



F.I.B.

FÉDÉRATION INTERNATIONALE
DE BOULES

Specifications

International Competitions

*(World Championships, Continental Championships,
World Cups, International Tournaments, ...)*

SENIOR MEN, SENIOR WOMEN UNDER 18-23

Table of Contents

1.Candidacy.....	3
1.1 Application request.....	3
1.2 Submission of the application.....	3
1.3 FIB Delegates	3
1.4 Written Undertaking.....	3
2.Application form.....	3
2.1 Presentation of the dossier.....	3
3. Administrative and logistical obligations.....	4
3.1 Obligations of the Organizing Committee	4
3.2 Invitation and support of FIB officials.....	4
3.2.1 Officials' Circulars	4
3.3 Transport - Accommodation	5
3.3.1 Transport.....	5
3.3.2 Accommodation	5
3.4 Accreditations.....	6
4. Infrastructure & Premises	6
4.1 General Provisions.....	6
4.2 The bowling alley	6
4.3 Administrative offices	7
5. Hardware.....	7
5.1 Materials Needed	7
6. Ceremonial Ceremonies	8
7. Medical Service	8
7.1 Medical Emergencies & Trauma & Massage.....	8
7.2 Anti-doping control	9
8. Divers	9
8.1 Sound system and internal communication	9
8.2 Advertising - Promotion - Partnership - Communication Print, radio and television, Internet	10
8.3 Home – Information – Public Relations.....	11
8.4 Catering	11
ANNEX 1	12
ANNEX 2.....	13
ANNEX 3.....	16

1. Application

1.1 Application

The application for the organisation of an international competition must be made under the conditions set out in Article 9.1 of the FIB Statutes.

To be eligible, an application must include a proposal of the places and dates of the competition, the financial conditions and will be made official as soon as the payment of the tax corresponding to the type of competition has been made to the F.I.B. (decision validated at the Martigues Congress on September 16, 2021).

All applications will be examined by the FIB Permanent Bureau and forwarded to the Board of Directors.

In the event of non-validation by the Congress, the FIB will refund, within a maximum period of thirty days, the fee paid for the candidacy deposit.

1.2 Submission of the application

The application must be submitted no later than 6 months before the date of the competition, unless withdraw.

1.3 FIB Delegates

Prior to the vote of the Congress, the candidate city will receive, at its own expense, the representatives of the FIB for the on-site examination of the file and the facilities.

1.4 Written Undertaking

The Organising Committee, under cover of its National Federation, must undertake to respect the FIB's specifications and its financial obligations.

The National Federation will have to approach the competent Ministry to facilitate the granting of visas to all participants.

2. Application file

2.1 Presentation of the file

The application must be written in one of the official languages of the FIB: French, Italian or English.

Its purpose is to present the event and the conditions for its realization.

❖ Contents of the file

- Naming of the competition
- Competition Dates
- Competition site map and description of the premises
- Presentation and characteristics of the city
- Organizational chart of the Organizing Committee
- Description of the types of accommodation and food services
- Security
- News & Media
- Provisional budget
- Protocols for possible invitations from local authorities.
- Possible cultural programme

The organizer must send the file, signed by the President of the Organizing Committee, to the FIB Secretariat.

3. Administrative and logistical obligations

3.1 Obligations of the Organizing Committee

❖ Composition of the Organizing Committee

Organizational chart of the Organizing Committee

❖ Implementation Timeline

Describe chronologically the different phases of preparation for the event.

❖ Competition schedule

The Organising Committee will have to contact the President of the Technical Commission to build the competition programme in relation to the category, the event, the duration of the competition and the configuration of the site.

3.2 Invitation and support of FIB officials

3.2.1 Officials' Circulars

❖ Invitation of Officials

As part of the organisation of international competitions (World and Continental Championships, World Cups, etc.), the organisers are obliged to invite, at their own expense, FIB officials:

- The President of the FIB or his representative,
- The members of the FIB Permanent Bureau,
- The General Commissioner of the Championships.
- The members of the technical management in charge of the management of the competition.
- Members of the communication team: (WEB TV and Event Communication)
- Members of the Protocol Committee.

The Organising Committee will have to contact the President of the Technical Commission who will

define, according to the competition, the number of his collaborators.

❖ Invitation of delegations

The International Bowls Federation will send the National Federations the forms allowing them to register for the competition sufficiently in advance.

Upon receipt of the commitment, the International Bowls Federation will send each National Federation the form for the composition of the delegation.

The responses of the National Federations will be copied to the Organising Committee.

Delegations will be taken over in accordance with the provisions laid down in the regulations and protocols, namely:

- Arrivals: Nations of the continent: The day before the start of the competition (1st round).
Other nations: Two days before the start of the competition (1st round).
- Departures: For all nations: The day after the end of the competition.

Subject to the agreement of the Organising Committee, those in charge of the competition will be able to anticipate their arrival. The other members of the Technical Commission will have to respect the same rules as the delegations.

3.3 Transportation - Accommodation

3.3.1 Transport

Shuttles will have to be provided between:

- Hotels and airport
- Hotels and competition venue.
- Hotels and meeting venues.

The precise times of the transfers will be distributed at the presentation of the accreditations and displayed in the hall of each accommodation and on the competition site.

The organization of the transfers will be done in consultation with the technical commission and the organization.

3.3.2 Accommodation

The head of the Organising Committee in charge of this task must ensure that all participants are adequately accommodated. The accommodation will correspond to that offered in a hotel equipped with rooms with sanitary facilities and showers corresponding to a minimum of 2 stars.

Players will be accommodated in double or triple rooms with single beds.

Officials will be accommodated in single rooms.

The accommodation conditions will be validated during the visit of the representative of the F.I.B.

The member of the Organising Committee responsible for accommodation will be responsible for ensuring that reservations for officials and delegations are made carefully and in a timely manner.

The payment of the living expenses for all the persons of the delegation must be made on the arrival of the delegation.

3.4 Accreditations

❖ Method of accreditation

All Officials will be permanently accredited.

All delegations, affiliated by the FIB following their commitment, will be accredited for the duration of the competition.

The press and media will be accredited by the Organising Committee.

Guests of the FIB will be accredited at the request of the President and in agreement with the Organising Committee.

❖ Establishment of accreditation cards

↳ A standard size and colour specific support must be given to each accredited person. It must include an indication of the places where access is possible.

↳ Accreditations must mention the surnames, first names and positions of each person.

↳ The FIB logo must be present.

❖ Distribution of accreditations

Accreditations will be issued to the Heads of Delegation upon presentation of the identity documents of each member of their delegation.

The accreditations of the officials will be given to one of the representatives of the F.I.B. or to the competition manager for those concerning the members of the Technical Commission.

4. Infrastructure and premises

4.1 General Provisions

The facilities will have to consider the accessibility of people with reduced mobility.

All facilities used must be clean and maintained for the duration of the competition.

The FIB flag and those of the participating nations will be displayed at the competition site.

4.2 Games

The floor of the games must strictly comply with the specifications set by the F.I.B. Asphalt soil is desirable.

It is also desirable to identify the goal's throwing validity area with a differently coloured sand.

Fields that are provided for lighting must be sufficiently and uniformly illuminated. In any case, the value of the floor lighting will be at least 140 lux and 1200 lux if it is broadcast on television.

The number of games must allow for the normal running of the competition. It will be defined by the President of the Technical Commission (4, 8, ...).

Their numbering will be implanted at each game head by a sign of at least 15 x 15 cm and must

be very visible (two similar numbers per court).

If the bowling alley is not equipped with an electronic board, display media for the indication of scores are mandatory. They will be installed inside the frame, at both ends of the games.

Signs indicating the teams present (nations) must be installed at the end of the games.

Dimensions of the digits: 20 centimetres with maximum contrast.

For the Combined event, plan to display the lead in progress.

Designation of the games for the final phases: the Technical Commission will transmit in advance, depending on the site and in agreement with those responsible for capturing the images, the games on which the finals will be played.

4.3 Grandstands

They must have at least 300 seats, with an official grandstand preferably located at the head of the games and in the centre of the frame. They must include an area that can accommodate people with reduced mobility as well as places to receive VIPs.

Each stand will have its own entrance, which must be provided in such a way as not to disturb the players and spectators.

4.4 Locker rooms

The organizer must provide the teams with several changing rooms, equipped with showers and toilets, adapted to the number of participating teams.

4.5 Competition Management Platform

The stage must be at least 0.50 m high and must be located close to the games to have a perfect view of the entire frame. It should be able to accommodate about 10 people (technical stewards and referees). It will be equipped with tables, chairs, 2 HF microphones, 1 printer and powered by electrical outlets and **high-speed Wi-Fi internet connection reserved for the FIB manager of the competition**. Access to it will be closed to the public.

4.6 Display

A general bulletin board (large enough), placed in a central location for the public, will include:

- Press releases and information for delegations.
- The result of the draw.
- The results of the events as the competition progresses.

4.7 Materials Needed

The necessary equipment will be defined with the Technical Commission according to the available facilities and the competition schedule.

5. Administrative Offices

5.1 Referees' and Technical Stewards' Room

A room with non-alcoholic beverages must be made available to the referees and technical commissioners.

Whenever possible, it will be equipped with a refrigerator.

5.2 Communication space

The following must be provided:

- An office for the F.I.B.
- A press room
- A room that can accommodate 15 to 20 people, equipped with chairs, tables and electrical outlets for possible meetings.

5.3 Convention Hall (if applicable)

A room that can accommodate about fifty people is to be provided for the Congress. It must be equipped with the following equipment:

- ✓ Individual seats
- ✓ A sound system
- ✓ A video projector and its screen

And equipped with a translation system in 4 languages (French, Italian, English, Spanish) with audio headsets

6. Ceremonial Ceremonies

The protocol ceremonies will be organized in partnership with the FIB Chief of Protocol and the organizer to be able to consider all constraints.

It is recommended to present the course of the various protocol ceremonies several weeks before the competition.

7. Medical Service

7.1 Medical Emergencies and Trauma and Massage

❖ Medical staff

A doctor (holder of the C.E.S. or the Capacity of Sports Medicine).

❖ Hardware

It is the responsibility of the medical staff to provide: in particular massage ointments, bandages, cryotherapy sachets, general medicine, emergency, and trauma medicines. Possession of a defibrillator is highly recommended.

❖ Location

The treatment room, where the medical equipment is stored, must be locked, and located close to the games. Signage and signs should allow for easy location. The room must be well ventilated and must include at least one water point with a sink (and its usual hygiene accessories: paper, soap, towel), an examination bed, a table and three chairs. Toilets must be present or, failing that, adjoining the premises. A stretcher will also be available.

7.2 Anti-Doping Control

❖ Medical staff

The National Federation of the country where the competition is taking place must appoint a "Federal Anti-Doping Control Delegate" responsible for assisting the sampling doctor in the following operations: designation of athletes to be tested, delivery of summonses, and accompaniment of athletes to the control room.

❖ Hardware

The collection room must be equipped with soap, a hand towel, and a garbage bag. The waiting room, on the other hand, will be stocked with non-alcoholic beverages, preferably mineral water, in mandatory airtight packaging (encapsulated bottles).

❖ Local

In preparation for a possible control, an anti-doping control post must be provided. It must include 3 separate adjoining spaces located within the sports facility itself:

The control room itself, independent of the infirmary, will be equipped with chairs, a work table and a washbasin.

An adjoining waiting room, large enough to accommodate athletes in conditions of minimum comfort, will be equipped with chairs or benches, and the drinks specified above.

Finally, there will be a toilet with a separate toilet: it will be in the control room or at least in its immediate vicinity. It should be noted that this checkpoint will of course be of controlled access (if necessary locked), and that its eventual extended opening will have to be planned by the organization.

8. Miscellaneous

8.1 Sound system and internal communication

❖ General sound system

The sound system will have to ensure that it is broadcasted well in all the venues of the competition. It will be used, as a priority, for announcements relating to the competition and must be set in such a way as not to cause any inconvenience to either the public or the players.

The Organising Committee undertakes to ensure the maintenance of the sound system throughout the duration of the competition.

❖ Signalling

As far as possible, for teams coming by road, signage will be put in place to guide the arrivals to the reception and competition venues.

8.2 Advertising - Promotion - Partnership - Communication Print, radio and television, Internet

The Organising Committee will pay particular attention to the reception of the Press. A member of the Organising Committee who can provide information and documents on the event will be always present and will assist the media relations officer in his mission. In addition, the Organising Committee will provide all the pre-event and post-event local spin-offs, to constitute a press-book of the event.

It should be noted that the F.I.B. is the sole owner of the right to operate the sporting events and competitions it organises, limited however by the right to information.

The distribution of the images by any means whatsoever belongs to the FIB, which may delegate it if it wishes to the Organising Committee or any other person who will provide the necessary guarantees.

The images will only be broadcast on FIB networks. Any other broadcasters must apply to the FIB for authorisations. Depending on the request, the FIB reserves the right to sell the broadcast of the images.

❖ Partners & Sponsors

The organizer is required to submit to the permanent office a site plan that will show the locations for public or private partners.

The Organising Committee is free to display the advertisements of its sponsors if they do not contradict those of the F.I.B.

In any case, the FIB panels must be positioned in the central part if the configuration of the games is lateral to the audience and in the central part at the back of the game.

❖ Posters, flag, brochures and programs

The FIB flag shall be placed within the enclosure of the games. The location will be determined in consultation with the protocol manager.

The FIB logo will be inserted on all communication media (flyers, invitation cards, posters, programmes, etc.)

The positioning of logos, banners, banners, banners, and all other advertising materials concerning the partners of the F.I.B. will be decided in agreement with the President of the F.I.B.

The draft poster for this event must be submitted to the F.I.B. before being distributed.

❖ Stands

The Organising Committee has the possibility to provide locations for the installation of stands.

The dimensions of the stands will be at least 3 metres long and 3 metres wide.

F.I.B. partners are exempt from any payment of pitches.

The F.I.B. will inform the Organising Committee of the number of partners who will be present.

8.3 Hospitality – Information – Public Relations

The reception desks must be large enough to allow the delegations to receive the various documents (any hotel profiles, plans, badges, programmes, etc.).

Escorts and translators will be made available to direct delegations to their places of residence.

A badge, with name and position, must be provided for each "Official", partner and member of the national delegations.

8.4 Catering

❖ Place

It is recommended that the Organising Committee provide a dining room on site or very close to the competition venue. If possible, avoid travelling by vehicle.

❖ Time slots

They will be determined according to the competition program.

❖ Menus

It is recommended that the Organising Committee provide "sporty" menus for the delegations. These will have to be validated by a medical commission.

The Organising Committee will have to make water available to the delegations for the duration of the competition.

ANNEX 1

DRAW CEREMONY

For the draw ceremony, prepare a room that can accommodate at least 50 people and has the following equipment:

- ✓ Individual seats
- ✓ A sound system
- ✓ A video projector and its screen
- ✓ A printer
- ✓ A WIFI connection

ANNEX 2

OPENING CEREMONY

For a better promotion of International Bowls Sport, it is essential to give a particular resonance to this ceremony to highlight the technical and material organization as well as the enthusiasm of the athletes and managers to participate in this event.

We must not forget that, very often, this ceremony takes place in front of the highest authorities representing the host nation, the audiovisual and press media, the partners of the event and the public, who are certainly informed, but who can also discover Sport Boules for the first time.

This display case must be the object of special attention that does not tolerate improvisation or error.

The members of the Protocol Commission, appointed by the F.I.B., are responsible for the application of the following directives.

❖ Foreplay

The ceremonial officer (of the Organising Committee) and the speaker must make themselves available to the FIB delegate and ensure that:

- The musical materials (cassette, CD) of the anthems of the participating Federations were brought by the FIB and tested. Also check that some nations have not changed their anthems.
- The anthems are arranged in the alphabetical order of the host nation.
- If the anthems are to be played by a musical group (military or brass band), it is necessary to contact the person in charge to adjust the order of the ceremonies (marches, hymns). Write down the name of this person as well as that of the musical formation so that you can mention them during the presentation as well as that of the musical formation.
- Flags are flown in accordance with the rules of the nations concerned, and maps are well prepared and in accordance with the program.
- Broadcasting equipment (microphones, amplifiers, speakers) works perfectly. It is desirable that a technician is present and to solve a problem immediately.
- Access to the playing fields does not present any difficulties for the parade and a place has been provided for the gathering of teams and referees outside the framework of the games.
- The full parade route, as well as stops for each team and referees have been set out on the field.
- Special instructions for flag bearers, signs, managers, players, and referees have been given and understood.
- The list of Officials to be quoted during the address be updated just before the start of the ceremony and given to the Speaker by the designated official of the Organising Committee.
- The personalities mentioned above are actually present in the gallery.
- The name of the person who will give a short welcome speech. In this case, provide a

microphone at his disposal, so that the official opening of the Championship during the ceremony can be declared by this authority or by the FIB President.

❖ Event

The Ceremonial Manager (of the Organising Committee) and the FIB Protocol Officer prepare the parade, in close collaboration with the announcer, (after ranking the Nations in the order of the programme, in last place, the Organising Nation) and in the following way:

In front of each national delegation will be present:

- The nation's flag bearer (hostess)
- The flag bearer (hostess)
- Players
- The manager

He will recall:

- **To the participants**, the importance of this ceremony and in particular the respect for the national anthem of the organizing country, which must be listened to with correct behaviour during its execution.
- **To ensign bearers and flag bearers**, how ensigns and flags are to be held, i.e. with both hands and keeping them at the same height; both must be aligned and presented towards the rostrum. This will allow the flag bearer to easily straighten or tilt his banner at each anthem. Signs and flags may not be placed on the ground but must always be held aloft with the hands.
- That under no circumstances should delegations leave the parade, either on the way out or on the way back, even if they are requested by the photographers. This is to avoid a dislocation of the procession which would have a bad effect in front of the public.
- The understanding between the Commissary of Ceremonies and the speaker must be perfect (possibly with the conductor of the band). A march is played when the procession, preceded by the protocol officer, enters the field to cover the planned route. At the end of the parade, in a demarcated space, all the participants will be introduced, and the official photos of the delegations will be taken.

The Commissary of Ceremonies will:

- Ensure the reception of teams in the field. The players will be placed one behind the other, with the banner bearer and the flag bearer in front and on the same line (who must always hold the flag without placing it on the ground).
- Will make a signal to the announcer or music manager as soon as the nations are in position. The march will then be interrupted, and the announcer will immediately proceed to the ceremonial conduct of the opening ceremony:

National anthem of the host nation with raising of the flag of the nation, speeches by the President of the Organising Committee, the President of the FIB and the politician present who will declare the opening of the Competition. The FIB anthem with the raising of the FIB flag will then be played immediately. This will be followed by the swearing-in of the referees and players.

- The Ceremonial Commissioner assisted, if necessary, by the Organising Committee, will scrupulously enforce the return in order up to the initial assembly point (see below for instructions to be given to managers and referees on this subject).

- At the end of the parade, the Technical Stewards will invite the teams to return to the games so that the competition schedule is respected.

ANNEX 3

MEDAL CEREMONY

During the World Championship, a working meeting will be organised between the people in charge of the F.I.B. protocol and those designated by the organiser to prepare the medal ceremony:

↳ A flag hoist, with two people for each banner, responsible for setting them up and raising them as the announcer announces the winner's national anthem.

Possibility to use a large screen where the flags will appear according to the ranking.

↳ A person in charge of the podium, with three people to ensure its installation, facing the grandstand. Each location (1st - 2nd - 3rd) of the podium must be able to accommodate the expected number of athletes.

↳ An F.I.B. medal manager with four hostesses and the necessary equipment (cushions).
The same person responsible for awarding the "Rainbow" World Champion jerseys to the athletes concerned.

The medals and "Rainbow" jerseys are provided by the F.I.B.

↳ A person in charge, with two or three assistants, of preventing access to the land to unauthorized persons. This person will also have to assume this responsibility during the presentation of the awards offered by the organizing Federation, during the closing dinner, and this in close liaison with the speaker.