



1. ISSF ACCREDITATION SYSTEM

1.1 ACCREDITATION CARDS

The purpose of the accreditation system is to control all personnel involved in the competition, in terms of their access privileges. The accreditation system can also incorporate a database to allow the efficient management of the travel, accommodation and other logistics requirements of the people attending the competition.

In order to ensure security of sensitive areas, such as the field of play, manual and electronic scoring targets, and to prevent obstruction and interference with competitors and competition activities, it is necessary to have an accreditation system for ISSF World Championships, ISSF World Cups and ISSF World Cup Finals as well as Continental Championships.

IDENTIFICATION

All persons involved in the ISSF Championship must have accreditations that clearly identify the accreditation holder with photograph (passport size), family name and first name, nation and function.

In principle, a person is entitled to only one accreditation.

Any person with multiple official functions at an ISSF Championship may receive only one accreditation in one category, category, but that accreditation must combine all the rights necessary to fulfil all legitimate roles.

If a person has several valid "accreditable" functions, the "highest" function is normally selected.

ISSF ACCREDITATION CATEGORIES

The following categories need to be considered. It is recommended that each category be given a letter code.

- IOC Family
• ISSF Family
• Authorities, Government Representatives, Distinguished Guests
• Officials and Jury Members
• Media – Journalists, Photographers, Broadcasters, Radio, Internet Journalists
• Athletes and Team Officials
• Organizing Committee – Management, Staff, Medical Services, Security, Service Providing Industry, Volunteers
• Official Sponsors and Suppliers
• Observers

Each category may then need to be broken down into sub-categories depending upon the size of the competition.

ISSF ACCREDITATION CARD

All persons will be identified with an accreditation card that allows individual access related to the category to relevant operational areas. The accreditation card must bear the following information:

- Logos and Championship data
• Category code (letter and color)
• Zone/Access code (numbers and color)
• Family name, first name and nation (official NOC code) and photograph
• Function
• BIB number (Athletes only)

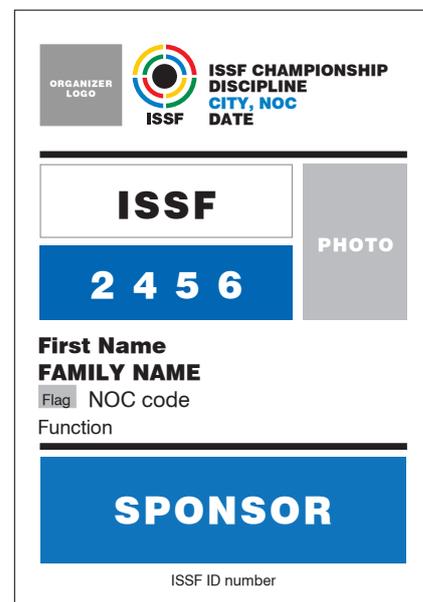
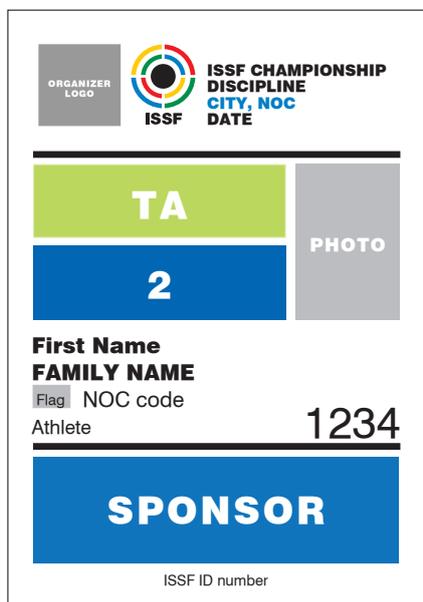
ZONE ACCESS CODES

Zone access codes determine the designated areas within the venue such as: field of play, competition office, technical areas such as results, timing and scoring area, doping control area, press areas, OC working areas, ISSF family area, etc.

Table with 2 columns: ZONE, ENTITLEMENT. Rows include BLUE (Field of Play, Operational Areas, General Circulation Areas), RED (Operational Areas, General Circulation Areas), WHITE (General Circulation Areas), and YELLOW (Media Areas).

Table with 2 columns: ACCESS, ENTITLEMENT. Rows include 2 (Athlete Preparation Areas), 4 (Press Areas), 5 (Broadcast Areas), and 6 (ISSF Family Areas).

ISSF Accreditation Cards





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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

1. ISSF ACCREDITATION SYSTEM

1.2 ACCREDITATION CATEGORIES

ISSF ACCREDITATION CATEGORIES

The accreditation chart shows the categories of accreditation, such as IOC, ISSF, Athletes, Team Officials, Media, Service, OC Members, OC Staff, VIPs or Guest, etc and the connected access area code such as field of play, operational area, media area, broadcaster area, etc:

CATEGORY	ZONE	ACCESS	CATEGORY DESCRIPTION OR FUNCTION
IOC	2 4 5 6	2 4 5 6	IOC President IOC Member
ISSF	2 4 5 6	2 4 5 6	ISSF President, ISSF Secretary General, ISSF Vice-President Accompanying ISSF President / ISSF Secretary General / ISSF Vice-President Member ISSF Executive Committee Member ISSF Administrative Council ISSF Honorary Member Chairman / Member ISSF Section Committees
Gi	6	6	Distinguished Guest, Government Representative
G	6	6	ISSF Guest, OC Guest
ISSF TD	2 4 5 6	2 4 5 6	ISSF Technical Delegate
ISSF MO	2 4 5 6	2 4 5 6	ISSF Medical Officer
ISSF ST	2 4 5 6	2 4 5 6	ISSF Event Manager, ISSF Communication Manager, ISSF TV Director, ISSF TV Crew, ISSF Finals FOP Announcer
DCO	2	2	Doping Control Officer
JC	2 6	2 6	Chairman ISSF Jury
EQJC	2 6	2 6	Chairman ISSF Equipment Control Jury
JM	2	2	Member ISSF Jury
EQJM	2	2	Member ISSF Equipment Control Jury
CR	2	2	Chief Range Officers, Chief Referee, Chief RTS Officer, Chief Equipment Control Officer
R	2	2	Range Officer, Referee, RTS Officer, Equipment Control Officer
Ej	4	4	Journalist
Ei	4	4	Internet Journalist
Ep	4	4	Photographer
Etv	4 5	4 5	TV Reporter, TV Cameraman, TV Technician
TA	2	2	Athlete
TL	2	2	Team Leader
TC	2	2	Team Coach
TM	2	2	Team Medical Personnel
TO	2	2	Team Official
OC	2 4 5 6	2 4 5 6	OC President, OC Management, OC Competition Manager, OC Media Director
OC		if needed	OC Operator, OC Interpreter, OC Announcer, OC Staff, OC Armoury
DCE	2	2	Doping Control Escort
AID	2	2	First Aid, Medical Care
ACC			Access Control, Security
ORP			Official ISSF Results Provider
SPI			Service Providing Industry
OS	6	6	Official Sponsor, Official Supplier
ONC		if needed	Observer of next Championships



1. ISSF ACCREDITATION SYSTEM

1.3 ORGANIZATION AND PROCEDURES

ACCREDITATION PROCEDURE

The processing of accreditations at the ISSF Championship is the responsibility of the Organizing Committee, which will establish an accreditation office and will appoint an accreditation chief who is responsible for the correct issuance of accreditation cards for anyone who has not received an accreditation card earlier.

PRE-ACCREDITATION CARDS

ISSF Headquarters will deliver a PDF file with all pre-accreditations for all Athletes and officials with photos before arrival. Those accreditation cards can be produced by the Organizing Committee before the official arrival day.

ACCREDITATION ON LOCATION

The Organizing Committee will prepare accreditation forms for all members of the Organizing Committee and will collect all required data from officials of participating delegations who have not received accreditation cards earlier. This will enable the accreditation office to speed up the accreditation process on its first operation day.

ISSF Headquarters will provide the digital camera, background and ISSF Accreditation Software upon arrival of its working team, which includes the camera software for taking photos on the spot, to issue the accreditation cards for those people who have not received accreditation cards earlier.

ACCREDITATION OFFICE

The accreditation office should be located conveniently. The office must have sufficient space to handle the anticipated number of people and must have a good traffic flow. The office must be supplied with a PC or laptop connected to the internet via LAN cable and to a color printer via USB cable, specialized equipment and must have sufficient staff to deal with peak-time arrivals. It is highly recommended that three people work in the accreditation office on the first days of the competition. The accreditation office used for ISSF Championships must be equipped with the hardware necessary for the production of the accreditation documents as follows:

- One PC or Laptop with internet access via LAN cable, minimum 4 USB ports, to a color printer and with scroll mouse
• Paper cutting tool
• One laminator with sufficient quantity of plastic folders size A6
• One tripod

Information on opening dates and times of accreditation office must be published in advance in the General Information.

Once the accreditation office is open, any pre-accredited person can go to the office, be identified and receive his/her accreditation. A separate desk should be set up for all persons who have not completed pre-accreditation forms or who wish to change their accreditation. This should be manned

by the accreditation chief only. The accreditation card for media representatives can be issued only after verification by the ISSF Communication Manager.

It is important to remember that the issuance of an accreditation automatically gives certain privileges to the holder. Accordingly, cards should not be issued without a carefully defined authorization procedure.

LOGISTICS

It is possible and highly recommended that the accreditation office be electronically linked with the central data processing and result information system to use one single master file including all data (final entries for result provider, hotel reservation and rooming, transportation arrangements, access control, etc).

ACCREDITATION OFFICE

HARDWARE

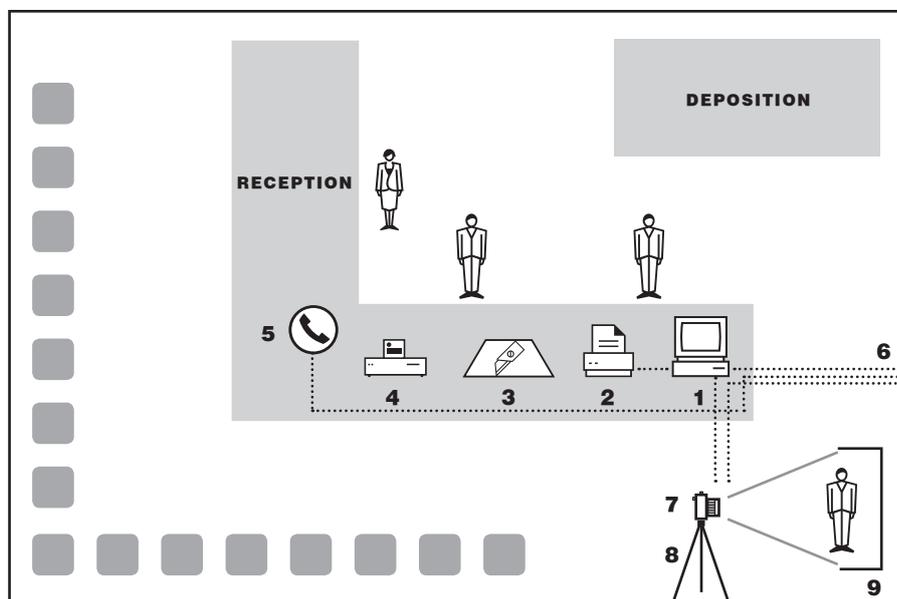
- PC or laptop (1)
Color printer (USB cable) (2)
Paper cutting tool (3)
Laminator with plastic folders (4)
Telephone (5)
Internet access (LAN cable) (6)
Digital camera (LAN and USB cable) (7)
Tripod (8)
Background (9)

SOFTWARE

ISSF Accreditation Software (including the camera software)

STAFF

3 Persons recommended for the first days





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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.1 ORGANIZATION

This document presents ISSF guidelines for organizing Finals Ranges to accommodate and support the functions of all persons involved in Finals.

OBJECTIVES

- To provide ideal working conditions for all persons involved in Finals, especially for Jury Members-on-Duty, Referees and Range Officers, Coaches of Finalists, ISSF TV and Media representatives.
- To provide working areas on the Finals Range that give TV and Photographers the best opportunities to obtain images of Finalists and the Finals setting.
- To provide spectators and the media with unobstructed views of activities during Finals that focus attention on the Finalists and their efforts to win.
- To give ISSF TV and accredited media priority access to the winners immediately after Finals.
- To give Organizers who respect these basic principles flexibility to adapt these Finals Range Organization guidelines to their local situations.

TO FULFILL THESE OBJECTIVES, IT IS NECESSARY

- That specific functional areas be designated on Finals Ranges that may only be used by persons with proper accreditation.
- That access controls be made at the entrances to these functional areas to ensure that only properly accredited persons can work or remain in them.

FUNCTIONAL AREAS ON FINALS RANGES

The following functional or working areas should be designated on Finals Ranges:

- Firing Line (becomes the Action Area after the Finals)
- Coaches Area
- OC Officials Areas (Range Officers, Announcer)
- Jury Members-on-Duty Areas
- TV Areas
- Pool Photographer Area
- Non-Pool Photographer Stand
- ISSF Results Provider Area
- ISSF TV Areas (Production and Commentators)
- Media Area (includes journalists and radio interviewers)
- Mixed Zone / TV Interview Area

- VIP Area (IOC members or officials, ISSF officers, government and business officials, NOC officials, sponsors and other special guests of honor)
- ISSF Family Area (includes the Jury of Appeal, Jury Members who are not on duty, OC officials and their guests)
- *The Award Presentation Area may also be established on the Finals Range FOP after Finals are concluded (refer to 3. ISSF VICTORY CEREMONY).*

GUIDELINES REGARDING FINALS RANGE FUNCTIONAL AREAS

FIELD OF PLAY (FOP)

The Field of Play includes the Firing Line and its firing points, the area from the Firing Line to the targets and the area immediately behind the Firing Line between the firing points and the first barrier separating the Functional Areas for Coaches, Jury Members-on-Duty and the Chief Range Officer and Announcer from the FOP. A low barrier or banner should be used to mark this line of separation.

FIRING LINE

Finalists occupy their firing points on the Firing Line during the Finals. After the Finals, this area becomes the Action Area for post-Finals activities. No one may step forward of the Firing Line until all Finalists' guns have been checked by the Range Officer.

ACTION AREA

The Action Area is where various activities involving the Finalists take place, including the presentation of medalists, photo sessions, TV and radio interviews and anti-doping notifications. A separate, but adjacent sub-area designated as a Mixed Zone should be available for live interviews by ISSF TV and accredited broadcasters and journalists. The Mixed Zone should be adjacent to the Firing Line so that winners are immediately available for interviews. A backdrop displaying the ISSF logo and the Championship name and city should be available for the Mixed Zone so that this background will appear in TV interviews.

After Finals, and in addition to persons previously authorized to be in the FOP (Finalists, one Range Officer, one Jury Member-on-Duty and FOP Photographers and Cameramen), the Action Area (Firing Line and Mixed Zone)

shall also be open to the OC Press Chief, the ISSF Media Manager, the ISSF TV Commentator and the necessary Anti-Doping Escorts. After Finals, Finalists may step back to speak with their coaches or receive congratulations, but coaches should not step forward of the low barrier in front of their positions. If there is a Mixed Zone adjacent to the Firing Line, the OC Press Chief or ISSF Media Manager may authorize other media representatives to do interviews at the Mixed Zone.

SCOREBOARD / VIDEO WALL

The results scoreboard and video wall must be placed in such a way that as many people as possible in the Finals Range, especially VIPs, journalists, media representatives and spectators, have a good view. If a video wall is not available, large screen LCD panels or TV sets must be provided for the press, coaches and VIPs.

RANGE OFFICER AND ANNOUNCER AREAS

A station or table for the Chief Range Officer, Announcer and Jury Member-in-Charge must be located to the right rear (rifle) or left rear (pistol). This station can be immediately behind the FOP, but it is important that these officials all have clear views of the FOP and the Finalists on it. They must also be able to see the scoreboard or have a TV set at their station that displays scores.

JURY MEMBERS-ON-DUTY AREAS

In order to effectively enforce ISSF Rules during Finals, three different locations are identified for Jury Members-on-Duty. The Jury Chairman or Jury Member-in-Charge should be seated next to the Chief Range Officer and Announcer so that they can communicate directly and immediately if a problem arises. One Jury Member needs to be located on the side of the FOP where he/she can closely observe the Finalists. Other Jury Members (1-3) should be seated just behind the FOP on the opposite side from the Jury Member on the FOP. One member of the RTS Jury may be in the Results Prov. Area. Members of the Jury of Appeal should be seated in the ISSF Family Area.

COACHES' AREA

The Finalists' coaches are an important part of the game. A Coaches' Area, with chairs for each Finalist's coach must be reserved in an area located just behind the



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2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.1 ORGANIZATION

FOP. There must be a low barrier or banner separating the Coaches Area from the FOP. For the 25m Rapid Fire Pistol Men Finals there must also be four chairs available for eliminated Finalists in the Coaches' Area next to the coaches' chairs.

MEDIA AREA / MIXED ZONE

The working areas for journalists must be arranged so that media representatives are as close as possible to the FOP and Coaches Area. Seating for journalists and media representatives must be located so that they have good views of the FOP and quick access to the Mixed Zone after the Finals. The Mixed Zone must be located so that the Finalists must pass through it after the Finals and be available for interviews. The OC Press Chief and the ISSF Media Manager decide who is given access to the Mixed Zone. If possible, the first person taken to the Mixed Zone should be the gold medal winner, followed by the other medal winners. ISSF TV must be given an opportunity to interview the gold medal winner in the Action Area or Mixed Zone. Arrangements should also be made for the coaches to pass through the Mixed Zone so they can be interviewed.

If a flower ceremony is to be conducted, the medal winners must be held in the Action Area so the ceremony can begin as soon as possible after the Finals. If the Victory Ceremony is to be conducted after the Finals, the medal winners must be guided through the Mixed Zone and after allowing a short time for interviews, they must be directed to the Victory Ceremony assembly area. At World Championships or large World Cups where there is a press center and enough interested journalists, a press conference with medal winners and their coaches may be organized after the Victory Ceremony.

PHOTOGRAPHER AREAS / STANDS

Working areas and stands must be provided for photographers to make it possible for them to photograph Finalists on the Firing Line and in the Action Area after the Finals. A maximum of three (3) Pool Photographers may be accredited and given Pool Photographer BIBs that give them access to Pool Photo Areas immediately to the rear and sides of the FOP. The ISSF Media Manager should brief Pool Photo-

graphers in advance regarding their actions during Finals. They may change positions between shots, but may not move while Finalists are attempting to fire. Pool Photographers must have access to the FOP Action Area after the Finals.

Photographer Stands for Non-Pool Photographers should be placed to the sides and rear of the FOP in positions where they may obtain good side-rear views of the Finalists, especially while using longer telephoto lenses.

Photographers must be positioned so that they can capture images of the emotional peaks of Finals that usually occur just after the last shots of the Finals when the winners can display jubilation or disappointment. This is followed by additional special moments when the winners receive congratulations from coaches and others.

VIP AND ISSF FAMILY AREAS

VIPs represent organizations that are especially important to the ISSF and the success of its Championships. VIPs include IOC members or officials, ISSF officers, government and business officials, NOC officials, sponsors and other special guests of honor. ISSF Family members include the Jury of Appeal, Jury Members who are not on duty and OC officials and their guests. Persons who are members of these groups must be given appropriate accreditation to ensure their access to VIP and ISSF Family seating.

Seats for VIPs and the ISSF Family must be marked and protected so that persons without proper accreditation will not take them. This area must be located as close as possible to the Finals Range FOP and directly behind the FOP where there is an excellent view of the Firing Line. Guests in this area should be provided with beverages and light snacks. OCs may wish to provide a nearby "VIP lounge" that can offer hospitality and catering for these honored guests before and after Finals and Victory Ceremonies.

SPECIAL CONSIDERATIONS

Space – The Functional Areas must be large enough to accommodate the number of accredited persons who are expected to work or be seated in them. They should not be crowded.

Local Situation – The allocation and location of spaces for Functional Areas must be adapted by the OC to the actual con-

figuration of the Finals Range. OCs should consult with their ISSF Technical Delegate to resolve any questions or issues.

Signage – The Functional Areas and their entrances should be marked with signs so accredited persons can find their designated areas.

Access Control – This system will work only if the adequate access control staff is provided. Members of the OC staff (security) should be assigned to control access to the Functional Areas in a friendly, but resolute way, especially if it is necessary to deny access to someone without proper accreditation. A senior OC staff member should be present to deal with individuals who do not respect the access control staff or to decide hardship cases (disabled persons). Access control after the Finals is especially important when many people want to move into the Action Area to congratulate the winners; this should not be permitted because this interferes with the contacts that accredited media must have with the winners.

Achieving Outstanding Sports Presentation for Shooting – The ISSF developed these guidelines for the organization and structure of Finals Ranges in order to facilitate outstanding presentations of the Sport of Shooting that are achieved by giving Athletes and coaches the best possibilities for excellent performances and by giving competition officials and members of the media exceptional working conditions.

Illustrations – Please see the illustrations that follow to gain a better understanding of how Finals Ranges should be organized with the Functional Areas that are described in this guideline.

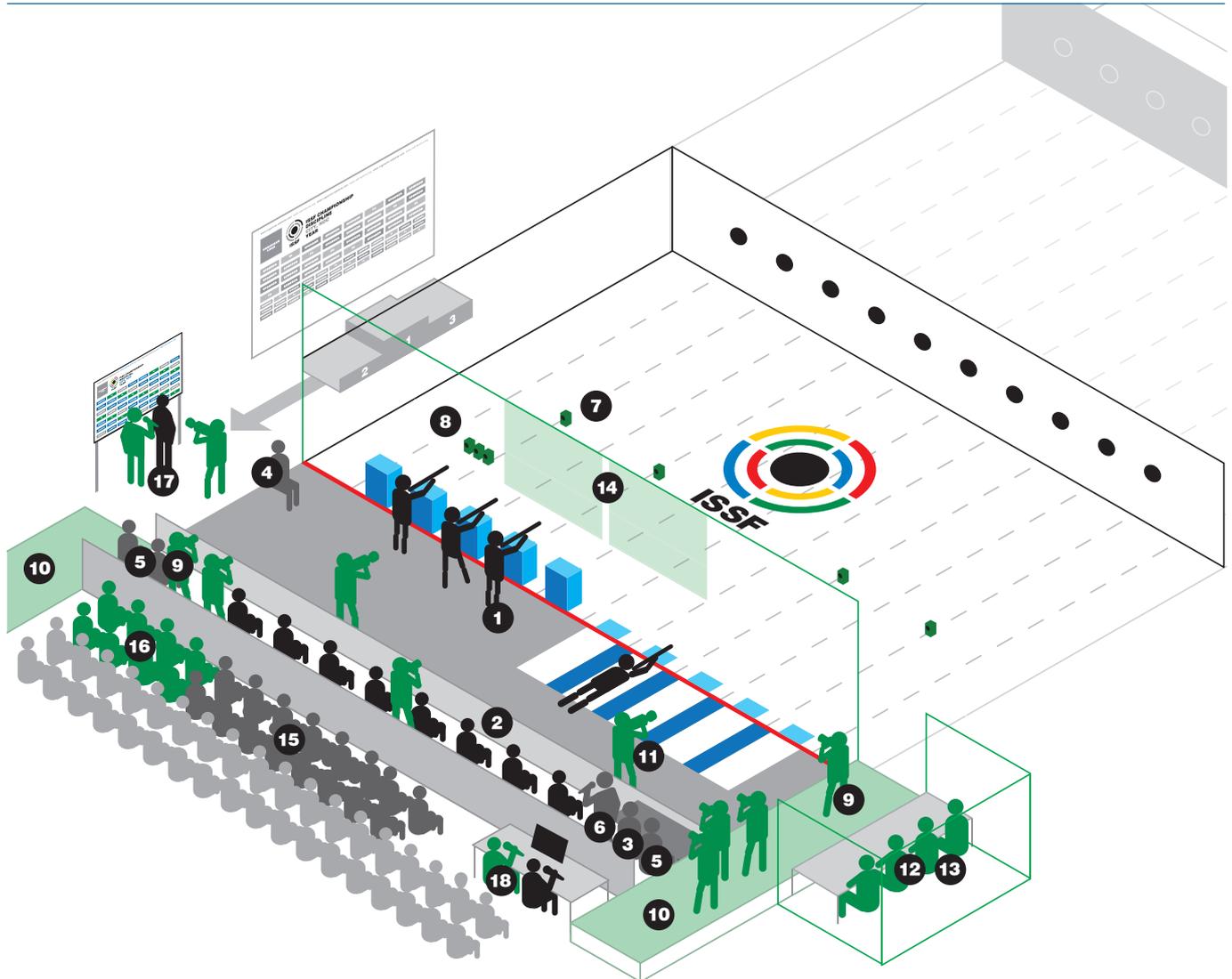


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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.2 RIFLE



LEGEND

- 1 FINALISTS**
- 2 COACHES**
An area for coaches who have Athletes in the Finals.
- 3 CHIEF RANGE OFFICER (CRO)**
The Chief Range Officer in charge of the Finals.
- 4 RANGE OFFICER (NTO)**
- 5 ISSF JURY MEMBER-ON-DUTY**
One Jury Member-in-Charge next to the CRO. Other Jury Members are seated just behind the FOP.
- 6 ANNOUNCER**
- 7 ROBOTIC CAMERAS**
Installed robotic cameras in front of the Finalists looking back to the Firing Line.
- 8 REMOTE CONTROLLED PHOTO CAMERA**
Installed remote controlled photo cameras in front of the Finalists looking back to the Firing Line.
- 9 POOL PHOTOGRAPHER (PP)**
An area for Pool Photographers (PP - max 3) on the field of play.
- 10 NON-POOL PHOTOGRAPHER (NP)**
Designated areas on both sides of the Finals Range for Non-Pool Photographers.
- 11 TWO HANDHELD CAMERAS (HC)**
An area for handheld cameras (HC - max 2) on the field of play, behind security line.
- 12 ISSF RESULTS PROVIDER**
An area for the ISSF Results Provider and RTS Jury - preferably next to the ISSF TV Production Crew.
- 13 ISSF TV PRODUCTION**
An area for ISSF TV Production Crew - preferably next to the ISSF Results Provider.
- 14 OFFICIAL DISPLAYS**
(Scoreboard and TV Signal)
Display showing the official Scoreboard of the Finals and the TV Signal produced by ISSF TV preferably above the Finalists.
- 15 ISSF FAMILY & VIPS**
A restricted area for ISSF officials and their guests of honor, including the members of the ISSF jury of appeal.
- 16 MEDIA**
A special restricted area for accredited journalists.
- 17 MIXED ZONE**
A restricted area reserved for taking all interviews with the medal winners. Highest priority is given to the TV interviews.
- 18 ISSF TV COMMENTATOR**
The ISSF TV Commentator is placed immediately behind the field of play accompanied by a co-commentator.

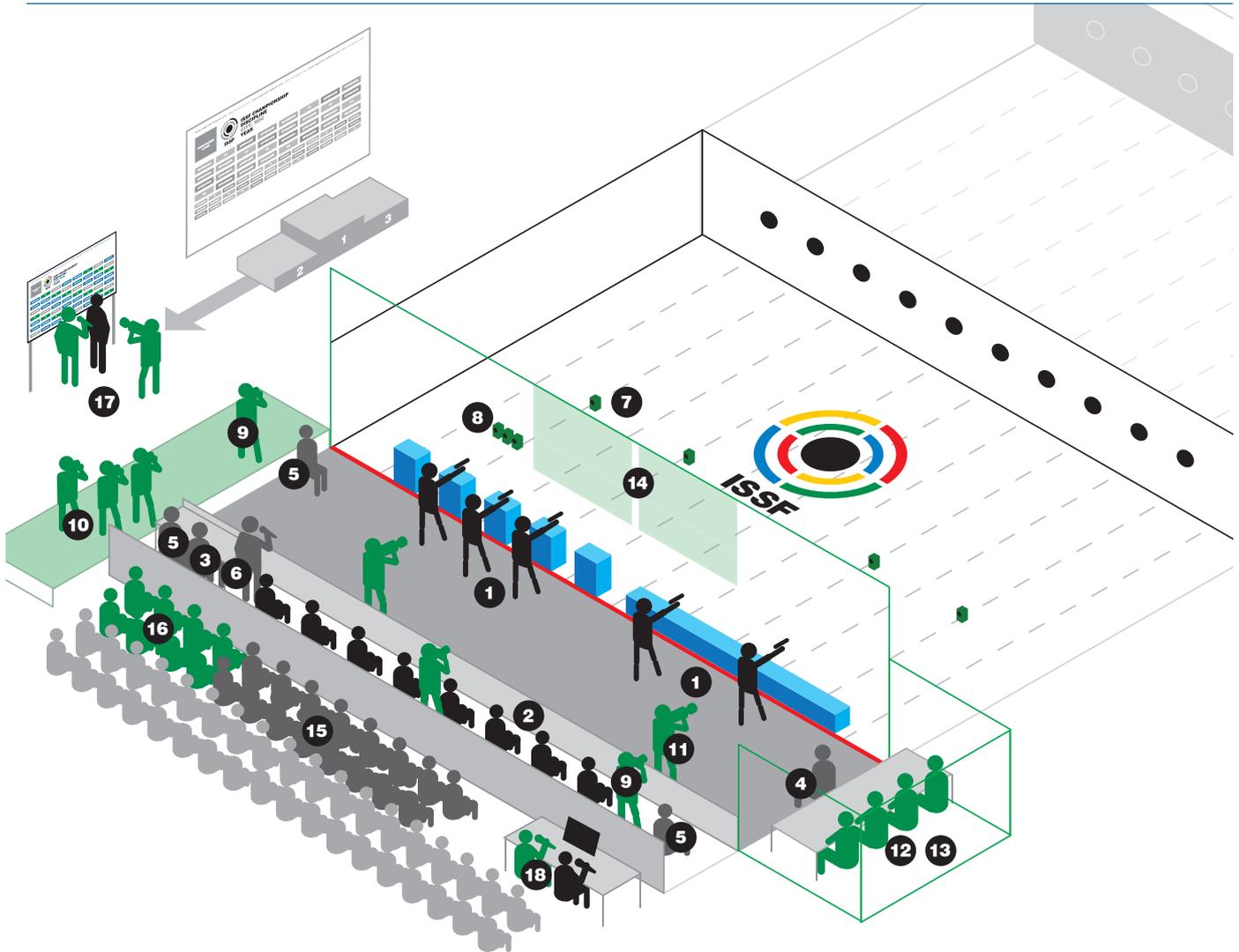


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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.3 PISTOL



LEGEND

1 FINALISTS

2 COACHES

An area for coaches who have Athletes in the Finals.

3 CHIEF RANGE OFFICER (CRO)

The Chief Range Officer in charge of the Finals.

4 RANGE OFFICER (NTO)

5 ISSF JURY MEMBER-ON-DUTY

One Jury Member on the field of play. One Jury Member-in-Charge next to the CRO. Other Jury Members are seated just behind the FOP.

6 ANNOUNCER

7 ROBOTIC CAMERAS

Installed robotic cameras in front of the Finalists looking back to the Firing Line.

8 REMOTE CONTROLLED PHOTO CAMERA

Installed remote controlled photo cameras in front of the Finalists looking back to the Firing Line.

9 POOL PHOTOGRAPHER (PP)

An area for Pool Photographers (PP - max 3) on the field of play.

10 NON-POOL PHOTOGRAPHER (NP)

Designated areas on both sides of the Finals Range for Non-Pool Photographers.

11 TWO HANDHELD CAMERAS (HC)

An area for handheld cameras (HC - max 2) on the field of play, behind security line.

12 ISSF RESULTS PROVIDER

An area for the ISSF Results Provider and RTS Jury - preferably next to the tSF TV Production Crew.

13 ISSF TV PRODUCTION

An area for ISSF TV Production Crew - preferably next to the ISSF Results Provider.

14 OFFICIAL DISPLAYS

(Scoreboard and TV Signal)
Display showing the official Scoreboard of the Finals and the TV Signal produced by ISSF TV preferably above the Finalists.

15 ISSF FAMILY & VIPS

A restricted area for ISSF officials and their guests of honor, including the members of the ISSF jury of appeal.

16 MEDIA

A special restricted area for accredited journalists.

17 MIXED ZONE

A restricted area reserved for taking all interviews with the medal winners. Highest priority is given to the TV interviews.

18 ISSF TV COMMENTATOR

The ISSF TV Commentator is placed immediately behind the field of play accompanied by a co-commentator.

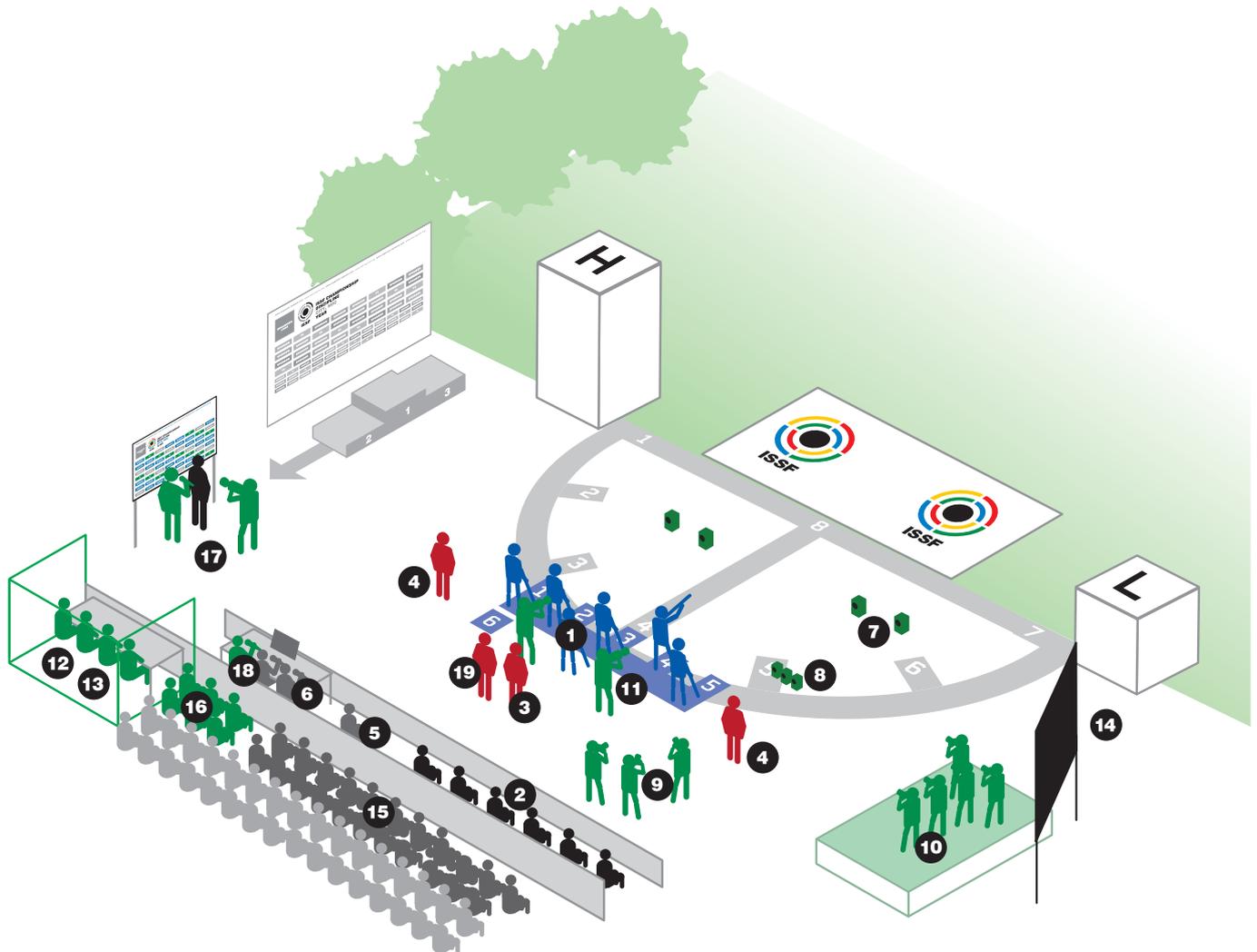


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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.4 TRAP / DOUBLE TRAP



LEGEND

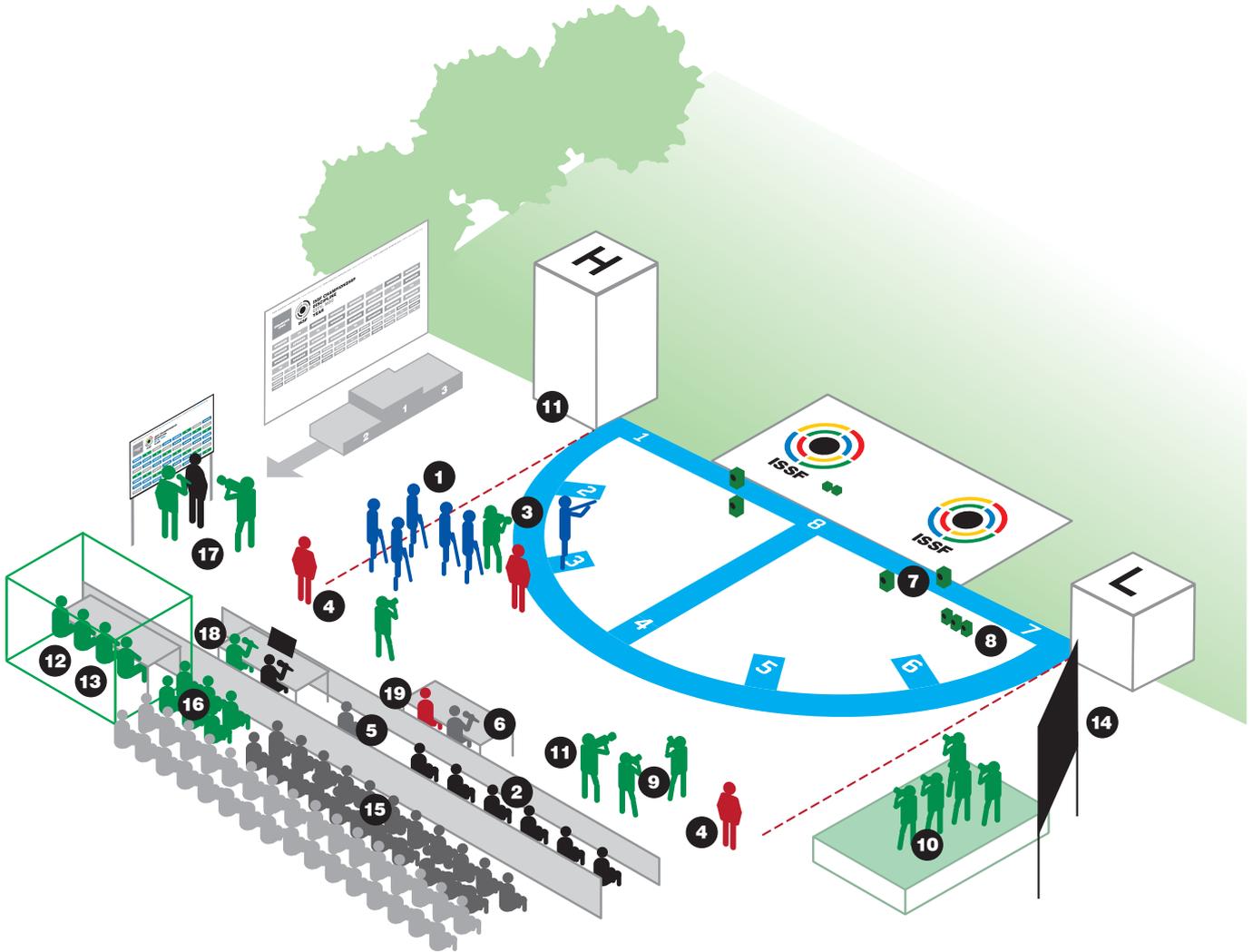
- 1 FINALISTS**
- 2 COACHES**
An area for coaches who have Athletes in the Finals.
- 3 REFEREE**
The Referee in charge for the Finals.
- 4 SIDE REFEREE**
- 5 ISSF JURY MEMBER-ON-DUTY**
One Jury Member-in-Charge for the Finals. An area for official Jury Members.
- 6 ANNOUNCER**
- 7 ROBOTIC CAMERAS**
Installed robotic cameras in front of the Finalists looking back to them.
- 8 REMOTE CONTROLLED PHOTO CAMERA**
Installed remote controlled photo cameras in front of the Finalists looking back to them.
- 9 POOL PHOTOGRAPHER (PP)**
Pool Photographers (PP - max 3) can move on the field of play according a briefing before the Finals.
- 10 NON-POOL PHOTOGRAPHER (NP)**
Designated areas on both sides of the Finals Range for Non-Pool Photographers.
- 11 TWO HANDHELD CAMERAS (HC)**
Handheld cameras (HC - max 2) can move on the field of play according a briefing before the Finals.
- 12 ISSF RESULTS PROVIDER**
An area for the ISSF Results Provider preferably next to the ISSF TV Production Crew.
- 13 ISSF TV PRODUCTION**
An area for ISSF TV Production Crew - preferably next to the ISSF Results Provider.
- 14 OFFICIAL DISPLAYS**
(Scoreboard and TV Signal)
Display showing the official Scoreboard of the Finals and the TV Signal produced by ISSF TV preferably on the right side of the field of play.
- 15 ISSF FAMILY & VIPS**
A restricted area for ISSF officials and their guests of honor, including the members of the ISSF jury of appeal.
- 16 MEDIA**
A special restricted area for accredited journalists.
- 17 MIXED ZONE**
A restricted area reserved for taking all interviews with the medal winners. Highest priority is given to the TV interviews.
- 18 ISSF TV COMMENTATOR**
The ISSF TV Commentator is placed immediately behind the field of play accompanied by a co-commentator.
- 19 SCOREKEEPER**
The Scorekeeper must be placed next to the Referee.



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2. FINALS RANGE – RIFLE / PISTOL / SHOTGUN

2.5 SKEET



LEGEND

- 1 FINALISTS**
- 2 COACHES**
An area for coaches who have Athletes in the Finals.
- 3 REFEREE**
The Referee in charge for the Finals.
- 4 SIDE REFEREE**
- 5 ISSF JURY MEMBER-ON-DUTY**
One Jury Member-in-Charge for the Finals. An area for official Jury Members.
- 6 ANNOUNCER**
- 7 ROBOTIC CAMERAS**
Installed robotic cameras in front of the Finalists looking back to them.
- 8 REMOTE CONTROLLED PHOTO CAMERA**
Installed remote controlled photo cameras in front of the Finalists looking back to them.
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Pool Photographers (PP - max 3) can move on the field of play according a briefing before the Finals.
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Designated areas on both sides of the Finals Range for Non-Pool Photographers.
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Handheld cameras (HC - max 2) can move on the field of play according a briefing before the Finals.
- 12 ISSF RESULTS PROVIDER**
An area for the ISSF Results Provider preferably next to the ISSF TV Production Crew.
- 13 ISSF TV PRODUCTION**
An area for ISSF TV Production Crew - preferably next to the ISSF Results Provider.
- 14 OFFICIAL DISPLAYS**
(Scoreboard and TV Signal)
Display showing the official Scoreboard
- of the Finals and the TV Signal produced by ISSF TV preferably on the right side of the field of play.
- 15 ISSF FAMILY & VIPS**
A restricted area for ISSF officials and their guests of honor, including the members of the ISSF jury of appeal.
- 16 MEDIA**
A special restricted area for accredited journalists.
- 17 MIXED ZONE**
A restricted area reserved for taking all interviews with the medal winners. Highest priority is given to the TV interviews.
- 18 ISSF TV COMMENTATOR**
The ISSF TV Commentator is placed immediately behind the field of play accompanied by a co-commentator.
- 19 SCOREKEEPER**



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3. ISSF VICTORY CEREMONY

3.1 ORGANIZATION

INTRODUCTION

Victory Ceremonies that are well-prepared and conducted in a proper setting, with official announcements, medal presentations, flag raising and music provide traditional and memorable opportunities to recognize Medal-Winning Athletes' accomplishments in a dignified and attractive atmosphere that reflects the Olympic tradition. This ISSF Victory Ceremony Guide provides specific guidance for Organizing Committees (OCs) and their Victory Ceremony Chiefs and staff to use in preparing and conducting Victory Ceremonies to honor medal winners in their Championships.

GENERAL GUIDELINES

1. Ceremony Schedule

Every ISSF Championship Finals must be concluded with a Victory Ceremony that honors the medal winners and concludes TV and media coverage of the event. It is recommended that Victory Ceremonies take place as soon as possible after each Finals. If two or more Victory Ceremonies are combined into one award presentation session at the end of a competition day, consideration should be given to conducting a small flower ceremony for the medal winners on the Finals Range immediately after each Finals to allow timely TV, media and photo coverage.

2. Ceremony Location

Ceremonies should be held on or near the Finals Range field of play. The location should be accessible to Athletes, coaches, ISSF Family, media, medical staff and spectators. It should not be necessary to interrupt another competition or training session to conduct a ceremony. The ceremony location should be arranged to facilitate photographs by providing good lighting, attractive backgrounds and minimal distractions. OCs must recognize that this location will become the most photographed site at each Championship.

3. Background

Special attention should be paid to the background for the ceremony area. It should include appropriate decorations, greenery and banners. There must be a distinctive backdrop (banner) behind the award stand that displays the Championship logo (combination of the ISSF and OC logos). This primary logo may be surrounded by logos of ISSF sponsors, Championship or OC sponsors and ISSF TV.

4. Media Areas

The ceremony location should provide designated areas for media and photographers. Photographers need to be closer to the award stand, but this requirement must be balanced with the requirement for spectators and other media to be able to see Athletes on the award stand. The photo and spectator areas must be controlled so that photographers or spectators cannot go in front of the designated photographer area.

5. Sound System

The ceremony site should have a sound system with amplification so that everyone attending the ceremony can hear announcer communications and the music and anthems.

6. Flags and Anthems

Each OC should have a complete library of flags and current national anthems for all participating nations. All flags to be used in Victory Ceremonies should be the same size. Generally there should be two flags for each country and three flags for countries that have the possibility of winning all three medals (CHN, RUS, ITA, GER, USA). National anthems should be checked to ensure that they are the current official anthem of that nation. It is recommended that OCs have their own library of flags and anthem and not rely on participating teams to bring their flags and anthems. If it is necessary for participating teams to bring flags and anthems, this and the requested flag size must be clearly stated in the Official Program.

7. Ceremony Schedule

Championship schedules must designate when ceremonies take place. Generally, ceremonies should take place as soon as possible after each Finals. Ceremony schedules must be followed.

8. Athletes

Jury members should confirm that Athletes to be honored are dressed according to the **ISSF Dress Code**. A Jury may delay a ceremony if an Athlete is not properly dressed. If an Athlete is not present, the ceremony should proceed without that Athlete.

9. Rehearsal

To ensure the smooth conduct of ceremonies, the Victory Ceremony team should conduct rehearsals of ceremony procedures before the first ceremony.

LOCATION

There are six functional areas within each awards location (see illustrations):

1.

Award stand with background (logo and advertising wall) and adjacent flagpoles or flag display mechanism to one side of the award stand and flags of the host nation and ISSF to the other side of the award stand.

2.

Announcer stand with microphone and speaker system.

3.

Reporting and line-up area for Athletes and Presenters.

4.

Media and photographer areas (must be designated).

5.

VIP seating for ISSF Family (must be controlled so that these seats are not taken).

6.

Spectator seating or standing area (ceremonies are short so seating is not required).

ATHLETE REPORTING

Starting ceremonies on time requires careful management of athlete reporting.

1.

Immediately after each Finals, medal winners must have some time to express emotions and celebrate, to be available for mixed zone interviews and to receive anti-doping test notifications.

2.

ISSF TV must have a short opportunity to interview the gold medal winner before he/she leaves the field of play.

3.

Correct information regarding the medal winners must be given to the Announcer so that the ceremony script can be prepared. The Announcer or an assistant must confirm the correct pronunciation of each medal winner's name.

4.

A member of the Victory Ceremony team must inform each medal winner about the location of the reporting area for the ceremony and direct the medal winners to this area as soon as possible after the completion of mixed zone interviews.

5.

OCs must not allow anti-doping tests to delay the start of the ceremony. Each Medal-Winning Athlete who is to report for testing must have an escort who will accompany that Athlete to the ceremony reporting area first and will take the Athlete to the anti-doping test immediately after the ceremony.



ISSF

3. ISSF VICTORY CEREMONY

3.1 ORGANIZATION

CEREMONY PARTICIPANTS

The Victory Ceremony participants should include the following persons:

- 1 Victory Ceremony Chief
- 1 Announcer
- 1 Audio Operator
- 3 Flag Bearers
- 2-3 Award Bearers
- 3 Medal-Winning Athletes
- 1 Athlete Escort
- 1 Medal Presenter
- 1 Accompanying Presenter (for flowers or OC gifts)
- 1 Presenter Escort

Note: For World Championship or World Cup Final events where there are trophies, one or more additional persons are required to bring the trophy to the award stand.

PRESENTERS

The Medal Presenter in ISSF Championships is normally a senior official from the ISSF, the OC or the government or NOC of the host nation. The selection of the Medal Presenter must be coordinated by the ISSF Technical Delegate and OC Chairman or Competition Director and approved by the senior ISSF Officer or ISSF Technical Delegate. The OC Chairman or Competition Director normally selects the Presenter for Flowers or Special Gifts.

CEREMONY PREPARATION

1. As soon as Final Results are official, the Flag Bearers must select and prepare the flags for the three medal winners' nations. The Victory Ceremony Chief must confirm this.

2. As soon as Final Results are official, the Audio Operator must select the national anthem for the gold medal winner's nation and cue this anthem to be played at the correct time. The Victory Ceremony Chief must confirm this.

3. The Award Bearers must prepare their trays with the medals and gifts. The Victory Ceremony Chief must confirm this.

4. While preparations for the Victory Ceremony are taking place, the Audio Operator must begin playing background music selected to precede the ceremony.

CEREMONY LINE-UP

The Victory Ceremony Chief must supervise the ceremony line-up. The line-up order for the ceremony is as follows:

- 1.** Athlete Escort
- 2.** Medal-Winning Athletes in order 2-1-3 or 3-1-2 (depending upon how they approach the rear of the award stand).
- 3.** Award Bearers
- 4.** Presenter Escort
- 5.** Medal Presenter
- 6.** Accompanying Presenter (to present flowers or an OC gift)

- While the ceremony line-up is being organized or at the appropriate time, the Flag Bearers must march to the flagpoles and prepare the flags to be raised.
- The Victory Ceremony Chief must confirm that the flags are in place and that the ceremony line-up is correct.
- The Victory Ceremony Chief gives the signal to start the ceremony.
- Upon this signal, the Audio Operator must play a fanfare to signal to the audience that the ceremony is starting.
- The Athletes and Presenters then move to their stations by the award stand.



ISSF

3. ISSF VICTORY CEREMONY

3.2 PROCEDURES



1. The Victory Ceremony Chief confirms that all ceremony preparations are ready and gives the cue to start the ceremony.

2. The Audio Operator lowers the background music. The Announcer announces that the ceremony is about to begin (see Victory Ceremony Script, # 1).

3. The Audio Operator starts the fanfare music and ceremony participants move to their positions by the award stand (script, #2). The Escorts and both Presenters stand on the left side of the award stand (as viewed from spectator area). The Athlete Escort and Medal-Winning Athletes take their positions directly behind their respective positions on the award stand. The Award Bearers take their positions on the right side of the award stand (as viewed from the spectator area).

4. The Audio Operator lowers the fanfare music. The Announcer introduces the start of the ceremony (script, #3), then introduces the Medal Presenter (script, #4 and

Accompanying Presenter (script, #5).

5. The Announcer introduces the Bronze medalist (script, #6). The medalist steps up on position three on the award stand, the Medal Presenter and Medal Bearer both step forward to present the medal. The Medal Presenter then steps back and the Accompanying Presenter steps forward to present the flowers or OC gift.

6. The Announcer introduces the Silver medalist (script, #7). The medalist steps up on position two on the award stand, the Medal Presenter and Medal Bearer both step forward to present the medal. The Medal Presenter then steps back and the Accompanying Presenter steps forward to present the flowers or OC gift.

7. The Announcer introduces the Gold medalist (script, #8). The medalist steps up on position one on the award stand, the Medal Presenter and Medal Bearer both step forward to present the medal. The Medal Pre-

sender then steps back and the Accompanying Presenter steps forward to present the flowers or OC gift.

8. The Announcer introduces the national anthem (script, #9). The Audio Operator plays the anthem (script, #10). All ceremony participants turn to face the flags and then return to their original positions after the anthem.

9. The Medal-Winning Athletes face the media, photographers and spectators for a photo opportunity (script, #11). The Announcer concludes the ceremony by stating that the winners of the (event name) are (names of 3 medalists) (script, #12).

10. After the photo op, the Escorts guide the participants back to the reporting area. The flags are lowered and returned to secure storage. The Audio Operator plays appropriate music until the ceremony area clears.

3. ISSF VICTORY CEREMONY

3.3 AWARD STAND / BACKDROP

AWARD STAND

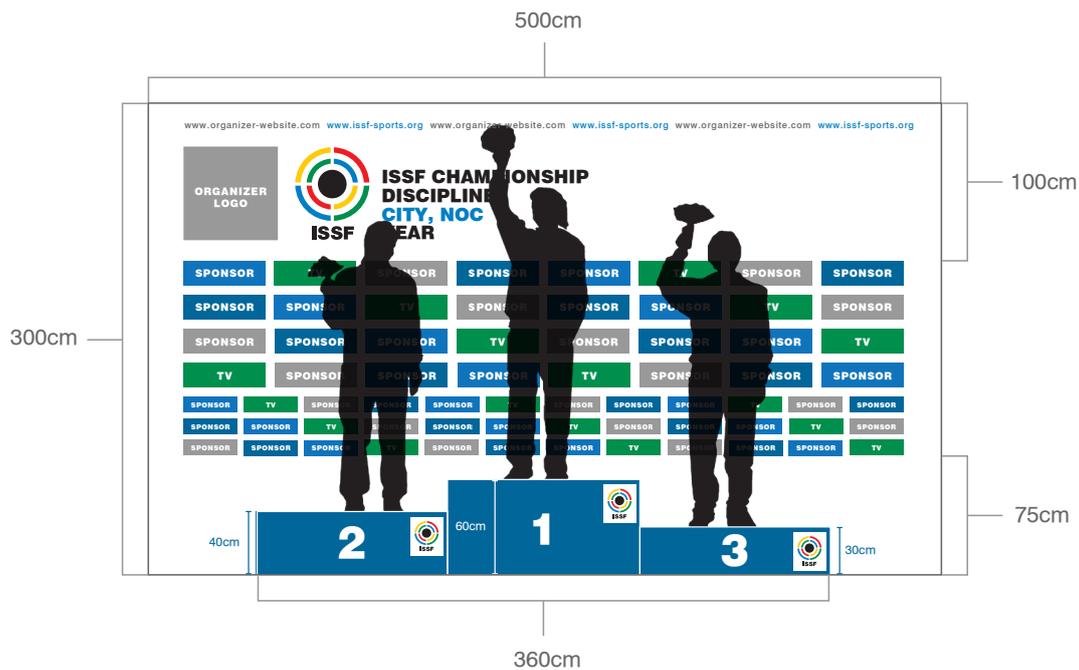
The Victory Ceremony area must have an attractively designed award stand (podium) for the three Medal-Winning Athletes or in World Championships also for Medal-Winning Teams. For World Cups, the award stand should be at least 280 cm x 60 cm to provide sufficient space for each medal winner. The stand should be divided into three sections of different heights with the center section (for gold medal winner) 60 cm high, the second section (on left as viewed by spectators, for silver medal winner), 40 cm high and the third section (on right as viewed by spectators, for bronze medal winner) 30 cm. high. At World Championships where team awards are also presented, the award

stand should be at least 360 cm x 60 cm to provide additional space for three team members to stand on each of the three sections. On the front of the award stand, only the ISSF logos and the numbers “1,” “2” and “3” may appear (see illustration).

AWARD STAND BACKDROP

Approximately two to three meters behind the award stand, there should be a backdrop that provides a visual and photographic background for the award presentations. This backdrop must clearly identify the ISSF and the Championship Organizer, location and year. For World Cups where only individual awards are given, the backdrop should be 400 cm x 300 cm. For World

Championships where team awards are also given, the backdrop should be 500 cm x 300 cm. At the top of the backdrop, the ISSF logo and OC logo (co-branding) must be prominently displayed together with the Championship name and year. The logos and Championship designation must be located so that they are clearly visible in all photographs or visual images of the medal winners (see illustrations). The backdrop display must also show the website addresses of the ISSF (www.issf-sports.org) and the OC. The backdrop display may also be used to display the logos of OC sponsors. In preparing the award stand backdrop, reference should be made to the **ISSF Corporate Identity Policy** (available from the ISSF website).



**3. ISSF VICTORY CEREMONY**

3.4 QUALITY CONTROL

KEYS TO SUCCESSFUL VICTORY CEREMONIES

	STANDARD	ADDITIONAL
SCENERY SET, DECORATION	Award stand backdrop Flowers, plants Pillows or trays for awards ISSF flag Organizer flag Sponsor banners, flags	
SOUND SYSTEM	Quality music Quality equipment National anthems	
ANNOUNCER	Excellent voice and public presence Perfect English knowledge, ability to follow script Well informed about the ISSF award procedure	
VOLUNTEERS (HOSTESS, AWARD BEARERS, FLAG BEARERS)	Uniform dress, cultural or national dress Well trained and rehearsed	
ATHLETES	ISSF Dress Code Informed about reporting time and location	
PRESENTER / GUEST	Informed about the award Procedure Informed about reporting time	
FACILITIES	Award stands secure and accessible for Athletes Flag poles beside the podium Good lighting TV and Photo opportunities	
FLAGS AND ANTHEM	OC must have two official national flags (minimum size 1.0 m x 1.5 m and maximum size 2.0 m and 2.5 m) and one national anthem in a standard format, such as MP3, on CD/DVD or memory stick, which is the official short version of max 25-40 seconds.	
REHEARSAL	To ensure a smooth conduct of the award procedures a rehearsal before the first ceremony is highly recommended.	



ISSF

GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

3. ISSF VICTORY CEREMONY

3.5 CHECKLIST / EQUIPMENT

VICTORY CEREMONY CHECKLIST

- Secure medals to be presented well in advance.
- Determine number of volunteers and ensure that volunteers receive proper training. Conduct a final walk through (Rehearsal).
- Identify and inform Presenters well in advance.
- Make sure that each presenter is briefed about the procedure.
- All equipment in place (award stand, scenery set, etc.)
- Ensure that an alternate plan is established in case of bad weather.
- Place all awards that were not claimed in an envelope along with the name of the winner and event and return them to ISSF Headquarters.

VICTORY CEREMONY'S EQUIPMENT LIST

EQUIPMENT	DESCRIPTION	REQUIREMENT	TOTAL QUANTITY	<input checked="" type="checkbox"/> COMPLETED
Awards (medals)				
Award music				
National flags				
National anthems				
Award script				
Award trays				
Chairs				
Equipment for announcer				
Speaker system				
Equipment for sound system				
Labels on areas and chairs				
Scenery set up				
Tables				



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GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES

3. ISSF VICTORY CEREMONY

3.6 SCRIPT

After the medal presentation party is assembled and lined up, the following script will be used to conduct the Victory Ceremony:

Cue No.	Person	Announcer script	Scoreboard Text	Action
1	Announcer	Ladies and Gentlemen, the Victory Ceremony for the ISSF (World Cup (Final) – City / World Championship – City) (year) will begin in a few moments.		Start of ceremony
2	Audio Operator	(Pause while award party moves to their presentation stations.)		Play fanfare as award party moves to presentation positions
3	Announcer	Ladies and Gentlemen, the Victory Ceremony for the (event) _____ will now take place.	EVENT NAME	
4	Announcer	The medals will be presented by (name) _____ (title) _____	MEDAL PRESENTER, TITLE	
5	Announcer	He/She is accompanied by (name) _____ (title) _____	PRESENTER, TITLE	
6	Announcer	The Bronze Medal, representing (country) _____ goes to (name) _____	COUNTRY, BRONZE MEDALIST	Bronze medal is presented Flowers or gift are presented

**ISSF****GUIDELINES FOR ACCREDITATION, FINALS RANGES, VICTORY CEREMONIES****3. ISSF VICTORY CEREMONY**

3.6 SCRIPT

Cue No.	Person	Announcer script	Scoreboard Text	Action
7	Announcer	<p style="text-align: center;">The Silver Medal, representing</p> <p>(country) _____</p> <p style="text-align: center;">goes to</p> <p>(name) _____</p>	COUNTRY, SILVER MEDALIST	Silver medal is presented Flowers or gift are presented
8	Announcer	<p style="text-align: center;">The Gold Medal, representing</p> <p>(country) _____</p> <p style="text-align: center;">goes to</p> <p>(name) _____</p>	COUNTRY, GOLD MEDALIST	Gold medal is presented Flowers or gift are presented
9	Announcer	<p style="text-align: center;">Ladies and Gentlemen, please rise for the national anthem of</p> <p>(country) _____</p>	COUNTRY	
10	Audio Operator			National anthem is played, flags are raised
11		(pause for photo opportunity on award stand)		Photo opportunity
12	Announcer	<p style="text-align: center;">Ladies and Gentlemen, we congratulate the winners of the</p> <p>(event) _____</p> <p>(names) _____</p>	EVENT NAME AND ALL 3 MEDALISTS	Escorts lead the medalists and Presenters back to the assembly area
13		(The Announcer may give information about upcoming competition events, the next Victory Ceremony or other special announcements.)		Flags are lowered

Note: In addition to the official English language announcements, the script may also be read in the language of the host country. If this is done, the script must be announced first in the language of the host country.