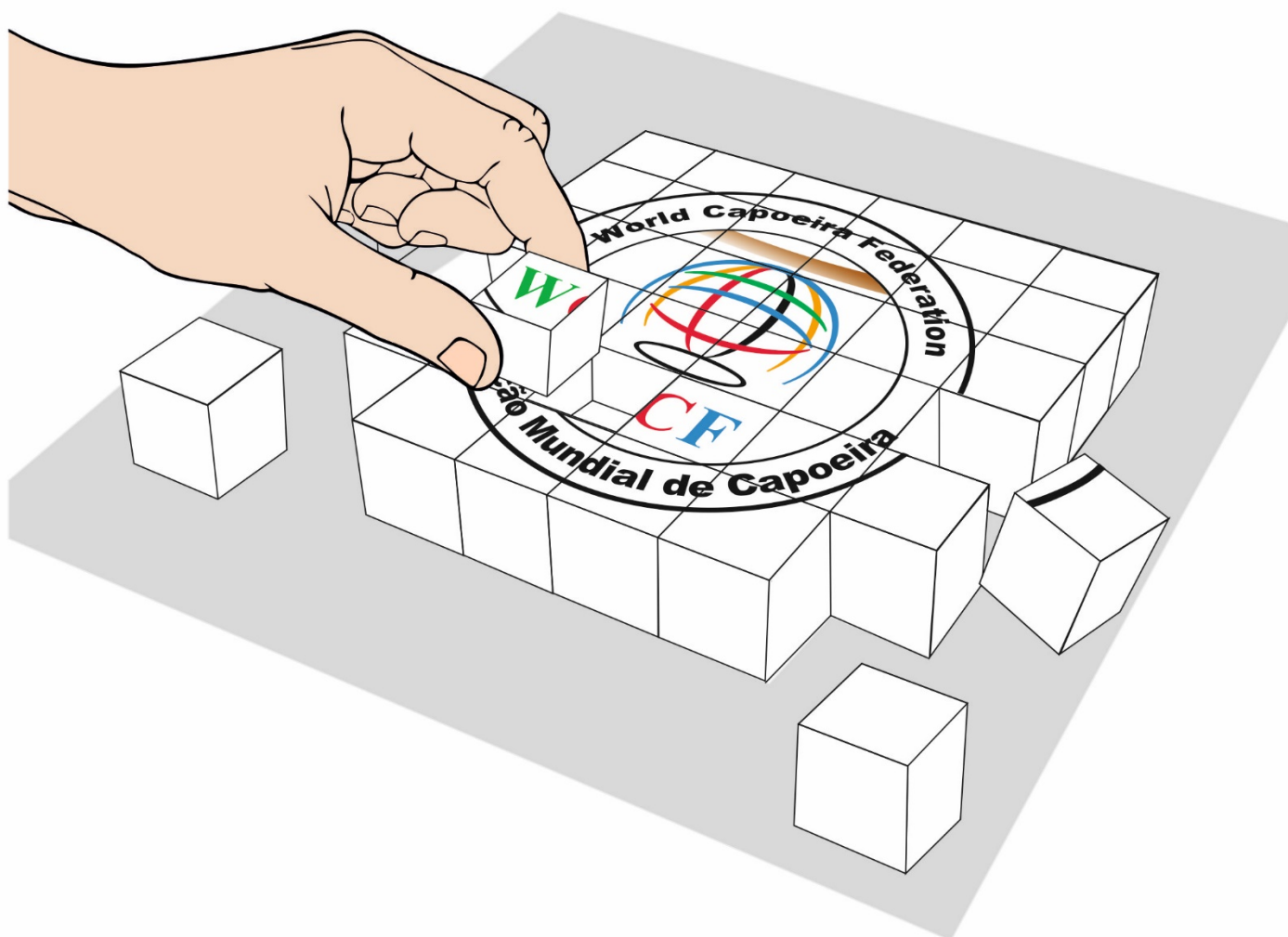




REGULATIONS ON ORGANIZING OF WORLD AND CONTINENTAL CHAMPIONSHIPS



Effective as of January 1st, 2019



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DEFINITION

Arena

The enclosed area of a sports complex where Competitions are held. Includes competition areas, pedestal, referee zone and coach zone.

Bateria

An orchestra of Capoeira musical instruments composed of at least 20 musicians and selected by WCF.

Bid Application

The initial questionnaire for the candidates to complete in order to enter a bid to organize an international competition licensed by the WCF.

Big Roda

An open Roda (traditional, demonstrative art-form games) for all competitors, athletes, referees, coaches and spectators.

Championship(s)

World or/and Continental Championship(s) on Sport Capoeira licensed by the World Capoeira Federation.

Competition area

Includes the standing and competing athlete's areas, orchestra area and safety area.

Delegation

A group of people from the National Capoeira Federation comprising athletes, coaches, officials, physicians and other members of the national team.

General Conference

The Supreme body of the WCF composing of national federations with full membership.

Host

The National Capoeira Federation/Association and the local national sporting authority that is hosting/organizing the Championship.

HQ

Headquarters

Inspector(s)

A person or a group of officials from the OC designated by the WCF President authorized to carry out a site inspection of the candidate city as well as controlling the preparation process of the selected Host.

IOC

International Olympic Committee

Jogo

Capoeira competition game



LOC

Local Organizing Committee created by the Host for operation of the Championship.

Mascot (Event mascot)

A talisman of the event in a form of any person, animal, or object. In the world of sports, mascots help to engage the interest of fans/spectators and are also used for merchandising.

Master(s)

A member(s) of the Council of Masters of the World Capoeira Federation

MB

The Management Board of the WCF. The main executive body of the WCF for inter General Conferences.

MC

Master of Ceremonies. A person put in charge of making announcements and introducing categories of competition, athletes, officials, VIP's , sponsors, etc. This person will usually be able to speak in a number of languages.

NF

National Capoeira Federation/Association with Full membership status in the WCF.

OC

The Organizing Commission of the WCF.

Podium

Winners podium used during awards ceremonies for presenting winners with their medals.

Platform

A raised stage like area on top of which the competition areas are situated.

Regulations

The current Regulations on Organizing of World and Continental Championship on Sport Capoeira.

Roda

The competition circle where competitors compete and play the jogos.

Venue

The location where the Championship is to be held.

WCF

World Capoeira Federation. The only global organization on sport Capoeira with headquarters situated in Tallinn, Estonia.

Winners

Gold, Silver and Bronze medal recipients of the Championship



Article 1. Description

- 1.1. These Regulations are the binding articles for the holding of world & continental Championships..
- 1.2. The current regulatory documents, being; the Competition Rules of the WCF, the Regulations on International Refereeing of the WCF are the documents which govern the way Championships are organized under the auspices of the WCF.
- 1.3. The WCF is the governing body in charge of licensing, regulating and supervising any and all international Sport Capoeira competitions.
- 1.4. Any queries to any of the regulations in this document will be settled and confirmed by the WCF.
- 1.5. Any disputes between the English version and Portuguese version of these Regulations, the English language version will prevail.

Article 2. Purpose

- 2.1. The Regulations define and establish the general conditions for the material, technical and financial organization of the Championships, determine the obligations, formalities, costs and requirements relating to the Championships, stipulate and establish the duties and responsibilities of parties, establish the technical and administrative rules of operation required for the Championships, determine the conditions for the formal ceremonies.

Article 3. Championships

- 3.1. Championships shall be licensed and held under the auspices of the WCF.
- 3.2. Championships are held annually, unless otherwise specified.
- 3.3. Championships must be organized fully according to these Regulations, as well as other Rules and Regulations of the WCF.

Article 4. Application for the organization of the Championship

- 4.1. Full member of the WCF (National Federations/Associations) can apply for hosting a Championship by filling in and signing the following documents:
 - a) Bid application (candidature questionnaire) along with proposed dates and place of the competition. This document must be signed by the President of the candidate NF, as well as by the national sporting authority of the country concerned
 - b) A letter of guarantee from the national sporting authority that the candidate country is able to guarantee access (visas) to the country for the members of the WCF in it's entirety.
- 4.2. All candidature files must be returned to the WCF secretariat by the deadline.
- 4.3. After election of the Host the relevant organization contract is to be signed between the parties concerned.
- 4.4. In accordance with agreement and liabilities signed between parties the Host shall be responsible for providing adequate immigration, custom, medical, security, media, finance, marketing, transport services and for taking appropriate measures during the Championship.
- 4.5. 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).

Article 5. The Host and the LOC

- 5.1. The Host shall be selected at the meeting of the Management Board (MB).
- 5.2. The Host is responsible for the in-country arrangements, organization, operation and smooth running of the Championship.
- 5.3. The Host must create a local organizing committee (LOC) which will deal with the organization of the Championship.



- 5.4. The LOC should be designed in such a way that local knowledge as well as appropriate skills and expertise are used. The LOC structure should be set up so that it is effective and efficient.

Article 6. Election of the Host

- 6.1. When there is more than one candidate that has requested to host a Championship, officials from OC designated by the WCF President (Inspectors) must carry out a site inspection for each candidate city by no later than one month before the meeting of the MB in order to prepare a report.
- 6.2. The Host candidate shall cover round trip airfare, accommodation and transport for the Inspection team composed of a maximum of two people.
- 6.3. The site for the Championship will then be confirmed by the MB based upon the reports submitted by the Inspection team.
- 6.4. WCF shall then draft a host city agreement containing all matters pertinent to the organization of the Championship and sent to the President of the selected Host NF within two months.

Article 7. Hosting fee

- 7.1. The selected Host must settle the payment to the WCF within three months from the moment the Host has been selected.
- 7.2. The hosting fee is not-refundable.
- 7.3. The amount of the Hosting fee will be set from time to time by the MB as required.
- 7.4. The details of method and schedule of payment will be also included in the Agreement.
- 7.5. In the case of non-payment or if a NF gives up to host a Championship after the agreement has been signed the WCF will be free to withdraw the hosting rights of the Championship and award the rights to another NF. The failing NF will in any case remain obliged to pay 50% of designated hosting fee to the WCF treasury. Taking into account the circumstances resulting in the NF's withdrawal the MB shall reasonably decide any further membership of the NF.
- 7.6. Pending circumstances, the MB may decide to return the hosting fee or release the Host from paying the hosting fee in advance.

Article 8. Date and venue of the Championship

- 8.1. The date and the venue of the Championship shall be proposed by the Host and approved by the WCF.
- 8.2. The host should promptly offer this information so that they are approved no later than one year prior to the first day of the Championship.

Article 9. Control of preparation

- 9.1. The Championship is to be organized under the obligatory control of WCF.
- 9.2. The OC will be in charge of supervising the LOC in the organization and running of the Championship to the following:
 - a) To check whether all the measures required for high-level organization have been taken.
 - b) To check the performance of the specific and precise technical functions.
 - c) To provide the LOC with recommendations and possible assistance.
- 9.3. The OC shall send a maximum of two officials (inspectors) to the host city at least twice prior to the first day of the Championship, in order to carry out an onsite inspection. The Host shall cover the round trip airfare, accommodation and on-ground transportation of inspection team for each visit.
- 9.4. The Host must accept the authority of the inspectors and the requirements of the OC in all matters pertaining to the running of the Championship.



- 9.5. After the site visit the OC will prepare and send an official report to the WCF President. The report shall contain all the points regarding the Host preparation in regards to the articles of these Regulations.

Article 10. The deadlines of the primary tasks

- 10.1. The Host must carry out and inform the WCF of the followings matters after the confirmation of selection date:
- a) To determine the precise date and venue in accordance with Article 8 of these Regulations.
 - b) To draft the Logo, the mascot (optionally) and the main poster of the event – no later than 1 (one) year prior to the Championship.
 - c) To draft the Bulletin along with program – no later than 1 (one) year prior to the Championship.
 - d) To sign an Agreement – no later than 2 month after the selection of the Host.
 - e) To pay the Hosting fee – no later than 3 months after selection.
 - f) To declare and establish LOC – no later than 6 months prior to the Championship.
 - g) To report to the OC all details of the preparation – 9, 4 and 1 month prior to the Championship.
- 10.2. Failure to comply with the above may result in termination of the Hosting right without prior consultation.

Article 11. Online registration

- 11.1. All participants of the Championship must go through the online registration in the WCF event database: <https://capoeira.ws/events> before the deadline.
- 11.2. The online registration officially opens six month prior to the first day of the Championship.
- 11.3. After the closing the online registration the WCF provides the Host with the a database of the registered participants. The online registration supposed to be closed 10 days prior to the first day of the Championship by decision of the OC.
- 11.4. The Host has the right to regularly receive information on the registration process.

Article 12. Entry and welcoming

- 12.1. The Host shall ensure entry into the country for all delegations according to the terms presented to the WCF at the time of application to host the Championship.
- 12.2. The Host must coordinate with all governmental authorities concerned within their country in order to facilitate the entry of all participants.
- 12.3. The Host should assist with visas where possible however, having the correct visa is the responsibility of each participant. Visa applications assistance will only be provided for people who are inscribed in the WCF events database (<https://capoeira.ws/events>).
- 12.4. It is recommended that the LOC appoints liaisons (volunteers) to welcome and accompany delegations throughout the Championship.
- 12.5. Pamphlets with brief information and events program should be distributed to each participant at the welcoming.
- 12.6. The LOC shall report to the WCF on the status of entry and team arrival schedule on a regular basis.
- 12.7. The Host shall ensure that the Customs services arrange all necessary procedures for the WCF equipment upon arrival in the country. The WCF equipment should be brought from the airport directly to the venue and locked in a safe room.

Article 13. Accreditation

- 13.1. The Accreditation process (along with weighing and medical examination) should start one or two days prior to the start of the Championship.



- 13.2. The Host must organize the necessary facilities, staff and equipment required for the smooth operation of the accreditation process (t-shirts, laptops, accreditation's sheets, sufficient laminating machines, pressing or printing machines for t-shirts, consumables etc.)
- 13.3. Each Competitor is given one participant t-shirt and each Bateria member (maximum 20 persons) is given one Bateria t-shirt at the expense of the Host.
- 13.4. The Accreditation is recommended to be organized in one of the official hotels of the Championship.
- 13.5. A big room must be provided to welcome the participants and allow sufficient space for the different phases of accreditation process (see the working scheme of Accreditation **annex 1.**)
- 13.6. Each registered participant of the Championship takes his/her accreditation checklist (see **annex 2**) from the first table and must pass through all stations of the accreditation process and return the paper at the final station.
- 13.7. Each participant's passport data (photo, name, age, nationality, gender) and licenses will be checked upon presentation of their passports at accreditation. As well as the collection of participation fees, Referee course fees and accommodation fees, a medical examination and issuing of medical sheets, weighing, printing of accreditation cards and numbers on t-shirts must take place during the accreditation process.
- 13.8. Upon receipt of payment for accommodation, participation and Referee course, Treasurer must put a special mark (or attach a sticker) onto the accreditation cards of the individuals so that each participant may gain access to the appropriate areas.
- 13.9. Accreditation cards must be in the format provided in the **annex 3.**
- 13.10. In order to accelerate the Accreditation process the Host shall use the WCF software and the database of online registrations presented by the WCF.
- 13.11. The official language of the Accreditation process is English however, the Host may adopt other languages to help facilitate the process.

Article 14. Weighing

- 14.1. The Weighing is a part of the Accreditation.
- 14.2. Two separate rooms must be provided for the official weighing, one for males and one for females. Each room is recommended to be divided into two sections with separate entrances; the first part for disrobing and the other for the weighing.
- 14.3. One accurate scales must be placed inside of each weighing room and one additional scales should be placed outside of each room. The competitors are allowed to check their weight on the scales available outside of the weighing rooms as many times as they wish.
- 14.4. WCF officials, staff supplied by the Host and referee delegates shall control the entrance and record keeping of the weighing.
- 14.5. Photography and filming within the weighing area is not permitted.

Article 15. Draw

- 15.1. The Draw will be conducted based on the lists received at the end of the Accreditation.
- 15.2. The Host shall provide a large facilitated room in the same building as the Accreditation. Plasma screens facing the officials connected to the computers as well as high speed copiers should be ready to make duplicates of the draw sheets.
- 15.3. The team that responsible for the Draw should consist of at minimum the following persons: 1 person from the OC, 3 persons from the LOC, the Chief Judge of the Championship, the Secretary of the Championship and technical and software engineers of the WCF.
- 15.4. The draw must be public, transparent and fair. It may be webcasted live.
- 15.5. An accredited participant or his/her representative from the NF chooses one of the hidden numbers and thus falls into place in the pool. A maximum of 8 competitors can be in each pool.



- If there are more than one competitor from any country in the same weight division, they should be proportionally divided into separate Pools as far as possible (see example of Pool **annex 4**)
- 15.6. Depending of the number of the participants the OC may decide to use the WCF random selection software. In this case the finalists of the previous corresponding Championships must be separated as widely as possible.
 - 15.7. After allocation of Competitors to pools, the Chief Judge of the Championship under the control of Chair of the Referee Commission shall assign the Judges Panel(s) (minimum composition of: 1 Roda Manager, plus 5 Judges, 1 Central Referees and 1 Time keeper) for each age and weight division thus ensuring that all matches will be controlled by neutral referees. In certain unavoidable circumstances, a non-neutral referee may officiate in an international match with approval of the WCF President or other official authorized by the President.
 - 15.8. The result of the draw must be declared and distributed to each delegation as soon as it is complete.

Article 16. Transport

- 16.1. The Host must provide free ground transport for all delegations and individuals who will stay in the official hotels to at least the following destinations:
 - a) Airport – Hotel – Airport (this service may be quoted and charged according to agreement between the Host and the WCF).
 - b) Hotel – Sport Hall – Hotel.
 - c) Hotel – Referee Course – Hotel/Venue (if the Course is organized in a different location).
- 16.2. The Host must also provide separate transport vehicles for WCF delegates, members of Council of Masters and the Referees during the days of the Championship.
- 16.3. The WCF can request transportation to other destinations for official duties, for example, participants undergoing doping control, etc.

Article 17. Food requirements

- 17.1. The food requirements mentioned in this article are responsibility of the Host to be supplied during the days of the Championship.
- 17.2. The Host is required to provide 2 meals per day (lunch and dinner) for the duration of the Championship to the following personnel:
 - a) Competitors
 - b) WCF delegates
 - c) WCF working staff
 - d) Referees
 - e) Medical support staff
 - f) LOC
 - g) Bateria
- 17.3. In addition to the Championship days, the WCF delegates are to be provided with two meals per day, starting from 48 hours prior to the competition start and ending 24 hours after the close of competition.
- 17.4. Meals can be catered in packs, but they should be served hot as required and served in a clean and appropriately facilitated area. Due to the nature of the task, a working staff should be serviced as a priority.
- 17.5. A continuous supply of cold drinks is required for Accreditation, the Draw, WCF meetings and throughout the Championship for the following personnel:
 - a) WCF delegates.
 - b) WCF working staff.
 - c) Referees.
 - d) Medical support staff.



- e) LOC.
- f) Bateria.
- 17.6. A minimum 50 mg energy chocolate bar should be provided every 2 hours upon request of the senior representative of the Bateria for each person of the Bateria, up to a maximum of 3 times per day.
- 17.7. For Referees as well as the candidates attending the referee course, a supply of hot and cold drinks is to be provided by the Host during the breaks of the referee course free of charge.

Article 18. Accommodation

- 18.1. The Host shall designate a maximum of four hotels at different prices so that participants of the Championship can choose their hotel based on their own budgets.
- 18.2. One of the designated hotels must be at least a 4 star hotel at which the WCF delegates, WCF staff and Council of Masters will be accommodated.
- 18.3. Referees must be accommodated separately from competitors and delegations.
- 18.4. official hotels must be located as near as possible to the venue within a maximum of 40 minutes' drive.
- 18.5. Designated hotels must be approved by the WCF before being declared as official hotels.
- 18.6. It is strongly recommended that the HQ of the Championship and the Accreditation room be set up together in one of the official hotels.
- 18.7. When choosing the location of the HQ and the Accreditation room, convenient access by all participants from all official hotels should be considered a priority.
- 18.8. The proposed prices for official hotels may not exceed the real market prices. Prices should be comparable and reflect a standard of good amenities and services. Furthermore, the Host should undertake maximum efforts to obtain a reduced price for all participants.
- 18.9. The Host will not be held responsible for any participant or delegate who fails to comply with the deadline for accommodation reservations and registration.
- 18.10. If a participant or a NF chooses a hotel other than one of the official hotels, neither the Host nor the WCF are responsible for problems that may arise in connection with the booking, accommodations or transportation to and from said hotel.

Article 19. Venue

- 19.1. All costs related with the Venue and its equipment are to be borne by the Host.
- 19.2. The Venue is selected by the Host is to be approved by the WCF.
- 19.3. The Venue should be large enough to fit at least three Competition areas and two thousand spectators.
- 19.4. Temperature inside the Arena must be regulated between 18 to 26 degrees Celsius.
- 19.5. The Host shall finalize all matters pertaining to the Venue operation plan with the approval of the WCF by no later than 6 months prior to the first day of the Championship.
- 19.6. A detailed plan of the arena needs to be presented to the WCF for approval and must include the following information with pictures:
 - a) Access Strategy
 - b) Security Arrangements
 - c) Seating
 - d) Movements to and from the Platforms and Podiums
 - e) VIP/Spectator Areas
 - f) Lunch Areas
 - g) Press areas
 - h) Merchandise booths
 - i) Sizes of objects: Podium, Platform, Judges table.



- 19.7. The OC shall ensure the Venue is prepared in accordance with these Regulations and shall report to the head of the WCF for approval.

Article 20. Venue/Competition area and Roda

- 20.1. Two or three competition areas shall be organized depending on the number of Competitors and the duration of the Championship. The Host shall determine the number of the competition areas with approval of OC, no later than 3 months prior to the Championship.
- 20.2. The Platform should be mounted and the competition areas should be situated upon the Platform in accordance with the requirements of these Regulations (see **annex 5**). The Platform must be a minimum of 50 cm but not more than 1 meter in height (depending on venue sightlines).
- 20.3. An additional adequately sized Platform shall be mounted in front of each competition area at least with 7 seats for the Judges Panel.
- 20.4. In some circumstances with the approval of the OC, competition areas can be situated at ground level. In this case the competition areas should be surrounded with special pillars (see **annex 8**)
- 20.5. 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 commencement of the days competition schedule, after each Roda category, as well as when required within the period between rounds.
- 20.6. All competition areas must be of sufficient size to accommodate the Roda, safe standing of competitors and the Bateria.
- 20.7. The Roda circle must be marked with an exact line. The Roda line must be 4.5 meters in diameter.
- 20.8. Advertisement pillars, hoardings and other materials must be at least 1 meter away from judges, Bateria and competitors. Barriers must be placed to separate the journalists from the competitors.
- 20.9. One seat at the corner of each competition area shall be provided for the Timekeeper.
- 20.10. 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.
- 20.11. The competition area and its surroundings must be protected against unauthorized access.
- 20.12. Dimensions of competition area, Roda and Platform must be in accordance with these Regulations and the requirements detailed in **annex 5**.

Article 21. Venue/Podium.

- 21.1. A winner's podium upon a platform should be permanently placed in the background on one side of the competition area Platform.
- 21.2. 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).
- 21.3. A carpet must be laid as close as possible to the Podium Platform for the official awarding ceremonies.

Article 22. Venue/Seating arrangements

- 22.1. The number of seats and tables of the Judges Panel should be at least: 5 judges, 1 Roda manager and 1 IT encoder per competition area. The seats must be assembled in a single line at a distance of at least 4 meters in front of the Roda.
- 22.2. A Referee zone with sufficient number of seats shall be organized behind the Bateria and outside of the competition area for resting/waiting referees.
- 22.3. The Coaches zone should be organized outside of the competition area with a capacity of 50 seats. Each delegation will have only 1 seat in each Coach zone.



- 22.4. A VIP area with a minimum of 100 seats should to be reserved in the best part of spectator's area for the WCF delegates, VIPs and special guests. Additional security measures are to be taken around the VIP area.
- 22.5. There should also be working tables (with 6 seats) provided for the WCF and Secretary of the Championship as well as a Webcasting and commentator table (with 4 seats).
- 22.6. In some events it may be necessary to have a certain number of seats for the WCF President and VIP guests with name tags attached. These seats should be prepared at the request of the WCF.
- 22.7. Seating arrangements in the venue must be in accordance with the requirements set out in **annex 9**.

Article 23. Venue/Required rooms

- 23.1. There must be separate sufficiently equipped and adequately sized rooms for the following:
 - a) Preparation room (or area) for at least 50 Competitors waiting for the next Roda.
 - b) A Warm up room (area) of at least 200 square meters.
 - c) A WCF Working room with a minimum size of 20 square meter, furnished and equipped for 6 working personnel.
 - d) LOC working room.
 - e) Press center. Furnished for a minimum of 20 media representatives.
 - f) Medical room.
 - g) Room for doping control station.
 - h) Referee room. An adequately sized room for at least 50 people to rest.
 - i) Changing rooms. Security lockers should be available and security staff, provided by the LOC must patrol the changing room areas at all times.
 - j) VIP lounge. Must be supplied with crockery and continuously served at least with hot and cold drinks.
- 23.2. A color printer, electrical plug sockets, high speed internet, WIFI connection and consumables should be arranged in the WCF Working room and Press center.
- 23.3. A storage capacity of at least 50 square meters is recommended for LOC.

Article 24. Venue/Technical provision

- 24.1. The Venue must be well lit and equipped with a high-quality audio system that can fully cover whole competition hall.
- 24.2. The Bateria should be permanently provided at least with 3 microphones, and each Roda Secretary with 1 microphone.
- 24.3. For each competition area, a proper score display should be provided for spectators as well as participants via two television screens with a minimum size of 50 inches (127 cm). TV screens placement must be in accordance with the requirements set out in **annex 6**.
- 24.4. The screens will be connected to the computer running the WCF competition software. TV screens and computer connection must be in accordance with the requirements set out in **annex 7**.
- 24.5. Six laptops, necessary power plug sockets, connection cables and internet should be provided for each Judges Panel Platform (area.)
- 24.6. TV screen and computer installations, cable connectivity work and WCF software installations need to be completed and properly tested at least two days prior to the Championship.
- 24.7. Permanent high-speed internet (minimum 100 Mbs) must be provided for Webcasting.
- 24.8. The Technical provision plan must be approved by the WCF Technology coordinator who will also monitor technical issues during the Championship. The Host must accept the authority of the WCF Technical coordinators in all technical matters.



Article 25. Video and photo shooting

- 25.1. All the TV, video, webcasting, photography rights are the exclusive property of WCF.
- 25.2. All TV, video, webcasting and photography rights are the exclusive property of the WCF.
- 25.3. The Host shall provide a photographer for the entire duration of the Championship as well as at the meetings of the WCF.
- 25.4. The LOC must assign a responsible person in charge of the photo and camera zone. The person managing the zone will allow access to the zone only as approved on Accreditation badges.
- 25.5. Each competition area should be provided with the following video equipment:
 - a) Instant video replay system.
 - b) Live webcasting.
 - c) Video filming.
- 25.6. The composition of the filming group must be as following:
 - a) 2 permanent video cameras from different angles with nonstop filming for each competition area.
 - b) 1 video camera on crane (or drone with camera) for all competition areas.
 - c) 1 moving video camera for close-ups and capturing emotions.
 - d) 1 TV camera for awarding at the podium.
- 25.7. Video filming group placement must be in accordance with the requirements set out in **annex 6**.
- 25.8. The format of video shooting should be 16:9 Full HD 1080p.
- 25.9. 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) must be properly edited in requested resolution and send to the WCF no later than two months after the last date of the Championship.

Article 26. Press

- 26.1. All media matters are to be coordinated with the WCF Media coordinator.
- 26.2. Press Accreditation can only be given to professional journalists representing media, and will be required to present an appropriate document as an evidence.
- 26.3. An area for press conferences with a few tables, seats for speakers and a backdrop with WCF approval should be provided in the venue.
- 26.4. Press releases are to be distributed to all Media representatives.
- 26.5. Photographers should wear a press jacket, which shall be provided by the Host.

Article 27. Security issues

- 27.1. The Host shall take necessary measures to ensure security for all guests, participants and delegations in official hotels and at the venue.
- 27.2. Appropriate security measures are to be taken prior to, during and after the event to ensure public safety.
- 27.3. Security guards must be positioned to validate Accredited personnel and grant access to the appropriate zones.
- 27.4. The security plan must be approved by the WCF Security coordinator who will also monitor security issues during the Championship. The Host must accept the authority of the WCF Security coordinator in all Security matters.
- 27.5. Heads and members of NF have no place in the Competition Area and must not be allowed access.
- 27.6. 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.
- 27.7. Accessible areas of the Venue as marked on Accreditation badges shall be as below:



- A.** Full Access (to be issued only with approval of the WCF)
- B.** VIP lounge
- C.** VIP spectator seats
- D.** Arena
- E.** Referee zone
- F.** Referee room
- G.** Coach zone
- H.** Competitors preparation room
- I.** Warm-up room (area)
- J.** Medical room
- K.** Doping Control Station
- L.** WCF working room
- M.** LOC working room
- N.** Press Center
- O.** WCF General Conference

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

Article 28. Medical services

- 28.1. The Host must provide the continuous service of first aid and medical services mentioned in this article.
- 28.2. At least two ambulance crew and medical doctors should stand by at the Venue so that any competitor or participant may receive first aid at any time during the period of the Championship.
- 28.3. The doctors must have traumatological experience, be familiar with loss of consciousness symptoms and be able to detect concussion.
- 28.4. 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.
- 28.5. A meeting between the Chairman of Referee Commission, Medical coordinator of the WCF, Medical coordinator of LOC and the designated medical staff must be held prior to the Championship in order to familiarize each other with procedures as necessary anticipating emergencies and evacuation plans.
- 28.6. All doctors provided should be able to speak at least English.
- 28.7. LOC shall provide information to all the delegations about the Health Care System in the country, including a list of the hospitals to which referral of potential patients is recommended. Telephone numbers of close hospitals and first aid must be clearly available in the information file sent to every participating NF.
- 28.8. The Medical Room shall be separate from the doping control station and must have washing facilities and a clean water supply. The Host must ensure that the doping control station is fully equipped.
- 28.9. Two doctors shall be appointed for the medical control before the weighing (during Accreditation) as well as for the doping control.

Article 29. Doping control

- 29.1 The costs engendered by the doping tests will be borne by the Host.
- 29.2 The WCF shall determine the number of finishing placement tests, random tests and target tests to be performed, in accordance with the criteria established by the International Standard for Testing and Investigations. The number of tests shall not exceed 6.
- 29.3 The Host must take all the steps necessary to ensure that the doping tests can take place and to guarantee that the samples will be analyzed in a laboratory accredited by World Anti-Doping Agency.



- 29.4 A Doping Control Station conforming to the WCF Anti-Doping Rules must be available and operative.

Article 30. Opening and Closing ceremonies

- 30.1. The provision and operation of opening and closing ceremonies are the responsibility of the Host. The OC will control operation of the ceremonies.
- 30.2. The program of the opening and closing ceremonies must be strictly agreed upon with the WCF.
- 30.3. The entire Opening program should not last more than 1 hour.
- 30.4. The Host shall provide two English speaking Master of Ceremonies (MC) in order to provide announcements in both English as well as the language of the Host country during the entire event.
- 30.5. The following chronological order is recommended for the opening ceremony:
- a) MC 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 Championship open. Ex: *"on behalf of World Capoeira Federation I would like to declare the World Championship 2019 open"*.
 - f) National anthem of the Host country.
 - g) Parade (check the file "**explanation of some tasks**").
 - h) MC announces the end of the opening ceremony and the start of the games.
- 30.6. The Host and the LOC 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.
- 30.7. No participant in the parade of the Opening Ceremony is permitted to carry additional flags, banners, ads or other means of display.
- 30.8. Country names on the signs can be written in the language of the host country, but they must reflect the three-letter abbreviation of Olympic codes at least.
- 30.9. The LOC is recommended to assign protocol officer(s), in order to ensure timely execution of protocol matters, such as reception of VIPs at the entrance, accompanying of VIPs, awarding ceremony etc.
- 30.10. At the closing ceremony the WCF President, other VIPs from the WCF and the President of the host NF, will formally hand over the WCF flag to the President of the NF hosting the next Championship. This will formally end the Championship.
- 30.11. A "Big Roda" can be organized upon the conclusion of the closing ceremony.

Article 31. Awarding

- 31.1. The award ceremony can take place each day after the finals of the weight category or each day at the end of all games, depending on the scenario agreed upon between the Host and the WCF.
- 31.2. Before starting the awards ceremony, the LOC and Security will remove all persons not directly connected with the awards ceremony from the Arena, except accredited photographers and videographers.
- 31.3. Winning competitors must attend the medal ceremony barefoot and wearing their national team tracksuit or WCF approved uniform (see Competition Rules of the WCF).



- 31.4. 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.
- 31.5. Announcement of the winners is to be done in following chronological order: Bronze medal, Silver medal, Gold medal. The winners will climb the podium only after the announcement of their names and to the accompaniment of music. The WCF and the LOC designated officials will present the medals.
- 31.6. 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.
- 31.7. High quality medals and diplomas should be presented to all winners. The medals must display the WCF logo, the name of the Championship and the position obtained. Adults categories shall receive a monetary award from the prize fund, the amount of which must be agreed upon between the Host and WCF. Juniors and Children category winners shall receive valuable gifts.
- 31.8. A specially designed and high-quality cup is awarded to the winning team calculated by the total number of gold medals won by each team.
- 31.9. Designs of medals, diplomas and the Cup must be approved by the WCF.
- 31.10. All costs related to Awarding are to be borne by the Host.
- 31.11. The OC will control the awarding ceremonies.

Article 32. Venue. Decorating

- 32.1. The National flag of each country should be exhibited, together with the official WCF flag. Flags should be ironed or steamed flat to remove any creases. 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 NF should supply the Host with 2 flags.
- 32.2. Designs of the Mascot, Event Logo and all advertisements must be approved by the WCF and must follow the scheme and strategy of the WCF.

Article 33. Publicity

- 33.1. The Host commits to promote the Championship by editing and publishing videos, posters and information on social media networks, by other means on the Internet, by distributing physical posters and flyers, by organizing press conferences etc.
- 33.2. Two promotional videos at a minimum of one-minute duration each must be edited (or filmed and edited) and promoted on social media networks at 12 months and 3 months prior to the Championship.
- 33.3. The Host shall organize broadcasting of the Championship through local and international sport media.

Article 34. Advertising and display

- 34.1. All the advertising rights of the Championship are the exclusive property of the WCF.
- 34.2. Advertising and displays of a promotional nature shall be permitted, provided such advertising and displays comply with the terms of Rules and Regulations of the WCF.
- 34.3. The publicity areas and elements, such as platform, podium, screens, pillars, t-shirt will be defined and approved by the WCF.
- 34.4. The Host must provide for the WCF, free of charge a space in a preferential location within the venue for the sale and exhibition of the WCF approved products.
- 34.5. Advertising shall adhere to at least the following principles:
 - a) Only advertising of a commercial or charitable nature shall be allowed at the Championship



- b) The advertising of tobacco, alcohol, energy drinks; muscle enhancers, muscle boosters, steroids and other products which contain prohibited substances are not allowed.
 - c) No advertising which has as its objective the advancement of any political cause or the interests of any pressure group, whether domestic or international, shall be allowed
 - d) No advertising may appear which obscures, either partially or otherwise, the TV camera's view of the Championship.
 - 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.
- 34.6. With approval of the WCF the Host is authorized to display logo of the main sponsor on the competitors event t-shirt.
- 34.7. The WCF reserves the right to authorize the display of special labels or trademarks of approved sponsors and partners.
- 34.8. The MB may pass Regulations from time to time giving detailed guidance as to the form that advertising may take and the manner in which promotional or other material may be displayed at international Competitions.

Article 35. Sponsorship and Marketing

- 35.1. Thirty three percent (33%) of any marketing income, including but not limited to broadcasting rights income, sponsorship, advertisement income and royalty payments arranged by the Host in connection with the Championship, shall be allocated to the WCF.
- 35.2. In the case that income is arranged by the WCF, it shall be divided in equal parts (50/50) between the WCF and the Host.
- 35.3. For selection of sponsors in connection with the Championship, a tripartite contract shall be made among the WCF, the Host and sponsor concerned.

Article 36. Meetings of WCF

- 36.1. The Host shall prepare at its own expenses the sites and necessary equipment required for the holding of the following events:
- a) WCF General Conference
 - b) WCF Management Board meeting
 - c) International Referee Courses and Examinations
 - d) Meeting of the Council of Masters
- 36.2. The conference room for General Assembly should be equipped with the facilities for simultaneous interpretation in WCF official languages at the expenses of the Host.
- 36.3. An addition meeting room with a capacity of 30 people should be kept available throughout the entire duration of the Championship.
- 36.4. All meeting 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.
- 36.5. The OC will submit the number space required per meeting at least three months prior to the Championship.
- 36.6. International Referee Courses and Examinations should be organized in line with the requirements of the WCF Refereeing Regulations.
- 36.7. The Host should provide an enquiry desk to deal with problems faced by participants throughout the Championship in the headquarters hotel and in the Venue.



Article 37. Insurance and liability

- 37.1. The WCF assume absolutely no liability in the event of a purely sporting accident involving any participant. Furthermore, the WCF declines all responsibility in case of injury, in case of riot or any disaster which occurs during the Championship.
- 37.2. Each participant of the Championship 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 NFs that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, including their competitors participating in the Championship.
- 37.3. The Host must take out insurance with a company of its choice to cover its and the WCF's civil liability for the duration of the Championship, including the time taken for installation and dismantling of the facilities before and after the Championship.
- 37.4. The Host must send to the WCF a certificate from the Insurance Company which is covering the event, as well as a copy of the insurance contract covering the civil liability of the organizer.

Article 38. Other financial responsibilities of the Host

- 38.1. The Host shall bear all the costs of practical and financial organization of the Championship and shall remain solely responsible to the WCF. The WCF shall assume no financial obligation in respect of the Championship.
- 38.2. Participation fees paid by competitors shall be divided between parties (80% the Host and 20% WCF). Amount of the participation fee shall be decided by the WCF.
- 38.3. No participation fees may be levied by the Host on delegations, which shall be provided with free admission to the Championship with decision of the MB.

Article 39. VIP delegation

- 39.1. The WCF VIP delegation will compose of President, Vice presidents, Secretary General, Chair of Council of Masters and Chairs of Commissions of WCF.
- 39.2. Platinum and Gold members of the Master Council will be honored guests of the Championship, and LOC must assign liaison(s) to take care of their requests, as well as to coordinate their arrivals and departures.
- 39.3. The Host is responsible to cover airfare, visa, accommodation and urban transport of the official WCF delegation, honored guests and the leader of the Bateria starting from 48 hours prior to the commencement of the competition and ending 24 hours after the conclusion.

Article 40. Referee Panel

- 40.1. All Championships must be held only with the participation of licensed international referees of the WCF.
- 40.2. Each NF with Full membership status in the WCF is obliged to bring and cover all transport, accommodation and meal costs of at least one international referee with a WCF license as part of its delegation.
- 40.3. The Host shall pay a representation fee to each WCF licensed Referee officiating in the Championship in according with the following amounts:
 - "A" and "B" category Referees \$100 US dollars per day of activity;
 - "C" and "D" category Referees \$50 US dollars per day of activity;
- 40.4. In some circumstances, the MB may decide to change the above-mentioned representation fees.
- 40.5. All payments shall be made immediately after the conclusion of the Championship.



Article 41. Documentation

- 41.1. The Host must send out the first Bulletin to all WCF member organizations no later than 10 months prior to the first day of the Championships. The draft of this bulletin must be approved by the WCF before distribution. The Host shall update and distribute the Bulletin from time to time. The final version of the Bulletin with precise information shall be distributed no later than 50 days prior to the first day of the Championship. The WCF shall provide the Host with samples of the Bulletin containing the basic minimum items of regulations and information of the Championship.
- 41.2. The Bulletin must include the program. The program should include the Championship 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.
- 41.3. The Host shall submit the final report of the Championship with all official results to the WCF Secretariat with 1 week after the conclusion of the Championship.

Article 42. Final provisions

- 42.1. The Host shall provide sufficient personnel for operation of the Championship and other events of the WCF. The recommended LOC list will be sent to the Host by the OC.
- 42.2. The Host must do everything possible to solve any issues that arise in connection with the Championship.
- 42.3. The Host must comply with these Regulations along with annexes. Any deviation from these Regulations must be reported by the Host to the OC Chairman, who will state the final decision in agreement with the WCF President and General Secretary.
- 42.4. Any contradictions found in these Regulations will be finally settled by the WCF-MB.

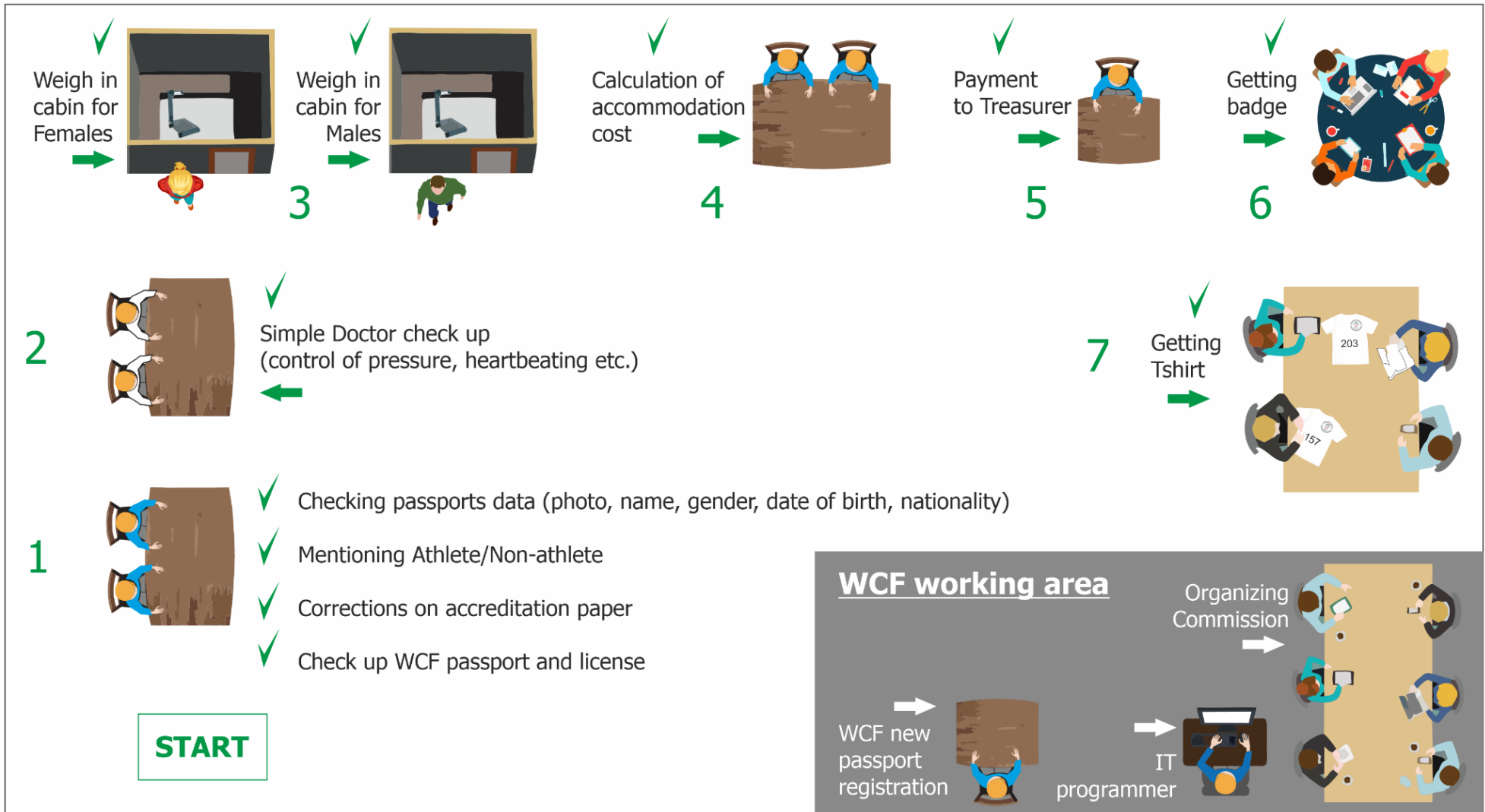
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Approved by Management Board
17.12.2018

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Programmer – Orkhan Aliyev
Design – Ragif Hasanov, Jamil Huseyn

WORKING SCHEME OF ACCREDITATION





ACCREDITATION CHECKLIST

ACCREDITATION CHECKLIST

Surname: **Belazghem**
 Name: **Walid**
 Country: **Algeria**
 Date of birth: **19-10-1980**
 Gender: **Male**
 Participant no: **28**

Surname: **Justyna**
 Name: **Rubik**
 Country: **Poland**
 Date of birth: **14-02-1981**
 Gender: **Female**
 Participant no: **116**

SAMPLE

Passport data	
WCF passport and license	
Athlete / Non athlete	
Referee Course and Exam.	
Doctor control	
Competitor's weight (kg)	65
Hotel	
Payment (total)	

Passport data	
WCF passport and license	
Athlete / Non athlete	
Referee Course and Exam.	
Doctor control	
Competitor's weight (kg)	53
Hotel	
Payment (total)	

SAMPLES OF ACCREDITATION CARDS



World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

VIP



 BRA

FULL NAME

ENTRANCE ZONE: **A** FULL ACCESS



World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

WCF DELEGATE



 EST

FULL NAME

ENTRANCE ZONES: **C D E G J K L M N**



World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

TEAM LEADER



 RUS

FULL NAME

ENTRANCE ZONES: **C I N O**

VIP accreditation cards to be issued only with approval of WCF OC



World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

REFEREE



 AUS

FULL NAME

ENTRANCE ZONES: **D E F G H I J**



World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

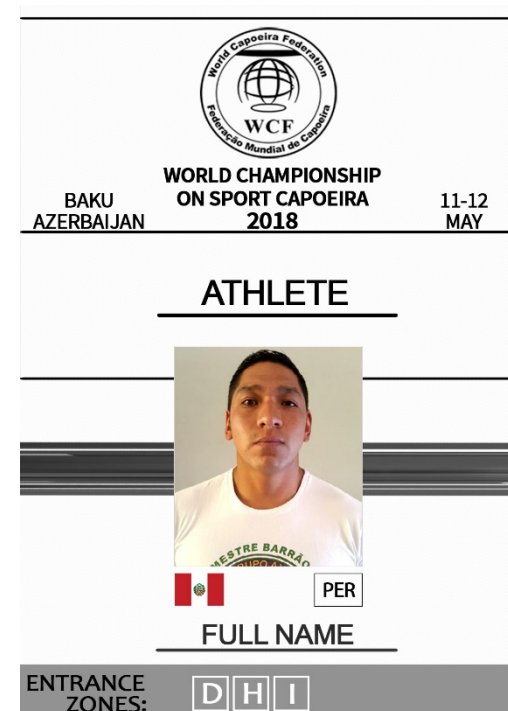
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FULL NAME


ENTRANCE ZONES: **D G I O**




World Capoeira Federation
WCF
Federação Mundial de Capoeira

BAKU AZERBAIJAN 11-12 MAY
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018

ATHLETE



 PER

FULL NAME

ENTRANCE ZONES: **D H I**

SAMPLE



SAMPLES OF ACCREDITATION CARDS

WCF Logo
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018
 BAKU AZERBAIJAN 11-12 MAY
LOCAL ORGANIZING COMITEE
 [Photo of woman]
 AZE
 FULL NAME
 ENTRANCE ZONES: L H I J M N

WCF Logo
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018
 BAKU AZERBAIJAN 11-12 MAY
SENIOR SECURITY
 [Photo of man]
 AZE
 FULL NAME
 ENTRANCE ZONES: C D E G H I N

WCF Logo
WORLD CHAMPIONSHIP ON SPORT CAPOEIRA 2018
 BAKU AZERBAIJAN 11-12 MAY
PRESS
 [Photo of man]
 HUN
 FULL NAME
 ENTRANCE ZONES: D H G I N

A. Full Access ENTRANCE ZONES
 B. VIP lounge
 C. VIP seats area
 D. Arena
 E. Referee zone
 F. Referee room
 G. Coach zone
 H. Competitors preparation room
 I. Warm-up room (area)
 J. Medical room
 K. Doping control station **WIFI PASSWORD: 123456**
 L. WCF working room **Help? +5559991122**
 M. LOC working room
 N. Press Center
 O. WCF General Conference

Important information about this card

Logos for: CSI, ELITE MESSER, B445, TURKISH AIRLINES, İSTÖK LİSEYİ, Azərbaycan Respublikası Gənclər və İdman Nazirliyi, KehrizSu

Back side of all Accreditation cards



POOLS

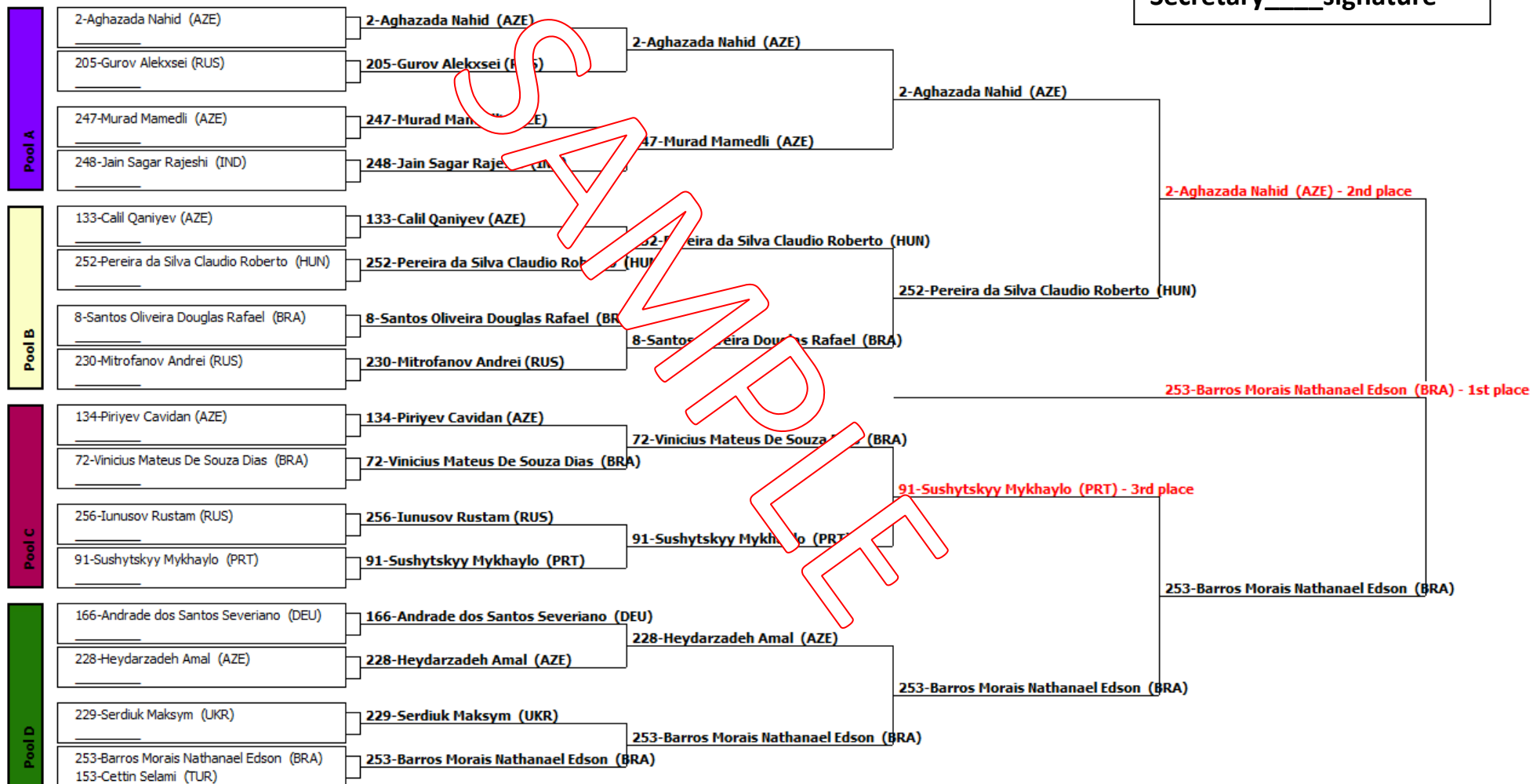
2018 World Championship on Sport Capoeira

11-12 May, Baku, Azerbaijan.

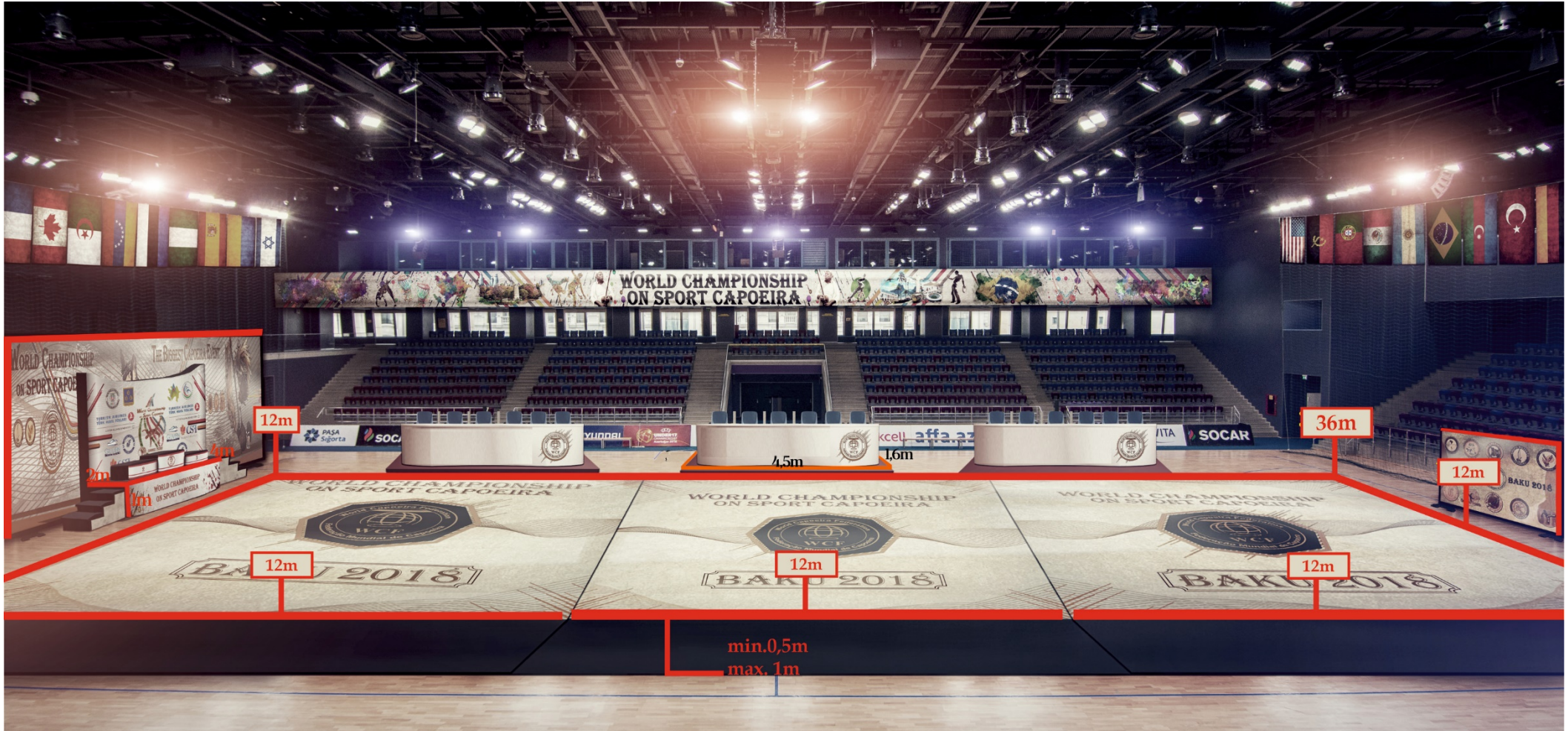
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Chief Judge____signature

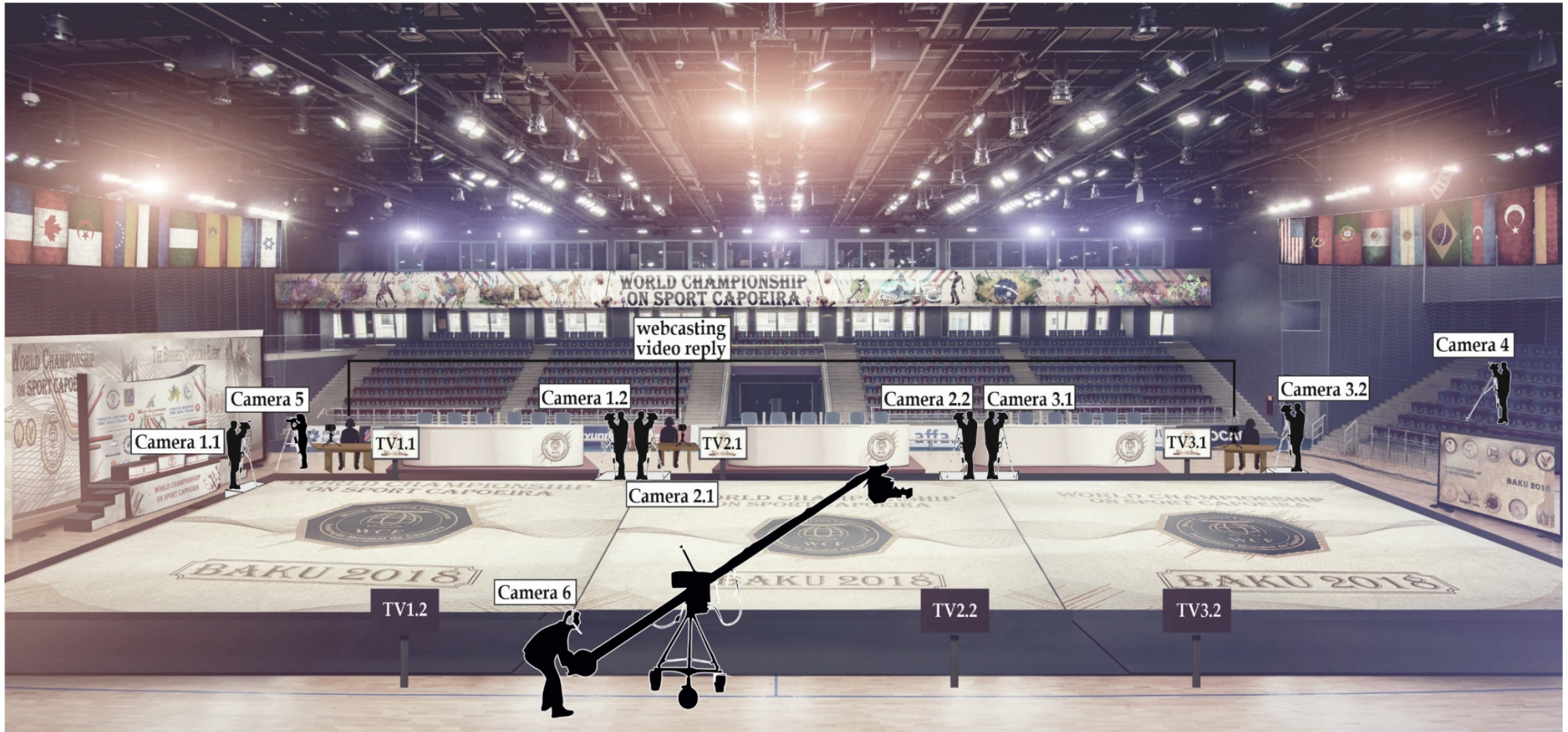
Secretary____signature



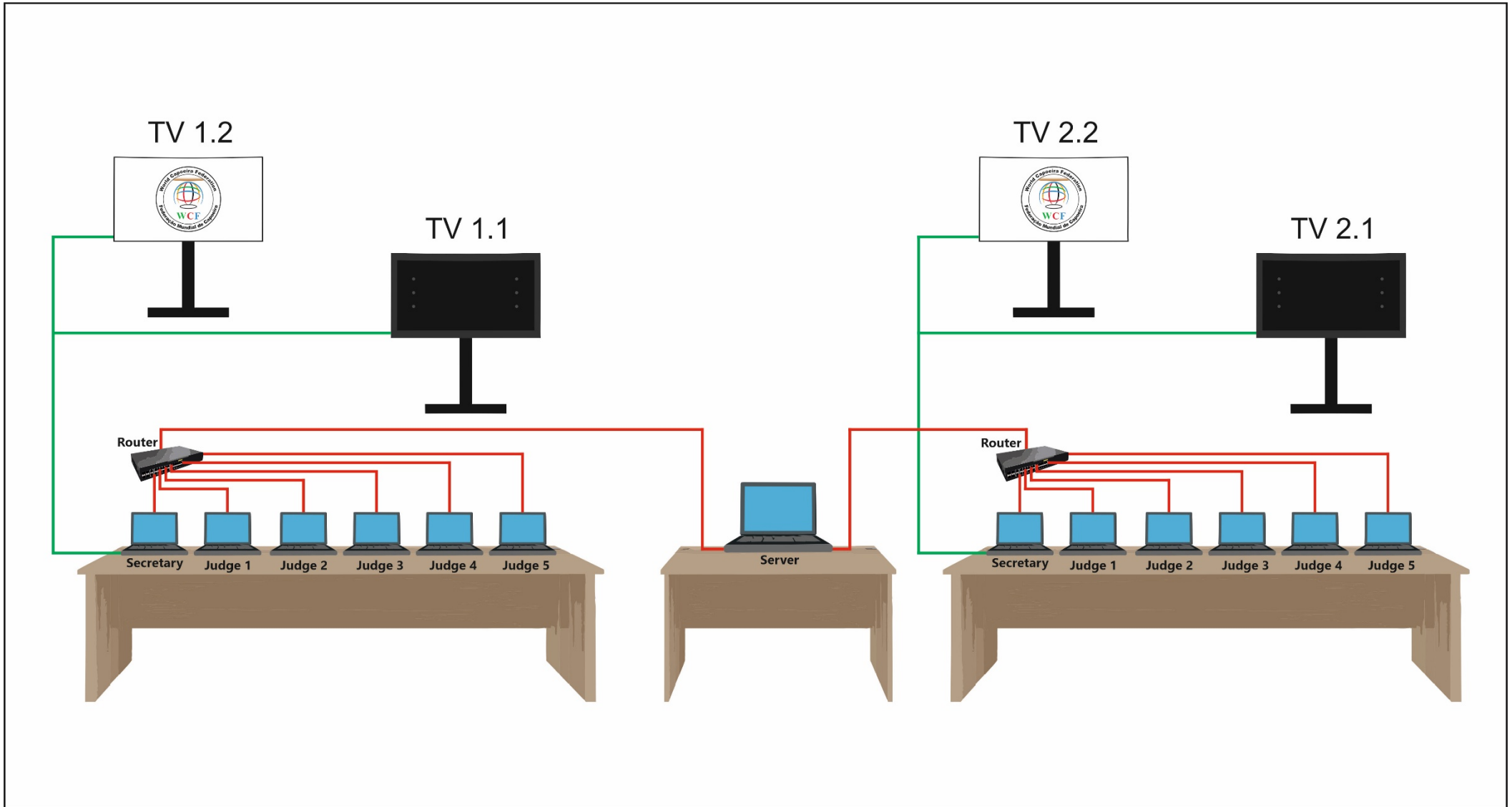
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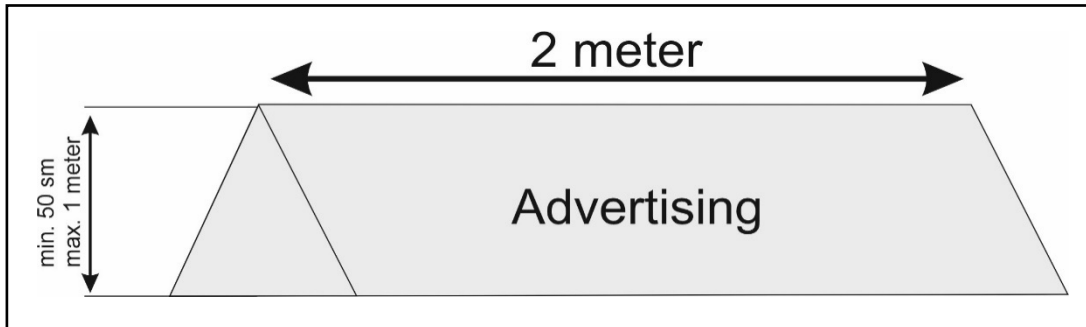
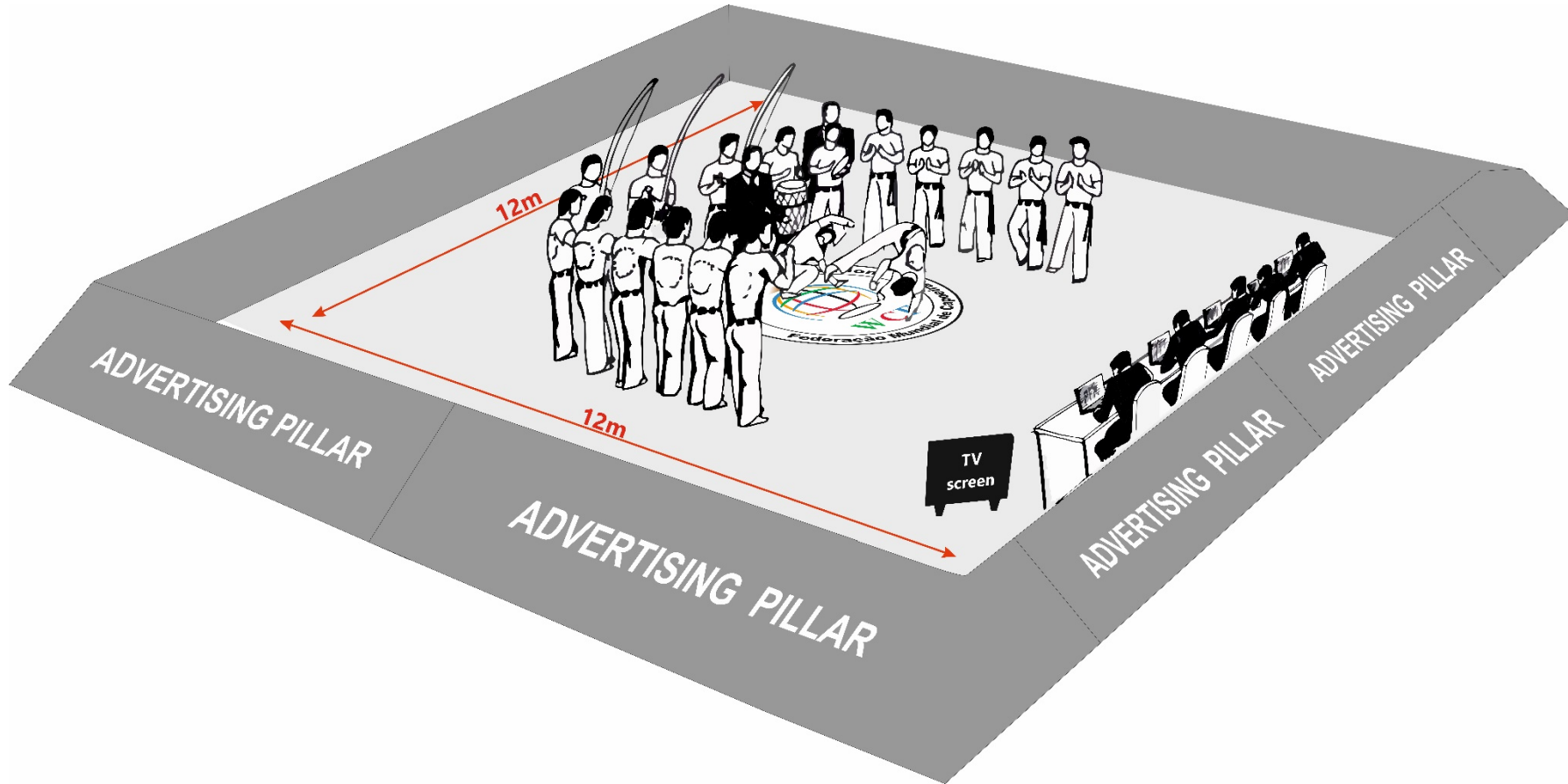
PLACEMENT OF SCREENS AND CAMERAS



CONNECTION OF TV SCREENS AND COMPUTERS



SCHEME of the COMPETITION AREA ON THE FLOOR SURROUNDED WITH ADVERTISING PILLARS



SEATING ARRANGEMENTS and SECURITY ZONES IN THE VENUE

