 The LOC will provide free board and lodging facilities of reasonable standard for referees, jury members, and other IKF delegates/officials assigned by the IKF. These officials will be hosted in single or double rooms. This clause applies to an agreed maximum number of people and for an agreed period – normally the day before the event (after lunch) to the day after the event (before lunch) – as specified in the contract (the actual numbers are worked out on a total number of bed-nights). The CO may be asked by the CC to arrive 1 or 2 days earlier, depending on the event.
- 4.1.6 The IKF will inform the LOC not later than one month before the start of the Championship of the exact number of officials, and will inform the LOC of the room sharing of these officials, attempting to make use of double rooms wherever possible.
- 4.1.7 If the number of officials exceeds the number allowed for in the contract, the IKF will pay the LOC according to the price that is mentioned in the package deal
- 4.1.8 If it is specified in the contract, the LOC may levy an accreditation charge on all accredited athletes, officials and members of a team's delegation to assist it with the overall cost of organising the event (see clause C4.7). The amount of such a charge must be stated in the bid document and agreed with the IKF. The amount shall also be stated in the contract.
- 4.1.9 Apart from the contribution to be made by the respective participating delegations together with any contribution to be made by the IKF in accordance with clause 4.1.7 and, if applicable, the accreditation charge, the entire expenses in conducting the championships will be borne by the LOC.
- 4.1.10 The IKF does not accept any liability, be it financial or otherwise, for a Championship/Tournament, unless there are situations where the IKF can clearly be blamed. The LOC is responsible for contracting liability insurance for the event. A copy of the contract will be sent to the IKF Office. The National Organisation is also responsible for arranging and paying for the IKF required number of Anti-Doping tests if this is specified in the contract.

C4.2 Announcement of costs

- 4.2.1 Before the LOC contacts the participating teams with the accommodation, meals and transport package/s it will need to have complied with the earlier mentioned conditions. The LOC MUST NOT send any announcement of costs to the participating teams until they have the permission of the CO to do so.

C4.3 Participating teams

- 4.3.1 All arrangements concerning the payment of the travelling to the event and lodging expenses of the participating teams and their accompanying officials, together with the payment of any costs of participation, will be made by the participating countries/clubs. Travelling to the event is deemed to be to and from the hotel where the team is to be accommodated.
- 4.3.2 Local transport between the hotel and the sports hall(s) should be included as part of the arrangements for the event. However, any team choosing not to take an accommodation package offered by the LOC is responsible for making its own travel arrangements either to the sports hall(s) being used or to the hotel(s) being used in the offered accommodation package.

C4.4 Officials

- 4.4.1 The travelling expenses to/from the agreed arrival point (normally an airport but as specified in the Contract) of the referees, jury, CO, ICT and other agreed IKF officials/delegates will be paid by the IKF. The LOC is responsible for arranging and paying for the transport of these officials between the agreed arrival point and the hotel where they are to be accommodated.
- 4.4.2 Local officials (e.g. jury members, shot clock/ timeclock operators, assistant referees, etc.) will have the above expenses covered by the LOC and not by the IKF.
- 4.4.3 The number and designation of officials shall be the responsibility of the CC or CCWG. The maximum number of IKF Officials to be paid for by the LOC shall be laid down in the contract – see clause C4.5.1.

C4.5 Lodging of officials

- 4.5.1 The LOC will arrange and pay for the food and lodging expenses of the IKF officials mentioned above. However, the maximum number of bed-nights will be as determined in the contract agreed between the IKF and the host. The calculation of bed-nights will normally be based on the following:

Number of nights from the day before the event to the final day x the number below):

| | |
|---|----|
| For IKF World Korfball Championships for National teams – | 40 |
| For IKF U21 World Korfball Championships for National teams – | 21 |
| For IKF Continental championships for National teams – | 21 |
| For U21 Continental championships for National teams – | 21 |
| For IKF Europa Cup final round – | 21 |
| For First round events and IKF Europa Shield (3 days) – | 17 |

The CO may have 1 or 2 extra nights whenever deemed appropriate.

C4.6 Local Transport

- 4.6.1 All transport required by the above officials for the performance of their duties at the tournament must be provided, free of charge, by the organiser.
- 4.6.2 The CO, the officials and teams shall be provided with a timetable for transport to/from hotel-sports hall(s).

C4.7 Accreditation Charge

- 4.7.1 If allowed as part of the bidding process for the event, a charge may be made on each member of a team's delegation towards the overall cost of arranging the event. This charge will need to be declared as part of the bid to host the event, agreed with the CO and the CC and stated in the contract.
- 4.7.2 The maximum shall be listed in Competition Regulations, be included in the packages being offered and be compulsory for all participants and accredited team officials whether taking an officially offered package or otherwise.
- 4.7.3 In events where such a charge is not allowed, where a team does not accept any of the offered packages then, with the permission of the CO, an administration charge may be levied (at a rate approved by the CO) to cover the increased costs of organisation.

Section D

Organising a Tournament

D1. Local Organising Committee

D1.1 Chairman

D1.2 Secretary responsible for

- all incoming and outgoing correspondence; (i.e. letters, e-mails, etc).
- contacts with the IKF Office and CO.
- receiving the IKF hymn and, in a national team event, national hymns.
- flags, trophy.
- collecting team photos for tournament booklet.

D1.3 Finance Officer responsible for

- bank account.
- following the event budget.
- liability insurance to cover the LOC and its responsibilities (see section C4.1.10).
- subsidies and sponsoring.

D1.4 PR-officer

D1.5 Members

D1.6 The IKF Coordination Officer shall, in conjunction with the IKF Office, be responsible for supplying

- addresses of teams and contact persons.
- names and travel details of all IKF Officials (referees, jury, Social Media, etc).
- tournament rules, competition regulations, guidance notes for team managers.
- tournament rules, competition regulations, disciplinary regulations, previous disciplinary history (yellow/red cards of participants) and expense claims for jury, TDP, ICT, etc.
- tournament rules, competition regulations and expense claims for referees and referee assessors.
- IKF flags and hymn plus national anthems.
- IKF gifts.
- a list of IKF Sponsors.
- IKF Press packages

The CC/CCWG is responsible for providing the required documents to the IKF Office and the Office will send out the information to the countries/clubs.

D2. Food, Lodging and Local Transport

Each participating team is ultimately responsible for their own arrangements for lodging and meals. However, the LOC will make a proposal to the teams to assist them with this.

D2.1 It is desirable that board and lodging facilities for the participating teams and officials will be in hotels of a reasonable standard. The IKF shall have the final decision on what is a reasonable standard. It will be ensured that two or more persons never have to share one bed and there

are enough baths/showers and sanitary units available. There must be enough space between two beds for the situation to be deemed to be the same as separate beds.

- D2.2 It should be borne in mind that a club/country it is not obligated to accept the host's offer. For those participating teams that explicitly require substandard accommodation at a lesser cost, arrangements can be made between the LOC and those teams, thus effectively changing the minimum standard of a team's board and lodging requirements.
- D2.3 The LOC will provide a variety of vegetarian and non-vegetarian food catering to different tastes. The main meals must have variety and should be suitable for athletes (i.e. carbohydrates, fruit and vegetables should be freely available). The meals must at least meet the nutritional requirements of the IKF Medical Committee. As part of the lodging and accommodation package the offer to countries must include two substantial meals per day, breakfast plus one hot meal. The other meal can be offered separately and may consist of a second hot meal or a packed 'lunch box'. Teams can be free to make their own arrangements for this second substantial meal.
- D2.4 The participating teams are responsible for making, and paying for, their own arrangements for the travel to the arrival point as specified in the contract. (The arrival point shall normally be the nearest major airport for those travelling by air). The IKF shall make similar arrangements for its officials.
- D2.5 The LOC will provide transport, if requested, for the participating teams from their arrival point to their hotels and back, priced according to the package deal. However, the LOC shall be responsible for organising and paying for transport from the participating team's hotels to the playing, practice and meeting venues, as part of the overall accommodation package (see also clause C4.1.3).
- D2.6 The LOC will provide free transport for all IKF officials from their arrival point to their hotels and back, and from their hotels to the playing, practice and meeting venues.
- D2.7 The LOC will make a transport schedule for use by the teams and officials between the hotel and sports hall and should consider increasing transport for the semi-finals, depending on the game-schedule, so other teams can watch their opponents and also following the final. This shall be approved by the CO. The schedule shall be posted daily in each hotel and each sports hall being used for the event. At the pre-tournament meeting, the CO should tell the teams that those teams who are scheduled to use the transport at a set time have priority. Other participants may only use the transport once the scheduled teams have been accommodated and then only up to the capacity of the transport concerned. Overcrowding is illegal in most countries. It is dangerous and must not be allowed.
- D2.8 The LOC shall provide free food and lodging for the officials up to the maximum number mentioned in the contract. Any extra officials shall be paid for by the IKF as specified in the contract. The LOC shall provide free entrance to farewell parties and any other events held around the tournament for the officials referred to in clauses C4.1.5 to C4.1.7. Free entrance should also be allowed to IKF Council members, IKF staff, Hon Members, holders of the Badge of Honour and Pin of Merit and up to 4 members of the Exco of each of the participating countries.

D3 Welcome

- D3.1 When agreed upfront the LOC should provide for each team at least one steward to stay with the team for the whole tournament. They must be the liaison between the LOC and the teams and must, where possible, speak the language of the visiting country/club or have a common language where this is not possible.
- D3.2 The LOC should prepare for each team and official a small dossier comprising details of the programme required for the smooth running of their stay (meals, transport, training schedule etc), cultural and tourist attractions in the town and in the welcoming region, information on local sites, information on local transport, plus copies of press articles published before the event etc. The LOC should also ensure that a meeting area is always available for participants to socialise.
- D3.3 If possible, the LOC shall prepare a small present/souvenir for each player and official. The LOC should also try to ensure that team supporters have the possibility to benefit from meals and lodging at a reasonable tariff.

D4 Playing Facilities

- D4.1 The LOC shall make available and prepare a playing area or areas conforming to the rules and regulations for the appointed matches.

The hall(s) shall:

- Have clearly indicated field markings including the obligatory free pass circles and penalty spots. The penalty area markings, whilst desirable, are optional.
- Permit the smooth running of the matches in good conditions (security, lighting etc.).
- Have available, as the absolute minimum, four changing rooms for the players plus two changing rooms for the referees and assistant referees. It is expected that each changing room meets clear standards of hygiene and the water for showers meets the anti-legionella guidelines (min. 60° C).
- Have a room available (preferably two rooms), with a treatment table for massage and physiotherapy treatment.
- Have a room available for possible doping test, following the WADA requirements plus adjacent toilet facilities for both male and female athletes.
- Have facilities for a loudspeaker system and scoreboard that can be operated from the jury table (together with an operator).
- Have shot clock facilities comprising two shot clocks (buzzer-loudness must be strong) and a shot clock operating panel.
- Have a working scoreboard (including a statistics scoreboard), including match timer
- Have two cabled, working Internet connections at the jury table (wireless only when it is stable and secured)
- Have spectator seats including a reserved, clearly marked and marshalled, area for VIPs.
- Have a VIP-area near the playing area with non-alcoholic drinks (according to organisational plans) and some snacks. The VIP area should, ideally, not double up as an office but shall be somewhere where visiting dignitaries and VIPs can be entertained.

- D4.2 The LOC shall provide for each hall used

- At least two regulation MIKASA match balls in good condition (not brand new) together with at least 12 other balls that can be used for warming up. (Teams should be responsible for bringing their own training balls, particularly if training is made available

in a separate hall). The EXCO will prescribe a specific model of a MIKASA ball to play with and this shall be mentioned in the Tournament rules.

- At least two sets of posts and synthetic korfs that conform to the rules and are in good condition. Ideally the posts should be strongly fixed into the floor. A minimum of one extra set of spare posts and synthetic korfs are desirable. The synthetic korfs shall be IKF approved ones unless specified otherwise in the Tournament rules. The korfs code number shall be specified in the Tournament rules.
- Tape for marking/repairing the boundary lines, free throw area and penalty spots.
- A table and up to 7 chairs for the members of the jury (level with the half-way line) and the scorers plus shot clock operators to follow the games. This table shall have enough electric power points adjacent to it to run two computers or laptops (see below), printer, shot clock and scoreboard, plus spare sockets for other peripherals if required. Ideally the table should be covered so that the part facing the spectators looks neat and tidy (this can also be done by covering the front of the table with an advertising board no higher than 5 cm higher than the top of the table).
- It is a requirement that, as part of the contract, the host country will provide two computers (or 2 laptops) with networking possibilities both having a QWERTY keyboard and have English versions of the following software installed –MS Office (Word, Excel, PP) and the latest Java Runtime programs, plus a printer + copier and A4-paper for use on the Jury table. A second computer for preparing the online scoring software Database for each match should also be available (see contract details).
- The contract may require at least two English speaking people, one to use the scoreboard and one to operate the shot-clock equipment, for each match. They must be fully able to program the scoreboard and the shot clocks and follow the immediate instructions of the jury about when to stop/start the equipment. (These would be the scorers referred to above).
- The jury must have access to the scoreboard and shot clock operator in order to ensure a suitable signal to the referee to indicate a request for a time-out and/or substitution is made on time, plus the shot-clock operator. The jury will also need to supervise the timing of the match because of the 'clock runs down to zero' requirement. It is essential, therefore, that the scoreboard equipment can be operated from the jury table.
- Enough seats for the team bench area (normally up to 13 seats per team) plus one for the reserve referee. Ideally the seats should have an advertising board between them and the field to tidy up the look of the 'bench area'.
- A large bin placed near each team bench where litter and empty water bottles can be deposited.
- An announcer who will announce the teams, referees and goals as they are scored, speaking English fluently and the local language (see A7)
- The announcer(s) will need to attend the pre-tournament meeting with team managers and jury so that he can learn the pronunciation of the players' names.
- Space for advertising as required by the IKF. In particular, space for advertising required under IKF's contract with MIKASA (see appendix).

D4.3 Medical Arrangements

The hosts will make a medical plan for the period of the event. This medical plan should describe all arrangements made to realize the items listed below. The medical plan should be submitted for approval to the IKF Medical Committee by the date stated in the contract.

The hosts will ensure that

- A doctor (name and cell phone number) is in close proximity to the venue. He must be able to speak fluent English.
- A doctor (name and cell phone number) is in close proximity to the hotel (reception should be well instructed). He must be able to speak fluent English.
- Arrangements with local hospital(s) to be used in case of an incident (see medical plan below)
- They have arranged for a physiotherapist to be available during the entire event. The physiotherapist needs to cater to the needs of the referees as required by them, at no charge. The physiotherapist needs to cater to the needs of the participating teams as required by them if the teams do not have their physiotherapist and if there is a medical reason during practices or matches. The teams may be charged for this. The availability of the physiotherapist and the rates for treatment need to be announced to the participating organizations by the date stated in the contract.
- They have a paramedic (who speaks fluent English), who can provide first aid and perform initial diagnoses, available during all matches and practices. All facilities and equipment needed for this paramedic also need to be available at all matches and practices.
- The room and treatment table referred to in D4.1 are available.
- Mineral water (not sparkling) is available near the field of play for the players of each team, referees, jury and other table officials.
- The facilities to be used for Doping Control are adequate - separate rooms and toilets for male and female athletes plus provision of mineral water must be available.

The medical plan should also include the following:

- If requested, at least one treatment table is available for use within the main hotels being used. The cost of these should be borne by those making the request.
- Each team is informed of the location and speciality of any hospitals that injured players may be taken to in case of injury, illness or accident.
- The name of the responsible medical person in the hall and this is made known to the Jury before each day's play.
- How an injured player will be taken to hospital if required. The estimated arrival time for an ambulance and transfer time to a hospital should also be indicated.
- Ice and/or ice packs are available for the treatment of injury.
- Their arrangements for ensuring that the hall is kept dust free, posts and bases are secure and the surround to the playing area is free from obstacles.
- What plans are in place to offer alternative diets for those athletes and officials needing them.

D5 Matches and their timings

- D5.1 In order to allow sufficient time for the competing teams to organise their travel arrangements and lodgings, the programme of matches shall be finalised between the LOC, the CC and the CO at least two months before the event. The CC shall have the ultimate decision concerning the order of the matches. The match schedule should indicate the proposed starting time of each match together with any opening/closing ceremonies. When a team is required to play twice on one day, every team should have at least 90 minutes between games (ignoring provision for extra time).
- D5.2 The National Organisation in charge of the organisation must appoint assistant referees for the matches as required by the rules and/or IKF Referees Committee.

D5.3 Time must be included to allow for each team to have a warming up period of at least 20 min on the main playing area prior to a match depending on the length of the match.

D5.4 Depending on the tournament it will be necessary to allow 30 - 60 minutes between the start of each game.

| Scenario | Length of each half (real playing time) | Length of half time | Length of any 'golden goal' period | Provisions for penalty shoot out | Number of time outs allowed | Maximum number of substitutes |
|----------|---|---------------------|------------------------------------|-----------------------------------|-----------------------------|-------------------------------|
| A1 | 25 minutes | 10 minutes | 10 minutes | 8 players (repeated if necessary) | 2 per team | 8 |
| B1 | 20 minutes | 10 minutes | 10 minutes | 8 players (repeated if necessary) | 2 per team | 8 |
| B2 | 20 minutes | 5 minutes | 10 minutes | 8 players (repeated if necessary) | 2 per team | 8 |
| C1 | 17 minutes | 4 minutes | 5 minutes | Sudden death | 1 per team | 6 |
| C2 | 15 minutes | 4 minutes | 5 minutes | Sudden death | 1 per team | 6 |
| D1 | 20 minutes split in two periods of 10 minutes with a one minute break between each period | 10 minutes | 10 minutes | 8 players (repeated if necessary) | 1 per team | 8 |
| D2 | 20 minutes split in two periods of 10 minutes with a one minute break between each period | 5 minutes | 5 minutes | 8 players (repeated if necessary) | 1 per team | 8 |
| D3 | 16 minutes split in two periods of 8 minutes with a one minute break between each period | 5 minutes | 5 minutes | Sudden death | 1 per team | 6 |

D5.5 Other items to consider include:

- Checking that the loudspeaker system for the presentation of the teams and all other announcements, and the scoreboard, are provided, are working satisfactorily (ideally another digital score and time-board is positioned opposite the jury-table).
- Checking that the laptop computer and printer provided by the LOC for the Jury has English software and QUERTY keyboard and that the printer prints properly (i.e. all connections must be tested at least 24 hours in advance and that there is sufficient paper available).
- That the hooter or buzzer for the jury to alert the referee of time-out and substitution requests and that of the shot clock operator are clearly audible.
- The provision of adequate bottles of water in close proximity to the playing area for the players/referees/ assistant and the jury.
- Ensuring that a mop or other utensil is available for drying any section of the floor accidentally made wet during a match together with personnel to immediately undertake the task at the request of the jury or referee.
- The provision of a place for, and the means of displaying, the flags of the competing countries and clubs should be made available. Each country's flag, together with those required by the IKF, should be able to be displayed as part of the hall preparation. Space must also be made available for the display of any publicity materials, flags, advertising boards etc. of the official IKF sponsors.
- Ensuring that tape is available for securing, if necessary, the bases to the floor.
- Ensuring that tools are available, if necessary, for the repair of posts, replacements of korfs etc.
- On the scoreboard the 'home' team will always be the first named in the programme. Therefore, ensure that the host team is always named first in any publicity documents provided for the tournament.
Ideally the scoreboard should have the names of the teams displayed on it. Where this is not possible then labels (A4 size with a suitable stand) should be available to be displayed on the jury table to indicate to the spectators which team is on which side of the jury table.

D6 Training facilities

The LOC shall provide the following training facilities at a sports hall (transport included if needed)

- During the tournament a schedule for all teams.
- During a day off a schedule for all teams.
- Gym facilities at the hotel or within walking distance from the hotel.

D7 Meetings

The LOC shall provide, free of charge, rooms for the following meetings:

- A meeting between the jury, referees and team managers. This shall take place on the evening before the start of the tournament (or at such other time as agreed by the CO) and on any further occasions that the jury deems necessary.
- A room shall be available for the jury and/or referees throughout the tournament.
- One or two rooms shall be available for the teams throughout the tournament.

- Any congresses, general meetings or committee meetings of the IKF as notified to the hosts in accordance with the contract. Changes in the number of meetings may be made up to one month prior to the event.

D8 Doping Control

When part of the contract: The National Organisation will arrange for a number of doping tests to take place, the minimum number of which shall be stated in the contract. The costs of such tests will be the responsibility of the National Organisation. At least 3 months before the event the IKF Office must be provided with written confirmation from the National Organisation's National Anti-Doping Organisation (NADO) that they will be conducting tests and the anticipated number of tests to be undertaken. The hosts will ensure that doping control is in accordance with the Doping Policies and Regulations of the IKF and WADA anti-doping authority. A country's anti-doping authorities may have the power to conduct tests whether the IKF has specifically asked for them or not. Suitable facilities for anti-doping tests to be carried out in accordance with the IKF Anti-Doping regulations shall be provided.

D9 Press Centre and Notice Boards

D9.1 The hosts will set up a press centre with all modern facilities like e-mail, online Internet and public telephone for the media. Furthermore, a copier, a printer, stationery, and a publications board need to be provided. The centre must be open during each event day from at least one hour before the first match till one hour after the last game. The facilities will be available to the accredited press free of charge.

D9.2 A Press Liaison Officer shall give the press, media and the IKF web site the results and any other information that may be requested (e.g. teams, scorers etc.). This person will be supplied by the IKF.

D9.3 One or more notice boards shall be provided at each venue (teams' or officials' hotel, sports hall etc) to show items like transport schedule, match schedule, results etc. This needs to be updated daily.

D9.4 Local Sim-cards will be provided to some officials and team managers (CO + LOC to decide on)

D10 Secretariat facilities

The LOC will provide separate secretariat facilities for the IKF officials, including computer (with QUERTY keyboard and English software), printer, free e-mail and internet access and international telephone. The IKF's actual requirements will be agreed between the CO and the LOC at least one month before the event. The computer and the peripherals should be tested at least 24 hours before the event.

D11 Ceremonies

D11.1 It is strongly advised that ceremonies do not last longer than 15-20 minutes in total. The teams should have the opportunity of being seated for any 'entertainment' forming part of the ceremony. During both opening and closing ceremonies a short (maximum 4 minutes) speech from an IKF-delegate and delegate of the LOC may be expected. If a ceremony is held immediately prior to a match at least 20 minutes warming up period must be allowed following it. It is normal for the referees and the jury to be part of any ceremony along with competing teams.

D11.2 Medal ceremony: Cup - medals- podium - table. The IKF Office will normally provide the trophy. In the finals of tournaments, the LOC is normally expected to provide 21 medals for 1st, 2nd and 3rd places. The provision by the LOC of team and/or participant mementos for the other participants is desirable but optional. Only the three medallists will attend the medal ceremony.

D11.3 The format and full details of ceremonies must be agreed at least 24 hours in advance between the LOC and the CO. It is expected that these follow the IKF Guidelines on ceremonies (see appendix)

D11.4 Teams, referees, referee assessor(s) and the jury must be advised by the LOC, through the CO, of all relevant details with respect to ceremonies – i.e. including but not limited to the following:

- assembly point and time
- expected dress code
- method of entering the arena
- place to line up once entered
- any seating arrangements during entertainment as part of the ceremony.

D11.5 Pre-match protocols: these are set out in the IKF Ceremony Guidelines (see appendix) and should not be changed by LOCs without the permission of the CO.

D12 Accreditation

Listed here are various categories:

- teams and officials
- organisation committee
- jury, referees, assistant referees
- media
- IKF-officials
- IKF guests
- Exco members of the participating countries
- Special guests (i.e. gives the right to reserved seats in VIP area)

With respect to special guests the LOC needs to liaise with the CO concerning the invitations of these and other VIPs to ensure there is no duplication (see near the bottom of page 4 under CO). The IKF Office has an agreed list of people to invite depending on the type of event.

D13 Laundry

D13.1 Ensure laundry facilities are available for the teams to use (in cooperation with the team-consultant). The LOC will inform teams of the arrangements and costs. (This should be done in accordance with the contract and in cooperation with the CO).

D13.2 Laundry facilities for the referees and jury members' uniforms shall be made available by the LOC free of charge as part of the organisation of the event.

D13.3 All laundry must be ready at least one hour before the next day's matches.

D14 Tournament Brochure (programme)

D14.1 If contributions are required from local authorities, the IKF President or others please request these at least three months before the event.

D14.2 The LOC must include, free of charge, advertisements of the official IKF sponsors if requested to do so by the IKF.

D14.3 The LOC is invited to develop an event logo. Each design will be forwarded to the IKF Office and Marketing-Communication (copy to CO) for approval at least five months before the event.

D15 Farewell Party or main Party

This should be organised in accordance with the contract. Access should be available to all participants, officials and guests. If possible, a quieter area reserved for special guests should be arranged.

D16 Photographs, Videos and the Media (TV, Radio, webcast)

D16.1 The contract may request that a digital video is made of all the matches. This should be made available each day after the last games on the web-portal. This may be sold at cost price to the competing teams. In addition, a master copy will be made available for the IKF free of charge.

D16.2 In cases where an official photographer has not been appointed, arrangements should be made for a set of high-quality digital photographs (at least 300 dpi) direct available for the IKF Social Media Officer on the spot and later to be sent to the IKF office within 7 days of the end of the event for IKF promotion use.

D16.3 Details of the rights for media (i.e. TV, radio and webcast) will be mentioned specifically in the contract.

D17 Marketing

D17.1 Details of the rights for media (covered in D16.3).

D17.2 The IKF may require the LOC to provide tables and space for marketing promotion materials. Should this be notified at least two months before the event by the IKF.

D17.3 The LOC is encouraged to use the event to market its own products and materials, provided that they are not in conflict with the requirements of the IKF or any of the IKF's sponsors.

D17.4 The LOC is encouraged to market and communicate the event upfront attracting as many possible spectators, sponsors and media.

D18 Evaluation

Make an evaluation taking into account the report made by the Coordination officer and Jury for the event.

Section E

Appendices

IKF's Advertising requirements

Following the contract between IKF and MIKASA the IKF has granted MIKASA the following exclusive rights:

- 1** Bear the title OFFICIAL EXCLUSIVE KORFBALL SUPPLIER of the events, as well as to use the said title in full or abbreviated form in its advertising of all of MIKASA's ball products (being produced and/or marketed by MIKASA) through public general information in business documents, blanks, any advertising materials of MIKASA, and all this before, during, and after the EVENTS, for the entire duration of this agreement.
- 2** Use the official logo of the events in conjunction with the use of the title indicated in 1.
- 3** Request the IKF prior to the event, to supply professional quality digital photographs of events, which clearly include the MIKASA logo.
- 4** Make a full-page advertisement in the official program of every event, provided that the professional quality digital file is made available to the Organizing Committee of the event not later than six weeks prior to the event, free-of-charge. If the program is made in full-colour, the advertisement will also be made in full-colour. Name and address will be provided to MIKASA by IKF.
- 5** Make a half-page advertisement in the official magazine of the IKF, free-of-charge, provided that the professional quality digital file is made available to the IKF. If the magazine is made in full-colour, the advertisement will also be made in full-colour.
- 6** Display MIKASA advertising materials in a prime position (when televised, facing TV cameras) of the events, with a minimum right to place 3m (length) of advertising panels (standard height and model) at the events, provided MIKASA produce and deliver these well on time to the events, and with prior notice to the IKF. Name and address will be provided to MIKASA by IKF.
- 7** Be exclusive ball advertiser, implying that the IKF shall not grant any advertising space to other ball manufacturers.
- 8** Use the IKF official emblem, mark of approval, and/or the words INTERNATIONAL MATCH BALL STANDARD, on all MIKASA korfballs approved by the IKF as such without any additional cost or obligation on behalf of MIKASA.
- 9** Use the IKF official emblem on other materials related to balls, such as ball carriers and bags.
- 10** Sell Korfball related MIKASA products via IKF Homepage, or, if not possible promote MIKASA Online shop via its homepage.
- 11** Additionally, use the words IKF OFFICIAL EXCLUSIVE BALL in any advertisements and on the ball.

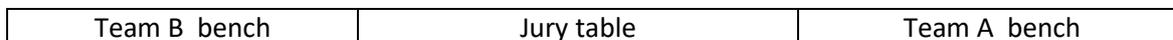
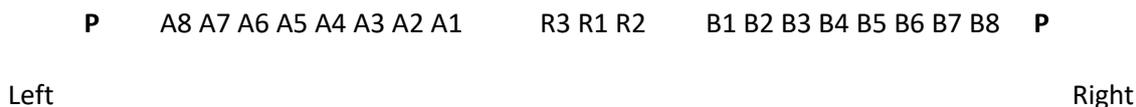
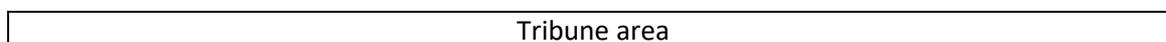
Pre-Match Protocol

1. Team presentation

The teams will be given a signal at an agreed time (normally 10 minutes if anthems are to be played) before the scheduled start of the match to go to the corner of the arena. When both teams have assembled, the team named first in the tournament program shall be announced. Players shall be called forward individually by name, men and females altered, and shall run around the post and take up positions facing the main tribune. The team on the right side of the hall (team A) shall run behind the post and take up positions as shown IN THE OTHER HALF OF THE FIELD. The other team (team B) shall run behind its post and pass IN FRONT OF THE OPPOSING TEAM greeting them as they pass to take up positions as shown. Numbers 1 to 8 are the players in the order they are announced and are not shirt numbers.

The referee (R1), assistant referee (R2) and reserve referee (R3) are then announced and march in.

If the match is for National teams then the National Anthems are played next, starting with team B.



P = Post

2. The toss

The toss should take place in front of the jury table before the teams go forward to line up with the referee and captains.

Protocols for IKF Tournaments

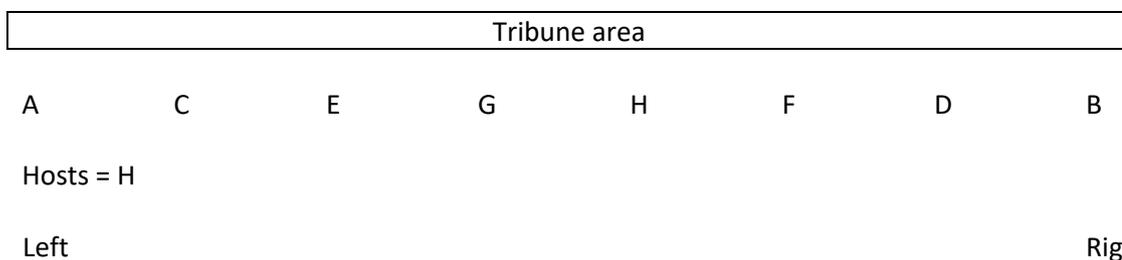
Opening Ceremony

1. Presentation of teams

The teams shall march in when called forward. They shall be led by a leader holding a board with the name of the team or country. The order for marching in shall be in alphabetical order of the English spelling of the country concerned with the exception that the team of the host country shall be last. (This order of countries should also be used for club events rather than the order of the spelling of club names). The teams shall line up in one of the following two ways:

Either 1

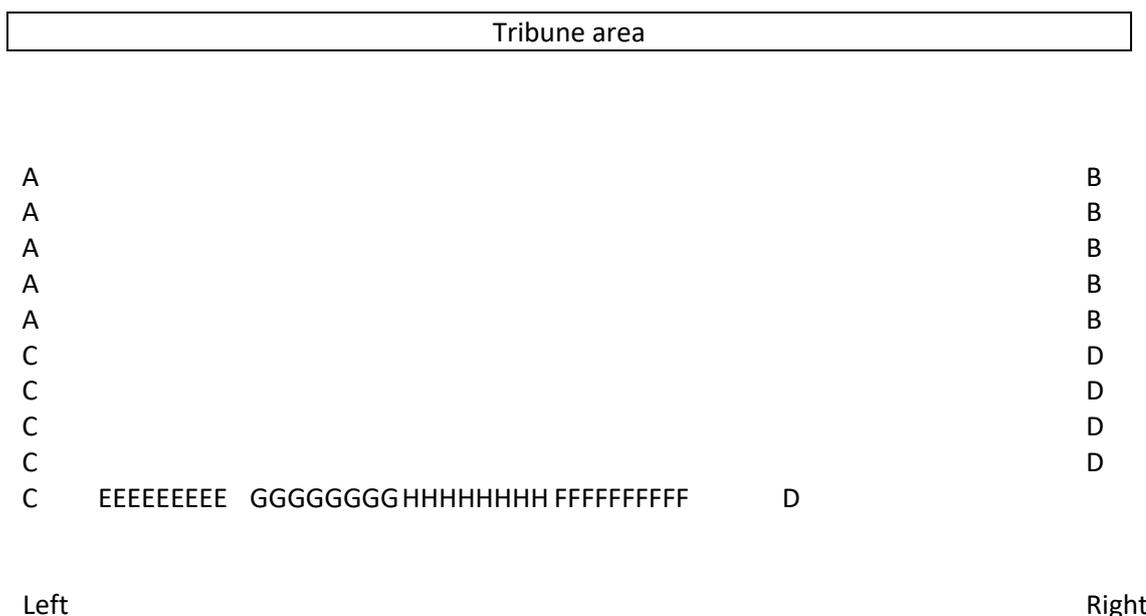
Facing the main tribune in straight lines behind each other with their first person standing in the positions shown:



Ideally teams A, C, E and G should come in (or march around) from the right and the others from the left (i.e. the opposite side to which they eventually stand).

Or 2

In positions as shown:



Teams A, C, E and G should ideally come in or march from the right and the others from the left.

4. Presentation of medals

When the team winning a particular colour of medal is announced they should step forward onto the podium. The Presentation Party for each medal colour shall then be announced and come forward onto the arena floor. To help speed things up, two people should present medals alternately. If flowers are also to be presented then a 3rd person is needed.

Medals should be laid out on a tray for easy distribution.

The presentation party shall then start the presentations to the 3rd placed team. Teams should remain in their places and the presentation team shall go along the line giving out the medals. Any trophy for the team is given last. The captain should therefore be nearest the centre and be last to get his/her medal. This shall be repeated for the second placed team the second placed team and finally for the winning team. When each member of the winning team has been given his/her award then the captain shall receive the trophy. It is essential that the teams are briefed about the required order (i.e. captain last and near the centre for places 2 and 3 and the opposite end to where the presentation party shall start for first place – see diagram.)

The captain and the person giving the trophy must ensure that official photos can be taken of the award being presented.

For tournaments involving National teams, the winning team's National Anthem shall then be played.

Immediately following the playing of the anthem, the players of the winning team shall then make themselves available for a team photo. There shall be organised an environment that this photo shall be taken in front of an advertising board showing the event sponsors. (Immediately behind a low board is also acceptable).

The teams – players and coaches – must also make themselves available for the media and interviews.

The team may perform a lap of honour and otherwise celebrate after the medal ceremony and the photo session.

It is preferred that no member of the audience is allowed onto the playing area, and certainly not until the official photographs have been taken.