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Webcasting Manual 2019



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The following list presents what is required from the Event Organiser regarding the Webcasting set up.

Glossary:

Resp.: Responsible person(s) (IFSC / EO / IWP)

EO: Event Organiser
EOH: Event Organiser Handbook
IWP: IFSC Webcasting Provider
JP: Jury President
TD: Technical Delegate
CRS: Chief Route Setter

b.e.: Before Event / a.e. : After Event

Glossary - Theme:

1 - COOR: Coordination
2 - FOP: Field Of Play
3 - HR: Human Resources
4 - LOG: Logistics
5 - TEC: Technical

12.1. For all events

Theme	Item	Resp.	Scope of Service	Timeline
FOP	FOP layout	EO	FOP layout is specified in the EOH. Event Organiser is required to make the layout available to IWP.	90 days b.e.
FOP	Connection availability	EO	Test connectivity prior to the event on Speedtest.com and screenshot submitted as proof to IFSC and IWP.	1 Day b.e. + 24 hrs a.e.
FOP	Connection speed	EO	Connection speed: Minimum 15 mb/s upload to provide a HD stream on YouTube and a SD stream via another platform. Preferred 20 mb/s to guarantee a quality stream. The connection needs to be stable and for web streaming exclusive use (not shared) to provide the required level of service. The connection needs to be available at 9am on set up day and for 24 hours after the event finishes. If the internet line at the venue is disconnected after the event, an alternative needs to be provided in a building close to the event venue or in the event hotel, in order for the webcasting crew to complete uploading news cut highlights for the media (web and TV).	1 day b.e. until 24 hours a.e



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Theme	Item	Resp.	Scope of Service	Timeline
FOP	Connection Back Up	EO	Minimum 15 mb/s connection available at hotel or sheltered area in the venue in case of bad weather.	during event
FOP	Desk placement	EO	Restricted access zone; max 20m from the judges position; visibility over FOP. In case of outdoor events, a warm and dry sheltered area should be provided to IWP in order to protect its equipment from the weather elements (e.g. rain) and to allow the crew to be warm while editing and uploading files.	during event
FOP	Platforms - Boulder	EO	4 platforms 1.5 sqm; 0.5 meters above stage level or 1 m above ground to be available at start of set up day. Raised position for commentator in front of wall (can be at back of arena) for clear sight of action when commentating.	during event
FOP	Platforms - Lead	EO	4 platforms; 2 low (see Platforms B) 2 high (5m+)	during event
FOP	Camera placement -Boulder	EO	To be set at Preliminary Coordination Meeting; view over all FOP, use of Platforms; judges instructed on not being in cameras' way. Priority over other Media. Camera above the wall if safe access available; camera mounted on wall where available.	during event
FOP	Camera placement - Speed	EO	To be set at Preliminary Coordination Meeting; view over all FOP; judges instructed on not being in cameras' way. Priority over other Media. Camera running along the wall.	during event
FOP	Camera placement - Lead	EO	To be set at Preliminary Coordination Meeting; view over all FOP, use of Platforms; judges instructed on not being in cameras' way. Priority over other Media. Camera above the wall; camera mounted on wall.	during event
FOP	Big screen	EO	Mandatory; 1 or 2 big screens, dimensions depending on venue. Minimum dimension:3m x 2m IWP can provide an additional mixer to enable EO to choose between showing webcast, results, flags or own other feed on big screen. EO to confirm if required in advance.	during event



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Theme	Item	Resp.	Scope of Service	Timeline
FOP	Camera operators	IWP	Support to find qualified professional cameramen may be requested from the EO.	b.e.
FOP	DJ booth / commentator	EO	Limit bass level; booth and / or speakers placed not close to cameras or IWP desk. DJ/Booth commentator: Sound check to be performed with IWP for webcast on set up day.	during event
FOP	Commentary / music	EO	Make available an MC feed clean from Public Announcements (i.e: no music in the feed).	Daily
LOG	Venue Access	EO	EO to provide contact details to IFSC and IWP.	2 days b.e. and 1 day a.e.
LOG	Communications	EO	EO to communicate schedule changes to IWP, before and during the event. If changes aren't communicated, graphics will be incorrect for live webcast (and post event highlights).	b.e and during
LOG	Communications	EO	EO to advise day / date / time when venue can be accessed by IWP for set up.	Latest 1 week before qualifications commence



Theme	Item	Resp.	Scope of Service	Timeline
LOG	Storage room	EO	Storage room at venue to be locked and covered by EO insurance, covering IWP equipment. Secure location for IWP truck within the venue, or 24 hour security guard. If the IWP is not secure, IWP reserve the right not to provide the webcast service at the event. Truck location and secure storage to be agreed by IWP in advance of IWP crew travelling to event. Protection from bad weather where webcasting crew are not in truck. Protection for equipment from elements at production desk.	during event
LOG	Airport	EO	The EO provides transportation from and to the airport included webcasting crew and equipment.	during event
TEC	Power supply	EO	Power supply for the van; power supply for cameras (220V).	during event
TEC	Power supply backup	EO	Backup for power failures at overseas events to be provided by EO; for events in Europe to be provided by IWP.	during event

12.2. Specific items for European Event

No	Theme	Item	Resp.	Scope of Service	Timeline
1,8	COOR	Van (IWP) Placement	EO	20-40m meters from Field of Play.	30 days b.e.
1,9	COOR	Van Security	EO	Event Organiser is to provide a safe and secure place of parking for the Outside Broadcasting van from the time of arrival to the time of departure (generally 24hrs after competition has concluded). If the Event Organiser provides static and / or roaming security guard services or secure / locked car parking, any costs related to these services shall be borne by the IFSC.	7 days b.e.



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12.3. Specific items for NON-European Event

No	Theme	Item	Resp.	Scope of Service	Timeline
1,10	COOR	Equipment	EO	Provision of tripods (as well as cables already documented) to be provided by the EO.	1 Day b.e.
1.11	COOR	Equipment	EO	A desk and 3 chairs, with 220v power for equipment (with backup power supply), located a maximum of 20m away with visibility over the Field of Play. The desk and camera positions should be away from speakers.	1 Day b.e
1.12	COOR	Equipment	EO	A reasonable Mid-range Uninterruptible Power Supply (UPS) must be provided in order to provide power to the IWP desk if the power is lost. Details can be provided by IWP.	1 Day b.e
1.13	COOR	Equipment	EO	Backup in case of power failures at overseas events to be provided by EO.	1 Day b.e
3,8	LOG	Accommodation	EO	Within 5 km from the venue for a minimum of 3 crew and transport to and from.	during event
3,9	TEC	Cables	EO	Overseas events to provide 10 cables HD-SDI on cable wheel (drum) + 4 XLR cables, length depends on the venue layout. Material required by the webcasting crew will be requested two months prior to the event in the 'Info and Needs Document'	60 days b.e. IWP coordinates with EO



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