



FISU SPORT HANDBOOK
HANDBALL
WORLD UNIVERSITY CHAMPIONSHIP

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ABBREVIATIONS

CIC	International Control Committee
CISCA	International Supervision, Control and Arbitration Committee
CM	Medical Committee
CTI	International Technical Committee
DCO	Doping Control Officers
DCS	Doping Control Station
EC	Executive Committee
FISU	International University Sports Federation
ISF	International Sport Federation
ITO	International Technical Official
LOC	Local Organising Committee
NSF	National Sports Federation
NUSF	National University Sports Federation
OAS	Online Accreditation System
OC	Organising Committee
ORF	Organising Right Fees
TD	Technical Delegate
TUE	Therapeutic Use Exemption
WADA	World Anti-doping Agency
WUC	World University Championships



TABLE OF CONTENTS

A. INTRODUCTION	1
1. FISU Presentation	1
2. The FISU World University Championships Department	1
3. The History of Handball in FISU	1
4. Statistics	2
B. EVENT PREPARATION AND DELIVERY	3
I. PRE EVENT	3
1. Creation of the Organising Committee	3
2. Relations with FISU	5
II. IN EVENT	13
1. The FISU Representatives	13
2. The International Technical Committee (CTI)	13
3. Accreditation	14
4. Accommodation, Catering and Non-sporting Equipment	15
5. First Aid, Medical Care and Anti-doping Matters	16
6. Transport	18
7. Media	19
8. Protocol	21
9. Social and Cultural Programme	26
10. Volunteer Programme	26
11. Archives for FISU	26
III. POST EVENT	27
1. Documents	27
2. Final Report	27
3. Official Results	28
4. Official Film, Video Recordings & Photographs	28
C. SPORTS INFORMATION	31
1. Tentative Schedule (Duration)	31
2. Services	31
3. Sport Regulations (Technical Regulations)	31
4. Equipment	32
5. Venues	32
6. Training Session	33
7. Competition Programme	33
D. ROAD MAP	35
APPENDIX	36
1. CTI-CMU & WUC Department Structure	36
2. FISU Oaths	37



A. INTRODUCTION

1. FISU Presentation

FISU stands for Fédération Internationale du Sport Universitaire, the International University Sport Federation which was founded in 1949 and is since then the international governing body of all worldwide student sport events. Founded within universities to promote sporting values it encourages top performances in international competitions in harmony with and complementary to the values of higher education.

FISU organises competitions in more than 50 sports on a two-year cycle based on the following:

- Odd year: Winter and Summer Universiade
- Even year: World University Championships

In addition FISU organises several educational events such as the FISU Forum, the FISU Conference, etc. and special events such as the World University Leagues and the FISU Festival.

FISU is a unique organisation for student-athletes. Athletes who participate in FISU Events share the same aspirations and life style. Ambitious targets both in education and sport, they are today's stars and tomorrow's leaders aiming for excellence in mind in body.

2. The FISU World University Championships Department

As in many international sport governing bodies, FISU departments are structured around two axes working closely together. On the one hand a nominated committee, the International Technical Committee for the World University Championships (CTI-CMU) composed of a chair, two vice-chairs and technical delegates for each sports on the WUC sport programme. On the second hand, an operational team is in charge of advising this committee and to manage the strategy and daily business. This department is in charge of being the liaison between the Organising Committees, the National University Sport Federations (NUSF) and the International Federations concerned. The FISU WUC Department's first aim is to guarantee a smooth running of the event and a comfortable preparation for the delegations in order to ensure top events and top level of competition.¹

3. The History of Handball in FISU

Handball was the first sport ever organised as a FISU World University Championship (WUC) in 1963 in Lund, Sweden. Since then, the discipline has grown to become a very important sport on the FISU Championships programme. In the inaugural event in 1963, seven countries participated. In 1971, 1973, 1987 and 2008 there were 16 male teams competing. Handball is since 1972 on the programme of the Olympic Games and has always been hugely popular in schools and universities. This is why the technical performance level has been high from the very first edition.

Audiences also tend to be very present at these tournaments. The edition in 1998 in Novi Sad (Serbia) and 2006 Gdansk (Poland) were of a very top level. In Serbia, the arena was sold out for the final where Yugoslavia played before 7.000 spectators on live TV. In Gdansk, both men and women finals were sold out with an attendance over 3.000 spectators. It was striking to see how friendly the atmosphere was throughout the

¹CTI-CMU & WUC Department Organigram in appendix

matches, despite the high level of competition, with many players from their national senior teams.

The women's tournament was introduced in 1994, with the first edition being staged in Bratislava (Slovakia) and followed by separate competitions in 1996, 1998, 2000 and 2002. From 2006, in Gdansk (Poland), the FISU World University Handball Championship included both men and women's tournaments. This was much more welcomed by the participating countries and it looks good for the future of the Handball in FISU.

In 2008 in Venice (Italy), the home team participated in addition to traditional teams from Europe, Asia (Korea, Japan and Chinese Taipei), America (Brazil, Mexico) and also Oceania (Australia). The first African team (Egypt) participated in 2014 at the 22nd WUC Handball organised in Guimarães (Portugal). Also, the first WUC Handball to be organised away from the European continent was in 2012 in Blumenau, Brazil. The 2016 edition will be hosted by the city of Malaga, Spain.

4. Statistics

EDITION	YEAR	COUNTRY	CITY	COUNTRIES	MEN	WOMEN	OFFICIALS	TOTAL
1	1963	SWE	Lund	7		0		
2	1965	ESP	Madrid	10	145	0		145
3	1968	GER	Darmstadt	15	219	0	45	264
4	1971	CZE	Prague	16	238	0	55	293
5	1973	SWE	Lund	16	228	0	55	283
6	1975	ROU	Bucharest	13		0		
7	1977	POL	Warsaw	10	150	0	16	166
8	1981	FRA	Different places	13	189	0	44	233
9	1985	GER	Frankfurt	16		0		
10	1987	ROU	Bucharest	16	235	0	93	328
11	1990	NED	Groningen	13	186	0	80	266
12	1992	RUS	Saint Petersburg	7	98	0	37	135
13	1994	TUR	Izmir	13	177	0	60	237
14	1996	HUN	Nyiregyhaza	13	174	0	64	238
15	1998	SRB	Novi Sad	9	125	0	52	177
16	2000	POR	Covilha	13	177	0	64	241
17	2004	RUS	Chelyabinsk	6	81	0	34	115
18	2006*	POL	Gdansk	15	185	96	34	315
19	2008*	ITA	Venezia	20	225	196	146	567
20	2010*	HUN	Nyiregyhaza	12	137	97	69	303
21	2012*	BRA	Blumenau	12	134	81	66	281
22	2014*	POR	Guimaraes	14	162	166	98	426

* From 2006 both men and women WUCs are organised simulatenously in the same place

Women

EDITION	YEAR	COUNTRY	CITY
1	1994	SVK	Bratislava
2	1996	BUL	Sofia
3	1998	POL	Wroclaw
4	2000	FRA	Besancon
5	2002	ESP	Valencia



B. EVENT PREPARATION AND DELIVERY

I. PRE EVENT

1. Creation of the Organising Committee

1.1 Generalities

The National University Sports Federation (NUSF) of the organising country, which has been attributed the organisation of a Championship, may grant the organisation of this event to an Organising Committee that will collaborate with it.

The President of the NUSF or his representative is required to become a member of the Championship's Organising Committee (OC). Nevertheless, the National University Sports Federation will remain directly responsible with regard to FISU and will report to the Executive Committee of FISU (EC).

For the success of the Championship, it is of prime importance that the NUSF be involved as much as possible in the daily preparation. Although technical or logistical matters could be managed by the national sports federation and local bodies, international matters that concern the relations with the participating countries and FISU, entries, services for the delegations protocol, etc. must remain under the direct authority of the NUSF.

1.2 Limited Responsibility and Insurance

With regards to responsibility and insurance FISU shall not be responsible for any claim for loss, injury or damage arising from the holding of the Championship.

In order to ensure a consistent level of liability insurance protection across all FISU World University Championships, FISU has established a master general third party liability insurance policy (the "Master Policy") that covers FISU, the NUSF and other organising committees for the FISU World University Championships from risks associated with organising such events (including, in the case of the NUSF, the Championship). The NUSF shall pay FISU (or the relevant insurance company) an amount of 1000 EUR VAT and other taxes excluded in relation to the coverage under the Master Policy upon demand.

In addition, the NUSF is required to take out (and pay for) another (primary) layer of third party liability insurance that covers the NUSF and the FISU (as an additional insured) from risks associated with the organisation of the Championship and complies with the requirements of the Master Policy and applicable laws in the country in which the Championship will be organised.

This primary insurance policy shall be entered into with the same insurer as the Master Policy (or such other insurer as may be directed or approved by FISU) and its terms shall be subject to FISU's prior written approval. The NUSF may, in its discretion, enter into any additional insurance arrangements that it may consider necessary or advisable.

The participating countries must have the appropriate insurance to cover travel and participation, as they are not responsibility of the Organising Committee for FISU.

1.3 Relations with Government and Local Authorities

The Organising Committee must obtain support from Government and local authorities in the organising country (refer to Art. 1.15.3c) and d) in the Regulations of the FISU).

It is essential that the Organising Committee contact, in addition to the highest national and regional sports authorities (Ministry of Sports and of Youth, the National Sports Federation and/or the National Olympic Committee), also the Ministry of the Interior as well as of Foreign Affairs and of Health.

The Organising Committee must make the necessary commitments with the appropriate authorities to guarantee the security of all the participants in all activities associated with the holding of the Championship. The Organising Committee must guarantee that all the participants will encounter no problem to enter the country and to leave once the competition is over.

Concerning the visa procedure, the Organising Committee must inform at the date of the Quantitative entry, both in a general and particular way, of the conditions for entry into its territory for all the participating countries. If particular arrangements have to be made for leaving the country, the countries should also be informed before they arrive in the host country. Consequently, a close co-operation between the Organising Committee and the Ministry for Foreign Affairs and for the Interior is indispensable.

To ease the entry of the participants into the host country the Organising Committee must make the Ministry of Foreign Affairs aware of the event, so that it can contact the embassies situated in the home countries of the FISU World University Championship (WUC) participants. This will ease the administrative procedures related to visas. The Organising Committee must then transmit all the information concerning the participation to the various state authorities.

1.4 Finances

Considerable thought should be given to the financial implications of the Championship. Any candidature to FISU must carry financial guarantees from the Government and/ or private sources.

The Organising Committee will present its budget (Section E, Art. 4.5.2, in the FISU Regulations) to the Executive Committee of FISU within the time schedule as set forth by the Executive Committee. Every three months, the Organising Committee shall send an updated version of its budget to the WUC Department.

All the financial obligations listed in Section E Art.4.9 of the FISU Regulations are copied below. We ask you to take into account any possible changes or decision of the Executive Committee. If these occur, the NUSF will be informed of the changes in this regard.

Regulations Abstract

4.9 FINANCIAL ASPECTS

4.9.1 FISU shall receive from the NUSF or from the Organising Committee the organising fees fixed by the General Assembly or by the Executive Committee of FISU following the conditions agreed in the attribution contract.

4.9.2 The Organising Committee has the right to receive all the income from the sale of admission tickets, programmes, badges, souvenirs, etc. in the limits of Art. 9.

4.9.3 The Organising Committee will receive all of the incomes from the radio, television and other broadcasting rights, and other charges, as laid down in Articles 8 and 9.

4.9.4 The Organising Committee must respect the intellectual properties of FISU.

4.9.5 The Organising Committee commits itself to protect the rights of the sponsors of FISU. The Organising Committee will be advised by the Executive Committee of the agreements to be observed, as soon as its candidature is officially accepted.

4.9.6 The Organising Committee has the right to collect from the participating countries, a participation fee per day and per person of 70 Euros, determined by the Executive Committee. The organising country, if it so wishes and after approval of the Executive Committee, may receive this payment in its own currency at the official rate of exchange.

Three (3) months before the championship, the Organising Committee has the right to collect from the participating countries 25% of the total cost of the stay per athlete entered in an individual sport and officials of the delegation (bank details to be made available). This is in addition to the team sports deposit to be paid to FISU by those delegations participating in team sports.

1.5 Relations with National Sports Authorities

It is important to develop, from the beginning of the organisation a close collaboration with the relevant National Sports Federation (NSF). The competitions will be organised and/ or supervised by the NSF and the local sports experts under the supervision of the FISU Technical Delegates (TDs), these persons are in charge of all the technical matters related to the event.

The NSF also has to nominate a Technical Delegate to the Technical Commission (CT) of the Championship.

2. **Relations with FISU**

The Organising Committee must appoint a liaison officer who has an overall knowledge of the preparations of the Championship and who is fluent in English or French, in order to establish a good co-operation between FISU and the Organising Committee.

Before describing the relations between the Organising Committee and the FISU World University Championships (WUC) Department, the reader must be reminded that, as well as the FISU WUC Department, the Organising Committee will also work in close partnership during the preparation of the World University Championship with the FISU Technical Delegates for the sport in question.

2.1 Co-operation with the FISU WUC Department

This Department will assist the Organising Committee in the preparation of the Championship keeping regular contact with the OC liaison person.

This co-operation is composed of two main points:

- a) The promotion of the FISU World University Championship
- b) The publication and distribution of documents

All communication concerning the planning, preparation and delivery of the event should include the WUC Department (championships@fisu.net).

2.2 Inspection Visit

An inspection visit of two full days has to be organised 6 to 12 months prior to the event. A staff member of the WUC Department will be appointed to run the inspection visit together with the FISU Technical Delegates. A date has to be defined in agreement between the OC, the FISU WUC Department and the FISU Technical Delegates.

2.3 The FISU Technical Delegates (TDs)

It is imperative that the Organising Committee and the FISU Technical Delegates develop a close co-operation in order to ensure the smooth running of the sports event.



The FISU Technical Delegates are nominated for a term of four (4) years and are responsible for the decisions concerning technical aspects within their specific sport. They will chair the International Technical Committee (CTI) during the Championship. We would like to draw the attention of the Organising Committee to the fact that it must nominate a technical expert for this committee and communicate his/her name to the FISU WUC Department one year before the Opening Ceremony of the Championship

If one takes into account the fact that the members of the International Supervision, Control and Arbitration Committee (CISCA), the body that supervises the running of the FISU World University Championship, are nominated only one (1) year before the beginning of the Championship, the FISU Technical Delegates will be one of the main representatives that the Organising Committee can contact concerning the preparation of the Championship. The FISU WUC Department will be in close contact with the OC directly after the official attribution of the WUC, with an attending FISU Staff member being designated six (6) months before the beginning of the Championship.

In practice, the FISU Technical Delegates in cooperation with the FISU Staff will give their approval to the date of the Championship and the programme for both the competitions and the meetings. They will also supervise all the logistical aspects (meals, transport, accommodation, etc.) of the organisation in order to be able to refer to the Chair of the CISCA when appointed.

The FISU WUC Department will inform the Organising Committee of the name of the representative of the relevant International Sport Federation (ISF). This person will sit on the WUC Technical Committee specifically formed at the event effectively representing his/her ISF.

Before the Championship, the FISU Technical Delegates are responsible for verifying the sports facilities, for approving the detailed programme and for preparing the procedure for the team draw. They should also ensure that the technical regulations of FISU and the technical regulations of the International Sport Federation (ISF) are respected.

2.4 The Delegate of the Medical Committee (CM)

The FISU Executive Committee will nominate a member of the FISU Medical Committee that will chair the Medical Committee (CM) composed of physicians appointed by the Organising Committee. This Delegate is also a member of the WUC Technical Committee.

Before the beginning of the FISU World University Championship, the Organising Committee must submit to the Delegate:

- a) The arrangements made by the OC to ensure medical and first aid care as well as a list of hospitals situated close to the site of the competition and the means of rapid evacuation that can be put in place;
- b) The name of the medical liaison;
- c) The name of the laboratory (only laboratories accredited by the IOC will be taken into consideration);
- d) The composition and the distribution method of the meals.



2.5 Promotion

The growing development of the FISU World University Championships means that it is necessary to establish a general framework to ensure the promotion of these Championships. This means defining the actions that should be taken by the WUC Department in order to ensure the optimal efficiency of the promotional tools that FISU has at its disposal.

This efficiency can only be achieved by a close co-operation between the Organising Committee (OC), the FISU WUC Department and the FISU Technical Delegates (TDs) nominated to the event. To ensure wider promotion, the contribution of the International Sport Federation (ISF) concerned is also desirable.

Raising awareness and interaction between the different partners concerning promotional aspects must be given priority as well as the visibility of the actions taken, the diffusion of the information and the involvement of the International's Sport Federation (ISF).

First of all, an effort should be made to raise awareness of the promotional aspect with the different partners mentioned above in order to allow the media department of FISU to benefit from the widest range possible of information concerning the event. This work can only be carried out when there is constant interaction between the partners.

As regards the Organising Committee, the designation of a 'Media Liaison', a person who is exclusively responsible for the relations between the Organising Committee, the local and international press and the Media Department of FISU, is desirable. This person will be responsible for informing the press and the FISU WUC Department and the FISU Media Department of all the actions taken by the Organising Committee to promote its World University Championship.

The media liaison is also responsible to FISU for the provision of items such as photos, press releases, press clippings, video and audio materials, meeting minutes, merchandising, etc. that could be used in the FISU publications. The Organising Committee should include the address of the FISU web site (www.fisu.net) in all its promotional publications as a source of additional information.

In the same context, the FISU Technical Delegates for each sport should, in addition to submitting their report on the inspection visit, inform the FISU WUC Department of all the promotional events in which they took part during the inspection visit. When the Championship is actually taking place, this role will be filled by the Chair of the International Supervision, Control and Arbitration Committee (CISCA).

The FISU Media Department will put all the articles concerning the World University Championship at the disposal of the Organising Committee so that they can be translated into the local language if required.

When this interaction is established between the three main partners, it is important to circulate the information. With this in mind, the media department must update the Media directory and ask each Organising Committee to provide information that is specific to its country. The OC should also provide the addresses of the main national and local institutions as well as the different partners so that FISU can send them its publications. In order to ensure the success of these events, FISU and the OC should send all the information to the *Member and Non-Member Associations* of FISU.

It is also important that both FISU and the Organising Committee mention the publication of the other party in their own promotional activities. This is because the type of information made available to the participants in the Organising Committee's publications and in FISU publications is at once different and complimentary.

In the context of the relations with the International Sport Federation (ISF), the FISU WUC Department will send the ISF a summary of all the information concerning the World University Championship six (6) months before the beginning of the event. After the Championship, FISU will send to the International Federation a report on the event, as well as, the results, so that the information can be included in their publications.

Through its media partnerships, FISU will ensure promotion of the World University Championships, for example in its monthly magazine "Campus" aired on Eurosport. This promotion will depend on the video content produced by the Organising Committee and the quality of the images. Information about the TV production and livestreaming shall be sent to FISU WWUC Department at least three (3) months before the Opening Ceremony.

2.6 Official Documents

Following the attribution of a Championship, the main task of the Organising Committee will be to produce specific key work documents in a given time frame (ref. Road Map in appendix).

The documents can be divided into two categories:

- a) documents to be sent to FISU before the Championship;
- b) documents that are to be produced during the Championship.

In both cases, the Organising Committee's work will be based on the guidelines provided by the FISU WUC Department and will wait for approval before printing. The FISU logo must appear on all official publications of the OC according to the FISU Visual Identity Guidelines.

The FISU WUC Department will help determine the competition dates, the general programme and all the domains that concern the event setup and preparation.

The WUC Department will provide a liaison with the various delegates of the relevant International Sport Federations (ISF). For this operation to work efficiently, it is essential that the letters reach the invited countries, the CISCA, the CTI and FISU Technical Delegates, the ISF, the NSF and FISU.

It is of prime importance that the Organising Committee provides the FISU WUC Department with scheduled updates (see Progress Report timeline – art. 2.6.7).

Assistance will be given to the Organising Committee with the entry procedure. Through the online accreditation system, all parties will be able to constantly follow the entry situation. For the team sports, the FISU office will collect the financial guarantees and will prepare the team draw. The team draw will be managed by the WUC Department in close co-operation with the FISU TDs and the OC.

The FISU WUC Department will provide the NUSF and the Organising Committee with the necessary guidelines concerning regulations, invitation, invited associations, bulletins, medals, etc. and the general aspects of the Championship.

The Organising Committee must submit to the FISU WUC Department all publications before their distribution, such as the invitation, bulletin, logo, etc.

- a) In order to complete this work as easily as possible and to facilitate the co-operation between the Organising Committee and the FISU WUC Department, the OC should provide three (3) months after attribution: its complete contact details (contact person, title, address, email, phone, fax, website, etc.);
- b) the proposed date for the event (the date of the Championship will depend on the number of competition days as stipulated in the technical regulations of the sport in question and including the Opening Ceremony and the Closing Ceremony; the date will be sent to the FISU WUC Department, who will submit it to the FISU Technical Delegates and to the FISU Executive Committee; after receiving the approval of the Executive Committee, it will be proposed to the ISF);
- c) the proposed logo (the proposition of official logo for the Championship must be submitted to the FISU Secretary-General for approval).

These three (3) actions will allow the identification of the Championship in the FISU and international sports calendar.

Concerning the event logo, the OC must create a specific official logo for the Championship according to the "FISU Logo Visual Identity Guidelines".

The official logo of the event should conform to the instructions and graphic standards of FISU and must be approved by the FISU Executive Committee. The use of the official logo of the Championship for commercial ends is authorised. However, the association of the official logo with the name of a company, whether or not it is commercial, is not permitted for official documents or during the official ceremonies. In all cases, the association with the name or a logo of a third party may not alter the official logo and cannot exceed a quarter of the dimension of the official logo.

The official logo must be used in a uniform manner in all the references to the event, be it printed or other type of material. The denomination may be in the language of the host country but must also appear in English and /or French, except with authorisation from FISU.

The name of the event associated to the FISU logo (whose specificities you will find below) must figure on all the official publications and promotional material, in the sports facilities and their surroundings (on the backs of the shirts, on the score boards, on the flags and notice boards around the venue, around the podium) as per the FISU Visual Identity Guidelines.

2.6.1 Timeline

DEADLINES	OFFICIAL DOCUMENTS
Attribution +6 months	<ul style="list-style-type: none"> - The contact details - The proposed date for the event
Event -18 months	<ul style="list-style-type: none"> - The proposed logo for the event - FISU send the invitation template to the OC - The marketing plan (with the media plan and social media plan included)
Event -14 months	<ul style="list-style-type: none"> - Invitation proposal
Event -12 months	<ul style="list-style-type: none"> - Official invitation to be sent to the Member Associations and Non-Member Associations, to NUSF's or NSF's - The specific regulations to be sent to the countries
Event -8 months	<ul style="list-style-type: none"> - Launch the Volunteer programme
Event -6 months	<ul style="list-style-type: none"> - 1st Information bulletin to CISCA, NUSF's (participating delegations), ITO's and FISU - 1st progress report to FISU
Event -3 months	<ul style="list-style-type: none"> - 2nd Information bulletin to CISCA, NUSF's (participating delegations), ITO's and FISU - 2nd progress report to FISU
Event -1 month	<ul style="list-style-type: none"> - 3rd Information bulletin to CISCA, NUSF's (participating delegations), ITO's and FISU - 3rd progress report to FISU - The technical manual publication - Media articles & Daily Bulletins to be produced on a daily basis
EVENT	
Event +1 month	<ul style="list-style-type: none"> - Final report to FISU

2.6.2 FISU Logo and Brand

The FISU logo and FISU brand are copyrighted, meaning that they cannot in any way be modified and its use for advertising or commercial purposes must be authorised by FISU.

For further information concerning the FISU logo and brand, kindly refer to the FISU Visual Identity Guidelines for World University Championships.

2.6.3 Invitation

For more details, please refer to FISU Regulations - Art. 5.1.

The FISU WUC Department will send the model invitation at least eighteen (18) months in advance.

Fourteen (14) months prior to the event, the Organising Committee will send a draft to the FISU WUC Department for approval.

In addition to filling a role of official courtesy, the invitation is also a means of conveying information and of facilitating official administrative requests, such as for a visa.

One (1) year before the official date of the beginning of the Championship, the Organising Committee will send the official invitation to the member countries or in case of a non-affiliation to FISU, to a university sports organisation whose country is affiliated to the appropriate International Sport Federation (ISF). If no such NUSF exists, the invitation may be sent to the relevant National Sports Federation (NSF).

In order to increase the participation, the Organising Committee may send at the same time as the invitation to the NUSF's, a letter to all the National Sports Federations (NSF) inviting them to support participation via the respective NUSF's.

It is requested that the Organising Committee refers immediately to the FISU WUC Department in the event that an entering country is not of the FISU list or if there is a problem regarding the address of a participating country.

2.6.4 Accreditation Procedure

Countries eligible to participate in FISU Events are grouped under the labels Member Associations and Non-Member Associations. Consequently, the information should be sent to all the National Sport University Federations (NUSF) included in the list provided by the FISU WUC Department.



An efficient system should be set up to liaise with the participating countries. This work requires international experience and cultural and linguistic skills. It is often a procedure that allows legitimate links to be established with the association. Consequently, this work is a key element for obtaining the highest number possible of entries. This procedure will be carried out in close co-operation with the FISU WUC Department.

It is necessary to maintain monthly contact with the officials from the participating countries in order to keep them informed of the situation of the preparations for the World University Championship. To carry out this project, it is of prime importance to keep the same contact details (telephone, e-mail, etc.) from the first contact with the NUSF until the end of the Championship.

FISU will provide all Organising Committees of the World University Championships an access to the FISU Online Accreditation System. This system will allow the organising committee, FISU WUC Department and the FISU Technical Delegates of the sport concerned to follow the entry situation. No paper entry forms shall be produced or distributed in order to avoid confusion.

2.6.5 Participants Entry Processing Timetable

DEADLINES	ACTIONS	SEND TO
Nine (9) months prior to the event (team sports)	General entry	OAS
Six (6) months prior to the event (individual sports)	General entry	OAS
Five (5) months prior to the event	Deposit for team sports	FISU
Three (3) months prior to the event	Quantitative entry	OAS
	25% deposit of the participation fees	OC
	Selection of the teams	FISU
One (1) months prior to the event	- Individual entry - Travel schedule of the delegations - Media Individual Entry	OAS
Upon arrival	- Balance of Participation fees	OC
	- Verification of the eligibility of the students (CIC)	FISU
	- FISU fees invoicing	FISU
	- Accreditation	OAS
At 1 st General Technical Meeting of each sport	Final confirmation of: - Competitors - ITOs & NTOs	OC + FISU

2.6.6 Information Bulletins

Generally, the OC is free to include all the information that it considers useful in order to inform the participating countries as much as possible on the technical and logistical aspects and to facilitate their arrival in the host country.

Three (3) bulletins need to be published in order to keep the NUSF's informed regularly. These should be published in advance to the event by six (6) months, three (3) months and for the arrival of the Delegations.

2.6.7 Progress Report

The Organising Committee must provide FISU with a progress report updating the preparation of the event. This document will be sent to the FISU WUC Department six (6), three (3) and one (1) month before the event takes place.

This document should cover the following areas:

Contents of the progress report

According to the FISU Regulations (item 4.5.1.) regarding the World University Championships, the progress report must include the following documents:

- The project of general organisation, especially:
 - composition of the Organising Committee;
 - involvement of the academic authorities;
 - involvement of the students;



- the organisation of the volunteers;
 - accommodation;
 - welcome and accreditation;
 - transportation;
 - security;
 - the insurance certificate;
 - information and media;
 - medical assistance;
 - protocol;
 - advertising and marketing;
 - promotion strategy;
 - international relations.
2. the project of technical organisation, especially:
- facilities;
 - the proposed timetable of events;
 - the proposed day-by-day timetable of events;
 - the involvement of the NSF;
 - the sports and technical facilities, and the material and equipment homologated by the appropriate ISF.

In addition referring to the art. 4.5.2., the Organising Committee must also present its budget to the FISU WUC Department.

2.6.8 Regulations

The specific regulations of the Championship will be produced by the Organising Committee who will use the text provided by FISU as a basis. This text will come under the responsibilities of the FISU Executive Committee and therefore cannot be modified without its approval. It will be sent to the participating countries.

The sports events of the Championship will be organised according to the most recent technical regulations of the relevant International Sport Federation (ISF), except if the FISU Executive Committee decides otherwise. The sports specific regulations are added to the Technical Regulations under the responsibility of the FISU Technical Delegates in close co-operation with the Organising Committee.

These regulations, like all the documents produced by the Organising Committee, will have to be submitted to the FISU WUC Department for approval. They will have to be sent to the countries one year prior to the Championship and should be available for the delegations while the Championship is taking place.

2.6.9 Sport and Event Programmes

The programme of the Championship is generally drawn up during the inspection visit of the FISU Technical Delegates and FISU staff. This programme will contain, in addition to the competition programme, the meetings and ceremonies schedule. It will have to be approved by the FISU WUC Department and will then be sent to the countries. Among other things, it will enable them to define their travel plans.

The final version of the programme should be produced by the FISU TDs in accordance with the Organising Committee before being submitted to the FISU WUC Department.

The delegations will be welcomed two (2) days before the Opening Ceremony and will leave the day after the Closing Ceremony.

The CISCA and the CTI will meet two (2) days before the Opening Ceremony. The first “General Technical meeting” with the representatives of the participating countries should usually be held one (1) or two (2) days before the first day of competition according to the instructions of the FISU Technical Delegates and FISU staff.

2.6.10 Accreditation Card

A numbered card with a recent photograph will be issued to each competitor whose dossier has been approved by the CIC. Identity cards will be issued also to all accredited officials, ITOs, VIPs and Organising Committee members.

Competitors will be required to keep their cards with them at all times and to be prepared for inspection by

members of the CIC or any other persons authorised by them.

Identity cards will admit the holders to sports venues, restaurant, and official accommodation and to any other facilities or services agreed between the Organising Committee and the FISU Executive Committee and according to the access mentioned on the accreditation card.

Team managers in declaring their starters or composition of teams must list also the identity card numbers of their competitors and make them available to the FISU Technical Delegates.

Competitors in reporting for the start of any individual sport must be prepared to show their cards to the official in charge or the FISU Technical Delegates. Before each match the team manager must present a list of the players who will be taking part which must include the numbers of the identity cards.

2.6.11 Technical Manual

At least one (1) month before the Championship, the Organising Committee must publish a Manual approved by the CTI. This Manual will include the technical regulations, the programme of the competitions and training and the technical specifications.

2.7 International Supervision, Control and Arbitration Committee (CISCA)

The International Supervision, Control and Arbitration Committee (CISCA), is the organism in charge of deciding issues of policy or disputes that arise during the event.

It is effective from its first meeting held two (2) days prior to the FISU World University Championship.

The committee is composed of:

- The delegate of the FISU Executive Committee, chairperson of the CISCA;
- The delegate of the FISU International Control Committee (CIC);
- Two (2) FISU Technical Delegates for the sport concerned (TDs);
- The delegate of the FISU Medical Committee (CM);
- The representative of the ISF concerned;
- The representative of the Organising Committee (OC).

The FISU staff member in attendance of the event will assist all CISCA meetings, without voting capacity. However, whenever requested, he/she may provide specific assistance and/or expertise. In principle, the FISU delegates are appointed one (1) year before the beginning of the FISU WUC.

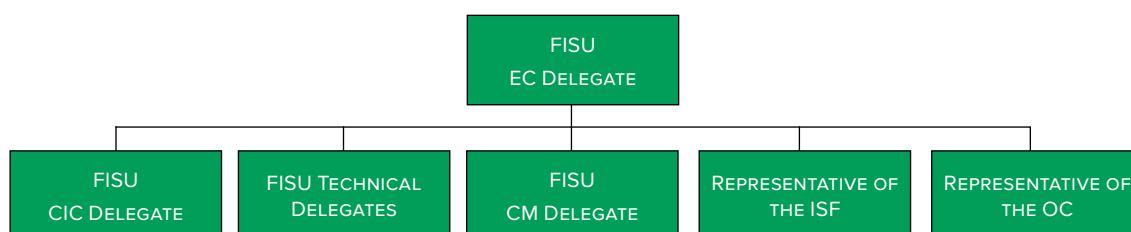
The Organising Committee must inform the FISU WUC Department of the name of the representative of the NUSF and of the Organising Committee, three (3) months after the attribution. These delegates should receive a copy of all the documents produced by the OC as well as the most important correspondence.



II. IN EVENT

1. The FISU Representatives

For each World University Championship, the FISU Executive Committee will nominate members from its committees to be part of the International Supervision, Control and Arbitration Committee (CISCA). CISCA is the supreme organism of the event and includes one representative of the Organising Committee in accordance with the FISU statutes, and will have the final decision during the Championship on all questions of policy or non-technical dispute. This Committee is chaired by the member of the Executive Committee appointed, representative of the FISU President. The CISCA is composed as follows:



The FISU WUC Department appointed staff member will be the secretary of the the CISCA meetings.

The Organising Committee must maintain a close collaboration with the FISU WUC Department, which reports to the Executive Committee on the preparations of the championship. The CISCA must be informed as much as possible.

The FISU WUC Department will inform the Organising Committee of the CISCA nominations for its Championship. It is essential that the CISCA members receive all the information concerning the event as soon as they are nominated. They must also receive a copy of the general information sent to the Member and Non-Member Associations of FISU.

During the first CISCA meeting, the committee must prepare the General Technical Meeting. The CISCA Chair will convene a general meeting for the day before the opening of the Championship at the latest. The members of the CISCA, the members listed under Art. 3.3.1 a) b) and c) (FISU Regulations, Section E) and a representative from each of the countries participating in the Championship must be invited to this meeting.

2. The International Technical Committee (CTI)

It is imperative that the Organising Committee and the FISU Technical Delegates develop a close co-operation, in order to ensure the smooth running of the sports event.

Before the Championship, the FISU Technical Delegates have to verify the sports facilities, approve the detailed programme and prepare the procedure for the team draw. They must also ensure that the FISU Technical Regulations and the ISF are respected.

During the whole Championship, the Technical Committee will meet daily in order to discuss the problems that can occur and to find solutions. The Technical Committee is composed of:

- FISU Technical Delegates, chair of the Technical Committee;
- Representative of the ISF;
- Technical Delegate of the Organising Committee;
- Experts nominated by the 1st General Technical Meeting;
- Representative of the CM.

A FISU staff member in attendance of the event will assist all CTI meetings, without voting capacity. However, whenever requested, he/she may provide specific assistance and/or expertise.

The Organising Committee has to provide a secretary to assist the Technical Committee and the various commissions.

3. Accreditation

Accreditation is a fundamental step of the Championship as it represents the delegations first introduction to the sports event and to FISU.

It is therefore important that this procedure be simple and practical. It should also take place as soon as the delegations arrive.

The Organising Committee must have a room with computers, printers, laminating machines and internet cable connection with volunteers to deal with the accreditation procedure.

Upon arrival, the Head of Delegation must pay the participation fees to the Organising Committee. These fees cover the participation costs per person and per night.

As soon as this payment is carried out, the Head of Delegation will be able to begin the procedure of obtaining the accreditation card.

3.1 Online Accreditation System (OAS)

The FISU WUC Online Accreditation System is accessible online www.wuc.in-1.it/ and each organising committee receives its own login and password to follow live the entry situation for your WUC. It guarantees that all registered teams are entitled to do so since each NUSF has its own access to the system.

3.2 Participation Fees

From 2016 on, the maximum amount the Organising Committee will be allowed to require is 70 EUR per night and per person. The final amount will depend on the proposal made at the bidding period by the Organising Committee. Each OC can request to the FISU WUC Department to charge an increased fee of 140 EUR for extra officials.

As additional information, FISU CIC will invoice delegations 20 EUR per participant for Member Associations and 40 EUR for Non-Member Associations.

3.3 International Control Committee (CIC)

The member of the FISU CIC supervises the accreditation procedure during which the participants receive their definitive accreditation card. This is, of course, an essential step as, without accreditation, the participants cannot take part in the sports event.

The CIC control guarantees the age, nationality and the student status of the athlete. These three (3) conditions are of prime importance because they confirm that the participants can be accepted to take part in FISU Events, and can represent the country of which they have citizenship.

The documents that the Head of Delegation must provide on behalf of the athletes are:

- the student card or eligibility form;
- the passport.

The documents that the Head of Delegation must provide on behalf of the officials are:

- the passport.

The Organising Committee is advised to provide a room where the documents listed above can be prepared for each participant and to add the accreditation cards prepared by the OC and that must be signed by the CIC representative.

This room will be equipped with communication means (telephone, fax, Internet) in order to enable the participants to receive any documents that they may be missing. It should also be equipped with a photocopier and basic office stationary (clips, staples, pens, etc.).

The Organising Committee should also provide the possibility to take photos of the participants.

4. Accommodation, Catering and Non-sporting Equipment

4.1 Athletes' Rooms and Equipment

- Maximum two (2) persons per room – recommended;
- Number of square meters per person (minimum 7m² excluding bathroom);
- Size of beds (minimum 2.00 meters);
- Closets and wardrobes;
- Towels and linen provided – changed every two (2) days;
- Laundry facilities – free of charge for sports equipment;
- General cleaning – daily;
- Trash collection – daily;
- Washroom/shower/sink allocated for maximum three (3) athletes;
- Sink;
- Air conditioning/heating and ventilation as needed;
- Window shades or curtains;
- Emergency exits;
- Refrigerator – recommended.

4.2 Area Reserved for Medical Staff

- Private consultation/treatment room available;
- Desk + chairs;
- Massage table, pillow, blanket
- Examination chair;
- Refrigerator (with ice storage possibility);
- Shelf for medication
- Lockable cabinet for medication – recommended;
- Clothes hangers;
- Cleaning equipment – daily;
- Trash bins – daily collection;
- Sharps disposal – recommended;
- Stock of ice available.

4.3 Food and Catering Services

- Adequate hours of service according to the training/competition schedule;
- Food quality;
- Food quantity – adequate calories according to sport;
- Food diversity – preferably menu changing daily;
- Fluid quality;
- Fluid quantity – unlimited;
- Fluid diversity;
- Lunch boxes available when necessary (see guidelines for quality, quantity and diversity as mentioned above);
- Hygiene of kitchens/restaurant/lunch boxes in keeping international standards.

The menu and the distribution method of the meals must be submitted to the Medical Committee (CM) representative for approval.

For the composition of meals, the Organising Committee must take into consideration a choice that will enable the athletes, whatever their cultural or religious backgrounds, to absorb the amount of calories necessary for high-level sport.

The competition programme should be taken into consideration when determining the duration and location of the meals in order to allow the athletes sufficient time for digestion and warming up. Opening and closing hours of the restaurant must be in accordance with the specific sport programme, allowing for sufficient pre- and post-competition time.



5. First Aid, Medical Care and Anti-doping Matters

5.1 First Aid and Medical Care

In terms of medical requirements, are expected:

- Adequate number of first-aid stations;
- Adequate medication / equipment available for specific sport illnesses and injuries;
- Accessible location with appropriate signage and hours of operation;
- On-call medical services available on a 24-hour basis;
- Accessible pharmacy in close proximity to Athlete's accommodations;
- Dental services and physiotherapy accessibility;
- Emergency telephone number available;
- Emergency exits with clear signage;
- Fire alarms;
- Fire hoses and extinguishers;
- Evacuation plans;
- Information regarding the location of designated hospitals for emergency care;
- Ambulances available.

Who is eligible for medical care?

All accredited persons including athletes, officials, official representatives of teams, invited guests (accreditation G), members of the FISU Family (accreditation A & B) and official media members.

Responsibilities of the Organising Committee:

Medical care: free and immediate emergency care;

Initial response care: adequate evaluation and treatment for all illnesses and injuries related directly or indirectly to the games.

Application period:

Medical care and first aid can be given to any eligible person from time of entry into the country until the end of their official involvement in the championship.

Insurance provided by the LOC

The insurance shall cover:

- As per article I. 1.2 of this handbook, the Organising Committee shall provide the general liability insurance. Nevertheless, according to the FISU Regulations Art. 5.8.3 the participating countries must have the appropriate insurance to cover travel and participation, as they are not the responsibility of the Organising Committee nor FISU. The Organising Committee, on its side is in charge of providing free adequate first aid for all accredited persons during the Championship (art.5.9 of the FISU Regulations).

5.2 Competition and Training Area

5.2.1 First Aid and Medical Care

The following conditions must be gathered:

- Adequate number of first-aid stations and workers with knowledge of a specific sport;
- Medical services available during competition and training times;
- Accessible location with appropriate signage;
- Adequate medication / equipment available for specific sport illnesses and injuries;
- Adequate hours of operation;
- Easy access to team doctors (intervention towards athletes from the delegation);
- Each venue site shall have a designated hospital for emergency care;
- Ambulance or appropriate resuscitation services available;
- Specialized rescue equipment shall be needed for some sports according to the regulations of the international sports federations (FSI) and athletes' safety;
- Water: Unlimited supply of bottled water available during practice and competition;
- Ice: Adequate supply of ice available for the treatment of injuries during practice and competition;
- Change rooms: Adequate hot water showers / toilets / change rooms available during practice and competition.

Location of and access to all medical services shall be well-documented in the athletes' handbook.

5.2.2 Anti-doping Control

- A director for anti-doping shall be appointed at least three (3) months in advance of the competition and make contact with the OC medical representative;
- All doping tests should be performed according to FISU Regulations and WADA rules using FISU forms or direct entry into ADAMS²;
- Testing may take place on any day from the time the athlete arrives in the country until the time the competition has finished;
- All sample analyses must be performed at a WADA-accredited laboratory;
- All the costs of the doping tests (including collection, transportation, laboratory analyses) shall be borne by the Local Organising Committee;
- Results shall be available within a reasonable time frame of the sample arriving at the laboratory;
- The minimum number of tests to be taken in Handball is 12;
- All gold-medal winners shall be tested.

Records

- FISU records breakers will be tested at the expenses of the LOC;
- National records can be tested at the request and expenses of the NUSF.

The selection process of athletes for testing shall be determined by FISU CM in collaboration with the appropriate authorities.

Out-of-competition and blood tests may be performed at Championships.

Athletes are eligible for testing once accredited until the athletes depart the official event accommodation.

Request regarding the Doping-control station (DCS)

- Located in the competition venue or as close as possible;
- Shall consist of at least three (3) separate rooms;
 - Waiting room. Suitable size with enough seats to accommodate an athlete, one accompanying person, any necessary interpreters and the DCO staff. Supply of sealed drinks including water and other suitable beverages;
 - Toilet area including separate toilets for men and women with enough space and mirrors for the

²ADAMS : Anti-Doping Administration and Management System

accurate determination of the urine origin. Washbasins;

- The sample handling room shall ensure privacy for sample handling and discussion.
- Testing room should ensure complete privacy for sample handling and discussion with each athlete
- Sample kits shall be WADA-approved;
- Security: The DCS shall be secure and access shall be strictly denied to public and media; the staff should get specific accreditation;
- Refrigerated bottle storage / specimen storage;
- Computer with internet access and printer;
- If blood tests are required, please refer to the WADA international standards for blood sample collection.

Staff members:

- Should be suitably trained and experienced in anti-doping procedures;
- The DCO must have knowledge and experience with use of ADAMS;
- There should be no conflict of interest, e.g. dual responsibility for the doping control station and competing athletes;
- Chaperones should be available in sufficient numbers so that athletes can be seen at all times after notification. They should be of the same gender as the athlete, have knowledge of correct procedures, and their accreditation should give them access to all areas to which the athletes have access.

Transportation

After doping control, transportation of athletes, doping control staff and the FISU medical delegate must be provided.

5.3 Therapeutic Use Exemption (TUE)

A TUE is the form detailing athletes' medication.

TUEs (original or copy) should be provided for doping control:

- At the doping control test;
- Within 24 hours after the doping control test;
- During championships, to the FISU medical delegate.

6. Transport

The Organising Committee must provide, at its own cost, a transportation network for all the participants - athletes, officials, ITOs, volunteers, members of the Organising Committee, members of the committees and of the FISU staff, as well as for the duly accredited press representatives.

During the first General Technical meeting, the OC will have to explain the transportation plan provided to the participants.

Usually, it puts in place a shuttle system between the accommodation site, the dining area and the competition site.

As regards the members of the commissions and the FISU staff, a more flexible system, enabling them to accomplish their missions, should be set up. This system should also take into account the accompanying persons (attachés, interpreters, volunteers and other members of the OC). More often than not, the systems chosen are either the allocation of a car to each of the members, or making available a fleet of cars that will be shared between all the members.

Special transportation should be envisaged for the Opening and Closing ceremonies as well as for the cultural events and other official dinners.

The timetable of the transport will be posted daily the day before, in the evening at the latest in the accommodation, competition and dining areas.

7. Media

During the event, the media focus should shift to meet the expectations created through the initial promotion steps. Attention should be drawn to the event coverage – news, results, participants & delegation information, interviews, etc.



7.1 Organising Committee's Duties

- Implement the actions presented in the WUC Media plan submitted to FISU;
- The FISU Media Department must receive on a daily basis an update of the event summarizing that day (in English), including results of the day and action photos;
- The Opening and Closing Ceremonies should be covered extensively;
- The OC press officer shall provide press articles published about the WUC to the FISU Media Department;
- The OC shall organise the media coverage (TV broadcasting and/or live streaming and/or written press) for the sport Events and Ceremonies;
- Undertake an event evaluation survey/questionnaire (Media coverage should be an item).

7.1.1 TV Coverage & Live Streaming

The NUSF may grant a broadcaster the right to broadcast the Championship on a live and/or delayed basis inside the Host Country via over-the-air and cable television only and to retain all revenues received from any such grant. This right may be exclusive, subject to applicable laws, customary overspill and FISU's rights under Section 5.2. of the attribution contract.

If the NUSF wishes to grant a broadcaster the right to broadcast the Championship inside the Host Country, then it shall appoint a Host Broadcaster who is required (at its expense) to create a television signal(s) (video and audio) (and to make the recordings necessary to do so) and, upon FISU's request, to provide the signal(s) to FISU and/or any broadcaster appointed by FISU, in each case, using such standards and complying with such quality and technical specifications and requirements as shall be prescribed by FISU.

Such signal shall be "clean" in that it shall contain no commercial, political or other inserts (e.g., logos, messages, on-screen credits or product placement) unless required in accordance with the terms of this Contract or expressly authorised by FISU in writing. The NUSF shall ensure that any such Host Broadcaster includes a FISU logo watermark designed by FISU that is visible at all times as well as such other on-screen credits and graphics as may be required by FISU in the signals in accordance with FISU's instructions and guidelines.

The Host Broadcaster should then guarantee HD quality TV production including, but not limited to the semi-finals and finals .

FISU requires the LOC to increase worldwide awareness of the World University Championship by securing live streaming from the Event(s) on a dedicated LOC website. FISU will use LOC live streaming on FISU digital platforms for further distribution and use all recourses to promote the Event and actual LOC live streaming platform(s).



7.1.2 Daily Bulletin & Articles

During the Championship, the Organising Committee will have to publish a daily news bulletin containing general information including results, interviews with participants, information on the cultural events, etc. This bulletin should be published in sufficient number so that each participant receives at least one copy. A copy of the bulletin should be sent by e-mail to FISU every day, as well as being posted on the event website.

7.1.3 Photography

During the event, the Organising Committee should produce photos made by professional photographer(s), following below-listed guidelines:

Sports Event(s):

- Portraits before and after the competition;
- Action Pictures;
- Action Pictures with medalists;
- Podiums and Medalists;
- Atmosphere during the awarding ceremonies.

Opening and Closing Ceremonies:

- March Pass;
- Speeches;
- Athletes and Judges Oath;
- Arrival of the FISU flag;
- Raising of the FISU flag;
- Cultural Programme;
- Closing: passing of the flag between current OC and next organisers.

General Organisation and Topics

- Life at the Hotel/Village/campus;
- Portraits of athletes and officials;
- Portraits of Volunteers and Organising Committee staff;
- WUC Advertising material in the city, at the venues (inside and outside), on the busses and official cars;
- Venues with staff;
- Judges and referees, technical staff working.



7.2 **FISU Duties**

The FISU Staff member attending the WUC shall act as a liaison between the OC and the FISU Media Department in order to establish and maintain the link between both press officers. (Liaison shall already be in place);

Supervise and ensure full compliance with the OC duties in this specific period as it is the key moment of the event.

8. Protocol

8.1 **General Remarks**

Protocol is one of the elements in University Sports events that gives special solemn moments to the event and provides the participants and spectators with unforgettable memories. Final details will be agreed with the FISU Secretary General and/ or with the delegate of the FISU Executive Committee, CISCA Chair.

Among others, there are three (3) very important moments, when protocol is fundamental: the Opening, Closing and the Medal Awarding Ceremonies. (Section E, Art. 6, FISU Regulations).

We remind you that when the FISU anthem "Gaudeamus Igitur" is played the audience should stand up.

A specific Protocol guideline is delivered to the OC by the WUC Department.

8.1.1 **Country Denominations**

For the smooth running of the championship, the Organising Committee should use the countries denomination and abbreviations provided by FISU only (See protocol guidelines).

The order in which the FISU Member Associations and Non-Member Associations need to be presented at the occasion of the official ceremonies should be according to the FISU Protocol order. In case of doubt, the final decision is made by the CISCA Chair.

FISU authorises the Organising Committees to use the national language of the country to establish the list of participating countries to the event. In this case, the list will be established and submitted to the FISU WUC Department in the alphabetical order of the country's language.

Regarding the official denomination of the participating countries, these can be found in the FISU Protocol guidelines.

8.1.2 **Country Flags**

The Organising Committee is responsible for providing country flags. These can be found in the FISU Protocol guidelines. Specific agreement exists for some countries where a particular flag is to be used. In these cases, the country may provide the Organising Committee with the specific flag. The FISU WUC Department will provide the OC with the appropriate information.

We also remind you of the necessity of having many sets of flags available, particularly for the medal awarding ceremonies where countries have the possibility of entering more than one competitor per country.

At the competition sites, the FISU flag and the OC flag will be hoisted outside the main entrance.

Inside the venues two groups of flags must be hung:

- The protocol flags;
- The flags of participating countries.

Usually five (5) flags are hung in the most formal and central position of the arena. The flags are by protocol order:

- The FISU flag;
- The flag of the Organising Committee;
- The flag of the host country;
- The flag of the National University Sport Federation;
- The flag of the International Sport Federation of a specific sport.

All the flags of the countries taking part in a specific sport must be hung in all venues where the official competition takes place. The flags will appear in the FISU protocol order and the host country's own flag will be hung last.



8.1.3 Medals and Diplomas

On the front of the medal, there is normally an artistic engraving with the event logo.

The FISU logo and the title appear on the back of the medal.

The average dimensions of the medals are 60 mm diameter with a thickness of 5 mm.

The Organising Committee will make a proposal to the FISU WUC Department which will transmit it to the members of the Executive Committee for approval.

The number of medals to be produced must be approved by the FISU WUC Department. In addition to the medals to be awarded, it should be kept in mind that one whole set must be sent to the FISU WUC Department after the Championship.

These medals will be awarded to the first three in the individual sports disciplines and to the first three team of each relay or team competition in the following manner:

- Third: medals in bronze;
- Second: medals in silver or silver-plated;
- First: medals in gold or gold-plated.

In the case of a reduced number of entries in the individual sports, the medals will be awarded by event as follows:

- a) one medal in gold if there are three (3) athletes or teams;
- b) one medal in gold and one in silver will be awarded if there are five (5) athletes or teams;
- c) one medal in gold, one in silver and one in bronze will be awarded if there are more than six (6) athletes or teams.

In the specific sports, in accordance with the rules of the International Sport Federation (ISF), two (2) bronze medals will be awarded.

The first eight (8) competitors or teams will receive a diploma of honour.

Irrespective of the above section, no medals will be offered to the members of a delegation that have not participated in a match or a discipline when it was expected that it would.

A limited number of medals will be awarded if the number of teams or competitors who take part is lower than the minimum required for the championship or discipline.

The particular rules of the procedure will be conform with the rules of the relevant International Sport Federation (ISF).

We draw your attention to the fact that the coaches are not awarded medals in individual sports.

Each participant will receive a participation diploma or medallion.



8.2 Opening Ceremony

The Opening Ceremony will be staged observing the following protocol:

1. Welcoming to the Opening Ceremony;
2. March pass of participating countries;
3. Playing of the National Anthem and hoisting of the flag of the host country;
4. Welcome speech of the OC representative;
5. Speech of the FISU representative;
6. Highest authority declares the WUC open;
7. Arrival of the FISU flag, hoisting of the Flag and playing of the FISU anthem;
8. Oath of athletes and judges³;
9. Cultural programme.

8.3 Medal Awarding Ceremony

8.3.1 The Awarding Site

The FISU emblem must be placed on the podium and the FISU branding on the panel behind the podium. No publicity will appear on the podium or on the panel.

A delimited area in front of the podium must be reserved for the press, which must not interfere in the procedure of the ceremony and/or step inside the awarding area.

The area of the presentation ceremony must be kept clear so photographers may take portraits of athletes.

It is suggested that the awarding area is surrounded by a fence and nicely decorated with flowers or plants.

The flag poles must have different heights so as to mirror the second, first and third place of the podium.

8.3.2 Athletes, Authorities and Accompanying Persons

It is recommended to ensure that athletes and officials are well informed of the following:

The top three winners in each event must attend the Medal Awarding Ceremony.

In case one or two winners are unable to attend, the medals and bouquets are delivered to an official of the relevant delegation. The official must not mount the podium but walk in front of it and take the medal and bouquets in his/her hands.

In case all the winners cannot be present, the ceremony is postponed. Any decision will be agreed between FISU and the OC. The athletes are not allowed to take any national flag or any other national, cultural or religious symbol on the podium.

Winners are expected to attend the ceremony in the uniforms they wore at the Opening Ceremony. However, they are allowed to attend the official ceremony wearing sports uniforms when the ceremony takes place immediately after the competition.

Athletes are expected to take off caps when receiving the medal and keep it in hand throughout the ceremony (i.e. playing of the FISU Anthem and raising of the flags).

Athletes, authorities and accompanying persons are required to face the flags while they are being raised and the FISU anthem is being played.

Medalists have to remain at the disposal of the press after the Medal Awarding Ceremony.

An official photograph must be taken before the medal winners depart from the zone of the ceremony.

Diplomas of participation and of honour are not distributed to the winners at the Medal Awarding Ceremony. They are handed to the Head of Delegation or an appointed representative of each delegation in the Athlete's accommodations at a later time.

The FISU President will determine the rules for the protocol that are not clearly pointed out by the Regulations. His/her representative may adapt the guidelines rules depending on specific situations.

³FISU oaths in appendix

8.3.3 Additional Recommendations and Duties

The OC must communicate in advance the name of the authorities invited to present the bouquets. It is recommended that the authorities be invited in writing. The invitation should enclose information such as the time and place of the ceremony and the contact details of the person in charge, in case of need.

The OC should invite the authorities to leave the VIP tribune 10 minutes before the ceremony.

The OC is advised to check the names, titles and functions of the authorities and confirm this information to the speaker.

The OC must properly inform athletes and Heads of Delegation of the location and time of the medal ceremonies.

The OC must gather medallists and check their names, position in the official results and nationality.

8.3.4 Ceremony Procedure

1. Speaker's first announcement (Those concerned are requested to take their positions.) "Ladies and gentlemen, the Victory Ceremony will start shortly"
2. Fanfare
3. Marching music - Entrance music
4. Entrance of the accompanying persons, authorities and athletes

Example of entrance order when the entrance is in front of the Podium:

- a) The accompanying persons for the athletes;
 - b) The bronze medalist;
 - c) The gold medalist;
 - d) The silver medalist;
 - e) The accompanying persons for the authorities;
 - f) The authorities for the medals and flowers;
 - g) The accompanying persons bearing the medals and the bouquets.
5. Position of the persons in the awarding area
 - The accompanying persons bearing the medals and the bouquets stand on the right of the podium;
 - The athletes with the accompanying persons march behind the podium;
 - The authorities with the accompanying persons stand on the left of the podium;
 - The entrance order is to be decided between FISU and the Organising Committee.

Indeed, the most important thing is the coherence of the order, taking the place of the podium and the location of the entrance into consideration.

6. Speaker's announcement for the introduction (at the end of the entrance music)

"We are now going to begin the awarding of the medals

The medals will be awarded by (name, title)

The bouquets will be presented by (name, title)"

7. Speaker's announcement for the awarding of the medals and the presentation of flowers

"Third place and bronze medalist (name) (country)"

The athlete goes up on the podium and mounts it from behind

"Second place and silver medalist (name) (country)"

The athlete goes up on the podium and mounts it from behind

"First place, gold medalist and World University Champion (name) (country)"

The athlete goes up on the podium and mounts it from behind

On each occasion the hostess bearing the medal/s and bouquet/s approaches the authorities.

8. Speaker's announcement for the beginning of the FISU anthem



“Ladies and gentlemen, and now please rise for the FISU Anthem”

9. FISU Anthem – Gaudeamus Igitur – and hoisting of the flags
10. Exit of the accompanying persons, authorities and athletes

At the end of the performance of the FISU Anthem, the exit order is the following:

The accompanying persons with the authorities;

The accompanying persons with the athletes;

The accompanying persons who bare the medals and bouquets.

11. Speaker’s closing announcement.

Summary of the Speaker Announcements

“Ladies and gentlemen, the Victory Ceremony will start shortly”

“The medals will be awarded by (name, title)”

“The bouquets will be presented by (name, title)”

“Third place and bronze medalist (name, country)”

“Second place and silver medalist (name, country)”

“First place and gold medalist (name, country)”

“Ladies and gentlemen, (please rise for) the FISU Anthem”

“Ladies and gentlemen, this concludes the Victory Ceremony for (discipline / event)”

8.4 Closing Ceremony

The Closing Ceremony will respect the following protocol:

1. Playing of National Anthem of the host country;
2. March pass with the flags of participating countries;
3. Closing Speech of the OC representative;
4. Closing Announcement of the FISU representative;
5. FISU Anthem, lowering down of the FISU flag and passing over of the FISU flag to next host;
6. Presentation of the next WUC.

9. Social and Cultural Programme

The social and cultural programme may be proposed to the FISU WUC Department one (1) year before the event.

It will contain all the activities scheduled during the event proposed to the competitors, accredited officials, ITO’s, VIP’s and Organising Committees members per day:

- The day off;
- The visits;
- The place of gathering;
- The education activities, and
- The introductions.

10. Volunteer Programme

The volunteer programme must be launched eight (8) months before the event. Ideally volunteers have to be students and if possible with language skills suitable for the attending delegations.

The volunteer programme will contain:

- The general timeline;
- The number of volunteers;
- The turnover of the volunteers;
- The registration forms with the deadlines and the criteria: closing of the application four (4) months before the event;
- Their responsibilities and tasks;
- The charges of the OC (transportation, catering, accommodation, equipment...);
- The means of the communication to inform them;
- The meetings and the reminders (every month) scheduled;
- The name of the external organisation if the OC applies one;
- The nonmonetary rewards scheduled.

11. Archives for FISU

Throughout the organisation of the Championship, the Organising Committee shall provide FISU with at least three (3) copies of each issued item, for its archives. Additional copies will be welcome for the promotion of the Championship. At the end of the Championship, a shipment shall be sent to the FISU office with a set of all the items issued during the Championship, especially the results and the photos. These items are crucial to enable the FISU office to issue press releases and publish about the WUC in the FISU magazine, as well as maintain its website up-to-date.



III. POST EVENT

1. Documents

The Organising Committee must provide the FISU WUC Department with the following documents to the FISU staff member present directly after the closing of the FISU World University Championship:

- A final report within one (1) month after the Closing ceremony;
- Two complete sets of the official results signed by the FISU Technical Delegates;
- The statistics, as well as the list of participants signed by the CIC delegate;
- The complete results and the list of participants in digital format;
- The report of the anti-doping controls, signed by the CM delegate;
- As many as possible of the photos that are already available;
- The video of the event when they are available (1 set);
- Press clippings that are already available (1 set);
- A set of medals (gold, silver, bronze);
- The programme booklet (5 copies);
- Various publications, posters, entry forms, regulations, invitations, diplomas (5 copies if they have not already been sent to FISU);
- Promotional material (5 copies);
- Licensed products (3 samples).

2. Final Report

The Organising Committee shall send its final report to the FISU WUC Department within two (2) months after the Closing Ceremony.

This report shall cover the main organisational areas such as:

General Organisation

- Committee;
- Accreditation;
- Insurance;
- Accommodation;
- Catering;
- Transportation;
- Security;
- Medical assistance and hygiene;
- Information and media;
- Promotion and image;
- Website;
- Volunteers;
- Finances (include final budget).

Technical Organisation

- Entries;
- Teams/participants;
- Official programme;
- Daily programme;
- Involvement of NSF/ISF;
- Doping controls;
- Protocol;
- Ceremonies;
- Medals;
- Results.



Conclusion

- Recommendations.

3. Official Results

The official results must be printed every day by the Organising Committee and sent by e-mail to FISU, as well as being posted on the event website. The results should be made available to the participants every evening.

A complete set of official results must be delivered to the FISU representatives prior to their departure. These results must be signed by the FISU TDs if in paper format or have the official approval of the FISU TDs if in digital format.

The collection of the results of the Championship must be produced in digital format, i.e. in PDF format.

4. Official Film, Video Recordings & Photographs

Please refer to FISU Regulations SEC.B – 4.8, SEC.B – 8.4, SEC.E – 4.8 regarding materials to be provided to FISU as well as radio, television and other broadcasting rights.

The Organising Committee must produce an official film about the World University Championship. A master copy must be sent to the FISU WUC Department no later than two (2) months after the World University Championship.

The Organising Committee or the Host Broadcaster/Live streaming provider must deliver to FISU all TV footage produced live by the Host Broadcaster/Live streaming provider, including Daily highlights and news. Recordings should be delivered on hard disc(s) in HD quality (minimum Apple Prores 422 (HQ) format) with 2 audio channels:

- audio 1: International sound
- audio 2: English commentary (if any)

Recordings must be provided to the FISU WUC Department/Media Department before departure from the World University Championship.

The Organising Committee must provide the FISU Media Department with all colour photographs taken during the World University Championship as listed in article 8.1.3. Requested material must be provided to FISU on a daily basis for use on the FISU website and other available FISU media platforms (social media tools), as well as, upon request, on other international media platforms. At the end of the event, all photographs should be delivered to the FISU WUC Department on a hard disc(s) in the highest quality.







C. SPORTS INFORMATION

1. Tentative Schedule (Duration)

ARRIVALS	ARRIVALS	ARRIVALS & OPENING	COMPETITION DAYS 1 TO 3	REST DAY DAY 4	COMPETITION DAYS 5 AND 6	COMPETITION DAY 7, FINAL & CLOSING CEREMONY	DEPARTURES
Date	Date	Date	Dates	Date	Dates	Date	Date

2. Services

The Organising Committee shall inform the participating countries through the bulletins and its website about the possibilities and potential services and their possible costs.

Wifi shall be available for all delegations for free, while it is strongly advised to provide a laundry service – costs to be given as early as possible to ease the building of the delegations' budget.

3. Sport Regulations (Technical Regulations)

3.1 General Terms

The Handball tournament shall be organised in accordance with the most recent technical regulations of the International Handball Federation (IHF). In any dispute the English text shall be regarded as authoritative.

The programme and duration of competitions are fixed by the Executive Committee in agreement with the Organising Committee and the CTI. The competitions shall last seven (7) days and include:

- one (1) men's tournament;
- one (1) women's tournament;

Each country is authorised to enter a maximum of twenty two (22) persons per tournament: a maximum of sixteen (16) competitors and a maximum of six (6) officials.

At the first General Technical Meeting, the Head of Delegation or his/her representative shall confirm and sign the official list of competitors accredited by the CIC.

3.2 Pre-competition Procedure

The countries participating in the Handball tournament shall pay a deposit of EUR 5,000 per team to guarantee registration (Art. 5.4.4).

This deposit shall be paid to FISU at the latest five (5) months prior to the start of the Championship; failing this, the entries shall not be taken into consideration.

Seeding Procedure

The seeding procedure shall consider several factors (in no given order)

- FISU ranking of the two previous WUCs
- Continental distribution
- IHF ranking

Seeding of the Host Country

- If the host country appears in the FISU ranking as one of first four top teams, it shall be seeded in position 1 in Group A.
- If the host country appears in the FISU ranking after the fourth place, it shall be seeded in position 2 in Group A.

The place and time of the seeding and drawing procedure shall be decided in agreement between the OC and FISU.

The draw shall be done manually.

3.3 Technical Officials

Nomination and Costs

Referees shall be appointed jointly by IHF and the FISU Technical Delegates. The participating delegations shall bear their costs of travel, board and lodging in proportion to the number of teams registered (from two (2) days before the opening ceremony to one (1) day after the closing ceremony).

Other costs are referenced in the FISU – IHF partnership agreement.

The Organising Committee shall announce the exact sum shortly after the closing date for nominative entries (one (1) month before the beginning of the World University Championship).

Number of Technical Officials Needed

A ratio of one pair of ITOs for two teams should be respected.

In terms of NTOs, there should be for each playing hall:

- 1 floor manager
- 1 score keeper
- 1 time keeper
- 1 delegate
- 1 announcer

4. Equipment

The below mentioned equipment must be in each of the competition sport halls.

- 2 Handball goals (with net) firmly attached to the floor
- Behind the goals should be vertical barrage net with a minimum length of 9 meter and height of 5 meter
- 3 balls with IHF approbation, size 3 for men, size 2 for women
- Electronic scoreboard for the time (counting from 00.00 to 30.00 minutes for each half) and the number of goals. If possible also to remaining penalty time to be served by two or three players on each team (counting down from 2.00 to 0.00 minutes)
- Table and chairs for 3 table officials
- 1 reserve clock
- 1 stop watch
- 3 x 2 green team time out cards
- 1 yellow and 1 red card
- 2 whistles
- Papers to indicate the time for 2 minutes suspensions
- 2 benches for 16 persons each or 2x16 chairs

5. Venues

TYPE OF VENUE	NUMBER OF PLAYING GROUND*	CHANGING ROOM COMPETITORS	CHANGING ROOM ITO	SPECTATOR SEATING	PRESS AND MEDIA SEATING
Competition Venue	4	4/Halls	2/Halls	2,000**	50**
Training Venues	2	2/Halls	-	-	-

*The competition halls can also be used for the training sessions. In that case four halls in total are enough.

**This apply only to the final competition hall.

The Organising Committee must provide, for exclusive use, suitable sports halls to accommodate the Handball tournaments as approved by the Handball TDs. The IHF regulations must be followed.

The following is required for each Competition Venue:

- The playing area (40x20) should be surrounded by a safety zone of at least 1m along the side lines and 2m behind the outer goal lines
- A 3m wide free passageway around the free zone
- The minimum temperature must not be lower than 16 °C (61°F) and maximum not higher than 25°C (77°F)
- Air condition if outside temperature is more than 33 °C (otherwise standard ventilation)
- Light intensity must be between 1,000 – 1,500 lux measured 1m from the floor
- FISU- and IHF-approved synthetic floor covering with only handball lines
- Electrical scoreboards according to FISU requirements and IHF requirements

The following is required for each Training Facility:

- The playing area (40x20) should be surrounded by a safety zone of at least 1m along the side lines and 2m behind the outer goal lines
- Each training court must be at a team's exclusive disposal for the duration of each training session
- Light intensity must be between 1,000 – 1,500 lux measured 1m from the floor
- The minimum temperature must not be lower than 16 °C (61°F) and maximum not higher than 25°C (77°F)
- Air condition if outside temperature is more than 33 °C (otherwise standard ventilation)
- The floor of the playing area should be the same as the floor of the competition venue

6. Training Session

The training sessions schedule should be drawn up by the FISU Technical Delegates together with the Organising Committee Technical Delegate and provided to the participating teams as early as possible to make the planning as smooth as possible.

7. Competition Programme

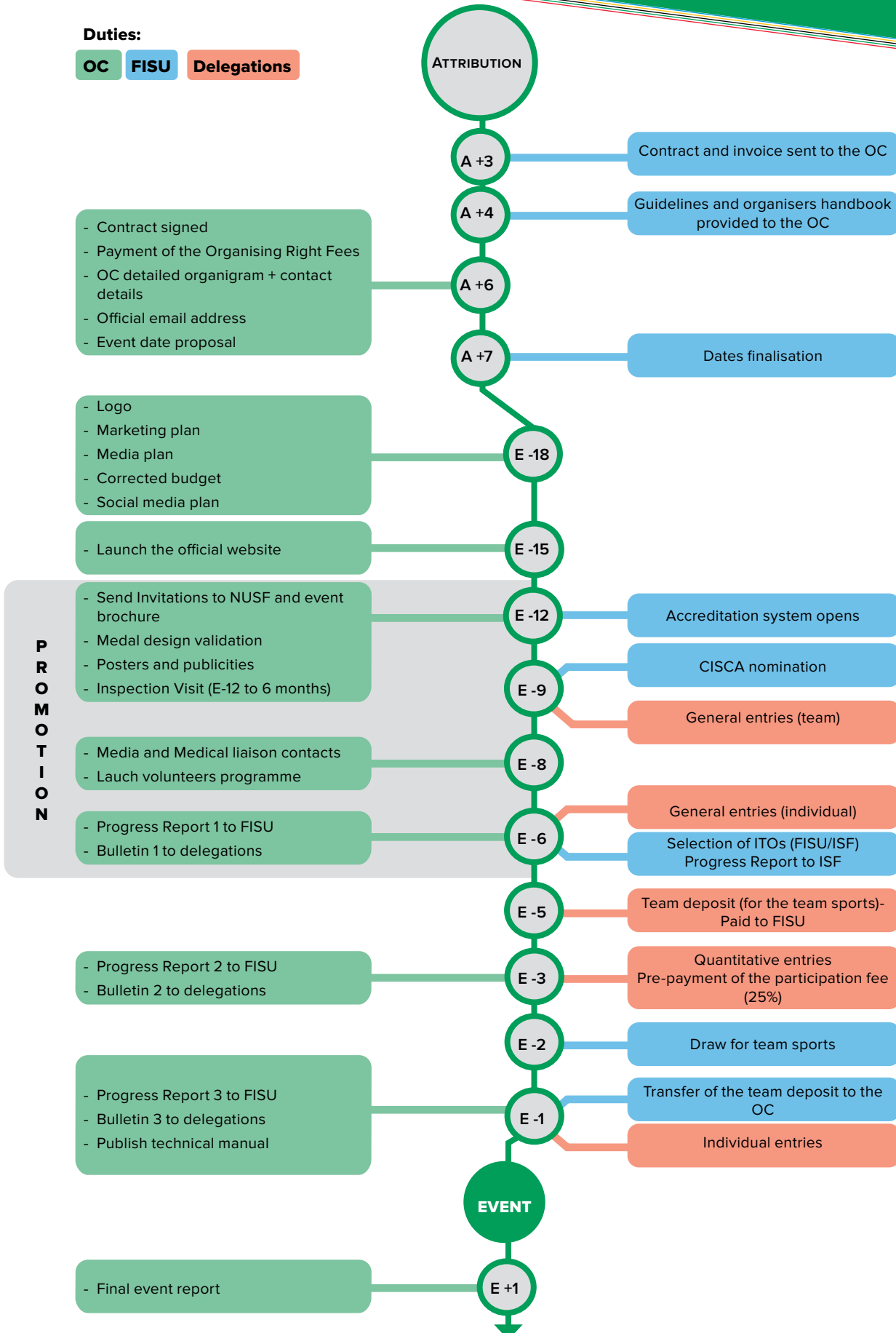
The competition programme shall be approved by the FISU Technical Delegates during the inspection visit and published on the website as soon as approved.



D. ROAD MAP

Duties:

OC **FISU** **Delegations**



APPENDIX

1. CTI-CMU & WUC Department Structure



Mr Leonz Eder (SUI)
FISU CTI-CMU Chair



Mr Luciano Cabral (BRA)
FISU CTI-CMU Vice-Chair



Mr Aitor Canibe Sanchez (ESP)
FISU CTI-CMU Vice-Chair



Mr Paulo Ferreira (POR)
FISU WUC Director



Mr Julien Buhajezuk (FRA)
FISU WUC Executive Assistant



Mr Julien Carrel (SUI)
FISU WUC Assistant



Ms Pauline Hamonic (FRA)
FISU WUC Assistant

2. FISU Oaths

During the Opening Ceremony, a representative of the athletes and another representative of the judges and referees must deliver the FISU oaths. These people should preferably be local (host country) and whenever possible with both gender represented.

The oaths must be delivered in English and/or any official FISU languages and can, additionally, be followed by a delivery in the local language.

Oath of the Student Athletes

Oath of the Student Athletes

On behalf of all the student athletes, I promise that we shall take part in the Championship, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, fair-play, for the glory of our country, for the honor of our teams and for the achievement of International University Sports Movement.

Oath of Judges and Referees

Oath of Judges and Referees

In the name of all the judges and officials, I promise that we shall officiate in this Championship with complete impartiality, respecting and abiding by the rules which govern it, in the true spirit of sportsmanship.



**“TODAY'S
STARS 
TOMORROW'S
LEADERS”**



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