



**IWUF**

INTERNATIONAL WUSHU FEDERATION

# **BIDDING MANUAL**

## **IWUF EVENTS BIDDING MANUAL**

21 May 2019 | Ver. 1.0



**IWUF**

INTERNATIONAL WUSHU FEDERATION

# CONTENTS

## **I. Message from the IWUF President**

## **II. IWUF's Official Events**

## **III. Opportunities and Benefits for Organizers**

- a. Opportunities
- b. IWUF Support and Services
- c. Athletes' Voices

## **IV. How to Bid**

- a. Upcoming IWUF Events Open for Bidding
- b. Bidding Timeline
- c. Bidding Process & Preparation Guide

## **V. Appendix**

- A. Requirements and Obligations
- B. Preliminary Registration Form
- C. Host City Application Form
- D. Assessment Content
- E. International Wushu Federation (IWUF) Events



**IWUF**

INTERNATIONAL WUSHU FEDERATION

I.

# Message

from the IWUF

# President

## I. Message from the IWUF President

This manual is designed for International Wushu Federation (IWUF) Member Federations and cities that would like to bid as candidates for the hosting and organization of various events, including: World Wushu Championships (WWC), World Junior Wushu Championships (WJWC), World Kungfu Championships (WKFC), World Taijiquan Championships (WTJQC), Taolu World Cup (TWC), and Sanda World Cup (SWC).

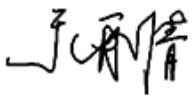
Organizing wushu events offers many short and long-term financial, social, and cultural opportunities for Host Federations and cities. IWUF events bring world-class athletes of all ages and levels together through various competition platforms. Moreover, as an aspiring Olympic sport, wushu has a fast-growing base of international participants and followers, and events continue to attract a growing number of athletes and fans who are equally interested in exploring the event location as they are in taking part in the event.

This manual provides a comprehensive list of requirements and suggestions for IWUF Member Federations and host cities to evaluate their capacity and resources when considering organizing such events. It is also helpful for prospective organizers when preparing their bid to understand their obligations towards the IWUF. All interested parties will have the same level of information, including the rules, regulations, and expectations to ensure the fairness of the bidding process; it is crucial to note that any discrimination against countries or persons on the grounds of race, religion, or political affiliations will not be accepted.

Please note that the rules and regulations of this manual have been created to ensure a smooth bidding process and a successful event, not to restrict it. Therefore, upon meeting the standards of IWUF, the organizer is free to build on the structural foundation and create a unique experience for not only the participants but also the audience worldwide.

We hope these guidelines can provide a clear understanding of what it means to bid for an IWUF event. We would like to thank you for your interest in promoting and encouraging the development and practice of wushu through organizing an IWUF event in your country.

Best regards,



Yu Zaiqing  
President  
International Wushu Federation



**IWUF**

INTERNATIONAL WUSHU FEDERATION

II.

# IWUF'S Official Events

## II. IWUF's Official Events

To date, IWUF has hosted and grown its signature events all over the globe, including 14 World Wushu Championships and 6 Junior World Wushu Championships, and has tracked a steady quantitative growth in participation and qualitative rise in athletes' skill levels. The IWUF has also built up other elite championship-level events that include the Sanda World Cup and Taolu World Cup, and has created a dedicated tournament for the globally popular sport of taijiquan in the World Taijiquan Championships. Furthermore, wushu is celebrated by thousands at the ever-growing sport-for-all event World Kungfu Championships, which will soon see its eighth edition in Emeishan, China.

### ✓ **World Wushu Championships (WWC)**

Pinnacle event of IWUF, the highest competitive level within the sport of wushu  
600+ of the world's top athletes compete for world titles

350+ team officials

Teams from 80+ countries & regions (over 1/3 of the world) and all 5 continents

Only the highest-level elite athletes are qualified to participate

Event Duration: 6-8 days in total

Event Frequency: Biennial (odd years)

Hotel Capacity: 1000+

Venue Capacity: 2000+

Field(s) of Play: Taolu – 24m x 26m (2); Sanda – 24m x 24m (1)

IWUF Congress

### **HISTORY OF HOST CITIES**

YEAR	DATE	HOST CITY & COUNTRY
1991	October 12-18	Beijing, China
1993	November 21-27	Kuala Lumpur, Malaysia
1995	August 19-22	Baltimore, USA
1997	November 3-8	Rome, Italy
1999	November 2-7	Hong Kong, China
2001	October 31-November 5	Yerevan, Armenia
2003	November 3-7	Macau, China
2005	December 9-14	Hanoi, Vietnam
2007	November 11-17	Beijing, China
2009	October 25-29	Toronto, Canada
2011	October 9-14	Ankara, Turkey
2013	November 1-5	Kuala Lumpur, Malaysia
2015	November 11-18	Jakarta, Indonesia
2017	September 26-October 3	Kazan, Russia
2019	October 19-24	Shanghai, China

### ✓ **World Junior Wushu Championships (WJWC)**

The official pinnacle junior championships of the IWUF featuring the highest competitive level within the sport amongst its junior athletes.

A unique opportunity to glimpse the future of the sport.

500+ of the world's top athletes compete for world titles

300+ team officials

Teams from 45+ countries & regions and all 5 continents

Only the highest-level elite junior athletes are qualified to participate

Event Duration: 6-8 days in total

Event Frequency: Biennial (even years)

Hotel Capacity: 1000+

Venue Capacity: 2000+

Field(s) of Play: Taolu – 24m x 26m (2); Sanda – 24m x 24m (1)

#### HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2006	August 19-26	Kuala Lumpur, Malaysia
2008	December 7-14	Bali, Indonesia
2010	December 2-10	Singapore
2012	September 17-25	Macau, China
2014	March 11-18	Antalya, Turkey
2016	September 26-October 2	Burgas, Bulgaria
2018	July 9-17	Brasilia, Brazil
2020	TBC	Rabat, Morocco

#### ✓ World Kungfu Championships(WKFC)

The world-level sport-for-all event, an event that promotes friendship and interaction between traditional kungfu practitioners.

4000+ competitors from all over the world in all age groups compete in a wide variety of traditional events.

300+ team officials

Teams from 50-70 countries & regions (over 1/3 of the world) and all 5 continents

Event Duration: 5-7 days in total

Event Frequency: Biennial (odd years)

Hotel Capacity: 4000+

Venue Capacity: 3000+

Field(s) of Play: Taolu – 24m x 26m (4-6)

#### HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2004	October 15-20	Zhengzhou, China
2006	October 15-19	Zhengzhou, China
2008	October 28	Shiyan, China
2010	October 16	Shiyan, China
2012	November 5	Huangshan, China
2014	October 2	Jiuhuashan, China
2017	November 7-11	Emeishan, China
2019	June 16 –20	Emeishan, China

#### ✓ World Taijiquan Championships (WTJQC)

Most prestigious event for Taijiquan (Tai Chi Chuan) practitioners around the globe.

400+ competitors from all over the world in all age groups compete in a wide variety of events

150+ team officials

Teams from 40+ countries & regions and all 5 continents

Event Duration: 5-7 days in total

Event Frequency: Biennial (even years)

Hotel Capacity: 1000+

Venue Capacity: 2000+

Field(s) of Play: Taolu - 24m x 26m (2)

#### HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
------	------	---------------------



<b>2014</b>	November 1-4	Chengdu, China
<b>2016</b>	October 14-20	Warsaw, Poland
<b>2018</b>	September 26-30	Burgas, Bulgaria
<b>2020</b>	TBC	Catania, Italy

#### ✓ **Sanda World Cup (SWC)**

A thrilling display of martial abilities, the Sanda World Cup (SWC).

70 top-placing Sanda medal winners from the previous World Wushu Championships  
50+ team officials

Only the best-of-best Sanda athletes are qualified to participate

Event Duration: 5-6 days in total

Event Frequency: Biennial (even years)

Hotel Capacity: 200+

Venue Capacity: 2000+

Field(s) of Play: Sanda – 24m x 24m (1)

#### **HISTORY OF HOST CITIES**

<b>YEAR</b>	<b>DATE</b>	<b>HOST CITY &amp; COUNTRY</b>
<b>2002</b>	October 12-18	Shanghai, China
<b>2004</b>	November 21-27	Guangzhou, China
<b>2006</b>	August 19-22	Xi'an, China
<b>2008</b>	November 3-8	Harbin, China
<b>2010</b>	November 2-7	Chongqing, China
<b>2012</b>	October 23-25	Fujian, China
<b>2014</b>	November 20-21	Jakarta, Indonesia
<b>2016</b>	November 1-6	Xi'an, China
<b>2018</b>	November 11-17	Hangzhou, China

#### ✓ **Taolu World Cup (TWC)**

Top event for world-class taolu athletes

80 top-placing Taolu medal winners from the previous World Wushu Championships  
50+ team officials

Only the best-of-best Taolu athletes are qualified to participate

Event Duration: 4-5 days in total

Event Frequency: Biennial (even years)

Hotel Capacity: 200+

Venue Capacity: 2000+

Field(s) of Play: Taolu – 24m x 26m (1)

#### **HISTORY OF HOST CITIES**

<b>YEAR</b>	<b>DATE</b>	<b>HOST CITY &amp; COUNTRY</b>
<b>2016</b>	November 18-20	Fuzhou, China
<b>2018</b>	November 21-27	Yangon, Myanmar
<b>2020</b>	TBC	Tokyo, Japan





**IWUF**

INTERNATIONAL WUSHU FEDERATION

III.

# Opportunities and Benefits for **Organizers**


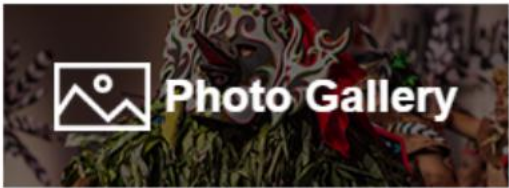



### III. Opportunities and Benefits for Organizers

#### a) Opportunities

*IWUF will accept bids not only from National Federations but also various qualified entities, including but not limited to agencies, cities, private promoters, and corporate sponsors.*

With the endorsement of their respective National Federations, cities that meet the standards to hold world-class events may also bid for IWUF events.

Cultural & Social Benefits	<p>Hosting IWUF events presents a great opportunity for the Host City to introduce wushu to the local population, and a local population to wushu, laying a foundation for the sport to flourish.</p> <p>With up to thousands of world-class athletes from different cultural backgrounds gathering for each event, these events are an important part of global cultural exchange for wushu and in general.</p> <p>Additionally, by introducing the general public to something like wushu, a sport, hobby, and way of life associated with a long and healthy life, young generations will in turn be exposed to such long-term benefits.</p>
Economic Benefits	<p>IWUF events provide the organizer with a chance to capitalize on the sport's global popularity and huge potential market.</p> <p>Each event attracts a significant number of potential international tourists to the Host City, including competitors, support teams, officials, media, suppliers, wushu fans, family, and friends, with many participants electing to explore and spend time in the city and surrounding areas prior to or following the event. This provides an excellent opportunity to showcase local businesses, brands, and even industries that many people may have never been exposed to.</p> <p>There are also many ways for organizers to generate revenue directly from channels such as sponsorships, ticket sales, and vendor fees.</p>
Image and Visibility Benefits	<p>The image and visibility of an event's Host City, region, and country are top priorities for the IWUF, as the location of an event impacts each participant's experience greatly.</p> <p>Beyond the immediate tourism potential, global attention be focused on the Host City through the IWUF's various social media platforms, live streaming arrangements, and daily video highlights.</p>

	    
Wushu - A sport for all, a sport for the future generation	<p>The wide range of IWUF events provide stages for wushu enthusiasts all over the world, from children to the elderly, from Argentina to Australia, from the elite sanda athlete to the casual Wing Chun practitioner, to work towards their goals and participate on a spectacular scale.</p> <p>Elites athletes continue to push the levels of the sport through the WWC, SWC, and TWC; inheritors of traditional kungfu styles unite to share their knowledge and experiences at the WKFC, WTJQC, and events for individual traditional wushu styles; and the WJWC not only provides a glimpse of the future of wushu, but also gives the youth a chance to test their own limits and aspirations – it is through this event that the younger generations develop a sense of fair play, health and friendship for and towards all.</p>
Wushu - A sport without discrimination	<p>Organizers of all events, simply by virtue of inviting participants from all over the world, show their city, country, and culture to be welcoming to those of all backgrounds, a core value of the IWUF. It is a strong declaration of opposition towards discrimination of all kinds, gender, age, race, religion, culture, or political affiliations, inside and outside the sport of wushu.</p>
Event Legacy: Build on the past for the future of wushu or other sport events	<p>Once the Host City is selected, they may begin preparation with direct and personal support of the IWUF and the IWUF Event Operational Manual, the accumulation of 30 years of wushu event management.</p> <p>Throughout the preparation process for the event, consultations will be held with the IWUF on various technical and logistical matters; the IWUF events, media,</p>

	<p>and technical departments regularly work closely with organizing committees, to great success.</p> <p>There will also be opportunities for selected Hosts to observe previous editions of the event they will hold in order to learn directly from the experiences of other organizers.</p> <p>As such, with each successive edition of IWUF events, the foundation for future events grows more solid, as do the benefits such as sponsor appeal, participation numbers, improved organizational structure, more media presence, and a deeper engagement with the local community.</p>
--	--

## **b) IWUF's Support and Services:**

The IWUF will support the organizers in the following areas:

- Guidance for interested hosts throughout the bidding process
- Guaranteed world-class national team participation
- Guaranteed world-class officials and referees
- Venue layouts and sports presentation concepts
- Brand Manual for creating brand information
- Global network of communications and promotional channels
- ENG Production
- Global live-stream on IWUF's wushu TV channel
- Event management support
- Network of equipment, technology and service providers

## **c) Athletes' Voices:**

It was great to see people from all over the world doing the same sport I am doing... all fighting for that same world title. It was such an intense moment when I set foot into the ring and went toe-to-toe with my biggest competition...This was by far the best experience of my life and I can't wait to compete against the best again in 2018!

——Audrey Meeks (USA)

It means a lot that the World Championships are in Indonesia. It's really been motivating us. I hope this bring a positive energy to the country for wushu. To get the gold medal from Jet Li was awesome.

—— Linswell (INA)

My fifth gold medal is my dream. Everybody is cheering me on here, and it gives me 20 times the power to win.

—— Muslim Salikhov (RUS)

There's so much work behind every performance that you do, it just comes out in different ways.

—— Tania Sakanaka (BRA)

Excellent championships! The live streaming was a highlight for me as our families and team at home were able to tune in.

—— BER Team



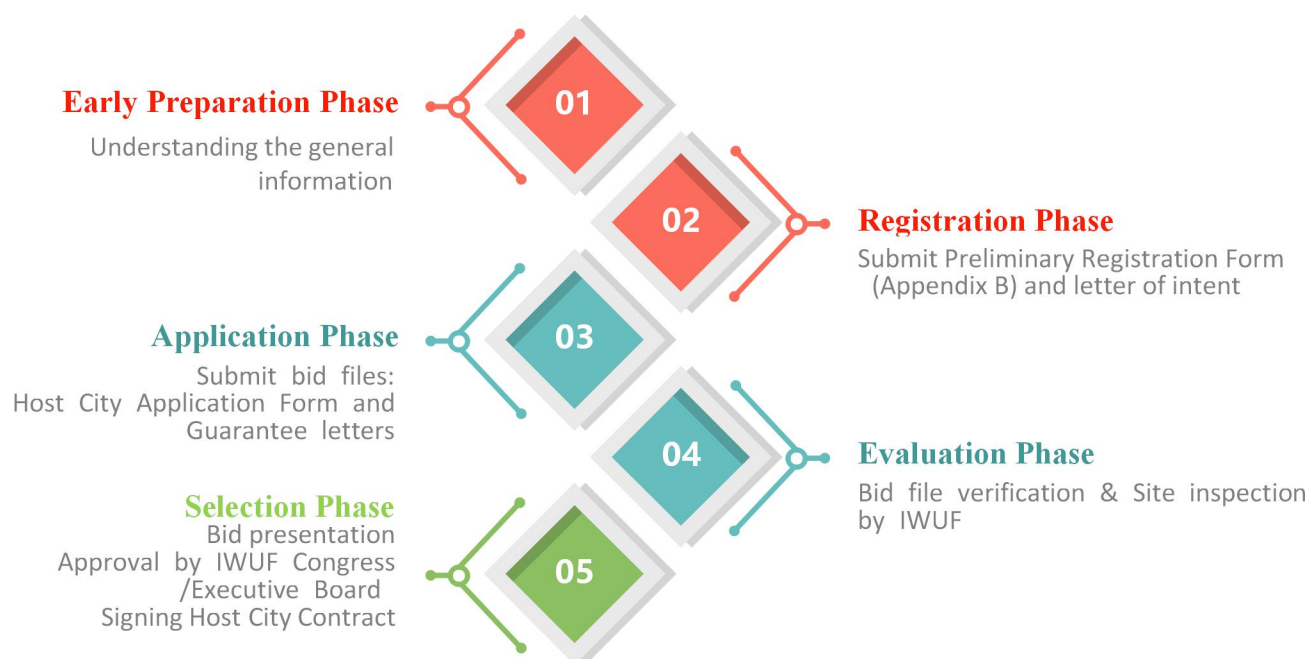
**IWUF**

INTERNATIONAL WUSHU FEDERATION

IV.

**How to Bid**

## IV. How to Bid

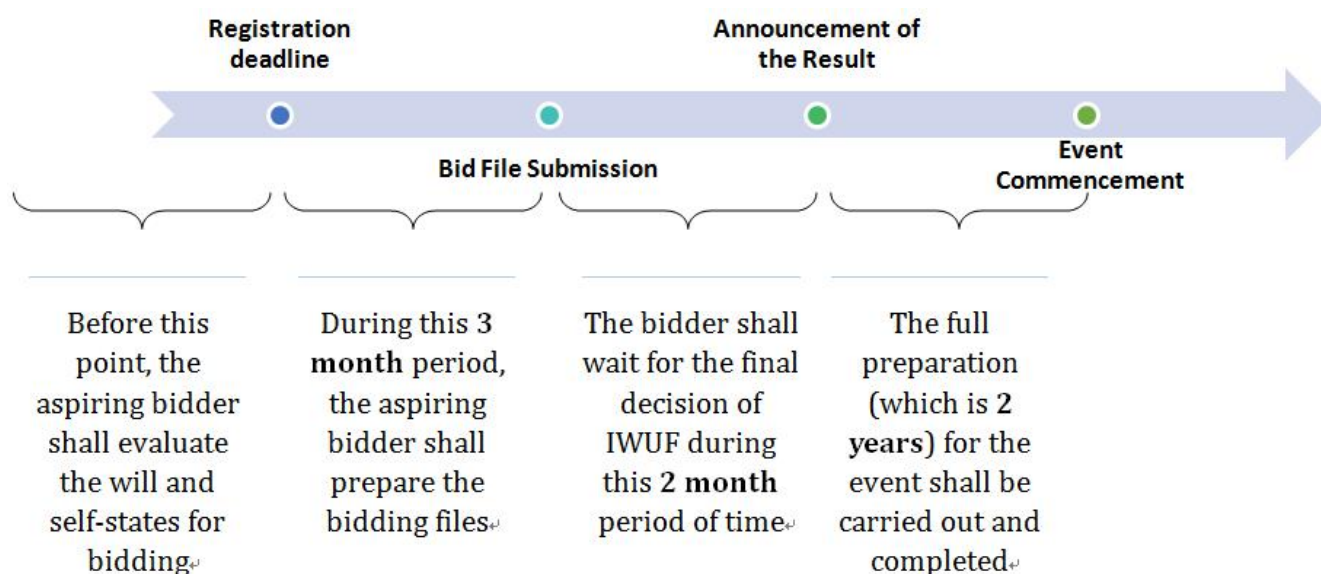


### Overview of the Process

#### a) Upcoming IWUF Events Open for Bidding

IWUF Event	2021	2022	2023	2024
World Wushu Championships	√		√	
World Taijiquan Championships		√		√
Sanda World Cup		√		√
Taolu World Cup		√		√
World Kungfu Championships	√		√	
World Junior Wushu Championships		√		√

#### b) Bidding Timeline



For example, if an organizer would like to bid for an event usually held in the autumn,



such as the 16th World Wushu Championships (the 15th WWC to be held in October 2019), a sample timeline might be the following:

1. Register May of 2019.
2. Prepare the Bidding File Package and submit August 2019.
3. IWUF announces results at the 15<sup>th</sup> IWUF Congress during the 15<sup>th</sup> WWC in October 2019.
4. The organizer with the winning bid shall have 2 years to fully prepare for the 16<sup>th</sup> WWC in 2021.

IWUF events have been and should be held regularly. The exact timing of each event shall be coordinated with the IWUF with the convenience and ability to mobilize and travel of the participants, organizer, and overall annual event arrangements. However, the World Wushu Championships must be held between **September and November** of their designated year, and the World Junior Wushu Championships must be held between **July and September** of their designated year.

### c) Bidding Process & Preparation Guide

In order to help Hosts better prepare for IWUF event bidding and organization, we have provided a brief step-by-step guide. The bidding process is divided into five phases.

#### i. Early Preparation Phase

Aspiring bidders shall read through and fully understand this Bidding Manual and other the general information, including the **IWUF events requirements** and the **Local Organizing Committee's obligations (Appendix A)**. Any questions that arise may be directed at any time to the IWUF Technical & Events Department.

#### ii. Registration Phase

All parties wishing to host IWUF events shall submit the **Registration Form (Appendix B)** and a letter of intent via email to [events@iwuf.org](mailto:events@iwuf.org). On the registration form, the year and name of the event for which bidding party wishes to bid shall be specified.

If a single entity wishes to submit bids for more than one event, separate registration forms and letters of intent must be submitted for each event.

The registration form and letter of intent require the signature of:

- 1) the President of the respective member National Federation/Association, and
- 2) the Mayor or equivalent of the Host City.

Once an NF or a city submits the registration document, it will become a registered bidder for the IWUF events. Only registered bidders are eligible to submit their bid files in the next phase.

#### iii. Application Phase

After declaring their intent to bid for an IWUF event and becoming a registered bidder, a bidding party **submits their bid files** to demonstrate their capabilities to hold an IWUF event.

The bid file is the official set of documents consisting of general bid information, the





operational plan, and an outline demonstrating the bidder's capability to host the IWUF event. The submitted bid file will be the basis for evaluation during the entire bid process.

The bid file shall be comprised of the following parts:

Part A	<b>Host City Application Form (Appendix C)</b>
Part B	<b>Guarantee letters</b> of NOC and/or National Sport Ministry, and a letter of support from the local government.

If a single entity wishes to submit bids for more than one event, separate bid files must be submitted for each event.

Any supporting materials attached to the bid file shall be in color and clearly annotated. They must be provided in either a .pdf or a .jpg format.

The bid file(s) shall be submitted with the signatures of both:

1. The President of the respective member federation/association
2. The Mayor or the equivalent of the Host City

#### iv. Evaluation Phase

The IWUF will review and evaluate the applications of bidders, examine the feasibility of the proposed budget plans, and verify each bidder's ability to deliver the IWUF event. All content concerning the Assessment will be available in the **Appendix D**, which can also be an important reference when prepare the event.

Applicants who did not meet the requirements of the IWUF will be individually notified and, at the same time, the IWUF will shortlist final candidates.

The IWUF President will appoint representatives to make inspection visits to the candidate cities three months before the IWUF Congress convenes (for World Wushu Championships) or before an EB Meeting (for all other IWUF events), during which the event host(s) will be decided. All costs associated with the inspection visits shall be borne by the bidding federation or city. The inspecting representatives shall submit a report to the Executive Board (EB).

#### v. Selection Phase

The selection phase for IWUF event hosts will take place at the IWUF Congress (for WWC only) or the IWUF EB Meeting (for the other IWUF events), during which final candidates shall make presentations. The length of each presentation shall be strictly limited in duration to 10 minutes or less, following which each candidate representative should be prepared to answer questions. The travel and accommodation costs shall be at the candidates' own expenses.

At the Congress or the IWUF EB Meeting all attendees shall vote for the Host City, following which the hosting right for the IWUF event shall be announced. If the decision needs to be made between EB meetings, EB members may vote electronically.

After being awarded the hosting rights, the Federation or the city shall sign a written agreement, the Host City Contract, with the IWUF.



**IWUF**

INTERNATIONAL WUSHU FEDERATION

**V.**

# Appendix

## **V. Appendix**

- A. Requirements and Obligations
- B. Preliminary Registration Form
- C. Host City Application Form
- D. Assessment Content
- E. International Wushu Federation (IWUF) Events



## Requirements and Obligation

### i. Finance Policy

#### a. Generally

IWUF and the Host City must sign the contract within three (3) months after the selection phase of bidding process. The Local Organizing Committee (LOC) is often set up by the host federation or Host City to deliver the event in accordance with the specifications stated in the Host City Contract. The LOC should be responsible for the financial management of the event, including budget, spending, sponsors, invoicing, etc.

The event organization financial plan should be submitted to the IWUF six (6) months prior to the event commencement, and a financial report should be submitted two (2) months following the event conclusion.

The LOC should supervise all its expenditures and accounting, with balance checks conducted regularly. Additionally, an audit shall be conducted after the event to ensure that the books are properly closed, with no pending payments, and that everything is settled.

#### b. Legal & Insurance

The Host City Contract is the fundamental framework that should be the first point of reference for understanding the LOC's rights and responsibilities. Other contractual documents or agreements, such as those between the LOC and partners, sponsors, suppliers, etc. will add to the contractual framework of legal rights and responsibilities of the LOC and other stakeholders.

The IWUF shall be released from any liability towards third parties resulting from any acts or omissions of the host federation or Host City, the LOC, and their respective officers, members, directors, employers, consultants, and other representatives related to the event. This indemnification provision shall not apply to liability caused by the willful misconduct or gross negligence by the IWUF.

It is important to ensure that proper insurance policies are in place for each event. A copy of the insurance policy by the host federation or the Host City shall be provided to the IWUF three (3) months prior to event commencement.

Participating teams must acquire their own medical and liability insurance for both travel and the full duration of their participation in the event.

### ii. Broadcasting Rights

#### a. Ownership

The right to use the official logo, brand, slogan, and mascot's image belongs to IWUF. The copyright of in and to all video and audio recordings of the IWUF Events and Events related programming shall belong to IWUF.

### **iii. Marketing Rights**

An international marketing program shall be developed through the collaboration between the and IWUF. Under the Marketing Program Agreement in the Host City contract, IWUF will authorize LOC to use the IWUF logo and brand for certain sponsored and licensed merchandise activities.

#### **a. IWUF Consent Required**

The LOC must discuss all ongoing marketing activities with the IWUF and submit the advertising/promotion plan to the IWUF for approval before entering into a definitive marketing agreement with any third party.

Unless otherwise stated in the Marketing Program Agreement, neither the LOC will execute any contract or enter into any agreement pursuant to which marketing, sponsorship or similar rights, or the right to use any IWUF logo and brand, are granted, without the prior written consent of IWUF.

#### **b. Venue & Site Decorations**

As part of the marketing and promotional activities, the LOC should develop an identity for the event including an event logo and mascot and submit the designs to the IWUF for approval prior to the event. The elements of the identity should highlight the national/regional identity of the Host City combined with the event's sport culture.

To provide a consistent look and feel across the event, the identity should be used consistently in all marketing activities, from publications to event posters, backdrops, and more.

Some space at the venue may be reserved for commercial partners or sponsor advertisement. The LOC shall submit a detailed site decoration plan to the IWUF for approval.

#### **c. Ambush Activity**

To prevent and/or terminate any ambush marketing of the IWUF partners or unauthorized use of IWUF logo and brand, LOC shall take all necessary measures (including the development and implementation of a program related to the prevention of ambush marketing activities and the taking of legal recourse, if applicable), at their cost.

#### **d. Ticketing**

The LOC shall create its own ticketing system or make arrangements with an existing ticketing agency for the sale and distribution of the tickets. The ticketing plan shall be submitted to the IWUF for its approval at least 30 days prior to the event.

The LOC shall also establish a sales mechanism to actively market tickets to customers through website, direct mail and other channels. The tickets produced by the LOC shall meet the following criteria: The tickets must include the day of the event, the name of the venue, the stand, the category, and the price, and the tickets must be designed in accordance with the identity of the event.

#### **e. Sponsorship**

Before the start of the event, the LOC must coordinate with the IWUF to finalize sponsorship plans for the event. The LOC shall draw up the sponsorship structure, including specific sponsorship tiers with corresponding prices and benefits associated with each tier.

Once the agreement is signed with a sponsor, the LOC must ensure that the sponsor's brands are well represented according to the agreement.

The LOC shall provide all necessary logistical support to sponsors who want to promote their products and services on site during the event.

Ambush marketing, where entities with no commercial ties to the event may attempt to use the event image for their own marketing purposes, poses a threat to any sports event. In order to guard against ambush marketing, the LOC shall set up a dedicated anti-ambush marketing plan to protect the rights of the sponsors during the event.

#### **iv. Accommodation**

##### **a. Generally**

The capacity of accommodation for IWUF Events must be adequate to the number of the participants related to the sport proposed. Adequate accommodation capacity for competitors and accredited officials shall be provided by LOC. The athletes and officials shall be accommodated in the Hotel designated for IWUF Events.

The LOC must provide participants with accommodations approved by the IWUF (hotels, villages, campuses, etc.). The service level and cleanliness of the accommodation area shall conform to international standards.

In principle, the accommodation area shall not be more than 30 minutes away from the competition venue.

##### **b. Catering**

Catering facilities must be located in the accommodation area and offer a variety of meals to satisfy the top competitor's diet and all special dietary requirements.

The facility must be able to meet the needs of a sufficient number of people. All competitors and officials should provide dining facilities between 06:00 and 24:00, offering a variety of hot meals at any time. However, the opening hours can be modified based on training and competition time.

##### **c. Accommodation for IWUF Officials**

The IWUF officials, including the members of IWUF Committees and the IWUF Secretariat, must be accommodated in the hotel. The expenditure, including stay, meal, accommodation, the assistance, the local transportation, the information and medical assistance must be covered by the LOC at the time of IWUF Events.

##### **d. Accommodation for Judges and Referees**

Event judges and referees must be properly housed in a hotel separate from all other event participants. The costs of such accommodation and meals are the responsibility of the LOC, besides judges selected by National Federation teams.

## **v. Transportation**

### **a. General Terms**

The LOC is responsible for organizing all necessary local transportation within the area of the Host City – between the airport, accommodation areas, the competition venues, the training venues, etc. – for all participants. The LOC shall recruit and train necessary personnel and volunteers to make effective planning prior to the event.

Transport planning should be based on the competition timetable for each group of people depending on the number of hotels used for the competition. Considerations such as defined routes and traffic volume at different times of day should be made for the convenience of competition participants and officials. Additional planning for major delays should be prepared by the Transportation Manager.

Transportation planning shall also consider worst case scenarios and preparations shall be made to accommodate them.

### **b. Transportation Service for Competitors and Delegation Officials**

- They shall have regular shuttle buses service from the main designated airport and other points of entry;
- They shall have specific transportation service between the accommodation place and Opening and Closing Ceremonies;
- They shall have regular transportation services between the accommodation place and training and competition venues.

### **c. Transportation service for IWUF Officials**

- The IWUF President shall have a dedicated vehicle with a driver;
- The IWUF EB members shall have a dedicated vehicle with a driver;
- Each group of officials shall have dedicated mini buses, with drivers. The number of vehicles and drivers would depend on the number of officials. It is the responsibility of the LOC to allocate the correct number of vehicles that must be at the sole disposition of the Officials;
- IWUF office secretariat shall have vehicles with drivers allocated for the sole use of the IWUF staff. The number of vehicles and drivers shall depend on the number of IWUF staff present at the event.

## **vi. Official Ceremonies**

The protocol of the Opening and Closing Ceremony and other formal ceremonies shall be approved by IWUF in advance.

The program and schedule of the ceremonies will be submitted to IWUF Secretariat three months prior to IWUF Events.





Appendix B:

# Preliminary Registration Form

**TO**

Mr. Zhang Qiuping  
Secretary General, International Wushu Federation  
(IWUF) E-mail: events@iwuf.org

**FROM**

\_\_\_\_\_  
Name of Applying Federation or City

**EVENT**

Name of Event Applying to Host \_\_\_\_\_

Proposed Location \_\_\_\_\_

Proposed Date(s) (Day/Month/Year) \_\_\_\_\_

The applicant hereby submits the preliminary registration for the event as above.

**SIGNATURE**

**NAME**

\_\_\_\_\_  
President of the Applying Federation or Mayor (or the equivalent) of  
the Applying City

**Position**

**DATE**

\_\_\_\_\_  
\_\_\_\_\_

## Appendix C:



### 16th World Wushu Championships (2021) Host City Application Form

Date of Submission:        /        /       

Name of Applying Federation or City: \_\_\_\_\_

Proposed Location: City: \_\_\_\_\_

Country: \_\_\_\_\_

Proposed Date(s) (Day/Month/Year):    Option 1: From                      to

Option 2: From                      to

## 1. Host City Background Information

---

1.1. Please describe the demographic and geographic situation of the Host City and country:

(Including: population, altitude, time zone, etc.)

1.2. Please give a brief description of the host nation's language, culture(s), and customs:

1.3. Please identify and describe any previous sports events that have been hosted by the applying city:

## 2. Federation Background Information

---

2.1. Has your federation ever actively participated in any of the following IWUF or continental events?

	Yes	No	Year(s)
i. World Wushu Championships	<input type="checkbox"/>	<input type="checkbox"/>	
ii. World Junior Wushu Championships	<input type="checkbox"/>	<input type="checkbox"/>	
iii. World Traditional Wushu Championships	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Continental Wushu Championships	<input type="checkbox"/>	<input type="checkbox"/>	

2.2. Has your federation ever hosted any IWUF championships?

Yes ☐ No ☐

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

2.3. Has your federation ever hosted any continental events?

Yes ☐ No ☐

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

2.4. Has your federation ever hosted any annual national championships?

Yes

☐

No

☐

If yes, please indicate the period during which it has been held

From (year):

To (year):

2.5. Has your federation ever hosted any International Championships (open event) in the past?

Yes

☐

No

☐

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

### 3. Organizing Committee Structure

---

3.1. Please submit a proposed organizational structure of the Organizing Committee.

*Please attach a document with this information separately.*

3.2. Please indicate the number of staff and volunteers that will be

deployed:

Full-time staff:

Persons

Volunteers:

Persons

#### 4. Guarantee Letters:

As a part of the bidding process we require every applicant federation to submit a series of guarantee letters in order to verify governmental support for the bid. Letters from the government and/or city as well as a letter of support from the relevant NOC are required.

Please ensure each letter is addressed to the President of the IWUF, clearly stating the support for the applicant federation to host the event with the following crucial information included:

- Financial guarantee (Government)
- Guarantee for the rates of hotel rooms (City)
- Guarantee for the provisions of visas (Relevant governmental branch)
- Guarantee of support for the Organizing Committee (Sports authority)

*Please attach each of these documents separately.*

#### 5. Competition Venue

5.1. In order to qualify to host this event, the Host City is required to propose a venue that has a minimum seating capacity of at least 3,000. Additionally, the following requirements must be met for the venue to be legitimately considered.

Please confirm below that each of the following requirements will be met by the OC and the venue:

Requirement	Confirmation
Competition venue is located at MOST 30 minutes by car/bus from official team hotels	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unlimited broadband internet access with a minimum upload and download speed of 5mbs (five megabytes per second) for use by the IWUF for live streaming purposes will be available for the entire duration of the Championships	Yes <input type="checkbox"/> No <input type="checkbox"/>
Minimum of 4 Field of Play scoreboards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Venue meets the minimum size requirements for the Championships	Yes <input type="checkbox"/> No <input type="checkbox"/>
Warm-up area meets the requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
with access and Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sufficient locker rooms for athletes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Press conference room	Yes <input type="checkbox"/> No <input type="checkbox"/>
Anti-doping stations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weigh-in rooms	Yes <input type="checkbox"/> No <input type="checkbox"/>
IWUF-approved equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>

5.2. Name and address of the proposed venue:

5.3. Anticipated rental period:

5.4. Venue capacity and number of VIP seats:

5.5. Venue dimensions:

5.6. Photos and layout of the venue:  
(Please attach separately)

## 6. Training Venue

---

There shall be a suitable taolu training/warmup area and a sanda training/warm-up area inside the competition venue itself or near to it (no farther than one (1) kilometer from the competition venue).

Training/warm-up venue/area information:  
(Including the distance from the competition venue)

## 7. Equipment

---

The organizer shall provide, at its own expense and in accordance with the quantities set out by the IWUF, taolu carpets and other equipment from official IWUF manufacturers/suppliers.

## 8. Meetings

---

Held concurrently with the Championships will be a meeting of the IWUF Executive board. The LOC will cover all the costs related to the meeting's organization.

## 9. Air Travel and Accommodation Compensation for Technical Delegates

---

9.1 The organizer shall be responsible for the airfares (economy class) of the following Technical Delegates to and from their countries of residence:

Technical Delegates	Number
Independent Judges	16
Electronic Scoring System Specialists	5
Total:	21

The organizer shall also be responsible for covering per diem allowances for the above delegates.

### 9.2 Accommodation for Officials

The organizer shall provide appropriate accommodation, services, and facilities, free of charge, to the IWUF officials, designated independent judges, e-scoring system specialists, and IWUF Staff in accordance with the conditions agreed upon by the IWUF for the total duration of the competition period as indicated in the regulations.

Officials	Number
IWUF EB Members	16
Independent Judges	16
Electronic Scoring System Specialists	5
IWUF Staff	7-10
Total:	Max. 47

*\*The above numbers are estimations based on previous events. Number of officials varies according to the events..*

## 10. Accommodation for Participating Teams

---

10.1. The organizer shall provide appropriate accommodation, services, and facilities to the competitors, team officials and other team personnel. The organizer shall charge respective fees to the teams themselves.

Please provide information regarding the proposed hotels:  
(Please attach further information if necessary)

Hotel 1



5 Star ☐ 4 Star ☐ 3 Star ☐

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Distance to venue (in km): \_\_\_\_\_

Distance from airport (in km): \_\_\_\_\_

#### Hotel 2

5 Star ☐ 4 Star ☐ 3 Star ☐

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Distance to venue (in km): \_\_\_\_\_

Distance from airport (in km): \_\_\_\_\_

#### Hotel 3

5 Star ☐ 4 Star ☐ 3 Star ☐

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Distance to venue (in km): \_\_\_\_\_

Distance from airport (in km): \_\_\_\_\_

#### 10.2. Proposed cost for participants in USD:

Cost of 5-star hotel: Single occupancy: \_\_\_\_\_ per day

Double occupancy: \_\_\_\_\_ per day

Cost includes: Lodging ☐ Airport pickup and drop-off ☐

Local transportation ☐ 3 meals per day ☐

Cost of 4-star hotel: Single occupancy: \_\_\_\_\_ per day

Double occupancy: \_\_\_\_\_ per day

Cost includes: Lodging ☐ Airport pickup and drop-off ☐

Local transportation ☐ 3 meals per day ☐

Cost of 3-star hotel: Single occupancy: \_\_\_\_\_ per day

Double occupancy: \_\_\_\_\_ per day

Cost includes: Lodging ☐ Airport pickup and drop-off ☐  
Local transportation ☐ 3 meals per day ☐

## 11. Transportation

The organizer shall provide a reliable system of transportation for the Championships. Transportation shall be provided, free of charge, to accredited competitors, team officials, technical officials, and other accredited persons at the Championships as designated by the IWUF, between the airport and designated accommodations, as well as between all venues related to the Championships.

The table below indicates special transportation requirements (incl. Approximate number of passengers):

Position and Estimated #		Required # of vehicles & Remarks	
IWUF President	1	1	One (1) passenger car with driver for exclusive use
IWUF EB Members	15	2	Two (2) 10-seater minivans or one (1) 20-seater with driver
Independent Judges	16	2	Two (2) 10-seater minivans or one (1) 20-seater with driver
Electronic Scoring System Specialists	5	1	One (1) minivan
IWUF Secretariat Staff	7-10	1	One (1) minivan
Other			
Total:	44-47		

*\*The above numbers are estimations based on previous tournaments. Final numbers are subject to change.*

Each transport must be assigned one (1) English-speaking volunteer or staff member.

## 12. Doping Testing

The organizer shall implement and carry out doping controls, under the supervision of the IWUF Medical Committee, in accordance with the instructions received from the IWUF and the IWUF Anti-Doping Rules, and cover all relevant expenses.

### 13. Medical Team

---

The organizer is responsible for all aspects of the medical/health services at the Championships. Such services (including repatriation) should be arranged through and with the cooperation of appropriate authorities in the Host City and the host country or region in accordance with the instructions received from the IWUF. Medical services (including medical supervision and first aid in the venue) shall be provided to competitors and to IWUF Officials for all medical needs or emergencies that arise during their stay in the Host City.

Specific medial requirements (including ambulance and personnel requirements) can be found in the IWUF Event Operational Manual.

Name of nearest hospital: \_\_\_\_\_

Distance of nearest above hospital from venue (in km): \_\_\_\_\_

### 14. Insurance

---

The IWUF requires that the OC takes out an insurance policy that covers all injuries to and/or any damage incurred by all participants of the Championships during the course of the event, including during official programs of the Championships.

### 15. Security

---

The IWUF requires that the OC take appropriate security measures to protect all registered Championships participants.

### 16. Media, Marketing, and Broadcasting

---

16.1. Whereas it is important to ensure that the Championships have the fullest news coverage for as wide an audience as possible internationally, the OC shall liaise with the relevant parties regarding news coverage of the Championships and provide appropriate media services, including receiving journalists and establishing a Press Center at the journalists' place of residence or at the venue itself. The organizer shall provide journalists with adequate internet access, telephones, and fax machines.

16.2. With regard to the above responsibilities, please provide the following information:

16.2.1. Marketing strategy on how you plan to promote the event:

16.2.2. Sponsorship plan:

16.2.3. Ticket sales plan, including ticket prices:

16.2.4. Media relations plan:

16.2.5. Any other promotion plans:

## 17. Host City Inspection

---

The IWUF shall review the application bid and may designate 2-3 personnel to conduct an inspection of the prospective Host City facilities. All costs related to the inspections shall be borne by the bidding NF or city. The IWUF will then submit an evaluation report to the IWUF Executive Board for their review and recommendation.

## 18. Additional Information

---

18.1. Is your federation able to conduct the Championships without any discrimination based on racial, political, religious, cultural, ideological, or gender grounds?

Yes ☐ No ☐

Please explain:

18.2. Please explain your federation's motivation and vision for, and intended benefits of hosting this event:

18.3. Please demonstrate the capabilities of your federation to host this event:

18.4. Any additional comments:

## 19. Your Contact Information

---

Contact person:

Position:

Email:

Office tel.:

Country code:

Area code:

Number:

Mobile:

Country code:

Area code:

Number:

## 20. Signature of Authorized Person

---

\*This application must be signed by the President of the Applying Federation.

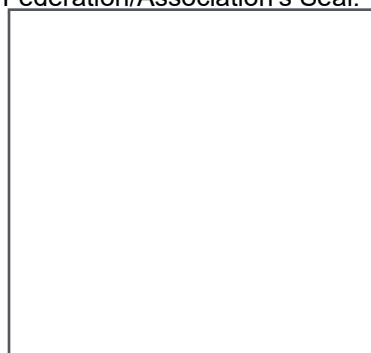
Signature:

Print Name:

Position:

Date:

Federation/Association's Seal:



## Appendix D:

# Assessment

### A. Compliance Assessment ✓

NF Compliance with IWUF Statutes and Regulations	<input type="checkbox"/>
--	--------------------------

### B. Risk Assessment ✓

Motivation to host the event	<input type="checkbox"/>
Government Support	<input type="checkbox"/>
Safety and political stability of the bidding territory	<input type="checkbox"/>
Certification of ability to pay the required hosting fees	<input type="checkbox"/>
Certification of ability to cover all the required expenses (i.e. Anti-Doping program, per diem of officials, visa reimbursement)	<input type="checkbox"/>
Certification of ability to support all participants in their visa applications	<input type="checkbox"/>
Experience in organizing IWUF international competitions	<input type="checkbox"/>

### C. Technical Capacity Evaluation Score

Infrastructure (i.e. competition venue, training venue, transportation & accommodation)	30%
Provisional Budget and Organization Plan (i.e. transportation, accommodation, accreditation, volunteers, security, venue management, result distribution)	25%
Marketing Proposals (ticketing, marketing & communication, broadcasting requirements, fan engagement, sponsorship activation)	30%
Legacy and Sustainability Programs (education, grassroots, competition equipment distribution plan)	15%

# Technical Capacity Evaluation Guidelines

## Infrastructure (Max. 30% Points)

Minimum requirements for number of venues and accommodation met	10
International transportation requirements met - Appropriate distance between airport(s) and venues	5
Accommodation management	
Local transportation - Provision of local transportation for officials and competition participants	5

## Organization Plan & Provisional Budget (Max 25% Points)

Organization Plan	Event operation plan, volunteer recruitment, program, security plan, media plan	15
Provisional Budget	Provisional budget	10

## Marketing Proposals (Max 30% Points)

Ticketing plan - Utilization of e-ticketing system	10
Full stadium guarantee for event - Availability of public transportation for audience - On-line advertising	5
Broadcasting plan	10
Sponsorship plan	5

## Legacy and Sustainability Programs (Max 15% Points)

Plan and budget for education courses	5
Plan and budget for promoting wushu participation - Promoting active life style	5
Competition equipment redistribution plan	5



## International Wushu Federation (IWUF) Events

### WORLD WUSHU CHAMPIONSHIPS

The World Wushu Championships (WWC) is the official world championship event which is hosted by the International Wushu Federation. With the first edition taking place in 1991, the WWC takes place biennially and is the official pinnacle championships of the IWUF and features its highest competitive level within the sport. The World Wushu Championships features taolu and sanda competition for both men and women. The World Wushu Championships also coincides with the IWUF's congress as well as various committee meetings.

#### GENERAL DETAILS<sup>1</sup>

- Event Duration: 6-8 days in total
- Event Frequency: Biennial
- Number of Athletes: 600+
- Number of Officials: 350+
- Hotel Capacity: 1000+
- Venue Capacity: 2000+
- Field(s) of Play: Taolu – 24m x 26m (2); Sanda – 24m x 24m

#### 1. EVENT DATES

The World Wushu Championships take place every two years (odd year) and shall be held in the second half of the year, preferably between September and November. During the World Wushu Championships, one (1) full day will be required for various IWUF committee meetings; one (1) full day will be required for the IWUF Executive Board meeting; one (1) full day for the IWUF Congress and five (5) to six (6) days for competition<sup>2</sup>.

#### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
1991	October 12-18	Beijing, China
1993	November 21-27	Kuala Lumpur, Malaysia
1995	August 19-22	Baltimore, USA
1997	November 3-8	Rome, Italy
1999	November 2-7	Hong Kong, China
2001	October 31-November 5	Yerevan, Armenia
2003	November 3-7	Macau, China
2005	December 9-14	Hanoi, Vietnam
2007	November 11-17	Beijing, China
2009	October 25-29	Toronto, Canada
2011	October 9-14	Ankara, Turkey
2013	November 1-5	Kuala Lumpur, Malaysia
2015	November 11-18	Jakarta, Indonesia
2017	September 26-October 3	Kazan, Russia
2019	October 19 – 24	Shanghai, China

#### 3. HIGHLIGHTS

To view highlights from the 14<sup>th</sup> World Wushu Championships, please click on the following link:

<https://www.youtube.com/watch?v=82f0CIUozxA>

<sup>1</sup> Figures are based on the figures from the 14<sup>th</sup> World Wushu Championships held in 2017. Actual numbers may vary

<sup>2</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF

## 4. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Competition Days	5-6 Days	
Number of Fields of Play (FOP)	Taolu x 2	Sanda x 1
Number of Technical Officials	<ul style="list-style-type: none"> <li>16 Independent Judges</li> <li>50 Team Judges</li> </ul>	

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance
Venue	Venue Availability	Venue to be available for exclusive use from 4 days prior to the first competition day and during competition days
	Competition Area	The competition area shall feature two (2) taolu fields of play; and one (1) sanda field of play Vertical empty space above FOP should be no lower than 8m
	Functional Areas	Two (2) taolu warm-up areas and one (1) sanda warm-up area within the venue
		VIP Lounge Area with hot & cold drinks and snacks etc.
		IWUF Secretariat Office – lockable, and with the following supplies: <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens and paper</li> </ul>
		One (1) taolu judges lounge
		One (1) sanda judges lounge
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Doping control station
		Weigh-In Rooms for male and female respectively
	Media Facilities	Medal awarding area
		Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF
		Mixed Zone
	Accreditation Center	Designated press box/seating area in the competition area
		Designated photographer area in the competition area
	Venue Equipment	Located in the competition venue or in the main hotel <ul style="list-style-type: none"> <li>Underlay carpet to cover entire competition floor</li> <li>Main LED Display Board (large)</li> <li>A-frame banners to fully encircle each field of play. All designs to be approved by IWUF</li> </ul>
	Commercial Area	Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of

		booths and sizes to be confirmed by the IWUF
<b>Competition</b>	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Taolu FOPs: two (2) IWUF-approved wushu taolu competition mats</li> <li>▪ Taolu warm-up area: two (2) IWUF-approved wushu taolu competition mats</li> <li>▪ Two (2) wireless microphones (1 per FOP)</li> <li>▪ Two (2) Jury of Appeals video cameras per field of play (4 in total) with operators</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Sanda FOP: one (1) IWUF-approved wushu sanda competition platform (leitai)</li> <li>▪ Sanda warm-up area: puzzle mats or suitable mats, six (6) or more punching bags</li> <li>▪ IWUF-approved sanda protective gear and gloves for competitors (quantities &amp; sizes to be confirmed by IWUF)</li> <li>▪ Six (6) wireless lapel microphones for platform referees</li> <li>▪ One (1) wireless microphone</li> <li>▪ Two (2) whistles (1 x single pitch; 1 x double pitch)</li> <li>▪ Gloves for platform referees</li> <li>▪ Two (2) Jury of Appeals video cameras with operators</li> <li>▪ IWUF-approved sanda scoring set</li> <li>▪ Four (4) identical weigh-in scales (2 for official weigh-in; 2 for testing)</li> <li>▪ All supplementary signage, buckets etc.</li> </ul>
		Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF-appointed scoring system provider to be prepared and supplied by the Host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens)
	Championships Presentation	<ul style="list-style-type: none"> <li>▪ Required lighting to be prepared</li> <li>▪ Announcer fluent in English and the local language on site during all sessions &amp; awards ceremonies</li> <li>▪ Audio system with engineer on site during all sessions &amp; awards ceremonies</li> <li>▪ Awards Ceremony stage</li> <li>▪ Flag-raising equipment</li> <li>▪ Country flags</li> </ul>
	Medical	Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session
		Specified medical equipment and supplies
		Ambulance(s)
		Designated hospital within fifteen (15) minutes of the venue

	Doping Control	<ul style="list-style-type: none"> <li>Male sample collection area</li> <li>Female sample collection area</li> <li>Administration area</li> <li>Waiting area</li> <li>Lockable refrigerator</li> <li>Non-alcoholic beverages</li> <li>Soap &amp; towels</li> </ul>
<b>Meetings</b>	IWUF Congress (one day before first day of competition)	<ul style="list-style-type: none"> <li>Seating for 250 delegates (classroom style)</li> <li>Country/region name plates and small national flags on each table</li> <li>Head table with seating and table microphones for 25</li> <li>HD projector with pull-down screen</li> <li>Audio system</li> <li>Two (2) 50" HD flat screen monitors</li> <li>Backdrop banner (to be approved by IWUF)</li> <li>Four (4) wireless microphones</li> <li>Pens &amp; paper per delegate</li> <li>Bottled water per delegate</li> <li>Wireless internet available</li> <li>Registration area outside the entrance to the congress room with adequate tables and chairs for personnel</li> <li>Four (4) volunteers assigned to the secretariat</li> <li>Engineer for audio visual system</li> <li>Hospitality area outside the entrance to the congress room with hot &amp; cold drinks, snacks etc.</li> </ul>
	IWUF Executive Board Meeting (two days before the first day of competition)	<ul style="list-style-type: none"> <li>Seating for 25 delegates (boardroom style)</li> <li>Name plates for each delegate</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Backdrop banner (design to be approved by IWUF)</li> <li>Pens &amp; paper per delegate</li> <li>Bottled water per delegate</li> <li>Wireless internet available</li> <li>Two (2) volunteers assigned to the secretariat</li> <li>Engineer for audio visual system</li> <li>Hot &amp; cold drinks, snacks etc.</li> </ul>
	IWUF Committee Meetings (Three days before first day of competition)	<ul style="list-style-type: none"> <li>Seating for 15 delegates (boardroom style)</li> <li>Name plates for each delegate</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> <li>Pens &amp; paper per delegate</li> <li>Bottled water per delegate</li> <li>Wireless internet available</li> <li>Three (3) volunteers assigned to the secretariat</li> <li>Engineer for audio visual system</li> <li>Hot &amp; cold drinks, snacks etc.</li> </ul>
	IWUF Working Group Meetings (as required by IWUF)	<ul style="list-style-type: none"> <li>Seating for 15 delegates (boardroom style)</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Pens &amp; paper per delegate</li> <li>▪ Bottled water per delegate</li> <li>▪ Wireless internet available</li> <li>▪ Engineer for audio visual system</li> <li>▪ Hot &amp; cold drinks, snacks etc.</li> </ul>
	Technical Meeting (one day before first day of competition)	<ul style="list-style-type: none"> <li>▪ Seating for up to two (2) taolu &amp; two (2) sanda delegates from each participating country (approx. 150 delegates)</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 15 people and table microphones</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	Drawing of Lots Ceremony (one day before first day of competition, directly following the technical meeting)	<p>Two (2) separate drawing of lots areas, one for taolu and one for sanda, each featuring the following:</p> <p>Taolu</p> <ul style="list-style-type: none"> <li>▪ Seating for two (2) delegates from each participating team</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Printer with cartridges and paper</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul> <p>Sanda</p> <ul style="list-style-type: none"> <li>▪ Seating for two (2) delegates from each participating team</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Printer with cartridges and paper</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	Sanda Weigh-In (one day before first day of competition – may occur daily during competition)	<ul style="list-style-type: none"> <li>▪ Private male weigh-in area with closing doors</li> <li>▪ Private female weigh-in area with closing doors</li> <li>▪ Mixed waiting area</li> <li>▪ Four (4) identical scales (1 in the male area, 1 in the female area, and 2 for testing in the mixed waiting area). The scales must display to 2 digits after the decimal</li> </ul>
	Judges Refresher Course (starting three days before the first day of competition, and running on a daily basis until the competition begins)	<p>Two (2) separate judges study rooms to be prepared, (1 for taolu judges and 1 for sanda judges) each featuring the following:</p> <p>Taolu</p> <ul style="list-style-type: none"> <li>▪ Seating for fifty (50) judges</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Electrical power outlet at head table</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
		<p>Sanda</p> <ul style="list-style-type: none"> <li>▪ Seating for fifty (50) judges</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
<i>Note: Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing</i>		
<b>Events &amp; Ceremonies</b>	Opening Ceremony (one day before first day of competition)	<ul style="list-style-type: none"> <li>▪ Opening ceremony program to be developed in conjunction with the IWUF</li> <li>▪ Host country flag &amp; IWUF Flag</li> <li>▪ National/regional flag shield bearers for each participating team</li> <li>▪ Oath-taking by athlete/judge</li> </ul>
	Welcome Banquet (one day before first day of competition)	
	Press Conference (may take place before and/or during the event)	<ul style="list-style-type: none"> <li>▪ Head table with seating for 10 people and table microphones</li> <li>▪ Seating for minimum of 50 people (classroom style)</li> <li>▪ Backdrop banner (to be approved by IWUF)</li> <li>▪ 1-2 x 50" HD flat screen monitors</li> <li>▪ Official photographer</li> <li>▪ Translation services</li> </ul>
	Awards Ceremony (following every competition session for taolu athletes; and following the sanda finals for sanda athletes)	<ul style="list-style-type: none"> <li>▪ Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>▪ Gold medal, silver medal and bronze medal for each taolu event for both men and women</li> <li>▪ Gold medal, silver medal and two (2) bronze medals for each sanda weight division for both men and women</li> <li>▪ Certificate of achievement for 1<sup>st</sup> to 8<sup>th</sup>-placing taolu athletes in each taolu event for both men and women</li> <li>▪ Certificate of achievement for 1<sup>st</sup> to 3<sup>rd</sup>-placing (with 3<sup>rd</sup>-placing athletes standing in juxtaposition) sanda athletes in each weight division for both men and women</li> <li>▪ All medal and certificate designs to be approved by the IWUF</li> <li>▪ Flowers &amp; souvenirs for all medalists</li> <li>▪ Protocol officers</li> <li>▪ Hostesses</li> <li>▪ Audio system with engineer</li> <li>▪ Master of ceremonies</li> <li>▪ Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session)	<ul style="list-style-type: none"> <li>▪ Handing over of IWUF flag</li> <li>▪ Closing Ceremony to be developed in conjunction with the IWUF</li> </ul>



	and award ceremony)	
<b>Hotels</b>	Suite Room (from four days before the first day of competition to one day after the final day of competition)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>One (1) single room in the main hotel for each IWUF committee member</li> </ul>
		<ul style="list-style-type: none"> <li>Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed independent judge</li> </ul>
	IWUF Office (from four days before the first day of competition to one day after the last day of competition)	IWUF Office to be prepared in the main hotel with the following supplies: <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>	
	Official hotels	All official hotels shall feature the following: <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the competition venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> <li>Event information desk/booth with volunteers</li> </ul>
<b>Broadcasting</b>	Upload Provision	Via SNG
	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Sixteen (16) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> <li>One (1) for Technical Delegate</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee</li> <li>One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for international judges</li> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<i>Note:</i> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final competition schedule, taking into</li> </ul>	

	<p><i>consideration local traffic conditions and travel times.</i></p> <ul style="list-style-type: none"> <li>o <i>The organizer shall provide transportation for all registered persons to and from the designated airport.</i></li> <li>o <i>The organizer shall ensure that volunteer(s) accompany each car/bus.</i></li> <li>o <i>The above stipulated mini-vans will have seating for 15-20 people.</i></li> </ul>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>▪ Meals shall be provided at the official hotels</li> <li>▪ In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>▪ Light snacks shall be provided at the VIP lounge, judges lounges, and various meetings</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, including independent scoring judges, head judges, chief referees, and Jury of Appeals members)	Paid in cash for the total number of days within the World Championships period, including the arrival and departure days
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>▪ Liability Insurance</li> <li>▪ Host Insurance</li> <li>▪ Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>▪ The organizer shall place information desks at the airport, official hotels and venues</li> <li>▪ The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>▪ The IWUF will make an inspection visit leading up to the event</li> <li>▪ The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>▪ The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>



# WORLD JUNIOR WUSHU CHAMPIONSHIPS

The World Junior Wushu Championships (WJWC) is the official junior world championship event that is hosted by the International Wushu Federation. First held in 2006, the WJWC takes place biennially and is the official pinnacle junior championships of the IWUF, featuring the highest competitive level within the sport of wushu among its junior athletes. The World Junior Wushu Championships features taolu and sanda competition for both boys and girls.

## GENERAL DETAILS<sup>3</sup>

- Event Duration: 6-8 days in total
- Event Frequency: Biennial
- Number of Athletes: 500+
- Number of Officials: 300+
- Hotel Capacity: 1000+
- Venue Capacity: 2000+
- Field(s) of Play: Taolu – 24m x 26m (2); Sanda – 24m x 24m

### 1. EVENT DATES

The World Junior Wushu Championships take place every two years (even year) and shall be held in the second half of the year, preferably between July and September during the summer school break where possible. During the World Junior Wushu Championships, one (1) full day will be required for the IWUF technical committee meeting; one (1) full day will be required for the IWUF Executive Board meeting and five (5) to six (6) days for competition<sup>4</sup>.

### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2006	August 19-26	Kuala Lumpur, Malaysia
2008	December 7-14	Bali, Indonesia
2010	December 2-10	Singapore
2012	September 17-25	Macau, China
2014	March 11-18	Antalya, Turkey
2016	September 26-October	Burgas, Bulgaria
2018	July 9-17	Brasilia, Brazil
2020	TBC	Rabat, Morocco

### 3. HIGHLIGHTS

To view highlights from the Nanjing 2014 Youth Wushu Tournament, please click on the following link:

<https://www.youtube.com/watch?v=pB6QfDfBZys>

### 5. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Competition Days	5-6 Days	
Number of Fields of Play (FOP)	Taolu x 2	Sanda x 1
Number of Technical Officials	<ul style="list-style-type: none"><li>▪ 16 Independent Judges</li><li>▪ 50 Team Judges</li></ul>	

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance
Venue	Venue Availability	Venue to be available for exclusive use from 4

<sup>3</sup> Figures are based on the figures from the 6<sup>th</sup> World Junior Wushu Championships held in 2016. Actual numbers may vary

<sup>4</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF

		days prior to the first competition day and during competition days
	Competition Area	The competition area shall feature two (2) taolu fields of play; and one (1) sanda field of play Vertical empty space above FOP should be no lower than 8m
	Functional Areas	Two (2) taolu warm-up areas and one (1) sanda warm-up area within the venue
		VIP Lounge Area with hot & cold drinks and snacks etc.
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		One (1) taolu judges lounge
		One (1) sanda judges lounge
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Doping control station
		Weigh-In Rooms for male and female respectively
		Medal awarding area
	Media Facilities	Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF
		Mixed Zone
		Designated press box/seating area in the competition area
	Accreditation Center	Designated photographer area in the competition area
		Located in the competition venue or in the main hotel
	Venue Equipment	<ul style="list-style-type: none"> <li>▪ Underlay carpet to cover entire competition floor</li> <li>▪ Main LED display board (large)</li> <li>▪ A-frame banners to fully encircle each field of play. All designs to be approved by IWUF</li> </ul>
	Commercial Area	Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of booths and sizes to be confirmed by the IWUF
<b>Competition</b>	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Taolu FOPs: two (2) IWUF-approved wushu taolu competition mats</li> <li>▪ Taolu warm-up area: two (2) IWUF-approved wushu taolu competition mats</li> <li>▪ Two (2) wireless microphones (1 per FOP)</li> <li>▪ Two (2) Jury of Appeals video cameras per field of play (4 in total) with operators</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Sanda FOP: one (1) IWUF-approved wushu sanda competition platform (leitai)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Sanda warm-up area: puzzle mats or suitable mats, six (6) or more punching bags</li> <li>▪ IWUF-approved sanda protective gear and gloves for competitors (quantities &amp; sizes to be confirmed by IWUF)</li> <li>▪ Six (6) wireless lapel microphones for platform referees</li> <li>▪ One (1) wireless microphone</li> <li>▪ Two (2) whistles (1 x single pitch; 1 x double pitch)</li> <li>▪ Gloves for platform referees</li> <li>▪ Two (2) Jury of Appeals video cameras with operators</li> <li>▪ IWUF-approved sanda scoring set</li> <li>▪ Four (4) identical weigh-in scales (2 for official weigh-in; 2 for testing)</li> <li>▪ All supplementary signage, buckets etc.</li> </ul> <p>Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)</p>
	Championships Presentation	<ul style="list-style-type: none"> <li>▪ Lighting to be prepared in line with requirements</li> <li>▪ Announcer who is fluent in English and the local language on site during all sessions &amp; awarding ceremonies</li> <li>▪ Audio system with engineer on site during all sessions &amp; awarding ceremonies</li> <li>▪ Awards Ceremony stage</li> <li>▪ Flag raising equipment</li> <li>▪ Flags</li> </ul>
	Medical	<p>Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session.</p> <p>Medical equipment and supplies (conforming to specifications within this manual)</p> <p>Ambulance(s)</p> <p>Designated hospital reachable within fifteen (15) minutes of the venue</p>
	Doping Control	<ul style="list-style-type: none"> <li>▪ Male sample collection area</li> <li>▪ Female Sample collection area</li> <li>▪ Administration area</li> <li>▪ Waiting area</li> <li>▪ Lockable refrigerator</li> <li>▪ Non-alcoholic beverages</li> <li>▪ Soap &amp; towels</li> </ul>

<b>Meetings</b>	IWUF Executive Board Meeting (one day before the first day of competition)	<ul style="list-style-type: none"> <li>Seating for 25 delegates (boardroom style)</li> <li>Name plates for each delegate</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Backdrop banner (design to be approved by IWUF)</li> <li>Pens &amp; paper for each delegate</li> <li>Bottled water for each delegate</li> <li>Wireless internet available</li> <li>Two (2) volunteers assigned to the secretariat</li> <li>Engineer for audio visual system</li> <li>Hot &amp; cold drinks, snacks etc.</li> </ul>
	IWUF Committee Meetings (two days before first day of competition)	<ul style="list-style-type: none"> <li>Seating for 15 delegates (boardroom style)</li> <li>Name plates for each delegate</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> <li>Pens &amp; paper for each delegate</li> <li>Bottled water for each delegate</li> <li>Wireless internet available</li> <li>Three (3) volunteers assigned to the secretariat</li> <li>Engineer for audio visual system</li> <li>Hot &amp; cold drinks, snacks etc.</li> </ul>
	IWUF Working Group Meetings (as required by IWUF)	<ul style="list-style-type: none"> <li>Seating for 15 delegates (boardroom style)</li> <li>Table microphones</li> <li>HD projector with pull down screen</li> <li>Pens &amp; paper for each delegate</li> <li>Bottled water for each delegate</li> <li>Wireless internet available</li> <li>Engineer for audio visual system</li> <li>Hot &amp; cold drinks, snacks etc.</li> </ul>
	Technical Meeting (one day before first day of competition)	<ul style="list-style-type: none"> <li>Seating for up to two (2) taolu &amp; two (2) sanda delegates from each participating country (approx. 150 delegates)</li> <li>Classroom style seating</li> <li>Head table with seating for 15 people and table microphones</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
	Drawing of Lots Ceremony (one day before first day of competition, directly following the technical meeting)	<p>Two (2) separate drawing of lots areas, one for taolu and one for sanda, each featuring the following:</p> <p><b>Taolu</b></p> <ul style="list-style-type: none"> <li>Seating for two (2) delegates from each participating team</li> <li>Classroom style seating</li> <li>Head table with seating for 5 people</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Printer with cartridges and paper</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
		<p>Sanda</p> <ul style="list-style-type: none"> <li>▪ Seating for two (2) delegates from each participating team</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Printer with cartridges and paper</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	<p>Sanda Weigh-In (one day before first day of competition – may occur daily during competition)</p>	<ul style="list-style-type: none"> <li>▪ Private male weigh-in area with closing doors</li> <li>▪ Private female weigh-in area with closing doors</li> <li>▪ Mixed waiting area</li> <li>▪ Four (4) identical scales (1 in the male area, 1 in the female area, and 2 for testing in the mixed waiting area). The scales must display to two (2) digits after the decimal</li> </ul>
	<p>Judges Refresher Course (starting three days before the first day of competition, and running on a daily basis until the competition begins)</p>	<p>Two (2) separate judges study rooms to be prepared, one for taolu judges and one for sanda judges, each featuring the following:</p> <p>Taolu</p> <ul style="list-style-type: none"> <li>▪ Seating for fifty (50) judges</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul> <p>Sanda</p> <ul style="list-style-type: none"> <li>▪ Seating for fifty (50) judges</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
<p><i>Note: Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing</i></p>		
<b>Events &amp; Ceremonies</b>	<p>Opening Ceremony (one day before first day of competition)</p>	<ul style="list-style-type: none"> <li>▪ Opening ceremony program to be developed in conjunction with the IWUF</li> <li>▪ Host country flag &amp; IWUF Flag</li> <li>▪ National/regional flag shield bearers for each participating team</li> <li>▪ Oath-taking by athlete/judge</li> </ul>
	<p>Welcome Banquet (one day before first day of competition)</p>	
	<p>Press Conference (may take place before and/or during the event)</p>	<ul style="list-style-type: none"> <li>▪ Head table with seating for 10 people and table microphones</li> <li>▪ Seating for minimum of 50 people (classroom style)</li> <li>▪ Backdrop banner (design to be approved by IWUF)</li> </ul>

		<ul style="list-style-type: none"> <li>1-2 x 50" HD flat screen monitors</li> <li>Official photographer</li> <li>Translation services</li> </ul>
	Awards Ceremony (following every competition session for taolu athletes; and following the sanda finals for sanda athletes)	<ul style="list-style-type: none"> <li>Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>Gold medal, silver medal and bronze medal for each taolu event for both men and women</li> <li>Gold medal, silver medal and two (2) bronze medals for each sanda weight division for both men and women</li> <li>Certificate of achievement for 1st to 8th-placing taolu athletes in each taolu event for both men and women</li> <li>Certificate of achievement for 1st to 3rd-placing (with 3rd-placing athletes standing in juxtaposition) sanda athletes in each sanda weight division for both men and women</li> <li>All medal and certificate designs to be approved by the IWUF</li> <li>Flowers &amp; souvenirs for all medalists</li> <li>Protocol officers</li> <li>Hostesses</li> <li>Audio system with engineer</li> <li>Master of ceremonies</li> <li>Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>Handing over of IWUF flag</li> <li>Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>One (1) single room in the main hotel for each IWUF committee member</li> </ul>
		<ul style="list-style-type: none"> <li>Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed independent judge.</li> </ul>
	IWUF Office (from four days before the first day of competition to one day after the last day of competition)	IWUF Office to be prepared in the main hotel with the following supplies: <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>	
	Official hotels	All official hotels shall feature the following: <ul style="list-style-type: none"> <li>Located no more than 30 minutes</li> </ul>



		from the competition venue <ul style="list-style-type: none"> <li>• Conform to international standards</li> <li>• Free Wi-Fi provided in each room</li> <li>• Event information desk/booth with volunteers</li> </ul>
<b>Broadcasting</b>	Upload Provision	Via SNG
	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>▪ Sixteen (16) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>▪ Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>▪ One (1) for IWUF President</li> <li>▪ One (1) for IWUF Executive Vice-President</li> <li>▪ One (1) for Technical Delegate</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>▪ Two (2) for IWUF Secretariat</li> <li>▪ One (1) for IWUF Technical Committee</li> <li>▪ One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>▪ Two (2) for international judges</li> <li>▪ Committee Members (based on needs)</li> <li>▪ All registered participants (based on needs)</li> </ul>
	Note: <ul style="list-style-type: none"> <li>○ The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>○ All transportation shall be arranged according to the final competition schedule, taking into consideration local traffic conditions and travel times.</li> <li>○ The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>○ The organizer shall ensure that volunteer(s) accompany each car/bus.</li> <li>○ The above stipulated mini-vans will have seating for 15-20 people.</li> </ul>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>▪ Meals shall be provided at the official hotels</li> <li>▪ In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>▪ Light snacks shall be provided at the VIP lounge, judges lounges, and various meetings</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, including independent scoring judges, head judges, chief referees, and Jury of Appeals members)	Paid in cash for the total number of days within the World Championships period, including the arrival and departure days
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>▪ Liability Insurance</li> <li>▪ Host Insurance</li> <li>▪ Litigation Contingency Insurance</li> </ul>

<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>▪ The organizer shall place information desks at the airport, official hotels and venues</li> <li>▪ The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>▪ The IWUF will make an inspection visit leading up to the event</li> <li>▪ The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>▪ The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>



# WORLD KUNGFU CHAMPIONSHIPS

The World Kungfu Championships (WKFC) is the official world-level sport-for-all event that is hosted by the International Wushu Federation. First held in 2004, the WKFC takes place biennially and features thousands of competitors in all age groups competing in a wide variety of events. This event provides an excellent platform for practitioners of all ages and varying skill levels within all traditional kungfu styles to foster understanding through skill and cultural exchanges. With a spirit of interaction, the event aims to build friendships and interest in the practice of kungfu (traditional wushu).

## GENERAL DETAILS<sup>5</sup>

- Event Duration: 5-7 days in total
- Event Frequency: Biennial
- Number of Athletes: 4000+
- Number of Officials: 300+
- Hotel Capacity: 4000+
- Venue Capacity: 3000+
- Field(s) of Play: Taolu – 24m x 26m (4-6)

### 1. EVENT DATES

The World Kungfu Championships take place every two years (odd year) and shall be held in the second half of the year, preferably between October and December. During the World Kungfu Championships three (3) to four (4) days will be required for competition<sup>6</sup>.

### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2004	October 15-20	Zhengzhou, China
2006	October 15-19	Zhengzhou, China
2008	October 28	Shiyan, China
2010	October 16	Shiyan, China
2012	November 5	Huangshan, China
2014	October 23	Jiuhuashan, China
2017	November 7-11	Emeishan, China
2020	TBC	Emeishan, China

### 3. HIGHLIGHTS

To view highlights from the 7<sup>th</sup> World Kungfu Championships, please click on the following link: <https://www.youtube.com/watch?v=9YP4DYE5x7Y>

### 4. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Competition Days	5-7 Days	
Number of Fields of Play (FOP)	Taolu x 4-6	
Number of Technical Officials	<ul style="list-style-type: none"><li>▪ 16 Independent Judges</li><li>▪ 50 Team Judges</li></ul>	
CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance
Venue	Venue Availability	Venue to be available for exclusive use from 4 days prior to the first competition

<sup>5</sup> Figures are based on the figures from the 7<sup>th</sup> World Kungfu Championships held in 2017. Actual numbers may vary

<sup>6</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF

		day and during competition days
	Competition Area	The competition area shall feature four (4) to six (6) taolu fields of play Vertical empty space above FOP should be no lower than 8m
	Functional Areas	Four (4) to six (6) taolu warm-up areas within the venue
		VIP Lounge Area with hot & cold drinks and snacks etc.
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		Two (2) to four (4) taolu judges lounges
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Medal awarding area
	Media Facilities	Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF
		Mixed Zone
		Designated press box/seating area in the competition area
	Accreditation Center	Designated photographer area in the competition area
		Located in the competition venue or in the main hotel
	Venue Equipment	<ul style="list-style-type: none"> <li>▪ Underlay carpet to cover entire competition floor</li> <li>▪ Main LED display board (large)</li> <li>▪ A-frame banners to fully encircle each field of play. All designs to be approved by IWUF</li> </ul>
	Commercial Area	<ul style="list-style-type: none"> <li>▪ Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of booths and sizes to be confirmed by the IWUF</li> </ul>
	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Taolu FOPs: Four (4) to six (6) IWUF-approved wushu taolu competition mats</li> <li>▪ Taolu warm-up area: Four (4) to six (6) IWUF-approved wushu taolu competition mats</li> <li>▪ Four (4) to six (6) wireless microphones (1 per FOP)</li> <li>▪ Two (2) Jury of Appeals video cameras per field of play with operators</li> </ul>

Competition	Competition Equipment Championships Presentation	<ul style="list-style-type: none"> <li>Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)</li> <li>Lighting to be prepared in line with requirements</li> <li>Announcer who is fluent in English and the local language on site during all sessions &amp; awarding ceremonies</li> <li>Audio system with engineer on site during all sessions &amp; awarding ceremonies</li> <li>Awards Ceremony stage</li> <li>Flag raising equipment</li> <li>Flags</li> </ul>
	Medical	<ul style="list-style-type: none"> <li>Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session</li> </ul>
	Medical Technical Meeting (one day before first day of competition)	Medical equipment and supplies (conforming to specifications within this manual)
		Ambulance(s) Designated hospital reachable within fifteen (15) minutes of the venue <ul style="list-style-type: none"> <li>Seating for up to two (2) taolu delegates from each participating country (approx. 150 delegates)</li> <li>Classroom style seating</li> <li>Head table with seating for 15 people and table microphones</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
Meetings	Judges Refresher Course (starting three days before the first day of competition, and running on a daily basis until the competition begins)	Taolu <ul style="list-style-type: none"> <li>Seating for fifty (50) judges</li> <li>Classroom style seating</li> <li>Head table with seating for 5 people</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	<p><i>Note: Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing</i></p>	
	<p>Opening Ceremony (one day before first day of competition)</p>	<ul style="list-style-type: none"> <li>▪ Opening ceremony program to be developed in conjunction with the IWUF</li> <li>▪ Host country flag &amp; IWUF Flag</li> <li>▪ National/regional flag shield bearers for each participating team</li> <li>▪ Oath-taking by athlete/judge</li> </ul>
<b>Events &amp; Ceremonies</b>	<p>Welcome Banquet (one day before first day of competition)</p>	
	<p>Press Conference (may take place before and/or during the event)</p>	<ul style="list-style-type: none"> <li>▪ Head table with seating for 10 people and table microphones</li> <li>▪ Seating for minimum of 50 people (classroom style)</li> <li>▪ Backdrop banner (design to be approved by IWUF)</li> <li>▪ 1-2 x 50" HD flat screen monitors</li> <li>▪ Official photographer</li> </ul> <p>Translation services</p>
	<p>Awards Ceremony (following every competition session for taolu athletes)</p>	<ul style="list-style-type: none"> <li>▪ Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>▪ Gold medal, silver medal and bronze medal for each taolu event for both men and women. (Details to be confirmed by IWUF)</li> <li>▪ Certificate of achievement for 1st to 8th-placing taolu athletes in each taolu event for both men and women. (Details to be confirmed by IWUF)</li> <li>▪ All medal and certificate designs to be approved by the IWUF</li> <li>▪ Protocol officers</li> <li>▪ Hostesses</li> </ul>

		<ul style="list-style-type: none"> <li>Audio system with engineer</li> <li>Master of ceremonies</li> <li>Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>Handing over of IWUF flag</li> <li>Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
	Suite Room (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
<b>Hotels</b>	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>One (1) single room in the main hotel for each IWUF committee member</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition) IWUF Office (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>Two (3) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed independent judge</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed teacher/lecturer</li> </ul>
		IWUF Office to be prepared in the main hotel with the following supplies: <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
		<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>
	Official hotels	All official hotels shall feature the following: <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the competition venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> </ul> Event information desk/booth with volunteers
	Upload Provision	Via SNG
<b>Broadcasting</b>	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Sixteen (16) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring</li> </ul>

<b>Ground Transportation</b>		System Specialists (round-trip tickets from their cities of residence to and from the Host City)
	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee</li> <li>One (1) for teachers/lecturers</li> <li>One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) to three (3) for international judges</li> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<p><i>Note:</i></p> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final competition schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus.</li> </ul> <p>The above stipulated mini-vans will have seating for 15-20 people.</p>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>Light snacks shall be provided at the VIP lounge and judges lounges</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, including independent scoring judges, head judges, chief referees, and Jury of Appeals members)	<ul style="list-style-type: none"> <li>Paid in cash for the total number of days within the World Championships period, including the arrival and departure days</li> </ul>
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>Liability Insurance</li> <li>Host Insurance</li> <li>Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>The organizer shall place information desks at the airport, official hotels and</li> </ul>

		venues <ul style="list-style-type: none"> <li>▪ The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	<ul style="list-style-type: none"> <li>▪ Engage the services of appropriate personnel</li> </ul>
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>▪ The IWUF will make an inspection visit leading up to the event</li> <li>▪ The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>▪ The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>

# WORLD TAIJIQUAN CHAMPIONSHIPS

The World Taijiquan Championships (WTJQC) is an official event hosted by the IWUF and takes place biennially. It features the highest competitive level within the Taiji discipline.

## GENERAL DETAILS<sup>7</sup>

- Event Duration: 5-7 days in total
- Event Frequency: Biennial
- Number of Athletes: 400+
- Number of Officials: 150+
- Hotel Capacity: 1000+
- Venue Capacity: 2000+
- Field(s) of Play: Taolu – 24m x 26m (2)

### 1. EVENT DATES

The World Taijiquan Championships take place every two years (even year) and shall be held in the second half of the year, preferably between July and September. During the World Taijiquan Championships four (4) to five (5) days will be required for competition<sup>8</sup>.

### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2014	November 1-4	Chengdu, China
2016	October 14-20	Warsaw, Poland
2018	September 26-30	Burgas, Bulgaria
<b>2020</b>	TBC	Catania, Italy

### 3. HIGHLIGHTS

To view highlights from the 1<sup>st</sup> World Taijiquan Championships, please click on the following link:

<https://www.youtube.com/watch?v=vcvLNJUUK1M>

### 4. OPERATIONAL REQUIREMENTS

BASIC INFORMATION	
Number of Competition Days	4-5 Days
Number of Fields of Play (FOP)	Taolu x 2
Number of Technical Officials	<ul style="list-style-type: none"> <li>▪ 16 Independent Judges</li> <li>▪ 30 Team Judges</li> </ul>

CATEGORY	ITEMS	DETAILS
<b>Guarantees</b>	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance
<b>Venue</b>	Venue Availability	Venue to be available for exclusive use from 3 days prior to the first competition day and during competition days
	Competition Area	The competition area shall feature two (2) taolu fields of play Vertical empty space above FOP should be no lower than 8m
	Functional Areas	Two (2) taolu warm-up areas within the venue
		VIP Lounge Area with hot & cold drinks and

<sup>7</sup> Figures are based on the figures from the 2<sup>nd</sup> World Taijiquan Championships held in 2017. Actual numbers may vary

<sup>8</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF



		snacks etc.
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		One (1) taolu judges lounge
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Medal awarding area
	Media Facilities	Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF
		Mixed Zone
		Designated press box/seating area in the competition area
		Designated photographer area in the competition area
	Accreditation Center	Located in the competition venue or in the main hotel
	Venue Equipment	<ul style="list-style-type: none"> <li>▪ Underlay carpet to cover entire competition floor</li> <li>▪ Main LED display board (large)</li> <li>▪ A-frame banners to fully encircle each field of play. All designs to be approved by IWUF</li> </ul>
	Commercial Area	Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of booths and sizes to be confirmed by the IWUF
	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Taolu FOPs: two (2) IWUF-approved ppro taolu competition mats</li> <li>▪ Taolu warm-up area: two (2) IWUF-approved ppro taolu competition mats</li> <li>▪ Two (2) wireless microphones (1 per FOP)</li> <li>▪ Two (2) Jury of Appeals video cameras per field of play (4 in total) with operators</li> </ul>
<b>Competition</b>	Competition Equipment Championships Presentation	<ul style="list-style-type: none"> <li>▪ Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Lighting to be prepared in line with requirements</li> <li>▪ Announcer who is fluent in English and the local language on site during all sessions &amp; awarding</li> </ul>

		ceremonies. <ul style="list-style-type: none"> <li>▪ Audio system with engineer on site during all sessions &amp; awarding ceremonies.</li> <li>▪ Awards Ceremony stage</li> <li>▪ Flag raising equipment</li> <li>▪ Flags</li> </ul>
	Medical	<ul style="list-style-type: none"> <li>▪ Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session.</li> </ul>
	Medical	Medical equipment and supplies (conforming to specifications within this manual)
		Ambulance(s)
		Designated hospital reachable within fifteen (15) minutes of the venue <ul style="list-style-type: none"> <li>▪ Seating for up to two (2) taolu delegates from each participating country ( approx.. 80 delegates)</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 15 people and table microphones</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
<b>Meetings</b>	Drawing of Lots Ceremony (one day before first day of competition, directly following the technical meeting)	<ul style="list-style-type: none"> <li>▪ One (1) drawing of lots area for taolu featuring the following:</li> </ul>
	Drawing of Lots Ceremony (one day before first day of competition, directly following the technical meeting)	Taolu <ul style="list-style-type: none"> <li>▪ Seating for two (2) delegates from each participating team</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Printer with cartridges and paper</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>

	<p>Judges Refresher Course (starting three days before the first day of competition, and running on a daily basis until the competition begins) <i>Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing</i></p>	<p>Judges study room is to be prepared for taolu judges featuring the following:</p> <p>Taolu</p> <ul style="list-style-type: none"> <li>▪ Seating for fifty (40) judges</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
<b>Events &amp; Ceremonies</b>	<p>Opening Ceremony (one day before first day of competition)</p>	<ul style="list-style-type: none"> <li>▪ Opening ceremony program to be developed in conjunction with the IWUF</li> <li>▪ Host country flag &amp; IWUF Flag</li> <li>▪ National/regional flag shield bearers for each participating team</li> <li>▪ Oath-taking by athlete/judge</li> </ul>
	<p>Welcome Banquet (one day before first day of competition)</p>	
	<p>Press Conference (may take place before and/or during the event)</p>	<ul style="list-style-type: none"> <li>▪ Head table with seating for 10 people and table microphones</li> <li>▪ Seating for minimum of 50 people (classroom style)</li> <li>▪ Backdrop banner (design to be approved by IWUF)</li> <li>▪ 1-2 x 50" HD flat screen monitors</li> <li>▪ Official photographer</li> </ul> <p>Translation services</p>
	<p>Awards Ceremony (following every competition session for taolu athletes)</p>	<ul style="list-style-type: none"> <li>▪ Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>▪ Gold medal, silver medal and bronze medal for each taolu event for both men and women. (Details to be confirmed by IWUF)</li> <li>▪ Certificate of achievement for 1<sup>st</sup> to 8<sup>th</sup>-placing taolu athletes in each taolu event for both men and women. (Details to be confirmed by IWUF)</li> <li>▪ All medal and certificate designs to be approved by the IWUF</li> </ul>

		<ul style="list-style-type: none"> <li>Protocol officers</li> <li>Hostesses</li> <li>Audio system with engineer</li> <li>Master of ceremonies</li> <li>Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>Handing over of IWUF flag</li> <li>Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>One (1) single room in the main hotel for each IWUF committee member</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition) IWUF Office (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed independent judge.</li> </ul> <p>IWUF Office to be prepared in the main hotel with the following supplies:</p> <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>	<ul style="list-style-type: none"> <li></li> </ul>
	Official hotels	<p>All official hotels shall feature the following:</p> <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the competition venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> </ul> <p>Event information desk/booth with volunteers</p>
	Upload Provision	<ul style="list-style-type: none"> <li>Via SNG.</li> </ul>
<b>Broadcasting</b>	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue.
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Sixteen (16) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> </ul>

		One (1) for Technical Delegate
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee</li> <li>One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for international judges</li> <li>All registered participants (based on needs)</li> </ul>
	<p><i>Note:</i></p> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final competition schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus</li> <li>The above stipulated mini-vans will have seating for 15-20 people</li> </ul>	
<b>Meal</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>Light snacks shall be provided at the VIP lounge, judges lounge and various meetings</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, including independent scoring judges, head judges, chief referees, and Jury of Appeals members)	<ul style="list-style-type: none"> <li>Paid in cash for the total number of days within the World Championships period, including the arrival and departure days</li> </ul>
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>Liability Insurance</li> <li>Host Insurance</li> <li>Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>The organizer shall place information desks at the airport, official hotels and venues</li> <li>The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	<ul style="list-style-type: none"> <li>Engage the services of appropriate personnel</li> </ul>
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>The IWUF will make an inspection visit leading up to the event</li> <li>The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>

# TAOLU WORLD CUP

The Taolu World Cup (TWC) is the official world cup event which is hosted by the International Wushu Federation. With the first edition taking place in 2016, the Taolu World Cup takes place biennially and features the top placed taolu athletes from the previous World Wushu Championships for both men and women.

## GENERAL DETAILS<sup>9</sup>

- Event Duration: 4 – 5 days in total
- Event Frequency: Biennial
- Number of Athletes: 80+
- Number of Officials: 50+
- Hotel Capacity: 200+
- Venue Capacity: 2000+
- Field(s) of Play: Taolu – 24m x 26m (1)

### 1. EVENT DATES

The Taolu World Cup takes place every two years (even year) and shall be held in the second half of the year, preferably between October and December. The Taolu World Cup will feature between two (2) and three (3) days for competition.

### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2016	November 18 <sup>th</sup> – 20 <sup>th</sup>	Fuzhou, China
2018	November 21 <sup>st</sup> – 27 <sup>th</sup>	Yangon, Myanmar
2020	TBC	Tokyo, Japan

### 3. HIGHLIGHTS

To view highlights from the 1<sup>st</sup> Taolu World Cup, please click on the following link:  
[https://www.youtube.com/watch?v=\\_VrSleG32Cg](https://www.youtube.com/watch?v=_VrSleG32Cg)

### 4. OPERATIONAL REQUIREMENTS

BASIC INFORMATION	
Number of Competition Days	2 – 3 Days
Number of Fields of Play (FOP)	Taolu x 1
Number of Technical Officials	▪ 20 Independent Judges

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance.
Venue	Venue Availability	Venue to be available for exclusive use from 4 days prior to the first competition day and during competition days.
	Competition Area	The competition area shall feature one (1) taolu fields of play Vertical empty space above FOP should be no lower than 8m.
	Functional Areas	One (1) taolu warm-up area warm-up area within the venue. VIP Lounge Area with hot & cold drinks and snacks etc.
		IWUF Secretariat Office – lockable with the

<sup>9</sup> Figures are based on the figures from the 1<sup>st</sup> Taolu World Cup held in 2016. Actual numbers may vary

		following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		One (1) taolu judges lounge
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Doping control station
		Medal awarding area
	Media Facilities	Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF.
		Mixed Zone
		Designated press box/seating area in the competition area.
	Accreditation Center	Designated photographer area in the competition area.
		Located in the competition venue or in the main hotel
	Venue Equipment	<ul style="list-style-type: none"> <li>▪ Underlay carpet to cover entire competition floor</li> <li>▪ Main LED display board (large)</li> <li>▪ A-frame banners to fully encircle each field of play. All designs to be approved by IWUF.</li> </ul>
	Commercial Area	Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of booths and sizes to be confirmed by the IWUF
<b>Competition</b>	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Taolu FOP: one (1) IWUF-approved Wushu Taolu Competition Mat</li> <li>▪ Taolu warm-up area: one (1) IWUF-approved wushu taolu competition mats</li> <li>▪ One (1) wireless microphones (1 per FOP)</li> <li>▪ Two (2) Jury of Appeals video cameras per field of play (2 in total) with operators</li> </ul>
		Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)



	Championships Presentation	<ul style="list-style-type: none"> <li>▪ Lighting to be prepared in line with requirements</li> <li>▪ Announcer who is fluent in English and the local language on site during all sessions &amp; awarding ceremonies.</li> <li>▪ Audio system with engineer on site during all sessions &amp; awarding ceremonies.</li> <li>▪ Awards Ceremony stage</li> <li>▪ Flag raising equipment</li> <li>▪ Flags</li> </ul>
	Medical	<p>Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session.</p> <p>Medical equipment and supplies (conforming to specifications within this manual)</p> <p>Ambulance(s)</p> <p>Designated hospital reachable within fifteen (15) minutes of the venue</p>
	Doping Control	<ul style="list-style-type: none"> <li>▪ Male sample collection area</li> <li>▪ Female Sample collection area</li> <li>▪ Administration area</li> <li>▪ Waiting area</li> <li>▪ Lockable refrigerator</li> <li>▪ Non-alcoholic beverages</li> <li>▪ Soap &amp; towels</li> </ul>
<b>Meetings</b>	Technical Meeting (one day before first day of competition)	<ul style="list-style-type: none"> <li>▪ Seating for up to two (2) taolu delegates from each participating country (approx. 60 delegates)</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 15 people and table microphones</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	Drawing of Lots Ceremony (one day before first day of competition, directly following the technical meeting)	<p>One (1) drawing of lots area for taolu featuring the following:</p> <p>Taolu</p> <ul style="list-style-type: none"> <li>▪ Seating for two (2) delegates from each participating team (approx. 60 delegates)</li> <li>▪ Classroom style seating</li> <li>▪ Head table with seating for 5 people</li> <li>▪ HD projector with pull down screen</li> <li>▪ Audio system</li> <li>▪ Electrical power outlet at head table</li> <li>▪ Three (3) wireless microphones</li> <li>▪ Printer with cartridges and paper</li> <li>▪ Engineer for audio visual system</li> <li>▪ Reliable Wi-Fi</li> </ul>
	Judges Refresher Course (starting three days before)	One (1) judges study room to be prepared for taolu judges featuring the following:



	the first day of competition, and running on a daily basis until the competition begins)	<p>Taolu</p> <ul style="list-style-type: none"> <li>Seating for fifty (30) judges</li> <li>Classroom style seating</li> <li>Head table with seating for 5 people</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
	<i>Note: Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing</i>	
<b>Events &amp; Ceremonies</b>	Opening Ceremony (one day before first day of competition)	<ul style="list-style-type: none"> <li>Opening ceremony program to be developed in conjunction with the IWUF</li> <li>Host country flag &amp; IWUF Flag</li> <li>National/regional flag shield bearers for each participating team</li> <li>Oath-taking by athlete/judge</li> </ul>
	Welcome Banquet (one day before first day of competition)	
	Press Conference (may take place before and/or during the event)	<ul style="list-style-type: none"> <li>Head table with seating for 10 people and table microphones</li> <li>Seating for minimum of 50 people (classroom style)</li> <li>Backdrop banner (design to be approved by IWUF)</li> <li>1-2 x 50" HD flat screen monitors</li> <li>Official photographer</li> <li>Translation services</li> </ul>
	Awards Ceremony (following every competition session for taolu athletes)	<ul style="list-style-type: none"> <li>Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>Gold medal, silver medal and bronze medal for each taolu event for both men and women</li> <li>Certificate of achievement for 1st to 8th-placing taolu athletes in each taolu event for both men and women</li> <li>All medal and certificate designs to be approved by the IWUF</li> <li>Flowers &amp; souvenirs for all medalists</li> <li>Protocol officers</li> <li>Hostesses</li> <li>Audio system with engineer</li> <li>Master of ceremonies</li> <li>Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>Handing over of IWUF flag</li> <li>Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> </ul>

		<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF committee member</li> <li>Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed independent judge.</li> </ul>
	IWUF Office (from four days before the first day of competition to one day after the last day of competition)	IWUF Office to be prepared in the main hotel with the following supplies: <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>	
	Official hotels	All official hotels shall feature the following: <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the competition venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> <li>Event information desk/booth with volunteers</li> </ul>
<b>Broadcasting</b>	Upload Provision	Via SNG
	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue.
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Twenty (20) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> <li>One (1) for Technical Delegate</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee</li> <li>One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for international judges</li> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<i>Note:</i> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final competition schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus.</li> <li>The above stipulated mini-vans will have seating for 15-20 people.</li> </ul>	
<b>Meal</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>Light snacks shall be provided at the</li> </ul>

		VIP lounge, judges lounge and various meetings
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, head judges, chief referees, Jury of Appeals members)	Paid in cash for the total number of days within the World Cup period, including the arrival and departure days
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>▪ Liability Insurance</li> <li>▪ Host Insurance</li> <li>▪ Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>▪ The organizer shall place information desks at the airport, official hotels and venues</li> <li>▪ The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>▪ The IWUF will make an inspection visit leading up to the event</li> <li>▪ The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>▪ The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>

# SANDA WORLD CUP

The Sanda World Cup (SWC) is the official world cup event which hosted by the International Wushu Federation. With the first edition taking place in 2002, the Sanda World Cup takes place biennially and features the top placing Sanda athletes from the previous world wushu championships.

## GENERAL DETAILS<sup>10</sup>

- Event Duration: 5-6 days in total
- Event Frequency: Biennial
- Number of Athletes: 70+
- Number of Officials: 50+
- Hotel Capacity: 200+
- Venue Capacity: 2000+
- Field(s) of Play: Sanda – 24m x 24m

### 1. EVENT DATES

The Sanda World Cup takes place every two years (even year) and shall be held in the second half of the year, preferably between October and December. The Sanda World Cup will feature between two (2) and three (3) days for competition.

### 2. HISTORY OF HOST CITIES

YEAR	DATE	HOST CITY & COUNTRY
2002	October 12 <sup>th</sup> – 18 <sup>th</sup>	Shanghai, China
2004	November 21 <sup>st</sup> – 27 <sup>th</sup>	Guangzhou, China
2006	August 19 <sup>th</sup> – 22 <sup>nd</sup>	Xi'an, China
2008	November 3 <sup>rd</sup> – 8 <sup>th</sup>	Harbin, China
2010	November 2 <sup>nd</sup> – 7 <sup>th</sup>	Chongqing, China
2012	October 23 <sup>rd</sup> – 25 <sup>th</sup>	Fujian, China
2014	November 20 <sup>th</sup> – 21 <sup>st</sup>	Jakarta, Indonesia
2016	November 1 <sup>st</sup> – 6 <sup>th</sup>	Xi'an, China
2018	November 11 <sup>th</sup> – 17 <sup>th</sup>	Beijing, China

### 3. HIGHLIGHTS

To view highlights from the 8<sup>th</sup> Sanda World Cup, please click on the following link:  
<https://www.youtube.com/watch?v=YmyIRGeBIF8>

### 4. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Competition Days	2-3 Days	
Number of Fields of Play (FOP)	Sanda x 1	
Number of Technical Officials	▪ 22 Independent Judges	

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance.
Venue	Venue Availability	Venue to be available for exclusive use from 4 days prior to the first competition day and during competition days.
	Competition Area	The competition area shall feature one (1) sanda field of play. Vertical empty space above FOP should be

<sup>10</sup> Figures are based on the figures from the 8<sup>th</sup> Sanda World Cup held in 2016. Actual numbers may vary

		no lower than 8m.
	Functional Areas	One (1) sanda warm-up area within the venue.
		VIP Lounge Area with hot & cold drinks and snacks etc.
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		One (1) sanda judges lounge
		Athletes changing rooms with toilet and shower facilities
		Medical room with first aid, medicines and related equipment
		Doping control station
		Weigh-In Rooms for male and female respectively
		Medal awarding area
	Media Facilities	Press Conference Room
		Flash Interview Zone with backdrop. All designs to be approved by IWUF.
		Mixed Zone
		Designated press box/seating area in the competition area.
	Accreditation Center	Designated photographer area in the competition area.
		Located in the competition venue or in the main hotel
	Venue Equipment	<ul style="list-style-type: none"> <li>▪ Underlay carpet to cover entire competition floor</li> <li>▪ Main LED display board (large)</li> <li>▪ A-frame banners to fully encircle each field of play. All designs to be approved by IWUF.</li> </ul>
	Commercial Area	Establish sales/promotion booths within the public areas of the venue, to the IWUF's designated parties free of charge. Number of booths and sizes to be confirmed by the IWUF
Competition	Competition Equipment	<ul style="list-style-type: none"> <li>▪ Sanda FOP: one (1) IWUF-approved wushu sanda competition platform (leitai)</li> <li>▪ Sanda warm-up area: puzzle mats or suitable mats, six (6) or more punching bags</li> <li>▪ IWUF-approved sanda protective gear and gloves for competitors (quantities &amp; sizes to be confirmed by IWUF)</li> <li>▪ Six (6) wireless lapel microphones for platform referees</li> <li>▪ One (1) wireless microphone</li> <li>▪ Two (2) whistles (1 x single pitch; 1 x double pitch)</li> <li>▪ Gloves for platform referees</li> <li>▪ Two (2) Jury of Appeals video cameras with operators</li> <li>▪ IWUF-approved sanda scoring set</li> <li>▪ Four (4) identical weigh-in scales (2</li> </ul>

		<p>for official weigh-in; 2 for testing)</p> <ul style="list-style-type: none"> <li>All supplementary signage, buckets etc.</li> </ul> <p>Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)</p>
	Championships Presentation	<ul style="list-style-type: none"> <li>Lighting to be prepared in line with requirements</li> <li>Announcer who is fluent in English and the local language on site during all sessions &amp; awarding ceremonies.</li> <li>Audio system with engineer on site during all sessions &amp; awarding ceremonies.</li> <li>Awards Ceremony stage</li> <li>Flag raising equipment</li> <li>Flags</li> </ul>
	Medical	<p>Medical personnel on site arriving one (1) hour prior to start of each session and departing one (1) hour following the conclusion of each session.</p> <p>Medical equipment and supplies (conforming to specifications within this manual)</p> <p>Ambulance(s)</p> <p>Designated hospital reachable within fifteen (15) minutes of the venue</p>
	Doping Control	<ul style="list-style-type: none"> <li>Male sample collection area</li> <li>Female Sample collection area</li> <li>Administration area</li> <li>Waiting area</li> <li>Lockable refrigerator</li> <li>Non-alcoholic beverages</li> <li>Soap &amp; towels</li> </ul>
<b>Meetings</b>	Technical Meeting (one day before first day of competition)	<ul style="list-style-type: none"> <li>Seating for up to two (2) sanda delegates from each participating country (approx. 50 delegates)</li> <li>Classroom style seating</li> <li>Head table with seating for 15 people and table microphones</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
	Drawing of Lots Ceremony	One (1) separate drawing of lots area for sanda, featuring the following:

	(one day before first day of competition, directly following the technical meeting)	<p>Sanda</p> <ul style="list-style-type: none"> <li>Seating for two (2) delegates from each participating team</li> <li>Classroom style seating</li> <li>Head table with seating for 5 people</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Printer with cartridges and paper</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
	Sanda Weigh-In (one day before first day of competition – may occur daily during competition)	<ul style="list-style-type: none"> <li>Private male weigh-in area with closing doors</li> <li>Private female weigh-in area with closing doors</li> <li>Mixed waiting area</li> <li>Four (4) identical scales (1 in the male area, 1 in the female area, and 2 for testing in the mixed waiting area). The scales must display to two (2) digits after the decimal</li> </ul>
	Judges Refresher Course (starting three days before the first day of competition, and running on a daily basis until the competition begins)	<p>One (1) separate judge study room to be prepared for sanda judges featuring the following:</p> <p>Sanda</p> <ul style="list-style-type: none"> <li>Seating for fifty (30) judges</li> <li>Classroom style seating</li> <li>Head table with seating for 5 people</li> <li>HD projector with pull down screen</li> <li>Audio system</li> <li>Electrical power outlet at head table</li> <li>Three (3) wireless microphones</li> <li>Engineer for audio visual system</li> <li>Reliable Wi-Fi</li> </ul>
	<i>Note: Other meetings may be deemed necessary by the IWUF, which will require the OC's assistance in preparing.</i>	
<b>Events &amp; Ceremonies</b>	Opening Ceremony (one day before first day of competition)	<ul style="list-style-type: none"> <li>Opening ceremony program to be developed in conjunction with the IWUF</li> <li>Host country flag &amp; IWUF Flag</li> <li>National/regional flag shield bearers for each participating team</li> <li>Oath-taking by athlete/judge</li> </ul>
	Welcome Banquet (one day before first day of competition)	
	Press Conference (may take place before and/or during the event)	<ul style="list-style-type: none"> <li>Head table with seating for 10 people and table microphones</li> <li>Seating for minimum of 50 people (classroom style)</li> <li>Backdrop banner (design to be approved by IWUF)</li> <li>1-2 x 50" HD flat screen monitors</li> <li>Official photographer</li> <li>Translation services</li> </ul>
	Awards Ceremony (following every competition session for taolu athletes; and following the sanda finals for sanda athletes)	<ul style="list-style-type: none"> <li>Full design of award ceremony podium as well as backdrop to be approved by IWUF</li> <li>Gold medal, silver medal and bronze medals for each sanda weight division for both men and women</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Certificate of achievement for 1st to 3rd-placing sanda athletes in each sanda weight division for both men and women</li> <li>▪ All medal and certificate designs to be approved by the IWUF</li> <li>▪ Flowers &amp; souvenirs for all medalists</li> <li>▪ Protocol officers</li> <li>▪ Hostesses</li> <li>▪ Audio system with engineer</li> <li>▪ Master of ceremonies</li> <li>▪ Rehearsal should occur prior to the first day of competition</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>▪ Handing over of IWUF flag</li> <li>▪ Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>▪ One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from four days before the first day of competition to one day after the last day of competition)	<ul style="list-style-type: none"> <li>▪ One (1) single room in the main hotel for each IWUF EB member</li> <li>▪ Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>▪ One (1) single room in the main hotel for each IWUF committee member</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>▪ One (1) single room at the most suitable hotel for each IWUF appointed independent judge</li> </ul>
	IWUF Office (from four days before the first day of competition to one day after the last day of competition)	IWUF Office to be prepared in the main hotel with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
	Official hotels	All official hotels shall feature the following: <ul style="list-style-type: none"> <li>• Be no more than 30 minutes away from the competition venue</li> <li>• Conform to international standards</li> <li>• Free Wi-Fi provided in each room</li> <li>• Event information desk/booth with volunteers</li> </ul>
<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>		
<b>Broadcasting</b>	Upload Provision	Via SNG
	Broadband Internet Access	Unlimited broadband access with a minimum upload & download speed of one hundred (100) megabytes per second made available at the venue
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>▪ Twenty-two (22) Independent Judges (round-trip tickets from their cities of residence to and from the Host City)</li> <li>▪ Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of</li> </ul>



		residence to and from the Host City)
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> <li>One (1) for Technical Delegate</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (2) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee</li> <li>One (1) for Official broadcast group</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for international judges</li> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<p><i>Note:</i></p> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels which are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final competition schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus.</li> <li>The above stipulated mini-vans will have seating for 15-20 people.</li> </ul>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the competition session, catering shall be arranged accordingly</li> <li>Light snacks shall be provided at the VIP lounge, judges lounges, and various meetings</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all independent judges, including scoring judges, head judges, chief referees, and Jury of Appeals members)	Paid in cash for the total number of days within the World Cup period, including the arrival and departure days
<b>Public Relations &amp; Communication</b>	Website	Creation of a website for the event itself
	Promotion	Public advertisements
	Event Logo, Mascot, Medals, Certificates & Handbook	All designs are to be sent to the IWUF for approval
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>Liability Insurance</li> <li>Host Insurance</li> <li>Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>The organizer shall place information desks at the airport, official hotels and venues</li> <li>The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>The IWUF will make an inspection visit leading up to the event</li> <li>The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>The organizer will provide all transportation during the inspection</li> </ul>



# WUSHU JUDGES TRAINING & CERTIFICATION COURSE

As the IWUF aims to maintain a high standard of officiation at all its events, and in order to develop competent technical officials amongst its members, the IWUF holds biennial judges training and certification courses. During such courses lectures and training sessions are presented on wushu officiation following which participants will be examined. Those participants who successfully pass the various examinations will be awarded an international judges license, which allows them to officiate at relevant IWUF events.

## GENERAL DETAILS<sup>11</sup>

- Event Duration: 5-7 days in total
- Event Frequency: Biennial
- Number of Participants: 100-300
- Number of Officials: 7-10
- Hotel Capacity: 200
- Venue Capacity: As needed for lectures and training
- Training Area(s): Taolu – 24m x 26m (2-3); Sanda – 24m x 24m (1-2)

### 1. EVENT DATES

The Wushu Judges Training & Certification Courses take place every two years (even year) and shall be held in the first half of the year, preferably between April and June. During the course, three (3) to four (4) full days will be required for various lectures and training sessions; two (2) full days will be required for the various examinations<sup>12</sup>.

### 2. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Course Days	5-6 Days	
Number of Training Areas	Taolu x 2-3	Sanda x 1-2
Number of Technical Officials	<ul style="list-style-type: none"> <li>▪ 3-5 technical Committee Members</li> <li>▪ 4-6 Lecturers &amp; Coaches</li> </ul>	

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance.
Venue	Venue Availability	Venues to be available for exclusive use from 2 days prior to the first lecture day.
	Training Areas	The training area shall feature two (2) to three (3) taolu training areas; and one (1) to two (2) sanda training areas with supplementary equipment.
	Functional Areas	Two (2) lecture halls with adequate seating and desks for Taolu participants and Sanda participants
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>

<sup>11</sup> Figures are based on the figures from the course held in 2016. Actual numbers may vary

<sup>12</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF

		Changing rooms with toilet and shower facilities at physical training venue(s).
	Lecture Venue Equipment	<ul style="list-style-type: none"> <li>▪ Tables and chairs for all participants (classroom style)</li> <li>▪ Projector and screen with various connectors</li> <li>▪ Two (2) wireless microphones for each lecture hall</li> <li>▪ Laptop computer (as required)</li> <li>▪ All printed materials for course use</li> <li>▪ Audio system</li> <li>▪ Electrical power outlets and extensions</li> </ul>
	Training Venue Equipment	<ul style="list-style-type: none"> <li>▪ Taolu training carpets (as required)</li> <li>▪ Training broadswords, straight swords, cudgels and spears (qty to be based on number of participants)</li> <li>▪ Sanda mats (as required)</li> <li>▪ Sanda protective gear (qty to be based on number of participants)</li> <li>▪ Kicking shields, focus mitts etc. as required</li> </ul>
	Electronic Scoring System	Electronic Scoring System (Host to acquire services from the IWUF appointed scoring system provider). All required equipment by the IWUF appointed scoring system provider to be prepared and supplied by the host at its own cost (including but not limited to laptops, printers, photocopiers, large TV score display screens, sundries etc.)
<b>Events &amp; Ceremonies</b>	Opening Ceremony (on the first day of the course)	<ul style="list-style-type: none"> <li>▪ Opening ceremony program to be developed in conjunction with the IWUF</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>▪ Certificate of participation for all participants</li> <li>▪ Certificate designs to be approved by the IWUF</li> <li>▪ Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from two days before the first day of the course to one day after the last day of the course)	<ul style="list-style-type: none"> <li>▪ One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from two days before the first day of the course to one day after the last day of the course)	<ul style="list-style-type: none"> <li>▪ One (1) single room in the main hotel for each IWUF EB member</li> <li>▪ Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>▪ One (1) single room in the main hotel for each IWUF committee member</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>▪ One (1) single room at the most suitable hotel for each IWUF appointed lecturer/coach judge.</li> </ul>
	IWUF Office (from two days before the first day of the course to one day after the last day of)	<p>IWUF Office to be prepared in the main hotel with the following supplies:</p> <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> </ul>

	the course)	<ul style="list-style-type: none"> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	Official hotels	<p>All official hotels shall feature the following:</p> <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the lecture/training venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> <li>Event information desk/booth with volunteers</li> </ul> <p><i>Note: The above stated rooms shall be provided at the expense of the organizer</i></p>
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Technical Committee members &amp; lecturers/coaches (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (1) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee &amp; lecturers/coaches</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<p><i>Note:</i></p> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus.</li> <li>The above stipulated mini-vans will have seating for 15-20 people.</li> </ul>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the session, catering shall be arranged accordingly</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all technical committee members and lecturers/coaches)	Paid in cash for the total number of days within the World Championships period, including the arrival and departure days
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>Liability Insurance</li> <li>Host Insurance</li> <li>Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>The organizer shall place information desks at the airport, official hotels and venues</li> <li>The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination</b>	Site Visit	<ul style="list-style-type: none"> <li>The IWUF will make an inspection</li> </ul>

<b>&amp; Review</b>		<p>visit leading up to the event</p> <ul style="list-style-type: none"> <li>▪ The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>▪ The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>
---------------------	--	---

# WUSHU COACHES/ATHLETES TRAINING COURSE

In order to improve the technical level amongst its members, the IWUF holds biennial coaches training courses. During such courses lectures and training sessions are presented on wushu training and coaching methods.

## GENERAL DETAILS<sup>13</sup>

- Event Duration: 5-6 days in total
- Event Frequency: Biennial
- Number of Participants: 80-200
- Number of Officials: 5-7
- Hotel Capacity: 200
- Venue Capacity: As needed for lectures and training
- Training Area(s): Taolu – 24m x 26m (2-3); Sanda – 24m x 24m (1-2)

## 1. EVENT DATES

The Wushu Coaches Training Courses take place every two years (odd year) and shall be held in the first half of the year, preferably between April and June. During the course, three (3) to four (4) full days will be required for various lectures and training sessions<sup>14</sup>.

## 2. OPERATIONAL REQUIREMENTS

BASIC INFORMATION		
Number of Course Days	4-5 Days	
Number of Training Areas	Taolu x 2-3	Sanda x 1-2
Number of Technical Officials	<ul style="list-style-type: none"> <li>▪ 3-5 technical Committee Members</li> <li>▪ 4-6 Lecturers &amp; Coaches</li> </ul>	

CATEGORY	ITEMS	DETAILS
Guarantees	Guarantee Letter	Guarantee letter from host country's government for full support of fast visa issuance
	Venue Availability	Venues to be available for exclusive use from 2 days prior to the first training/ lecture day
Venue	Training Areas	The training area shall feature two (2) to three (3) taolu training areas; and one (1) to two (2) sanda training areas with supplementary equipment
	Functional Areas	Two (2) lecture halls with adequate seating and desks for Taolu participants and Sanda participants
		IWUF Secretariat Office – lockable with the following supplies: <ul style="list-style-type: none"> <li>▪ Reliable Wi-Fi</li> <li>▪ Printer</li> <li>▪ Printer cartridges</li> <li>▪ Paper</li> <li>▪ Stapler with staples</li> <li>▪ Pens &amp; paper</li> </ul>
		Changing rooms with toilet and shower facilities at physical training venue(s).

<sup>13</sup> Figures are based on the figures from the course held in 2016. Actual numbers may vary

<sup>14</sup> Other activities will be organized on the same days as these mentioned meetings, details of which will be confirmed by the IWUF

	Lecture Venue Equipment	<ul style="list-style-type: none"> <li>Tables and chairs for all participants (classroom style)</li> <li>Projector and screen with various connectors</li> <li>Two (2) wireless microphones for each lecture hall</li> <li>Laptop computer (as required)</li> <li>All printed materials for course use</li> <li>Audio system</li> <li>Electrical power outlets and extensions</li> </ul>
	Training Venue Equipment	<ul style="list-style-type: none"> <li>Taolu training carpets (as required)</li> <li>Training broadswords, straight swords, cudgels and spears (qty to be based on number of participants)</li> <li>Sanda mats (as required)</li> <li>Sanda protective gear (qty to be based on number of participants)</li> <li>Kicking shields, focus mitts etc. as required</li> </ul>
<b>Events &amp; Ceremonies</b>	Opening Ceremony (on the first day of the course)	<ul style="list-style-type: none"> <li>Opening ceremony program to be developed in conjunction with the IWUF</li> </ul>
	Closing Ceremony (on the last day of competition following the final competition session and its award ceremony)	<ul style="list-style-type: none"> <li>Certificate of participation for all participants</li> <li>Certificate designs to be approved by the IWUF</li> <li>Closing ceremony program to be developed in conjunction with the IWUF</li> </ul>
<b>Hotels</b>	Suite Room (from two days before the first day of the course to one day after the last day of the course)	<ul style="list-style-type: none"> <li>One (1) suite room for IWUF President in the main hotel</li> </ul>
	Standard Rooms (from two days before the first day of the course to one day after the last day of the course)	<ul style="list-style-type: none"> <li>One (1) single room in the main hotel for each IWUF EB member</li> <li>Six (6) single rooms and three (3) double rooms in the main hotel for IWUF staff</li> <li>One (1) single room in the main hotel for each IWUF committee member</li> </ul>
		<ul style="list-style-type: none"> <li>Two (2) double and one (1) single room for the electronic scoring system specialists at the most suitable hotel</li> <li>One (1) single room at the most suitable hotel for each IWUF appointed lecturer/coach judge</li> </ul>
	IWUF Office (from two days before the first day of the course to one day after the last day of the course)	<p>IWUF Office to be prepared in the main hotel with the following supplies:</p> <ul style="list-style-type: none"> <li>Reliable Wi-Fi</li> <li>Printer</li> <li>Printer cartridges</li> <li>Paper</li> <li>Stapler with staples</li> <li>Pens &amp; paper</li> </ul>
	Official hotels	<p>All official hotels shall feature the following:</p> <ul style="list-style-type: none"> <li>Be no more than 30 minutes away from the lecture/training venue</li> <li>Conform to international standards</li> <li>Free Wi-Fi provided in each room</li> <li>Event information desk/booth with</li> </ul>



		volunteers
	<i>Note: The above stated rooms shall be provided at the expense of the organizer</i>	
<b>Air Travel</b>	Air Tickets (Economy Class)	<ul style="list-style-type: none"> <li>Technical Committee members &amp; lecturers/coaches (round-trip tickets from their cities of residence to and from the Host City)</li> <li>Five (5) Electronic Scoring System Specialists (round-trip tickets from their cities of residence to and from the Host City)</li> </ul>
<b>Ground Transportation</b>	Designated Passenger Car (from time of arrival until departure)	<ul style="list-style-type: none"> <li>One (1) for IWUF President</li> <li>One (1) for IWUF Executive Vice-President</li> </ul>
	Designated Mini-Van (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Two (1) for IWUF Secretariat</li> <li>One (1) for IWUF Technical Committee &amp; lecturers/coaches</li> </ul>
	Designated Bus (from time of arrival until departure)	<ul style="list-style-type: none"> <li>Committee Members (based on needs)</li> <li>All registered participants (based on needs)</li> </ul>
	<i>Note:</i> <ul style="list-style-type: none"> <li>The IWUF recommends that the OC arranges hotels that are within walking distance of the venue in order to reduce the amount of required transportation methods.</li> <li>All transportation shall be arranged according to the final schedule, taking into consideration local traffic conditions and travel times.</li> <li>The organizer shall provide transportation for all registered persons to and from the designated airport.</li> <li>The organizer shall ensure that volunteer(s) accompany each car/bus.</li> <li>The above stipulated mini-vans will have seating for 15-20 people.</li> </ul>	
<b>Meals</b>	3 meals per day (for all registered participants, guests, officials)	<ul style="list-style-type: none"> <li>Meals shall be provided at the official hotels</li> <li>In cases where officials are required to stay at the venue before or after the session, catering shall be arranged accordingly</li> </ul>
<b>Per Diem</b>	US\$ 100 per diem (for all technical committee members and lecturers/coaches)	Paid in cash for the total number of days within the World Championships period, including the arrival and departure days
<b>Security &amp; Insurance</b>	Security Guarantees	Security to be in place at hotels and venues to ensure the safety of all participants
	Insurance Contract	Contract appropriate reputable insurance company
	Insurance Coverage	<ul style="list-style-type: none"> <li>Liability Insurance</li> <li>Host Insurance</li> <li>Litigation Contingency Insurance</li> </ul>
<b>Information Facilities</b>	Info Desk	<ul style="list-style-type: none"> <li>The organizer shall place information desks at the airport, official hotels and venues</li> <li>The organizer shall ensure that there are volunteers on site at each information desk</li> </ul>
<b>Human Resources</b>	Organizing Committee Staff	Engage the services of appropriate personnel
	Volunteers	Secure volunteers with good command of English
<b>Event Coordination &amp; Review</b>	Site Visit	<ul style="list-style-type: none"> <li>The IWUF will make an inspection visit leading up to the event</li> <li>The organizer will provide air tickets &amp; accommodation (room &amp; board) for the IWUF inspection team</li> <li>The organizer will provide all transportation during the inspection visit for the IWUF inspection team</li> </ul>