

# **European Athletics Television Operations Manual**

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## Introduction

Sport and the media have one very important feature in common: they both foster greater communication between people of the world and contribute to breaking down barriers. Within the team of sport and media covering European Athletics (EA) events, international broadcasters (Rights Holding Broadcasters) need to be taken into special consideration from both an organisational and a financial perspective. To meet the expectations of all parties within the broadcasting arena, EA has partnered with the European Broadcasting Union (EBU) as the organisation holding the rights, supervising the preparation and delivering the television production.

With the increasing diversification and digitalisation of global information, the changing media landscape has gained an increasing importance for us as content owners and providers. New technology offers new channels of communication available to a wider audience. Information is available 24 hrs a day, 7 days a week and this new landscape offers many opportunities to harvest our sport. It also sets us many challenges not least in the responsibility of the Local Organising Committee (LOC) and EA to serve its own audience. It must be regarded as a challenge to ensure that their requirements are met, without causing problems to spectators, athletes or officials, and that the event is presented in the best possible light especially to the live audience.

Maximising media coverage of EA events is crucial and the LOC needs to be aware of certain challenges and be prepared to satisfy all the requirements of the various media representatives, especially those of broadcasters according to the technology involved. As broadcasters require the most comprehensive preparation in terms of the operational aspects, it is vital that the LOC chooses a Host Broadcaster (HB) capable of meeting the expectations.

The HB is the broadcasting organisation responsible for producing and distributing the international television and radio signals and for providing broadcast facilities to those television and radio organisations which have obtained the rights to broadcast the European Athletics Championships.

The HB shall perform its responsibilities to the highest quality standards appropriate to sports events of international importance and must ensure that the services provided by the LOC are tailored to the needs of the HB and RHB.

The HB shall be a member of, and fully participate in, the LOC of the respective Championships from the time it is established. A spirit of co-operation and mutual goodwill shall govern the relationships between the respective parties.

All the three parties, EA, HB and LOC must intend to produce the best possible coverage by offering the best possible working conditions for the representatives of the international rights holders. These have common but also separate needs that need to be met by the LOCs at all EA events. The LOC must ensure that the facilities and services provided at the event allow for the maximum coverage not only of the event itself but also the build-up. The LOC must perform its responsibilities in a professional manner and to the highest quality standards appropriate for sports events of international importance.

An effective plan requires the involvement of experts if it is to fulfil all its expectations. The objective must be to create working conditions that allow the media representatives to focus on the athletes and the competition. This important responsibility must be assigned to a person who has an understanding of all aspects of the media (including its ever-changing technology) and experience of working in media operations at major international sporting events. In addition, it is highly recommended the LOC contracts an experienced overlay manager for proper maps and diagrams which will be needed for discussions and extremely helpful to avoid misunderstandings.

A detailed planning has to be set-up early by the LOC together with EA and EBU. All duties will require expertise and time and involve significant financial obligations that need to be analysed and fulfilled by the parties involved. Because of the importance of broadcasting and its special needs, logistical matters have to be given particular attention.

This document defines:

- the organisational and technical infrastructure to be provided by an LOC to satisfy the demands of an international broadcasting operation, and
- some important guidelines for a broadcasting organisation to deliver all the related services according to the standards expected of a HB.

## 1. Preamble

EA and the LOC are responsible for organising the Championships and for providing all the necessary facilities at the event to enable the HB to fulfil its responsibilities. Within the legal framework, and the responsibilities that arise from it, the LOC is the party responsible for staging the Championships and for assuming those tasks and duties delegated to it by EA and the respective national federation.

Goals of the close cooperation are:

- to design a competition programme/timetable which meets the needs of the international audience and the rights holders,
- to ensure a certain standard of production is met according to this document, the Technical Annex and Broadcast Guidelines,
- to meet all requirements to ensure the best possible broadcast of the event to all countries around the globe.

This means the needs of broadcasters can have a significant effect on the set-up of the venue and the operation of the competition and the LOC needs to ensure that all the contracted responsibilities in this area are fulfilled.

The respective responsibilities of the parties are set out below. The Technical Annex also defines the split of responsibilities and financial charges between the LOC and the HB.

## 2. Summary: Broadcasting Targets

The final broadcast delivery targets the following for the respective party:

### A. European Athletics

- attains a maximum level of international coverage. This will be done by delivering the highest quality of live broadcast possible so European Athletics and the sport of athletics can secure and uphold its exceptional reputation
- helps European Athletics reach and satisfy the future eyes of the sport. It is important that the delivery speaks to the hearts of both young and old fans and is available on both linear and digital platforms so both audiences are satisfied.
- ensures the event is delivered in an attractive and engaging package to retain the commercial value of the broadcasting rights

### B. EBU

- promote and secure the attraction of European Athletics' most important events to retain and/or increase the value of the broadcasting rights

- underline the Host Broadcasting qualities by producing a highest quality broadcast together with the best possible services to EBU's stakeholders

#### C. Local Organising Committee

- present the host city, its venues & facilities and organising capacities in the best possible way to the international audience at the stadium as well as on TV and on web-based media
- deliver the best possible working conditions for international broadcasters in close cooperation with the Host Broadcaster at costs as low as possible

## 3. Summary: Duties in regards of broadcast

#### A. European Athletics

- sporting authority and safeguarding the event according to the competition rules and regulations
- preserve the highest possible quality of broadcast
- legal party between EBU and LOC
- perform role of mediator between Host Broadcaster and LOC in case of issues, e. g. Budget
- provide graphics
- provide Timing & Data service supplier
- provide CIS equipment incl. cabling to Commentary Positions, HB OB van, Mixed Zone

#### B. Host Broadcaster

- plans and realises all Host Broadcast operations
- contracts the production company including OB vans, cameras, camera men/women, video engineers
- contracts senior staff like producers, directors, technical engineers to work in close cooperation with LOC counterparts
- provides cabled connectivity between Commentary Positions and Commentary Control Room (CCR)/Master Control Room (MCR)
- provides integrated and other feeds to be used by the stakeholders
- provides feeds from MCR to LOC interface to be used on LOC screens
- defines and supervises the set-up of:
  - Commentary Positions
  - dedicated Mixed Zone
  - positions, sizes and construction of camera platforms (incl. Head-On), studios and announcer platforms
  - power supply (domestic and technical)
- creates Rate Card in close cooperation with LOC counterparts
- provides services to stakeholders (booking office)
- invoices Rate Card items (to be shared with LOC according to Technical Annex and/or special agreement)
- contributes to the organisation and the costs of the World Broadcaster Meeting

#### C. Local Organising Committee

- contributes to the organisation and the costs of the World Broadcaster Meeting
- creates Rate Card in close cooperation with HB counterparts
- provides free of charge to the HB:
  - HB Compound 'clean' space for vehicles (OB vans)
  - office space in the HB Compound including A/C and lighting
  - security of HB areas incl. fencing
  - furniture and all office equipment
  - unbreakable power supply (domestic and technical, incl. rigging and de-rigging)

- sanitary facilities
- TV satellite farm space
- CCR space incl. A/C, lighting
- cleaning and waste services
- transportation of staff and equipment (from/to airport, from/to accommodation/stadium)
- car parking
- camera platforms' constructions
- seat kill maps for camera platforms
- all CATV setup provisions, TV sets at all HB premises
- telephone and internet connectivity including consumption
- provides free of charge to all broadcasters
  - TV-approved stadium lighting
  - seat kills for Commentary Positions, dedicated Mixed Zone, studios, Announcer Positions
  - all CATV setup provisions from interface point, TV sets at Commentary Positions and common Mixed Zone
  - free LAN and WiFi internet connectivity at working positions
  - cleaning and waste services
  - sanitary facilities
  - security at venue and broadcast areas incl. fencing
  - TV satellite farm space
  - video and audio cabling to all designated points
  - Main Media Centre incl. all facilities
  - medical services
  - security/access control of all broadcast related installations/tribunes (platforms, studios, tribunes)
  - ENG camera platforms and access ways
  - information distribution service in broadcast areas
  - volunteers (if needed for above)
  - potable water
- provides items at Rate Card prices to international Rights Holding Broadcasters (RHB) – revenues to be shared with HB
  - IBC 'clean' space
  - IBC office space incl. air conditioning or heating
  - IBC office furniture, office equipment
  - 'clean' space lighting
  - power supply/consumption (domestic and technical)
  - transportation of staff and equipment in/within venue(s)
  - construction of dedicated camera platforms
  - Announcer Position and studio platform construction
  - studio construction and fitting (if requested)
  - Commentary Positions (fully, partially or non-equipped)
  - dedicated Mixed Zone construction, power, internet, CATV cabling and lighting
  - dedicated internet, telephone lines

## 4. Responsibilities of the LOC – Infrastructure & Services

Unless otherwise stated, the LOC is responsible for all costs incurred in meeting its responsibilities and providing the facilities described hereunder. The requirements listed in this section refer to the European Athletics Championships, and shall be adapted with respect to the size of the other Championships.

## 4.1 International Broadcast Centre (IBC)/TV Compound

The LOC has to provide at its own cost and as near as possible to the stadium/arena (or any other related venue; e.g. road races, field events in city centre) and agreed by the HB, sufficient ground space for the HB and RHB to set up all their technical vehicles and equipment, including outside broadcast units, office cabins, storage spaces and satellite up-link dishes, if required.

The TV Compound is the technical area of the facility while the IBC, which may be located within the TV Compound or at a separate place close to the competition area, Media Centre and Commentary Positions, is the space where the LOC provides furnished and serviced rooms where the HB and RHB can establish their working places.

RHB shall pay a facility fee for the use of working rooms in accordance with the agreed Rate Card.

For EA Championships a total useable area of at least 5,000 sq. metres (excluding corridors, amenities, common areas, etc.) is required as the TV Compound and shall be air conditioned or heated as necessary. The area should be divided into working areas/rooms of various sizes. Each working room shall be lockable and provided with at least 2-3 domestic electricity outlet sockets (230 Volts, 16 Amps) and basic lighting. Such electricity, basic lighting and basic air conditioning (where appropriate) should be provided at no additional cost and is included in the facility fee for the use of working room in accordance with the agreed Rate Card.

Additional facilities such as furniture, telecommunication services, technical power, additional domestic power, additional air conditioning, etc. may be ordered by and at the cost of the RHB. All furniture, telecommunication services, technical power, additional domestic power, additional air conditioning, etc. shall be provided by the LOC, as per agreement and within reason, free of charge in each room occupied by the HB.

Separate car parking must be provided for cars and other non-technical support vehicles as close to the television compound as possible. A minimum of 50 parking spaces should be foreseen. The use of Vehicle Access Parking Permits (VAPP) should be decided by the HB in consultation with the LOC and EA. Drop-off points shall be provided close to the IBC in order to allow broadcasters to drop their personnel or equipment.

The ground allocated for the TV Compound shall be even and level, of adequate load bearing capacity (reinforcement may be necessary) and provide unobstructed views to the relevant satellite(s). The area shall be securely protected (fence and security controls) on a permanent 24/7 basis from the start of HB activities.

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

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

All services provided in the Press/Media Centre should be located conveniently to all users and shall also be made available to broadcasters. All accredited users of the TV Compound shall be entitled to utilize all services (including information, transport, first aid) as made available to the written press and other media.

IBC, and the HB Compound if different, shall be available for use for the same period. Such period should



be agreed between the LOC and the HB.

## 4.2 Timetable

In agreement with the EBU, EA shall establish the timetable for each event. A preliminary timetable shall be developed by EA in consultation with the LOC and HB to ensure it is attractive to the national audience as well meeting the demands of the European market. The preliminary timetable shall be forwarded by EA to the EBU for consultation and agreement. All comments from HB and EBU shall be sent at this stage to avoid late changes requests. EA will finalise the timetable and circulate copies of the final version to the LOC, HB and EBU. No changes may be made to the final timetable without the written approval of EA and EBU. Late adjustments based on final entries shall be made in agreement with all parties.

## 4.3 Camera Platforms

The LOC has to provide platforms, suitably constructed, stable and protected, on which the Host Broadcaster and Unilateral Broadcasters may set-up their fixed position cameras. Additional platforms must also be provided for portable ENG (electronic news gathering) cameras if requested. Places for camera installations for use by unilateral broadcasters (RHB) shall be determined and confirmed after consultation with the HB, EA and the LOC.

The HB shall decide in due time prior to the event, the places where it wants the LOC to locate camera platforms, taking into account the likely needs of the HB and RHB as well as the practical constraints of the venue and technical regulations.

The designs, dimensions, materials to be used and access ways, for both operators and cables, shall be decided by the HB in consultation with EA and/or the LOC. The HB shall take into account the reasonable views of EA and/or the LOC. All camera positions will be constructed under the instructions of HB. Access to these platforms will be limited exclusively to broadcasters which have the specific right to gain access. The number and positioning shall be communicated by HB to LOC.

Thereafter the positions of camera platforms may not be changed without the consent of EA, the LOC and the HB. Designs, dimensions, materials to be used, access ways (for both operators and cables) and means of installation shall be decided by the HB together with the LOC and with the approval of EA. The LOC shall take all reasonable steps to protect cabling access ways to the camera platforms and to prevent unauthorised access thereto by the public and other media.

The HB shall decide prior to each Championships and as soon as practically possible, it is recommended no later than the timetable set-out below, the places where it wishes the LOC to locate camera platforms, taking into account the likely needs of the HB and RHB as well as the practical constraints of the venue.

- |   |                      |
|---|----------------------|
| • European Athletics Championships        | 12 months in advance |
| • European Athletics Indoor Championships | 10 months in advance |
| • European Athletics Team Championships   | 6 months in advance  |
| • All other Championships                 | 4 months in advance  |

The LOC shall assist the HB in taking all reasonable steps to protect cabling access ways to the camera platforms and to prevent unauthorized access by the public and other media. All camera platforms shall be constructed and ready for use not later than:

- 7 days before the start of the European Athletics Championships
- 3 days before the start of all other Championships

## 4.4 Sound Microphones

The LOC shall provide positions for the Host Broadcaster to install sound microphones to provide the international stereo or multi-channel sound signal as well as for radio organisations to make their reports. The exact size and locations of these positions shall be decided by the HB in consultation with EA and/or the LOC no later than fifteen (15) days before the start of the first competition of the respective Championships.

## 4.5 Lighting

For all EA events taking place outside the hours of normal daylight and in case bad weather conditions, professional lighting shall be provided at the venue at a level sufficient to assure high-definition colour television pictures. A minimum of 1,500 Lux shall be provided in all areas where competitions take place, inside the venue, at the stadium/start-finish area as well as spectator stands and on the course. Lighting shall also be provided for TV and ENG Mixed Zones (a minimum of 800 Lux shall be provided). If required by the Host Broadcaster, the LOC shall certify and/or demonstrate in advance the adequacy of available lighting.

## 4.6 Commentary Positions (Television and Radio)

The LOC shall provide at their cost the number of commentary positions as agreed with EA and the EBU. The positions for the HB and EA will be free of charge. At all Championships, EA will receive free of charge a fully equipped commentary position. The HB/EBU agrees to integrate the EA audio signal in the integrated feed.

The locations of the Commentary Positions shall be agreed upon by the HB, EA, EBU and the LOC in the same way as the camera platform positions are decided. As a general principle, the Commentary Positions shall be located in an appropriate seating area with best view centred above the finish line. Thereafter, the locations may not be changed without the agreement of the EBU, HB, EA and the LOC.

The Commentary Positions shall be located in a way they provide complete and unhindered views of the competitions, the scoreboard(s) and the field of play (FoP). The positions have to be under cover/roof and to be separated from the general public and other media and shall be protected. The distribution of Commentary Positions for the different RHB has to be approved by EBU.

Each commentary position shall be equipped with three seats behind a table and the following:

- 8 electricity power outlets including cabling, provided by the LOC
- cabled internet connectivity, 1 outlet per seat minimum, Wi-Fi as a backup, provided by the LOC
- a data information system (CIS - commentator information system, 1 included in each Fully or Partially Equipped Commentary Position) including cabling, provided by EA or contractor
- a TV monitor (format tbd by HB taking into account unobstructed views to the FoP), to be provided by LOC

LOC and HB have to agree on an interface point (MCR, HB OB van, TV compound) where HB duties end and LOC duties begin. This interface point shall be located as near as possible to the commentary positions. Cabling of the TV signals from the agreed interface point (MCR, CCR, HB OB van, TV Compound, Video Referee) serving all TV and Radio positions is the responsibility of the Host Broadcaster. The cabling from the production point to the interface point is the responsibility of the Host Broadcaster. The interface point shall be located close to the Commentary Positions.

The LOC is responsible for cabling to all other location within the stadium (e.g. Video wall, VIP, Press Tribune). The LOC shall consult the HB on the technical specification required for the TV monitors and is responsible for their cabling from the agreed interface point, the maintenance and the fine tuning.

The LOC shall consult the HB on the technical specification required for the CATV distribution system and is responsible for its installation. Any CATV digital system generating a delay of more than one second for the commentators should not be considered. If requested by the HB, the LOC shall provide to the HB a room (with a direct access to the commentary positions tribune) in order to install the Commentary Control Room (CCR).

The HB shall, at its cost, supply each commentary position with a commentator console (broadcast unit) including all necessary cabling. RHB are meant to pay a facility fee for the use of Commentary Positions in accordance with the agreed Rate Card.

For guidance, it is estimated that the following numbers of commentary positions are required:

	<u>TV</u>	<u>Radio</u>
• European Athletics Championships	60	35
• European Athletics Indoor Championships	30	25
• European Cross-Country Championships	10	10
• European Athletics Team Championships (SL)	15	8

For construction reasons the LOC will be informed about the required number of Commentary Positions as soon as the booking deadline has passed.

Approximate booking deadlines:

• European Athletics Championships	12 months before the event
• European Athletics Indoor Championships	6 months before the event
• European Cross-Country Championships	3 months before the event
• European Athletics Team Championships (SL)	3 months before the event

## 4.7 Interview Areas

### 4.7.1 Live (Dedicated) Mixed Zone

HB, EA and the LOC have to agree upon design and location of the live Mixed Zone (MZ) which shall be located close to the finish line area. The entire MZ shall be supplied with adequate lighting for television; a reasonable number of TV monitors, the necessary technology (the cabling of which is the responsibility of the LOC) and sufficient space to enable journalists (TV and radio) and cameramen to conduct live interviews with athletes after their competition.

The order of the Mixed Zone shall be as follows:

1. TV Live (dedicated positions)
2. Radio Live (dedicated positions).

The live Mixed Zone must be organised to be the only exit for athletes from the Field of Play (FoP). Access to the MZ shall be controlled by the LOC in co-operation with the HB. All activities within the MZ shall be managed and controlled by the HB. The dedicated positions shall have view on the FoP.

RHB are meant to pay a facility fee for the use of Mixed Zone Positions in accordance with the agreed Rate Card. For construction reasons the LOC will be informed about the required number of Mixed Zone Positions as soon as the booking deadline has passed.

### 4.7.2 ENG and Written Press Mixed Zone

Athletes' way from the FoP to Kit Collection will guide them to the ENG Mixed Zone which is another TV and Radio exclusive area to record interviews and must be of a suitable size to accommodate a row of interviewers with camera operators. The area should be equipped with some TV monitors so the staff inside can follow competitions, some CIS for information and a big backdrop with the event logo or sponsor messages.

The order in this part of the Mixed Zone shall be as follows:

1. ENG + Radios + News Access Rights Holders (common MZ)
2. Written Press
3. Web/Online + Non-Rights Holders

Special attention must be given to a certain lighting level and audio isolation (if possible).

#### **4.7.3 Other Interview Areas**

Depending on the respective requirements of the event (e.g. road races, events in city centre), the LOC shall provide locations for post-competition interviews with competitors and/or press conferences. Such locations shall be suitable for Radio, TV journalists and camera operators (for example a platform should be provided for ENG crews). Special attention should be given to lighting levels and audio isolation.

### **4.8 Studios/Announce Positions**

HB and/or any RHB may wish to construct and operate a temporary presentation studio/ an announcer platform in the stadium. HB and LOC have to identify possible positions, sizes and most suitable construction methods and to offer them to the RHB. The LOC shall provide and as agreed and confirmed by the respective RHB, erect the basic supporting structure(s) (including scaffold, platforms, access ways and fencing) on which the presentation studios/announce platforms are to be erected.

The costs of constructing and operating the temporary presentation studios/announcer platforms including electricity consumption shall be paid by the respective RHB according to the agreed Rate Card.

For construction reasons the LOC will be informed about the required numbers and sizes of studios/ announce platforms as soon as the booking deadline has passed.

### **4.9 Provision of information**

EA will provide adequate and up-to-date information in English concerning all relevant aspects of the Championships (including but not limited to: historical Championship data, start lists, result lists, athlete's biographical data, timetable including changes, records, appeals made and the results, news items etc.) to the TV and radio commentators. All such information shall be made available by the LOC at both the commentary positions and the IBC.

Such information shall be provided promptly and may be provided by means of an electronic CIS and/or a paper system. One CIS is provided by default in the Fully or Partially Equipped Commentary Position. Additional CIS are available at cost for RHB at any location other than in the commentary position. The CIS system is provided by the data processing provider as it is technically linked. In case EA does not have any partner for data processing (including CIS) it is a responsibility of the LOC to ensure that any service partner for data processing is able to provide also an adequate and sufficient CIS for media.

The LOC is responsible to provide and support the network for the distribution of the CIS signal in a LAN network, according to the network requirements of the data processing service company. The detailed IT/network scope of work for the LOC, can be found in the appendix of the Technical Partners Manual to found in the Organisational Manual chapter on Technology and working documents.

### **4.10 Accreditation**

EA uses an online accreditation system that enables all accredited representatives of the HB and RHB to gain access to controlled areas necessary for them to carry out their duties and protect their broadcasting rights. A separate accreditation category should be allocated to the HB. The system shall ensure that such areas shall be accessible only to those persons that reasonably need access

The HB shall be responsible for providing information to EA on the nature of the accreditation rights required by representatives of the HB and RHB in conformity with the agreed accreditation system. EA shall be obliged to keep the LOC promptly informed and supplied with copies of all such grants of access. EA/LOC shall be responsible for the issuing of all such accreditations.

The accreditation system shall include both appropriate accreditation and access control systems so that there is active control of portable video recording or ENG (electronic news gathering) cameras under the joint responsibility of the HB and the LOC. All cameras and tape recorders should be accredited through the HB, using numbered stickers provided by the LOC or EA.

The accreditation system shall, in the case of infield camera operators and necessary technicians, be supplemented by identity bibs or vests (to be supplied by EA (for ECH, EICH, ETCH-SL and EXCH) and without any advertising and shall be strictly enforced by the HB.

Accreditation requests have to be made via EA's registration system. HB and RHBs are each responsible to enter their own accreditation requests by adding the necessary personal data (including pictures) of the individuals, within the specified registration period.

#### 4.11 Transportation

The official transportation system must be agreed between HB and LOC and is limited to (if not otherwise agreed) airport of arrival to/from official hotels and between official hotels and sites including the IBC and the HB Compound. It shall be available to all representatives of the HB and RHB, for the transport from and to the airport

For the avoidance of doubt, the official transportation system will not cover accommodation venues other than the official hotels.

Representatives of the HB and RHB shall only be entitled to make use of regular official transportation services (such as "shuttle" services) and shall not be entitled to transport systems tailored to their individual needs unless otherwise agreed by the LOC/EA.

#### 4.12 Electric Power Supply

The LOC shall, in consultation with HB, provide sufficient technical uninterrupted electric power with back-up (through a single source for all HB and RHB production equipment and graphics sources), to ensure the full and effective operation of all broadcasting equipment including equipment situated at locations away from fixed installations such as stadia (for use in the TV Compound, Road Race courses, etc.).

Power consumption for the need of the HB is at the cost of the LOC while unilateral broadcasters are charged in accordance with the agreed Rate Card.

This configuration is applicable as a minimum for the European Athletics Championships. Separate domestic power shall be provided for the offices, lighting, air conditioning, etc.

#### 4.13 Telecommunications

The LOC shall ensure that the sites are supplied with adequate telecommunication capacity to enable the numbers of direct dial and mobile telephones. Internet connectivity (cabled preferred, Wi-Fi as a back-up; including a dedicated Wi-Fi system for the Media Tribune) and other communications means expected at the event have to function simultaneously.

In consultation with the Host Broadcaster and the relevant national body governing the allocation of Radio Frequencies, the LOC shall ensure that sufficient radio frequencies are authorised for broadcasting requirements before such frequencies are allocated for the LOC's own requirements.

#### 4.14 Assistance

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

#### 4.15 On-Screen graphics

On-Screen graphics shall be provided to the HB by the respective service partner as part on the contract with EA. In case the EA does not provide the respective services through its partners then it becomes a duty of the LOC to ensure that the involved timing, distance measurement and data processing partners provide the respective on-screen graphics.

EA shall provide electronically to the HB, for its use on-screen the following:

- Timing
- Distance measurement
- Wind speed measurement
- Start lists of each event
- Results of each event
- Interim results of each event
- Records information as appropriate
- Other information as agreed.

EA/LOC shall appoint a Service Provider with technical competence acceptable to the EBU. HB and EA shall agree the extent, style and nature of the information to be provided and the method of delivery, on the understanding that the graphics signal (including On-screen Identification) is provided by the service provider including TV interface. The HB and RHB shall accept and use (and not amend, add to or remove) such information, including timing and data credits.

If the HB and/or a RHB require any such graphic signal (including On-screen Identification) to be supplied in a language other than English, the additional costs shall be paid by the HB and/or by the respective RHB directly to the service provider.

The HB and RHB shall not incorporate any virtual images or graphics into any transmitted signal without prior consultation with and the consent of EA and the EBU. Should the HB wish to include virtual graphics in the International Signal, such procedure shall be discussed in good faith with EA.

The HB and other RHB shall use all on-screen graphics properly supplied by EA via its official partner and will not be party to any arrangement or agreement with any other RHB whereby such graphics are amended, added to or removed from any broadcast of a Championships.

In order to guarantee the exact competition timing during live transmission, the LOC Event Presentation team & Competition Director shall be connected with the OB Van via an internal communication system, which will be provided by the HB. The HB shall grant access, free of charge to the integrated and all other available feeds for use within the sites on any video board(s) for presentation of the Championships to spectators. All cabling is the responsibility of the LOC.

#### 4.16 Cabling and connections

The responsibilities for all cabling work are allocated as follows:



- All cabling related to data processing (e.g. CIS and On-Screen Graphics) is a responsibility of the LOC unless it is differently agreed.
  - Data Centre to On-Screen Graphics Production Unit.
  - Data Centre to every CIS position.
- All cabling related to On-Screen graphics from the respective position of its production to the OB-Van/TV compound is a responsibility of the Host Broadcaster.
  - OB-Van/TV compound to On-Screen Graphics Production Unit.
  - OB-Van/TV compound to Timing Cabin (graphics for rolling time and photo finish picture).
  - OB-Van/TV compound to the data centre (including separated feed for field events in case special measurement tools e.g. gap measurement or Triple Jump detailed measurements are provided).
- All electrical power provision and distribution is the responsibility of the LOC, unless any exception has been agreed (e.g. HB power provision for On-Screen Graphics production unit).
- Cabling for all TV monitors from the agreed interface point to the different positions (media tribune, ENG and media mixed zone) is the responsibility of the LOC.
- Cabling of the Commentator Consoles is the responsibility of the HB.
- Cabling for any TV feed from the agreed interface point or the TV compound/OB-Van to further locations (Event Presentation, Videowall direction, VIP area, etc.) is a responsibility of the LOC.

In order to minimize the need for extensive cabling, the locations of the timing, distance measuring and data service providers (including On-Screen graphic production) and the HB's main OB van shall be located as near to each other as possible.

#### 4.17 Set-up, testing, etc.

All equipment and facilities to be provided by the LOC should be fully installed and available to the HB at least five (5) days in the case of the European Athletics Championships and two (2) days in the case of the other Championships before the first competition of the Championship to enable all necessary set up, testing, etc. to be conducted.

All equipment and facilities to be provided by the HB shall be fully installed at least twelve (12) hours before the full test of the Championships.

The HB is requested to take part at a full test with all partners involved at a previously agreed time - usually the day before the first competition, two (2) days for European Championships). After the final testing (which shall occur one day prior to the start of the Championships), the HB shall not move or install additional cameras and cables and other installations without prior consultation with the EA.

#### 4.18 Miscellaneous

The LOC is responsible for the following:

- Hiring competent staff (e.g. Venue Facility Manager) in charge of being the liaison between the LOC and the Host Broadcaster, applying the HB-LOC contract if applicable, compiling the HB's requirements, tendering companies for the provision of the necessary services and their on-site deliveries.
- Local staff including interpreters, runners, drivers and secretaries, the cost of which will be determined by their status as volunteers if available. In the case of hired staff, the broadcasters will assume the costs. The HB will communicate with the LOC in good time.
- If separately agreed between HB and LOC: assistance in obtaining the necessary hotel rooms or

other accommodation, the price to include breakfast and the hotels to be linked to the transport system, available at least 5 days before the opening ceremony until 2 days following the end of the Championships, subject to broadcasters proceeding via the official Championships accommodation services.

- Other services, such as water, sanitary facilities, access to catering services prior to the Championships and also in the commentary area during the Championships.
- Cleaning the IBC, TV Compound, parking areas, camera, technical rooms and commentary areas. Cart or other means of transport for transporting cameras, other equipment and personnel.
- Security and safety services, as well as medical services for first aid in case of necessity in all areas. IBC, TV/Radio compound, parking and other media working areas shall be fenced and protected by security guards on a 24-hour basis, guaranteeing only access for individuals with the necessary credentials, from the time of the HB equipment rigging until end of de-rigging.
- The necessary security, in the form of roping and/or fencing of certain competition areas and the necessary security to ensure an unhindered view at identified camera and advertising positions, in accordance with instructions provided by the HB to the LOC in consultation with EA and EBU.

## 5. Responsibilities of the Host Broadcaster

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

### 5.1 Production of the International Signal

The HB shall provide all technical equipment and experienced personnel necessary to produce comprehensive and objective (unbiased) coverage (television and radio) of the Championships at a high standard of quality appropriate to a sporting event of international importance.

The HB shall produce an International Signal of all competitions. In addition to and independently of the International Signal, the HB shall produce an international sound signal consisting of a general background sound.

The International Signal (picture and sound) must begin at least 10 minutes before the start of the competitions and continue until at least 10 minutes after the conclusion of the Championships' programme of competition.

The International Signal, duly monitored and corrected for television, synchronised and in phase, must be made available by the Host Broadcaster within the IBC, if existing, or to the nearest international gateway for distribution via the EBU's communications network to all Rights Holders. The signals must be entirely electronic and shall include titling, timing, slow motion, replays and on-screen graphics in English.

### 5.2 EA/LOC Access to Host Broadcaster feeds

The HB shall grant access, free of charge (for non-commercial use without any alterations), from the IBC or Outside Broadcast (OB) van to EA and/or the LOC to the integrated and all other available feeds for use within the venue on any video board(s) for presentation of the events to the spectators as well as to the video recording provider.

All cabling from the IBC or OB van is the responsibility of the LOC as instructed by EA. The HB shall provide the full recordings of all feeds (broadcast quality format to be agreed with EA) of the Championship to EA free of charge. Additional requests shall be at cost for partners/sponsors.



### 5.3 News and Highlights

At the request of the EBU or the EA, and subject to agreement, the HB shall supply, in a format and time to be mutually agreed, additional highlights and extracts material of the Championships.

### 5.4 Management of Unilateral Broadcasters and other Authorised Broadcasters

The HB shall provide all necessary technical and administrative support and co-ordination to the RHB wishing to be present at and broadcast a Championships. Such support shall include

- contact person of the Host Broadcaster with appropriate contact details
- technical/vision/sound information
- information on Commentary positions
- deadlines for multilateral participation and other bookings
- the provision of access to international and isolated feeds,
- co-ordination of facilities and space requirements in the TV Compound, the IBC and commentary positions,
- accreditation of necessary personnel,
- production of studio(s) if required,
- allocation of camera platforms and Mixed Zone positions,
- construction of temporary presentation studios,
- pre-cabling, power distribution,
- liaising with the LOC and EA, etc.

In the case of the European Athletics Championships, the HB, with the support of the LOC, shall organise, at least nine (9) months prior to the Championship, a World Broadcaster Meeting (WBM) where production plans, facilities, the Rate Card, etc. are to be presented.

If regarded necessary for reasons of information and for the organisers to receive feedback on the interest of international broadcasters a World Broadcaster Briefing (WBB) might prove useful.

### 5.5 Rate Card

The HB and the LOC shall, where applicable, in consultation and agreement with the EBU and EA, establish a Rate Card which shall specify the charges payable by RHB for services and facilities provided by the LOC and/or the HB.

The charges shall be set at levels sufficient to cover the costs reasonably incurred and related to the services provided by the LOC and/or the HB but excluding any element of profit whilst trying to avoid any loss for the LOC.

For the avoidance of doubt, an agreement shall be established between the LOC and the HB in order to determine the share of costs and revenues.

The Rate Card shall be established well before the World Broadcasters Meeting (in the case of the European Athletics Championships) and no later than nine (9) months before the European Athletics Indoor Championships with the respective questionnaire. The Rate Card and questionnaire shall be administered by the HB in close liaison with the LOC and in accordance with their respective responsibilities set out in this Technical Annex.

### 5.6 Commentator Consoles/Broadcast Units

The Host Broadcaster shall supply sufficient up to date and efficient commentator consoles to furnish TV and radio commentary positions with at least one at each fully equipped position. Partially equipped positions will be provided by the Host Broadcaster upon request. Each console must be able to be

connected to the electricity source provided by the LOC but all other connections (cabling, etc.) and technical needs shall be provided and serviced by the Host Broadcaster.

## 5.7 Commentator Monitors

The Host Broadcaster is responsible for supplying and servicing all connections and technical needs (except electrical power and cabling) for the TV monitors provided to the TV and radio Commentary Positions.

## 5.8 Co-operation with EA and the LOC

The HB shall, whenever reasonably requested and possible, assist the LOC and EA in the management, organization and presentation of the Championship. The HB shall appoint the Executive Producer and Production Director as follows:

- at least eighteen (18) months before the European Athletics Championships.
- at least twelve (12) months before the European Indoor Championships.
- at least six (6) months before the other Championships.

The HB will assist the LOC and EA to meet their obligation(s) as described in this manual by meeting its obligations to make decisions and to furnish information by the specified deadlines. The HB, the LOC and EA will attend venue meetings as considered reasonably necessary to determine matters relevant to the responsibilities of the HB.

The Host Broadcaster shall provide a draft of a TV production plan (including camera layout, general schedule and timing, technical and staff requirements,) in due time before the commencement of each Championships or at the time of the WBM, whichever is the earlier.

## 5.9 Infield personnel

The HB will provide all personnel who are required to operate infield or otherwise within camera view with a suitable, uniform branded bib only with HB identification that shall be worn at all such times.

In the interests of a clean field of play and a good presentation of the Championships, the least possible number of persons shall be permitted infield and such number shall be agreed in advance by the HB, EA and the LOC. As a general rule, no unilateral broadcasters are allowed infield except with the explicit agreement of the HB, EA and the EBU.

## 5.10 Cabling and connections

The HB is responsible for the following:

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

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

Upon the request and at cost of the LOC, the HB will provide connections of feeds to other places such as the Technical Information Centre, Media Centre, Competition Management, VIP Areas, etc. They will

be installed by the HB who will make sure that official training areas and all other areas required for the competitions at a Championships will not be hindered.

### 5.11 Insurance

In addition, to health and accident insurance for their staff, the HB shall take out and furnish EA and the LOC with details thereof, adequate insurance to cover all the risks, including third-party risks, arising from all equipment, facilities and operations at the Championships resulting from the activities of the Host Broadcaster. Unilateral RHB and the LOC shall likewise take out adequate insurance to cover their own risks.

### 5.12 EA Social Media team

The Host Broadcasters must provide the European Athletics Social Media team with the following technical infrastructure at the European Championships:

Technical (set up for use on event day -1)

- IP Director
- Multi-screen solution with a view of all the feeds in cabin in HB compound
- Access to all camera feeds
- Minimum bandwidth 50 MBPS
- Two (2) hard line internet connections
- Two (2) large monitors in each working pace (on top of the above-mentioned screen) with ability to view all the main feeds (both individually and in a multiscreen capacity)

Physical infrastructure

- Cabin within HB compound for IP Director access and associated (two editors)
- A working office space for digital and social crew with lighting and power (minimum 15 plug points) to house up to ten people in a unit which is secure (lockable) to protect high level equipment
- Talkback comms between two office spaces (cabin and office space)
- Desks, chairs and high-level internet bandwidth for a team of up to 10 people in total in each space the TV Compound
- Air conditioning unit
- One cabin for Digital and Social crew
- Windows
- Provision of water for up to ten (10) people
- Provision of toiletry facilities

Editorial & Personnel

- Two (2) video editors
- One (1) IP Director op
- One (1) key HB contact to help with any technical issues during the event

## 6. Production Techniques

EA and the LOC recognise that the responsibility of the HB is to produce a television broadcast of high quality and style that will appeal impartially to the widest possible audience and without concentrating on athletes from a particular country. The Broadcast Guidelines should be consulted accordingly.

The HB recognizes that the responsibility of EA and the LOC is to organise and present a Championship of high quality and style that will appeal to the spectators at the venue and generate necessary income from sponsors seeking exposure through the televising of the Championship. In order to satisfy their

respective needs, the HB, EA and the LOC shall consult each other before the HB's production and camera plan is finalised in a spirit of co-operation and a mutual respect of each other's needs.

In principle the smallest reasonable number of cameras is preferred, respecting the integrity of the athlete(s) while achieving a high international production standard. Tracking cameras (if any) and any that are suspended overhead should be used in a manner that meets this spirit. In the interests of maintaining a competition area that is as free as possible of personnel, the least possible number of hand-held cameras should be used. If not otherwise agreed, one (1) day prior to the Championship, the HB will provide to EA and the LOC the opportunity to view the arena through the cameras to be used. The purpose of such a viewing is to give all parties the opportunity to make final adjustments to their planning, each party taking into account the reasonable views and requests of the others.

## 7. Guide to Financial Responsibilities

The RH questionnaire and a joint Rate Card shall be established by the HB as agreed upon with the LOC. All invoices shall be issued by the HB who is the recipient of the payments.

Income from the different rate card items shall be used to cover the actual cost for delivery and service provided by the responsible party. Any profit shall be shared between LOC and HB according to an agreement.

For a detailed overview see the table below.

## 8. Supporting Documents

The TV Operational Manual is one of many documents linked to the organisation of a European Athletics event. Here the list of the main documents to be studied and considered:

- Organisational Manual
  - Media Guidelines
  - Technical Partners Manual
- Broadcast Guidelines
- EBU-EA Technical Annex

## Table of Responsibilities

(share of Rate Card revenues item by item must be agreed upon at an early stage (before WBM))

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
<b>Venue facilities – IBC/TV Compound</b>				
Preparation of IBC/TV Compound space including raw space to park OB vans and support trucks	LOC	Y	OLD VERSION: As close as possible to the field of play or finish line. On the same side of the competition venue as the main cameras and the commentary positions, if possible.	Space size according to Tech. Annex or EOA; Should be close to stadium to avoid expensive cable bridges; Reinforcement of ground for 40t OB vans (if necessary) may be expensive; Must be connected to roads for easy access of trucks; Must be in place from the start of HB operations
TV satellite farm space (if possible integrated in the TV compound) with view to satellites from the start of the HB operations	LOC			
IBC raw space, with basic heating / air conditioning, domestic power distribution and lighting or rental and delivery of cabins to erect full IBC under HB specification	LOC	Y		
IBC partitioning or adaptation of (temporary) cabins or office space for HB under HB specification	LOC			<b>Recommendation: LOC to ask different suppliers for prices – cabins in different configurations including A/C and – if possible – basic furniture (e.g. 2 desks, 4 chairs, 2 shelves per single cabin)</b>
IBC/TV Compound partitioning or adaptation of cabins for RHB under HB specification	LOC	Y		
Furniture, printer, copiers, television set for HB	LOC			
Furniture, printer, copiers, television set for RHB	LOC	Y		

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
Coordination of TV compound / Satellite farm for RHB	HB (+ LOC)	Y		HB provides staff of Booking Office; Any Rate Card revenues depending on bookings
<b>Power Supply</b>				
Domestic power supply and consumption, delivered in main distribution points during the event, including rigging and de-rigging time (to be agreed with the HB)	LOC			Prices per kWh differ significantly from nation to nation: consumption to be calculated carefully
Technical uninterrupted back-uped single source power supply and consumption, delivered in main distribution points during the event, including rigging and de-rigging time (to be agreed with the HB)	LOC			Important cost factor
Power terminal distribution for HB (domestic and technical), from main distribution points	LOC			
Power terminal distribution for RHB (domestic and technical), from main distribution points	LOC	Y		
Power supply safety control by an official engineer	LOC			Check of connections according to national rules; OB vans often do not meet these
Electrical connection of cabins	LOC			May create unexpected costs
<b>Services</b>				
Necessary number of (heated) toilets (separated for men and ladies), accessible (if necessary) and servicing from the start of the HB operation	LOC			Depending on area: water supply needs to be installed
IBC/TV compound lighting from the start of the HB operation	LOC			
Wayfinding signage	LOC			
Daily cleaning of HB/RHB spaces from the start of the HB operation	LOC			
Waste collection from the start of the HB operation	LOC			

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
Provision of parking space for empty RHB support trucks and cars	LOC			In case of a lack of space trucks may be parked a bit away after unloading; ENG teams may use cars to travel around
Car parking space and passes for HB and RHB from the start of the HB operation	LOC	Y	close to the venue/TV Compound	Rate Card item for RHB (and other media representatives) only
<b>Venue facilities – Media Tribune</b>				
Commentary positions (TV+Radio): construction, furniture, heating / air conditioning, lighting, sun and rain protection, TV sets and CATV signal, CIS monitor, min. 4 domestic power outlets and associated cabling, 4 technical power outlets and associated cabling, free LAN (mandatory) or Wi-Fi (optional), cable paths to CCR and TV compound	LOC	Y	3 seats / 1m80 width. Some 2 seats positions possibly on HB's request. TV+Radio tribune centred on finish line or middle line of the field of play, with unhindered view of the competition. Separated and protected from public and other media.	LOC to be aware of loss of tickets, costs of removal and re-installation of seats; Commentary Positions and regular media seating (including cabling) can be rent
Commentary units and associated cabling to CCR (at Commentary Positions of TV and Radio)	HB	Y		All other costs are on LOC
CCR space, lighting, heating / air conditioning and furniture	LOC		direct access to commentary positions needed	
CCR equipment	HB			
Coordination and use of commentary positions	HB			e. g. Liaison Officer(s)
<b>Venue facilities – technology</b>				
Video and Audio cabling from HB area (OB van or Master Control Room) to Federation/LOC designated points: video boards, press centre, VIP area, competition management etc...)	LOC			
Security and control of access to camera platforms, Mixed Zones, media tribunes, studios, and all media areas from the start of the HB operation	LOC			Professional security personnel required Special training mandatory if done by volunteers

<b>Duty</b>	<b>provided and paid by</b>	<b>Rate Card revenue</b>	<b>explanation</b>	<b>remarks (for LOC)</b>
Protected cable paths (including bridges, hooks, pipes...) from TV compound to cameras platforms and all technical areas, and inside the TV compound / IBC from the start of the HB operation	LOC			Includes power, LAN, CATV
Camera platforms and access ways for HB	LOC		All camera positions constructed under the supervision of the HB. The LOC has to ensure an unhindered view to the competition area at identified camera positions.	LOC to be aware of loss of tickets, costs of removal and re-installation of seats
Camera platforms and access ways for ENG	LOC			
Dedicated cameras platform and access ways for RHB	LOC	Y		
Dedicated camera position for RHB (without construction)	HB + LOC	Y		Stand-up positions
Announce position and temporary studios platforms	LOC	Y		LOC to be aware of loss of tickets, costs of removal and re-installation of seats
Temporary studios: construction and fittings	LOC	Y		
Mixed zone and interview areas: space, construction and lighting	LOC	Y	1: Dedicated TV MZ, 2: live radios, 3: ENG, 4: tape radios, 5: press, 6: web	LOC to be aware of loss of tickets, costs of removal and re-installation of seats; construction of RHB Dedicated Live Mixed Zone
Sufficient number of TV sets and CATV in common mixed zones	LOC			
Coordination of RHB Dedicated Live Mixed Zone	HB			e. g. Liaison Officer(s)
Competition area and spectator stands lighting adapted to TV standards (approved by HB)	LOC		1'500 lux as a minimum on competition area. Documentation and tests to be provided by LOC to HB	When tested: Conformity in all competition areas is more important than peak numbers
Press conference: ENG platform, TV lighting, audio distribution for ENG and radios	LOC			Only if Press Conferences are being held
Dedicated internet connectivity for HB – all wanted positions	LOC			Prices may differ significantly according to different providers
Dedicated internet connectivity for RHB – all wanted	LOC	Y		



<b>Duty</b>	<b>provided and paid by</b>	<b>Rate Card revenue</b>	<b>explanation</b>	<b>remarks (for LOC)</b>
positions				
Dedicated telephone lines for HB – all wanted positions	LOC		telephone, ADSL capacities including consumption, ISDN if available	
Dedicated telephone lines for RHB – all wanted positions	LOC	Y	telephone, ADSL capacities including consumption, ISDN if available	
Free Wi-Fi in media and common broadcasting areas (including IBC, etc...)	LOC			
Free LAN cabling in working positions in tribune & main media centre	LOC		1 LAN connection per position	
Arbitration and control of frequencies (activation of the National Administration in charge of frequencies)	LOC		depending on national rules	
Frequencies fees	LOC + Admin	Y		
CIS: data supply	LOC / EA			LOC to provide if EA does not have a supplier
CIS: equipment supply - interactive system - and cabling in commentary positions (1 per position), and HB OB van, premises and offices	LOC / EA			
CIS: equipment supply and cabling in RHB premises, commentary positions (if in excess of 1), OB vans and mixed zone	LOC / EA	Y	Rate card income share will go to the party who has the contract with the data service provider	
CATV and TV sets in commentary positions and HB premises	LOC			CATV modulation is a cost factor
CATV and TV sets in other location for RHB	LOC	Y		
CATV: interface point to be set up	HB		Location of interface point to be agreed between the parties.	
CATV system: all set up, from the interface point	LOC			
CATV: delivery of the World feeds signals from HB MCR to LOC interface point. Location to be agreed between the parties.	HB		Location of interface point to be agreed between the parties.	
Feed of LOC Screens: delivery of the feeds from HB MCR to LOC interface point. Location to be agreed	HB		Location of interface point to be agreed between the parties.	

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
between the parties.				
Video and Audio cabling from HB area (OB van or Master Control Room) to Federation /LOC designated points: video boards, press centre, VIP area, competition management etc...)	LOC			
<b>General LOC / EA Services</b>				
Accreditation	EA (+ LOC)			mandatory: staff needed on LOC side
Supplying SADs (Supplementary Accreditation Devices) included bibs, armbands, Camera stickers ...	EA			EA to provide for ECH, EICH, ETCH SL and EXCH
Transportation airport / station <-> media and HB accommodation from the start of the HB operation	LOC			
Transportation media and HB accommodation <-> venues and IBC / TV compounds from the start of the HB operation	HB			
User paid catering in TV compound / IBC for HB and RHB	LOC		Quality and price should be approved by HB Payment on site – LOC to confirm details All incomes to LOC or partner (not part of the official HB Rate Card)	
Water available in RHB areas and commentary positions from the start of the HB operation	LOC			
Transportation of equipment for setup inside the competition area and within / between venues for HB (if requested), including rigging and de-rigging time	LOC		all vehicles for external races not used for production	e.g. forklift
Transportation of equipment for setup & production inside the competition area and within / between venues for RHB (if requested), including rigging and de-rigging time	LOC	Y		e.g. forklift

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
Venue and TV+Radio areas security from the start of the HB operation	LOC		Security 24/7 (fences and security guards), from beginning of installation of the HB, until end of the de-rigging, in all TV areas with technical equipment.	costs of security (including 24/7 fire protection) cannot be underestimated
Accommodation for HB – if arranged by LOC in official hotels	LOC		The LOC has to guarantee the necessary quantities and qualities, the rates according to standard market price and a period adapted to the needs of HB. All incomes to LOC or partner (not part of the official HB Rate Card)	depending on partnership hotels can get paid directly
Accommodation for RHB	LOC		The LOC has to guarantee the necessary quantities and qualities, the rates according to standard market price and a period adapted to the needs of RHB. All incomes to LOC or partner (not part of the official HB rate card)	
First aid and medical services for media	LOC			... as well as for athletes, spectators, staff
<b>General HB Services</b>				
Management of right holders, booking office, catalogue of services / Rate Card, SADs and VAPPs distribution, coordination and engineering of broadcast services ...	HB			Booking Office
Production of the international feeds (equipment and staff)	HB	Y	Production plan, and schedule of live coverage to be specified in the contract, including virtual elements if provided by the Federation.	
Control and availability of international feed to RHB and LOC in HB MCR / TOC	HB		International feed (also known as World Feed) is provided free of charge	
Control and availability of iso feeds to RHB in HB MCR /	HB			

Duty	provided and paid by	Rate Card revenue	explanation	remarks (for LOC)
TOC				
Video and Audio Pre-cabling for RHB	HB			
<b>EA / LOC / HB duties</b>				
TV Graphics English	EA / LOC		Design and production should be discussed in good faith between parties Quality of services for timing and graphics should be approved by HB	
TV Graphics other language	EA / LOC			
Virtual graphics other than the ones provided in the data service contract	EA / LOC			
On screen animation (opener, bumper, 3D design, etc...) in English	EA / LOC			
Cabling Data centre and Timing Room to Graphics Production Unit	EA / LOC			
Cabling Graphics Production Unit to HB OB van/TV Compound	HB			
Organisation of WBM / Handbook and Broadcaster Manual	LOC / HB		Travel & accommodation to be paid by each party	Conference rooms cost and technology rental to be shared in good faith
Distribution of printed information in the TV/radio areas SMS system and joint website	LOC		HB/RH will have priority over any other media in receiving information during the event	
Relevant insurances	LOC / HB / RHB			
Volunteers for HB	LOC		Number to be agreed between the LOC and HB	

## Quick Check Financial Survey

### A Quick Facts Questionnaire on LOC Broadcast (Media) Expenses

Check your plans and budget for the answers to these questions:

- Did we read carefully and understand the European Athletics documents (Technical Annex, Broadcast Guidelines, Organisational Manual et cetera)?
- Are we fully aware of the duties and expenses of an LOC in regards of broadcasting/media?
- Did we take into account that the services to and the technical consumptions of the Host Broadcaster (HB) are at the cost of the LOC?
- Do we have or can we provide the staff needed for constructions and liaison with the HB and the Rights Holding Broadcasters (RHB) such as Architect, Engineer, IT Specialist, Liaison Officer, Overlay Manager, Venue Facility Manager, Venue Technology Manager, Network Administration Expert, Power Engineer, Radio Frequency's Expert (permanent staff, consultants)?
- Are we aware of the details of the Rate Card?
- Are the CAD plans of stadium and all other venues available?
- Can we provide the space needed for the International Broadcasting Centre (IBC)/TV Compound?
- Did we take into account we have to install AC (in technical areas and offices) or heating (offices) depending on season?
- Are we aware of the costs possibly needed for reinforcement of the IBC ground and unbreakable power supply (UPS)?
- Did we take into account the costs of security (period, staff, fencing), daily cleaning, sanitary?
- Can the stadium lighting be adjusted to the needs of broadcasting an athletics event (quality, consistency of light in all areas more important than peak lighting)?
- Is the Ticketing Functional Area aware of the location and number of seats needed by the media, which cannot be sold to the public, as well as of the tribune spaces and costs of dismantling and re-installing seats for temporary constructions (Commentary Positions, Dedicated TV Mixed Zone, studios, Announce Platforms, camera platforms)?
- Are we aware of the necessary network capacities (IT, CATV) and the equipment needed?
- Have we calculated the costs of the World Broadcaster Meeting (WBM)?

## List of broadcast related standard expenses

TITLE	est. €	RATE CARD	REMARKS		
IBC/TV Compound – reinforcement of office space/parking	75.000 €	n	if necessary		
IBC/TV Compound – security (staff)	50.000 €	n			
IBC/TV Compound – fencing	10.000 €	n			
IBC/TV Compound – lighting/wayfinding	2.500 €	n			
IBC/TV Compound – sanitary (incl. setup, transport, draining)	30.000 €	n	included in rental office prices		
IBC/TV Compound – daily cleaning	12.500 €	n			
Power Supply domestic + technical (incl. fuel)	500.000 €	y	refund of approx. 75% by Rate Card Power Connectors and Consumption prices - total amount depending on national power prices		
Official electric system + temporary structure control (IBC + Stadium)	8.000 €	y			
Power Supply – yellow jackets	10.000 €	y			
Cable Bridges	15.000 €	n			
Commentary Positions – seats out/in	5.000 €	y	included in ComPos Rate Card price		
Dedicated Mixed Zone - seats out/in	5.000 €	y	included in Mixed Zone Rate Card price		
Dedicated Mixed Zone - platform/walls	30.000 €	y			
Dedicated Mixed Zone - lighting	5.000 €	y			
ENG Mixed Zone (barriers, lighting, equipment)	5.000 €	n			
Network Capacities (planning, installation/derig staff, rental equipment, switches, firewalls)	90.000 €	y	small part refunded only		
Fibre Cabling (staff + hardware)	12.500 €	n			

TITLE	est. €	RATE CARD	REMARKS		
Broadcast Areas Dressing	3.000 €	n			
CAD Specialist/Engineer/Overlays Manager (consultant)		n	costs depending on local conditions		
LOC Staff (approx. 3 incl. Consultant)		n			
HB – offices (e.g. container modules, incl. basic A/C)	55.000 €	n			
HB – A/C (e.g. technical container modules)	3.000 €	n			
HB – power consumption		n	depending on event conditions		
HB – power connectors (domestic + technical)		n			
HB – storage (storage containers)	5.000 €	n			
HB – office furniture	20.000 €	n			
HB – office equipment (not including rental monitors)	3.000 €	n			
HB – rental TV monitors	3.000 €	n			
CATV – connections, network installation, hardware, staff	50.000 €	n	partially paid by ComPos Rate Card price		
HB – camera platforms	18.000 €	n			
Social Media – office space	3.000 €	n			
Stadium Lighting – consistent in FOP and track	120.000 €	n	if not sufficient		
World Broadcaster Meeting	50.000 €	n	to be shared between LOC and HB		

## Abbreviations

CAD: Computer-Aided Design  
CATV: Community Access Television  
CCR: Commentary Control Room  
CIS: Commentator Information System  
EA: European Athletics  
EBU: European Broadcasting Union  
ENG: Electronic News-Gathering  
EVS: digital video production system  
FOP: Field of Play  
HB: Host Broadcaster  
IBC: International Broadcast Centre  
LAN: cabled Local Area Network  
LOC: Local Organising Committee  
MAC: Main Accreditation Centre  
MCR: Master Control Room  
MZ: Mixed Zone  
OB Van: Outside Broadcasting Van  
RHB: Right Holding Broadcasters  
TIC: Technical Information Centre  
UPS: Unbreakable Power Supply  
VAPP: Vehicle Access Parking Permits  
VT: Video Tape  
WBB: World Broadcaster Briefing  
WBM: World Broadcaster Meeting

List of European Athletics Major Events:

ECH: European Athletics Championships  
EICH: European Athletics Indoor Championships  
ETCH: European Athletics Team Championships  
EXCH: SPAR European Cross-Country Championships  
EU23CH: European Athletics under 23 Championships  
EU20CH: European Athletics under 20 Championships  
EU18CH: European Athletics under 18 Championships