



APPLICATION FORM REQUESTING A LICENCE FOR HOSTING A WCF SANCTIONED INTERNATIONAL COMPETITION

Before completing the application, please read the 'Brief Guide On Organizing International Capoeira Competitions' document, which contains detailed information about what is required to host a successful international capoeira competition licensed by the WCF.

Country

Name of organization

Type of international competition

World Championship | Seniors

World Championship | Juniors

Continental Championship | Seniors

Continental Championship | Juniors

Premier Tournament Class III

International Tournament Class IV

Proposed name of the competition

Proposed place of the competition

City

Name and address of the venue

Proposed dates of the competition (including accreditation)

Competition starts on

Competition ends on

Guarantor Government authority (if any)

Additional notes

Full name of the President of the
host organization

signature (click/hold)

Date of the
application

Important: This application, which has been drawn up for the use of organisations wishing to host an international capoeira competition sanctioned by the World Capoeira Federation (WCF), must be returned to the WCF duly signed by the President of the applying National Federation. The application must reach the WCF at least 9 (nine) months prior to the proposed commencement date of the event.

Once you have submitted your application, the World Capoeira Federation will review it at the next available opportunity and inform you of any decisions made. If your application is accepted, we will prepare a contract for your review and agreement, at which point the event will be announced and published on the WCF website.

If you have any questions regarding the application or application procedure to host an international competition please contact the WCF office directly.

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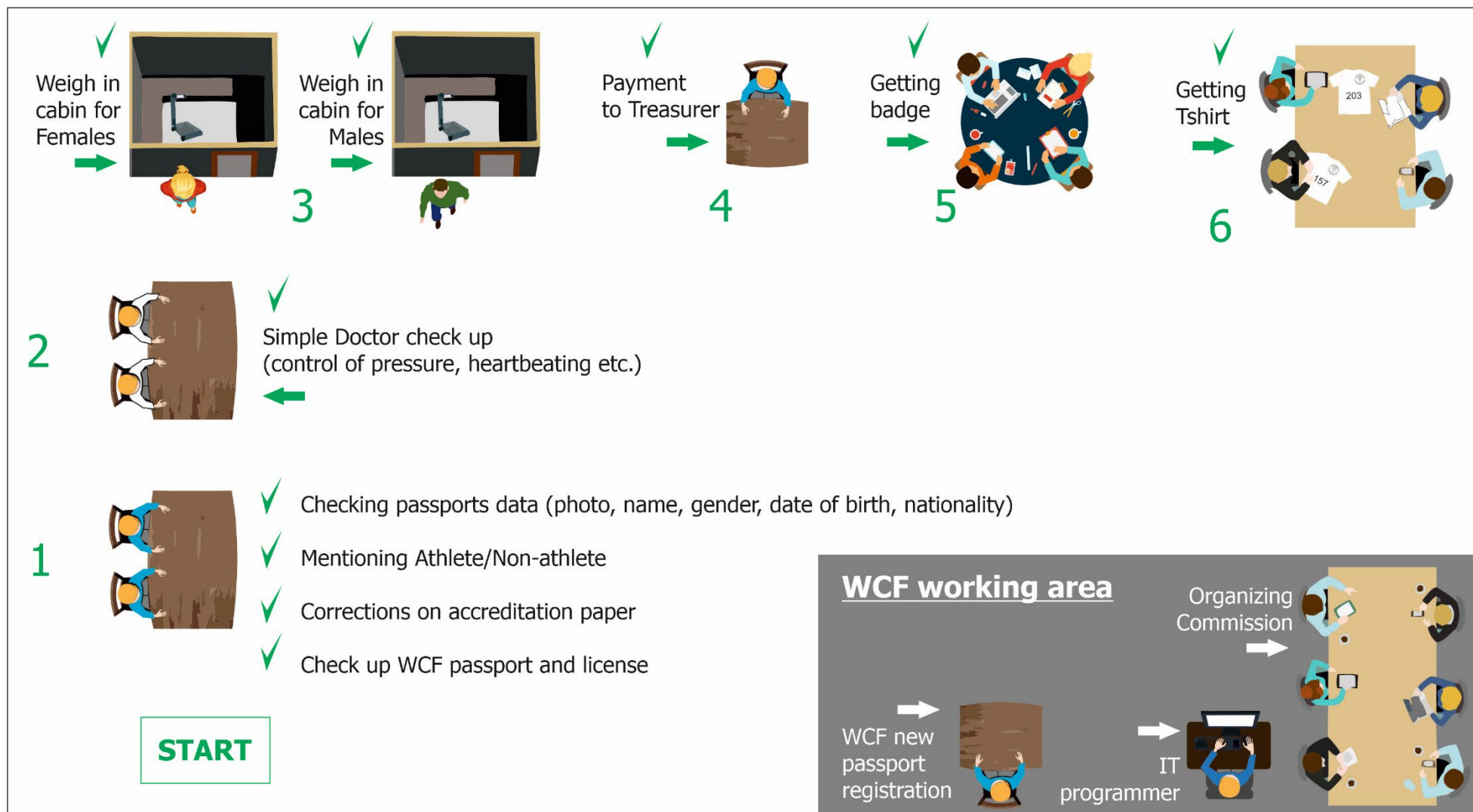
ANNEX 2

CHECKLIST OF MAIN TASKS			
World Capoeira Federation		Local Capoeira Organization (Host)	
✓	Deadline (prior to the event)	✓	Deadline (prior to the event)
<input type="checkbox"/> Promotion of the event	8 months	<input type="checkbox"/> Application to hold the event	10 months
		<input type="checkbox"/> Confirmation of the Event Date	9 months
		<input type="checkbox"/> Designation of the Sport Complex	9 months
		<input type="checkbox"/> Determination of the Chairperson and main coordinators of the LOC	9 months
<input type="checkbox"/> Event website	8 months	<input type="checkbox"/> Bulletin along with program	8 months
		<input type="checkbox"/> Designation of Accommodations	7 months
		<input type="checkbox"/> Designation of Meeting Rooms	6 months
		<input type="checkbox"/> Designation of Referee Panel	6 months
		<input type="checkbox"/> Accreditation room	4 months
<input type="checkbox"/> Online registration	8 months	<input type="checkbox"/> Designation of Bateria	3 months
		<input type="checkbox"/> Medals	
		<input type="checkbox"/> Tshirts	
		<input type="checkbox"/> Intra Urban Transport	
<input type="checkbox"/> Logo and poster	8 months	<input type="checkbox"/> Food requirements	
		<input type="checkbox"/> Musical Instruments (min. 3 berimbau, 1 atabaque, 2 pandeiros and 1 agogo)	
		<input type="checkbox"/> Badges	
		<input type="checkbox"/> Scenario for Opening Ceremony	
<input type="checkbox"/> Evaluation program (web platform)		<input type="checkbox"/> Physicians for Accreditation	
		<input type="checkbox"/> Accreditation stuff (laptops, scales, accreditation sheets, printing, pressing laminating)	
		<input type="checkbox"/> 10 laptops (with HDMI and ethernet cable ports)	



<input type="checkbox"/> Streaming (webcasting)	<input type="checkbox"/> 5 TV screens size 32" or 40" (with HDMI cables and remote controls)
	<input type="checkbox"/> 1 TV screen size 55" or 60" (with HDMI cable and remote control)
<input type="checkbox"/> Draw	<input type="checkbox"/> 1 Projector
	<input type="checkbox"/> 3 microphones
	<input type="checkbox"/> Advertising pillars to surround the competition area
	<input type="checkbox"/> High speed internet and electric sockets in the sport complex
	<input type="checkbox"/> Tatami (judo tatami min. 40 m ²)
	<input type="checkbox"/> Banner to cover the tatami
	<input type="checkbox"/> Banner for podium background
	<input type="checkbox"/> Banner for hall
	<input type="checkbox"/> Diplomas
	<input type="checkbox"/> Podium (winner pedestal)
	<input type="checkbox"/> National Flags
	<input type="checkbox"/> Medical services during competition
	<input type="checkbox"/> Security service during competition
	<input type="checkbox"/> Photographer
	<input type="checkbox"/> Waiting area of athletes in sport complex
	<input type="checkbox"/> Working room and storage of LOC in sport complex
	<input type="checkbox"/> VIP area, Changing rooms (male and female) and Referee room in sport complex
	<input type="checkbox"/> Announcer and interpreter for opening ceremony
	<input type="checkbox"/> Signs with country names for opening ceremony
	<input type="checkbox"/> National anthems and flag rising for awarding ceremony

WORKING SCHEME OF ACCREDITATION



BRIEF GUIDE
ON ORGANIZING INTERNATIONAL CAPOEIRA
COMPETITIONS
3 and 4 ranks

This document will help clarify the responsibilities of the host organization that applies the WCF to host a licensed capoeira competition. The checklist in Annex 1 will help the parties understand the main tasks and responsibilities, and monitor the status of tasks.

1. Application to Organize a Competition

- 1.1. Any capoeira organization (WCF member) can apply to the WCF Headquarters for hosting an international capoeira competition by filling out and signing the application form (**annex 1**).
- 1.2. WCF will consider the applicant's candidacy and, if deemed appropriate, grant the applicant a license to host a WCF ranking event.

2. Responsibilities of the Host organization

- 2.1. The Host is responsible for the in-country arrangements, organization, operation and smooth running of the Competition.
- 2.2. The required services may vary according to factors of the size and nature of the competition, the category and number of athletes participating, the number of support staff and spectators, the health standards of the country where the competition takes place and the prevailing environmental conditions (e.g. climate, altitude).
- 2.3. The Host must do everything possible to solve any issues that arise in connection with the Competition.

3. The Local Organizing Committee (LOC).

- 3.1. The Host must create Local Organizing Committee (LOC) which will deal with the organization of the Competition. For the good conduct of the Competition, the LOC must be provided with a sufficient number of staff.
- 3.2. The Chairperson and main coordinators must be determined no later than 9 months before the event, other members of the Organizing Committee may be appointed in the process of preparatory work as necessary.
- 3.3. The LOC must be designed to use local knowledge as well as relevant skills and experience in order to be effective and efficient.

4. Hosting Fee

- 4.1. No hosting fee required for the hosting a WCF international competition 3 and 4 ranks.

5. Date and Venue of the Competition

- 5.1. The date and the venue of Competition shall be proposed by the Host and approved by the WCF.
- 5.2. The host should promptly offer this information so that they are approved no later than 9 (nine) months prior to the first day of the Competition.

6. The Deadlines of the Primary Tasks

- 6.1. After obtaining a hosting license, the host must report the following issues to WCF:
 - a) To determine the precise date of the event.
 - b) To determine venues (Competition Hall, Meeting and Accreditation rooms, Accommodations).
 - c) Determination of the Chairperson and main coordinators of the LOC – no later than 9 months prior to the Competition.
 - d) To draft the Bulletin along with program – no later than 8 months prior to the Competition.

7. Online Registration

- 7.1. Participants who are not WCF members must complete online registration in the WCF database: <https://www.capoeira.ws/new-member/>. Members who already have an account on the WCF website must apply to participate in the event through their account.
- 7.2. The online registration supposedly closes 7 (seven) days prior to the start day of the Competition at the discretion of the WCF.
- 7.3. The Host shall regularly receive information on the registration process.



8. Bulletin and paperwork

- 8.1. The Host must send out the first Bulletin (invitation & guidelines) to all WCF member organizations no later than 8 months prior to the first day of the Competition. Bulletin must be confirmed by the WCF before distribution.
- 8.2. The Bulletin must include the program. The program should include the Competition schedule and all other activities that are planned. Once the approved program has been published in the event Bulletin any changes must be reapproved by the WCF.
- 8.3. The Host shall carry out all paperwork (letters, protocols, diplomas etc) regarding the organizational process of the event.

9. Visa and Welcoming

- 9.1. The Host ensures entry into the country for all delegations.
- 9.2. The Host must coordinate with all governmental authorities concerned within their country in order to facilitate the entry of all participants.
- 9.3. The Host should assist with visas where possible however, having the correct visa is the responsibility of each participant.
- 9.4. It is recommended that the LOC appoints liaisons (volunteers) to welcome and accompany delegations throughout the duration of the Competition.

10. Accreditation

- 10.1. The Accreditation process (along with weigh-in and medical examination) should take place one or two days prior to the start of the Competition.
- 10.2. The Host must organize the necessary facilities (a big room, t-shirts, laptops, scales, accreditation's sheets, printing, pressing and laminating machines etc.) required for the smooth operation of the accreditation process (see the working scheme of Accreditation **annex 3**).

11. Draw

- 11.1. The Draw will be conducted based on the lists received at the end of the Accreditation.
- 11.2. The Draw to determine which players will be paired against which players in the group will be randomly generated by an automated computer program.
- 11.3. Delegations can physically participate in the process of Draw conducting.

12. Referee Panel and Referee exams.

- 12.1. Only licensed international referees of the WCF can officiate in the event.
- 12.2. The Referee Panel of a competition is orchestrated by the Host with approval of the WCF.
- 12.3. After the Drawing process is completed, the Chief Referee of the Competition under the control of the Host shall assign the Referee Panel(s) for each weight division (each group), ensuring that all matches will be controlled by neutral referees.
- 12.4. The minimum composition of the Referee Panel for each game must be: 5 Judging Referees, 1 Central Referee and 1 Time keeper.
- 12.5. In certain unavoidable circumstances, a non-neutral referee may officiate with approval of the WCF.
- 12.6. Host shall prepare at its own expenses rooms and equipment required for holding International Referee Courses and Examinations which take place few days before the competition.
- 12.7. The rooms should be equipped with a large screen (or projector), laptop for video and audio presentations and consumables (pen, blank, papers etc.) Microphones should be used for large rooms.

13. Bateria

- 13.1. All competition games must be accompanied by the Capoeira songs performed by the Bateria.
- 13.2. The Bateria is organized by the Host.
- 13.3. The Host shall provide the Bateria with the necessary needs mentioned in this Guide as well as with the following Capoeira instruments minimum: 3 berimbau, 1 atabaque, 2 pandeiros and 1 agogo.

14. Transport

- 14.1. Airfare transport cost expenses are the sole responsibility of the attendees.



- 14.2. The Host must provide the WCF working team with transport (Hotel-Venues-Hotel) during their stay and collective transfer for attendees (Hotels - Competition hall – Hotels) on the day of the competition free of charge.

15. Food Requirements

- 15.1. The food requirements mentioned in this article are the responsibility of the Host, which must be provided on the days indicated below:
- a) WCF coordinator and working team – lunch and dinner during their stay.
 - b) Participating athletes, LOC – lunch on the day of the competition.
 - c) Referees and Medical support staff – lunch, hot/cold drinks on the day of the competition and during the IRCE.
 - d) Bateria – lunch, drinks, energy chocolate bar on the day of the competition.
- 15.2. Meals can be catered in packs, but they should be served hot as required and served in a clean and appropriately facilitated area.

16. Accommodation

- 16.1. Accommodation cost expenses are the sole responsibility of attendees (athletes, coaches, media representatives, spectators etc.) However, the LOC must provide the WCF working team and other invited officials with accommodation free of charge during their stay in the country.
- 16.2. Participants are free to choose their place of residence. The LOC shall designate and offer hotels at different prices so that participants of the Competition can choose their hotel based on their own budgets.
- 16.3. Referees must be accommodated separately from competitors and delegations.
- 16.4. Official hotels must be located as near as possible to the competition hall.
- 16.5. Designated hotels must be approved by the WCF before being declared as official hotels.
- 16.6. It is recommended that the Accreditation room be set up in one of the official hotels.

17. Venue (Sport complex)

- 17.1. All costs related with the Venue and its equipment are to be borne by the Host.
- 17.2. The venue is chosen by the Host and must be approved by the WCF.
- 17.3. The competition area can be situated at ground level. In this case the competition areas should be surrounded with special pillars.
- 17.4. The Roda circle must be marked with an exact line. The Roda line must be 4,5 meters (450 cm) in diameter.
- 17.5. 7 seats table for 5 Judging referees, Secretary and Announcer must be settled in front of competition area. The table must be provided with the following:
- a) 6 Laptops (with chargers, Ethernet and HDMI ports)
 - b) 5 TV screens (with remote controller and HDMI cable)
 - c) High speed internet (cable internet for all laptops).
 - d) Electric sockets.
 - e) A microphone for the Announcer.
- 17.6. For each competition area, a proper score display should be provided for Center Referee via television screen a minimum size of 55 or 60 inches and a projector with a laptop for viewing by the audience.
- 17.7. TV screen and computer installations, cable connectivity work and WCF software installations need to be completed and properly tested at least **one day prior** to the Competition.
- 17.8. Competition areas must be padded with tough mats with a minimum 200 kg/m³ density. There must be no gaps between the mats. The competition area must be fully flat. The padded mats must be covered and designed with a non-slip material. The cover of the mats shall be stretched and fastened, and it should be disinfected and dried at the commencement of the day's competition schedule, after each Roda category, as well as when required within the period between rounds.
- 17.9. One seat at the corner must be provided for the Timekeeper referee.
- 17.10. The Bateria is to be arranged at the central top of the Roda. There must be a minimum of at least a two-meter safety zone between the Roda line and the Bateria, Competitors and Judging Referees. The Bateria should be permanently provided with at least 2 microphones.

- 17.11. The competition area and its surroundings must be protected against unauthorized access.
- 17.12. A winner's podium upon a platform must be permanently placed in the background on one side of the Arena. The highest step of the Podium must be in the center for the Gold medalist. The intermediate step for the Silver medalist and the lowest step for the Bronze medalist(s).
- 17.13. A Referee zone with sufficient number of seats shall be organized behind the Bateria and outside of the competition area for resting/waiting referees.
- 17.14. The Coaches zone should be organized outside of the competition area with a sufficient capacity of seats. Each delegation will have only 1 seat in each Coach zone.
- 17.15. A VIP area with a sufficient number of seats should to be reserved in the best part of spectator's area for the WCF delegates, Head of NF, VIPs and special guests. Additional security measures are to be taken around the VIP area.
- 17.16. A table with 2 seats should be organized for the webcasting, video replay and commentators per competition area, within the Arena and to the side of the competition area. Permanent high-speed internet must be provided for Webcasting.
- 17.17. The National flag of each country should be exhibited, together with the official WCF flag. The flags should be hung in the correct vertical or horizontal orientation and in alphabet order according to the English name of the country. Each participating country should supply the Host with 2 flags.
- 17.18. The Venue must be well lit and equipped with a high-quality audio system that can completely cover the entire competition hall.
- 17.19. There must be separate sufficiently equipped and adequately sized rooms for the following:
 - a) Preparation room (or area) for at least 30 Competitors waiting for the next Roda.
 - b) Working room with a minimum size of 20 square meter, furnished and equipped for 6 working personnel. A color printer, electrical plug sockets, high speed internet, WIFI connection and consumables should be arranged in the Working room.
 - c) Referee room. An adequately sized room for at least 10 people to rest.
 - d) Changing rooms. Security lockers should be available and security staff, provided by the LOC must patrol the changing room areas at all times.
 - e) A storage capacity of at least 30 square meters is recommended for LOC.

18. Video and Photo Shooting

- 18.1. All TV, video, broadcasting, webcasting and photography rights of the Competition are the exclusive property of the WCF.
- 18.2. The Host can involve a photographer and filmmaker for the filming of highlights of the event.
- 18.3. The complete video with all games and necessary titles (names, country names and flags, name of the event, categories and name of the rounds, evaluation points) will be streamed by the WCF.
- 18.4. All media matters are to be coordinated with the WCF.
- 18.5. Press Accreditation can only be given to professional journalists representing media, and will be required to present an appropriate document as evidence.
- 18.6. An area for press conferences with a few tables, seats for speakers and a backdrop with WCF approval should be provided in the venue.
- 18.7. Press releases are to be distributed to all Media representatives.
- 18.8. Photographers and Cameramen should wear a press jacket, which shall be provided by the Host.

19. Security Issues

- 19.1. The Host shall take necessary measures to ensure security for all guests, participants and delegations in competition hall.
- 19.2. The competition area must be surrounded by billboards or crowd control barriers (police barriers) to prevent spectators from approaching the competition area.
- 19.3. Heads and members of NF's have no place in the competition area and must not be allowed access. The Coaches zone should be organized outside of the competition area with a sufficient capacity of seats. Each delegation will have only 1 seat in each Coach zone.
- 19.4. Participants, officials or any other member of any delegation who does not conduct themselves in a proper manner and does not comply with security rules may be reported to the disciplinary commission that is authorized to take disciplinary measures against violators.

- 19.5. The access areas must be separated and guarded by security group to control authorized access.

20. Medical Services and Insurance

- 20.1. The Host must provide the continuous service of first aid during competition.
- 20.2. Doctors must have traumatological experience, be familiar with loss of consciousness symptoms and be able to detect concussion.
- 20.3. The Host shall designate the hospital(s) situated within the proximity of the Venue in the situation that an injured person requires an examination at hospital or needs to be hospitalized.
- 20.4. The WCF assume absolutely no liability in the event of a purely sporting accident involving any participant.
- 20.5. Each participant of the Competition must be insured for the above-mentioned accidents and occurrences, by its own organization in its own country, with cover for all risks that may be incurred abroad during travel and participation. Therefore, the Host shall inform the participating delegations and National Federations that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, including their competitors participating in the Competition.
- 20.6. The Host is advised to take out insurance with a company of their choice to cover their civil liability.

21. Participation fee and Budget

- 21.1. All in-country expenses of the event are responsibility of the Host. The WCF shall assume no financial obligation in respect of the Competition.
- 21.2. The collected participation fee will be fully given to the Host for organizational works.
- 21.3. No participation fees may be levied by the Host on delegations, which shall be provided with free admission to the Competition with decision of the WCF.

22. Opening and Closing Ceremonies

- 22.1. The provision and operation of opening and closing ceremonies are the responsibility of the Host.
- 22.2. The program of the opening and closing ceremonies must be strictly agreed upon with the WCF.
- 22.3. The Host shall provide two English speaking Master of Ceremonies in order to provide announcements in both English as well as the language of the Host country during the entire event.
- 22.4. The following chronological order is recommended for the opening ceremony:
 - a) Master of Ceremonies formally announces the start of the opening ceremony.
 - b) Artistic performance.
 - c) Welcome speech from the NF President.
 - d) Speeches from a maximum of two VIPs.
 - e) Official speech of the WCF President and declaration of the Competition open. Ex: **“on behalf of World Capoeira Federation I would like to declare the TATRA competition 2022 open”**.
 - f) National anthem of the Host country.
 - g) Parade (ceremonial entrance of teams to the stage).
 - h) Master of Ceremonies announces the end of the opening ceremony and the start of the games.
- 22.5. The Host should carefully and deliberately draft the scenario of the opening and closing ceremonies. Anything that does not fit in with the WCF and sports ethics such as, excessive unnatural behavior, excessive noise, aggression, semi dressed people on stage, unseemly dancing, and anything that in the opinion of the WCF, is distracting, offensive, defamatory, tasteless, or unsuitable will not be allowed by the WCF.
- 22.6. No participant in the parade of the Opening Ceremony is permitted to carry additional flags, banners, ads or other means of display.
- 22.7. Country names on the signs can be written in the language of the host country, but they must also reflect the three-letter abbreviation of Olympic codes.
- 22.8. A “Big Roda” can be organized upon the conclusion of the closing ceremony.

23. Awarding

- 23.1. The award ceremony can take place each day after the finals of the weight division or each day at the end of all games, depending on the scenario agreed upon between the Host and the WCF.

- 23.2. Before starting the awards ceremony, the LOC and Security will remove all persons not directly connected with the awards ceremony from the area, except accredited photographers and videographers.
- 23.3. Winning competitors must attend the medal ceremony wearing their national team tracksuit or approved Capoeira uniform.
- 23.4. The MC must clearly announce the awards ceremony by pronouncing the competition category, athletes' names, nationalities and the name(s) and title(s) of the official(s) who will present the medals.
- 23.5. Announcement of the winners is to be done in following chronological order: Bronze medal, Silver medal, Gold medal.
- 23.6. After the medals have been given, the National Anthem (short/Olympic version) of the country of the Gold medalist will be played. All shall stand and face the National flags. Winners country flags must be raised simultaneously with a slight difference in their height level according to the places won by the competitors. Electronic flags on the screens is also allowed.
- 23.7. Quality medals and diplomas should be presented to all winners.
- 23.8. A winner cup can be awarded to the winning team calculated by the total number of gold medals won by each team.
- 23.9. Designs of medals, diplomas and the Cup must be approved by the WCF.
- 23.10. All costs related to Awarding are to be borne by the Host.

24. Advertising and Sponsorship

- 24.1. All advertising rights for the Competition are the exclusive property of WCF. WCF will approve sponsors attracted by the Host if they comply with the terms of the WCF Rules and Regulations.
- 24.2. The publicity areas and elements, such as platform, podium, screens, pillars, t-shirt will be defined and approved by the WCF.
- 24.3. Advertising shall adhere to at least the following principles:
 - a) Only advertising of a commercial or charitable nature shall be allowed at the Competition.
 - b) The advertising of tobacco, alcohol, energy drinks, muscle enhancers, muscle boosters, steroids and other products which contain prohibited substances are not allowed.
 - c) The promotion or advertising of any form of gambling is prohibited.
 - d) No advertising which has as its objective the advancement of any political cause or the interests of any group, whether domestic or international, shall be allowed.
 - e) All advertising must comply with any applicable safety regulations.
 - f) No advertising may appear which in the opinion of the WCF, is tasteless, distracting, offensive, defamatory or unsuitable bearing in mind the nature of the event.
- 24.4. With approval of the WCF the Host is authorized to display the logo of the main sponsor on the competitors event t-shirt.
- 24.5. The WCF reserves the right to authorize the display of special labels or trademarks of approved sponsors and partners.
- 24.6. For selection of sponsors in connection with the Competition, a tripartite contract shall be made among the WCF, the Host and sponsor concerned.