

A close-up photograph of a white basketball net being held by two hands. The hands are positioned at the bottom left and center, with fingers gripping the net. The background is dark, making the white net and hands stand out.

FIBA BASKETBALL WORLD CUP 2019 EUROPEAN QUALIFIERS

**NATIONAL MEMBER
FEDERATIONS' HANDBOOK**

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FIBA BASKETBALL WORLD CUP 2019 QUALIFIERS FOREWORD



FIBA's New Competition System comes into effect in 2017 and opens a new era for basketball all over the world, one that will see 1,680 top players in action in 1,200 national teams games played in front of millions of fans all around the globe.

Starting in November 2017, national teams will play regular home and away games to qualify for the FIBA Basketball World Cup 2019 in China - the first edition of FIBA's flagship event to be played with 32 teams.

These Qualifiers will see fierce competition with 80 teams battling for 31 places to join hosts China in competing for the right to hold the Naismith Trophy as world champions on 15 September 2019.

These official games will allow for an exciting lead-up period to our flagship national team competition - the FIBA Basketball World Cup 2019.

All the while, more than 60 teams from all around the world will take part in the FIBA Continental Cups 2021 Pre-Qualifiers.

We are fully confident that the New Competition System will impact our sport and National Member Federations positively by drastically enhancing the growth of national team basketball worldwide, as well as generating a new interest for basketball with regular official meaningful national team games to be played in front of home fans.

The system presents other important advantages such as being player-friendly as it makes provisions for one free summer - thereby maximising the chance of having international stars play in FIBA's flagship tournaments - while also presenting opportunities for new countries and players to emerge through regular official games and puts new tools, more resources and assets at the disposal of National Federations in order to assist their development.

Last but not least, it enhances the potential for commercial and media partners to be associated with the national teams and the main FIBA competitions as well as increase media exposure and promotion for national team basketball, thereby generating benefits across all FIBA Regions.

By working well and within this new framework, each federation stands to gain a lot, including being able to support itself during this process.

This handbook for the FIBA Basketball World Cup 2019 Qualifiers provides all the necessary information in order for your National Member Federation to best organise and fully benefit from the FIBA Basketball World Cup 2019 Qualifiers.

Wishing you the very best of luck on the Road to China 2019.


Horacio Muratore
FIBA President

Patrick Baumann
FIBA Secretary General

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GENERAL PROVISIONS



1.

GENERAL PROVISIONS

GENERAL PROVISIONS

1. GENERAL PROVISIONS

1.1 Scope of application

The FIBA Basketball World Cup 2019 European Qualifiers (from now on "FIBA Basketball World Cup 2019 Qualifiers") National Member Federation Handbook sets out the operational responsibilities and information for the FIBA Basketball World Cup 2019 Qualifiers and shall be used in conjunction with the following sets of regulations:

- **FIBA Internal Regulations, Official Basketball Rules and FIBA General Statutes:** National Member Federations shall respect and fulfil the requirements of these documents.
- **The FIBA Basketball World Cup 2019 Qualifiers Guidelines:** This document shall provide the key information to the National Member Federations regarding the competition, hosting home games and the costs related to the FIBA Basketball World Cup 2019 Qualifiers.
- **Venue Registration Form:** Only venues registered and approved by FIBA shall be entitled to host FIBA Basketball World Cup 2019 Qualifiers games.
- FIBA will also produce further circulars related to the FIBA Basketball World Cup 2019 Qualifiers.
- **FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form:** This document will confirm the final registration and acceptance by the National Member Federations of all Regulations and documents related to the FIBA Basketball World Cup 2019 Qualifiers.

For avoidance of doubt, all games involving Division A and Division B teams shall be governed by the Division A regulations.

Please take note that:

- Division A games are called FIBA Basketball World Cup 2019 Qualifiers
- Division B games are called FIBA Continental Cups 2021 Pre-Qualifiers

1.2 Admission criteria and procedure

In order to participate in the FIBA Basketball World Cup 2019 Qualifiers, all National Member Federations shall fulfil all requirements and provide all relevant forms in due time.

In registering for the competition, National Member Federations agree to adhere to and respect all obligations and requirements as outlined in the Official Basketball Rules, FIBA Internal Regulations and all other Regulatory Documents governing the FIBA Basketball World Cup 2019 Qualifiers.

Entry criteria and procedures are outlined in Chapter 3 – Registration.

1.3 Duties and Responsibilities of the participating National Member Federations

The National Member Federations shall prepare their National Team in the best way possible to participate in the FIBA Basketball World Cup 2019 Qualifiers and adequately prepare their staff to the very best of their abilities for all of the relevant organisational tasks for each home game in order to attain the best possible results.

FIBA will assist National Member Federations through different programmes aimed at developing their organisational and promotional capacities.

The Host National Member Federation has the right to propose any measures deemed necessary for the success of the organisation of their home games. Furthermore, the Host National Member Federation must work closely and efficiently with all concerned government authorities at national, regional and/or local level as well as with FIBA and is responsible for the organisation of the home games.

All National Member Federations which are hosting a FIBA Basketball World Cup 2019 Qualifiers game shall respect and apply the guidelines established in the FIBA Official Basketball Rules, in relation with the Appendix "Basketball Equipment".

FIBA Basketball World Cup 2019 Qualifiers games shall only be held in venues that meet the minimum requirements as provided in the Official Basketball Rules and in this document, using FIBA-approved technical equipment, the licensing rights of which belong to FIBA (floorings, backboards and backboard supports, shot clock, scoreboards including game clocks, balls, etc.). (See also FIBA Internal Regulations Book 1, Chapter V). The Host National Member Federation is responsible for ensuring the proper maintenance and functioning of all equipment and facilities used for the FIBA Basketball World Cup 2019 Qualifiers.

1.4 Competition General Provisions

1.4.1 General Principles

All games will be played in accordance with the current Official Basketball Rules.

1.4.2 Venue and Equipment

National Member Federations shall fulfil all requirements related to the venue and the Basketball Equipment as outlined in Chapter 8 - Venue Facilities. All technical equipment shall conform to the rules and be available at the venue in good working order.

1.4.3 Balls

Only basketballs provided by FIBA shall be used during the games and the practice sessions.

1.4.4 Scoresheet

Only FIBA Official Scoresheets shall be used. Whenever it is available, the FIBA Digital Scoresheet software shall be used.

1.4.5 Composition of Teams

Team delegations shall consist of a maximum of twenty five (25) members as per FIBA Internal Regulations and Chapter 3 of this Handbook.

A minimum of ten (10) and a maximum of twelve (12) players, whose names shall be listed on the scoresheet. These players must be present at the beginning of the game. A minimum of two (2) coaches shall be listed on the scoresheet.

1.4.6 Team Benches

A maximum of twenty-one (21) members of the Team Delegation will have access to the court. Team benches shall have sixteen (16) seats available as per the Official Basketball Rules.

1.4.7 Playing Uniforms

Playing uniforms must conform to the Official Basketball Rules and to the FIBA Internal Regulations.

1.5 National Member Federations reserved rights & FIBA Rights

National Member Federations' Benefits and Rights and FIBA Rights are summarised in the table below. More details are provided in Chapter 14.

NFs and FIBA Rights			
		National Member Federation	FIBA
	Possibility of Presenting/ Naming Partner		Yes
LED Perimeter	Game time (per game)	80%	20%
	Between Periods	-	Zero position before, half-time, after the game
On Court stickers	Playing area - Free-throws circles	Yes	No
	Playing area - Centre Circle	No	Yes
	Playing area - On court visibility	x 2 positions	No
	Sideline	Name of City/Country/Arena	No
	End-line	x 4 positions	No
	Backstop Units front pad	x 1 position per front pad	No
	Bottom sides of backstop units	Both bottom sides	No
	Backboard	No	FIBA and Clean Game
Ring	No	Competition Branding	

NFs and FIBA Rights		National Member Federation	FIBA
Premium	Playing Uniform - Composite Logo WCQ	-	Yes
	Playing Uniform	As per FIBA Internal Regulations	No
	Press Conference backboard	Yes	No
	Interview Boards	Yes	No
"Activation and Promotion"	VIP Passes (per game)	5 for Visiting NF	10
	Tickets (per game)	20 for Visiting NF	40
	Ticketing Incomes	99%	1% for IBF
	Giant Screen	Yes	1 minute of exposure before game or at halftime
	Entertainment	Yes	Upon request
Onsite Activation	Yes	Upon request	
Basketball	Basketball	No	Yes
	Ball cart	No	Yes
	Basketball plinth	No	Yes

NFs and FIBA Rights		National Member Federation	FIBA
Other	Venue dressing	Yes (no restriction except Basketball Supplier)	No
	Hospitality packages	Yes	No
	Insertions tickets, passes	Yes	No
	Players towel	Yes	No
	Team benches	Yes	No
	Retail Rights	Only NF/NT Marks	No
	Concessions	Yes	No
	Team Uniforms / Sportswear Manufacturer	Yes	No
	Referees Sportswear Manufacturer and Third Party Branding	No	Yes
	Media and Broadcasting Rights	Net revenue sharing system (p140)	Yes
TV Insertion	Time/Score Graph	No	Yes

1.6 Legal Provisions

This FIBA Basketball World Cup 2019 Qualifiers National Member Federations' Handbook is governed by and shall be construed in accordance with Swiss law, without regard to its conflict of law rules.

In case of discrepancy or conflict between the provisions of this Handbook and the FIBA Internal Regulations, the latter shall prevail. FIBA reserves the right to amend the provisions of this Handbook in its sole discretion and at any time provided that it informs the National Member Federations in writing or publishes the amendment on FIBA.com.



SYSTEM OF COMPETITION

2.

FIBA BASKETBALL WORLD
CUP 2019 QUALIFIERS
COMPETITION AND CONCEPT

SYSTEM OF COMPETITION

2. FIBA BASKETBALL WORLD CUP 2019 QUALIFIERS COMPETITION AND CONCEPT

2.1 Competition overview

The FIBA Basketball World Cup 2019 Qualifiers serve to qualify the teams taking part in the FIBA Basketball World Cup 2019 taking place in China from 31 August to 15 September.

For the FIBA Basketball World Cup 2019 Qualifiers, eighty (80) National Member Federations, representing the five (5) Regions across the World, will compete over a fifteen (15) month period in six (6) windows to qualify thirty-one (31) teams (in addition to China).

General Concept

The FIBA Basketball World Cup 2019 Qualifiers will be divided into four (4) regions: Africa, Americas, Asia (including Oceania) and Europe. In order to qualify for the FIBA Basketball World Cup 2019, all National Member Federations will have to participate. The winners of the previous continental cups or Olympic Games shall not automatically qualify for the FIBA Basketball World Cup 2019.

Eighty (80) National Member Federations will play the FIBA Basketball World Cup 2019 Qualifiers, with sixteen (16) teams from Africa, sixteen (16) from the Americas, sixteen (16) from Asia (including two (2) teams from Oceania) and thirty-two (32) from Europe.

The remaining National Member Federations shall register for FIBA Continental Cups 2021 Pre-Qualifiers games in their respective region and compete in order to be promoted to the FIBA Continental Cups 2021 Qualifiers which will start in November 2019.

Qualification for the FIBA Basketball World Cup 2019 Qualifiers shall be based on the sports results of the National Member Federations according to the respective qualification processes.

The eighty (80) National Member Federations will play a first round over the first three (3) windows, with two (2) games in each window. At the end of the first round, twelve (12) teams from Africa, twelve (12) from the Americas, twelve (12) from Asia and twenty-four (24) from Europe will compete in a second round over a further three (3) windows, to qualify for the FIBA Basketball World Cup 2019.

The final line-up of the 32 teams that qualify for the FIBA Basketball World Cup 2019 will be as follows:

- The Host, China
- Five (5) teams from Africa
- Seven (7) teams from the Americas
- Seven (7) teams from Asia (including Oceania)
- Twelve (12) teams from Europe

The teams eliminated from the first round of the FIBA Basketball World Cup 2019 Qualifiers will join (except for Asia) the FIBA Continental Cups 2021 Pre-Qualifiers second round and compete to qualify for the FIBA Continental Cup 2021 Qualifiers starting in November 2019.

In each round, group games are played on round robin basis, with each team playing the other teams in its group twice, once at home and once away (with the possible exception for Africa).

With the FIBA new competition system, qualification to the 2020 Tokyo Olympic Games is now granted via the FIBA Basketball World Cup 2019. As such, the FIBA Basketball World Cup 2019 Qualifiers represent the first step in qualifying to the Olympic Games.

2.2 Concept overview

2.2.1 FIBA Calendar

The FIBA International Competitions Calendar was approved during the FIBA Central Board meeting on 8 and 9 August 2015.

The windows and games of the FIBA Basketball World Cup 2019 Qualifiers are organised in line with the official dates of the FIBA International Competitions Calendar issued by FIBA.

The official dates of the FIBA Basketball World Cup 2019 Qualifiers and FIBA Continental Cups 2021 Pre-Qualifiers windows are:

Round 1

Window 1: from 20 to 28 November 2017

Window 2: from 19 to 27 February 2018

Window 3: from 25 June to 3 July 2018

Round 2

Window 4: from 30 August to 18 September 2018

Window 5: from 26 November to 4 December 2018

Window 6: from 18 to 26 February 2019

Each window shall include two (2) Game Days as per the table below.

FIBA Basketball World Cup 2019 Qualifiers Windows

		Thursday	Friday	Sunday	Monday
Round 1	November 2017	23.11.17 W1 – GD 1	24.11.17 W1 – GD 1	26.11.17 W1 – GD 2	27.11.17 W1 – GD 2
	February 2018	22.02.18 W2 – GD 3	23.02.18 W2 – GD 3	25.02.18 W2 – GD 4	26.02.18 W2 – GD 4
	June 2018	28.06.18 W3 – GD 5	29.06.18 W3 – GD 5	01.07.18 W3 – GD 6	02.07.18 W3 – GD 6
Round 2	September 2018	13.09.18 W4 – GD 7	14.09.18 W4 – GD 7	16.09.18 W4 – GD 8	17.09.18 W4 – GD 8
	November 2018	29.11.18 W5 – GD 9	30.11.18 W5 – GD 9	02.12.18 W5 – GD 10	03.12.18 W5 – GD 10
	February 2019	21.02.19 W6 – GD 11	22.02.19 W6 – GD 11	24.02.19 W6 – GD 12	25.02.19 W6 – GD 12

W: Window / GD: Game Day

2.2.2 Windows Concept

The FIBA Basketball World Cup 2019 Qualifiers will be played for the first time using windows throughout the year, starting from Monday until the Tuesday of the following week.

In order to have the maximum exposure for all stakeholders, teams will play on Thursday and Sunday or Friday and Monday. An equal number of games shall be played on each day, taking into account the interests of fans, broadcasters and of the competition itself across the windows.

A draw will determine the day in which team will play in each window (either Thursday/Sunday or Friday/Monday). In order to guarantee fairness among the teams, FIBA will ensure that every National Member Federation has a balanced allocation and plays approximately half of its games on Thursday/Sunday and the other half on Friday/Monday.

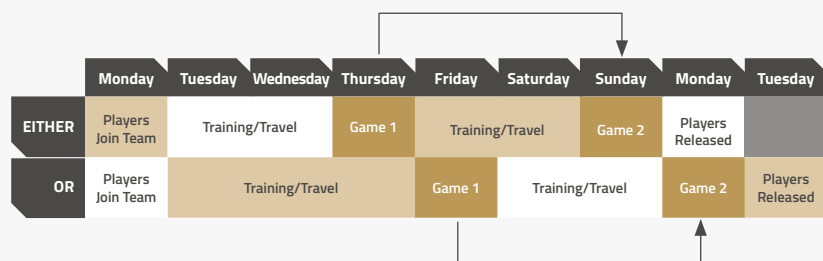
For the Second Round, Game Days will be determined once the teams are known. FIBA will determine the date and time of those games, taking into account the division of the games in the First Round and making every effort to have

a balanced allocation amongst games played on Thursday/Sunday and Friday/Monday.

Where teams coming from the FIBA Basketball World Cup 2019 Qualifiers face teams from the FIBA Continental Cups 2021 Pre-Qualifiers, during the FIBA Continental Cups 2021 Pre-Qualifiers Second Round, FIBA shall determine the dates according to the games played in the First Round. Games shall be played during the same windows of the FIBA Basketball World Cup 2019 Qualifiers Second Round.

For other Second Round games involving only FIBA Continental Cups 2021 Pre-Qualifiers teams, the relevant FIBA Regional Office shall organise the schedule accordingly during the same windows as for FIBA Basketball World Cup 2019 Qualifiers.

For the Window in September 2018, National Member Federations will be allowed to have fourteen (14) days of practice prior to the first game, in order to provide sufficient preparation for their National Team Players coming out of the summer rest period.



2.2.3 Tip-Off Times of the Games

The tip-off times will also be set in a structured way in order to maximise exposure. For consistency the tip-off times will be either at an early time slot (circa 18.00-19.00) or at a later time (circa 20.00-21.00) for weekdays and afternoons and evenings for those games played on a Sunday. Final timings will take into account both the interest of fans and broadcasting schedule.

An equal number of games shall be played on each day.

2.3 Competition Format

FIBA Basketball World Cup 2019 Qualifiers – Europe

Participation

- All registered national men's teams from Europe shall play home and away games in the windows for the FIBA Basketball World Cup 2019 Qualifiers.
- Thirty-two (32) teams, the twenty-four (24) teams from FIBA EuroBasket 2017 plus the eight (8) best teams from the relevant FIBA Basketball World Cup 2019 Pre-Qualifiers, shall play the FIBA Basketball World Cup 2019 Qualifiers, and the remaining registered teams shall play in the FIBA EuroBasket 2021 Pre-Qualifiers.

Competition System

- The following competition system shall be applied for the FIBA Basketball World Cup 2019 Qualifiers in Europe.

First Round

- The first round games shall be played in the windows defined in the FIBA International Competitions Calendar.
- Qualification for the FIBA Basketball World Cup 2019**

For the FIBA Basketball World Cup 2019 Qualifiers, the thirty-two (32) teams shall be divided into eight (8) groups of four (4) teams (A, B, C, D, E, F, G and H). Each team shall play home and away games against the other teams in its group (a total of six (6) games per team).

The three (3) highest-placed teams from each group shall qualify for the Second Round of the FIBA Basketball World Cup 2019 Qualifiers.

The teams placed fourth in each group shall play in the Second and the Third rounds to qualify for the following FIBA EuroBasket Cup 2021 Qualifiers.

iii. Qualification for the FIBA EuroBasket 2021 Qualifiers – FIBA EuroBasket 2021 Pre-Qualifiers First Round

For the FIBA EuroBasket 2021 Pre-Qualifiers, the remaining registered teams shall be divided into groups of four (4) or three (3) teams. Each team shall play home and away games against the other teams in its group (a total of six (6) or four (4) games for each team).

The four (4) highest-placed teams shall qualify for the FIBA EuroBasket 2021 Pre-Qualifiers games in the second round.

The remaining registered teams shall continue to play further in a third round taking place in summer 2019 to qualify for the following FIBA EuroBasket Cup 2021 Qualifiers.

Second Round

- The second round games shall be played in the windows defined in the FIBA International Competitions Calendar.
- Qualification for the FIBA Basketball World Cup 2019**

The twenty-four (24) teams that qualify from the first round shall be divided into four (4) groups of six (6) teams (I, J, K and L). Each team shall play home and away games against the three (3) new teams in its group (a total of six (6) games per team). The final results of all games played in the first round are valid for this round.

Group I: A1, A2, A3, B1, B2 and B3

Group J: C1, C2, C3, D1, D2 and D3

Group K: E1, E2, E3, F1, F2 and F3

Group L: G1, G2, G3, H1, H2 and H3

The three (3) highest-placed teams from each group (a total of twelve (12) teams) shall qualify for the FIBA Basketball World Cup 2019.

All twenty-four (24) teams shall play the following FIBA EuroBasket Cup 2021 Qualifiers.

f. Qualification for the FIBA EuroBasket Cup 2021 Qualifiers – FIBA EuroBasket 2021 Pre-Qualifiers Second Round

The twelve (12) teams from the first round (eight (8) teams placed Fourth in each group from the FIBA Basketball World Cup 2019 Qualifiers first round and four (4) highest-placed teams from the FIBA EuroBasket 2021 Pre-Qualifiers first round) shall be divided into four (4) groups of three (3) teams (M, N, O and P). Each team shall play home and away games against the other teams in its group (a total of four (4) games per team).

At the end of the first round, a draw will be organised to determine the composition of the groups.

Group M: A4, B4 and one (1) team from the FIBA EuroBasket 2021 Pre-Qualifiers first round

Group N: C4, D4 and one (1) team from the FIBA EuroBasket 2021 Pre-Qualifiers first round

Group O: E4, F4 and one (1) team from the FIBA EuroBasket 2021 Pre-Qualifiers first round

Group P: G4, H4 and one (1) team from the FIBA EuroBasket 2021 Pre-Qualifiers first round

The highest-placed team from each group (a total of four (4) teams) shall qualify for the following FIBA EuroBasket Cup 2021 Qualifiers.

The remaining registered teams shall continue to play in a third round taking place in the summer of the FIBA Basketball World Cup 2019 to qualify for the following FIBA EuroBasket Cup 2021 Qualifiers.

Third Round

g. Qualification for the FIBA EuroBasket Cup 2021 Qualifiers – FIBA EuroBasket 2021 Pre-Qualifiers Third Round

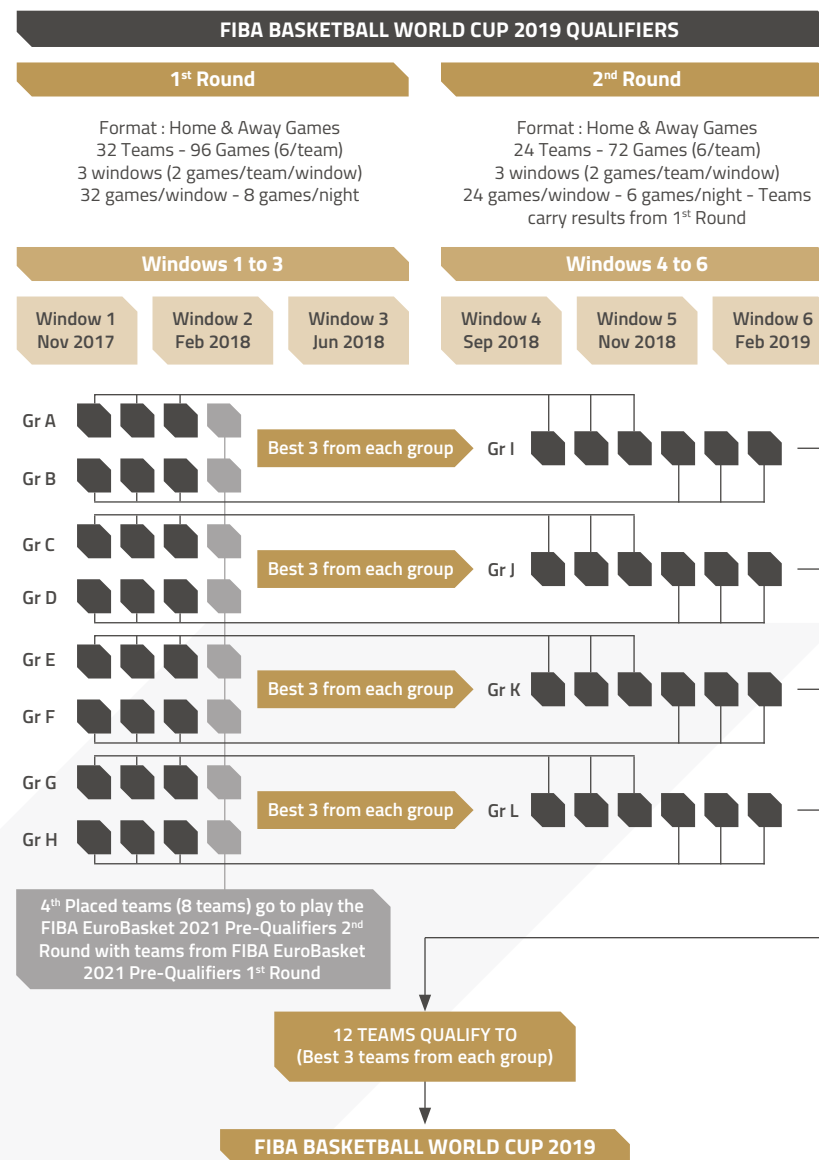
The third round games shall be played in the summer of the FIBA Basketball World Cup 2019.

All teams which did not qualify for the FIBA EuroBasket Cup 2021 Qualifiers through the previous rounds shall be divided into four (4) groups of three (3) or four (4) teams. Each team shall play home and away games against the other teams in its group (a total of four (4), six (6) games per team). In the event that home and away games cannot be organised for logistical reasons, the affected groups shall play in tournaments hosted by one (1) of the participating teams according to the specific competition system approved by FIBA and the Regional Office.

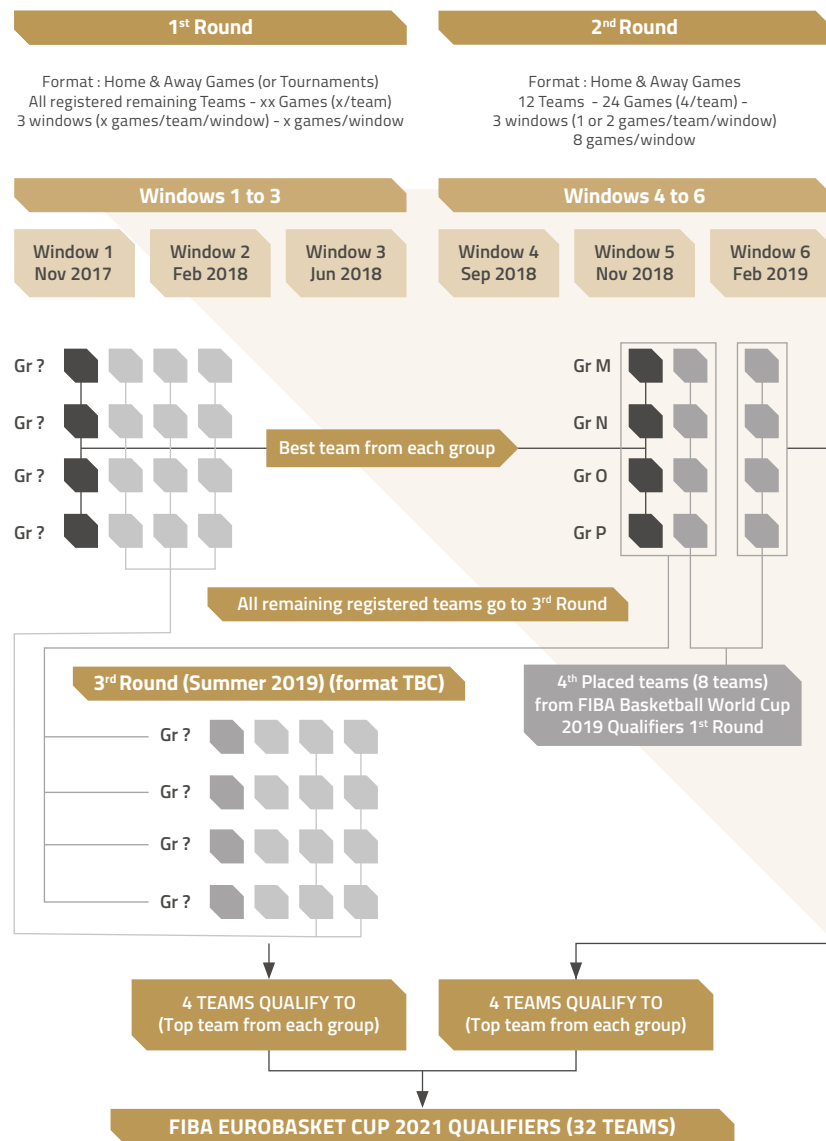
The highest placed team from each group (a total of four (4) teams) shall play in the following FIBA EuroBasket Cup 2021 Qualifiers.

The remaining teams shall not play any further in the qualification and shall play the FIBA Basketball World Cup 2023 Pre-Qualifiers - Europe during the FIBA EuroBasket Cup 2021 cycle.

FIBA Basketball World Cup 2019 Qualifiers - Europe



FIBA EuroBasket 2021 Pre-Qualifiers



2.4 FIBA Basketball World Cup 2019 Qualifiers Draws

The draw of the FIBA Basketball World Cup 2019 Qualifiers shall take place in May 2017.

Information related to the draw will be sent to the National Member Federations by way of a circular letter, two months before the draw is due to take place.

This circular letter will contain the key information such as:

- Date, time and place of the Draw
- Invitation of the National Member Federation representatives
- Financial and Logistical information
- Programme for the Draw
- Procedure for the Draw

The invited National Member Federations shall confirm their participation, their official representatives and all necessary logistical information three weeks before the draw.

For the FIBA Continental Cups 2021 Pre-Qualifiers draws, the Regional Offices will organise the draw in due time and inform the National Member Federations accordingly.



2.5 FIBA Basketball World Cup 2019 Qualifiers' Schedule

The final schedule of the FIBA Basketball World Cup 2019 Qualifiers shall be published by the end of June 2017.

No changes should be made to the dates, hours and pairings of the games after the publication of the schedule.

In exceptional circumstances, FIBA may decide/need to change dates or times and shall inform the relevant National Member Federations accordingly at the latest two months before the game is due to be played.

In addition, FIBA may accept exceptional requests made by National Member Federations to change the date and time of a game.

2.6 Pairings of the games

For the first round, the pairing of the games shall follow the principles of the Berger System and, with a group of four (4) teams 1, 2, 3 and 4, shall be played as follow:

Window 1 – Game Day 1 pairings:
1 vs 4 / 2 vs 3

Window 1 – Game Day 2 pairings:
3 vs 1 / 4 vs 2

Window 2 – Game Day 3 pairings:
1 vs 2 / 3 vs 4

Window 2 – Game Day 4 pairings:
4 vs 1 / 3 vs 2

Window 3 – Game Day 5 pairings:
1 vs 3 / 2 vs 4

Window 3 – Game Day 6 pairings:
2 vs 1 / 4 vs 3

For the second round, with a group of six (6) teams A1, A2, A3, B1, B2, B3 (where teams do not play against the same opponent as in the first round), the games shall be played as follows:

Window 4 – Game Day 7 pairings:
B3 vs A1 / B1 vs A2 / B2 vs A3

Window 4 – Game Day 8 pairings:
A1 vs B2 / A2 vs B3 / A3 vs B1

Window 5 – Game Day 9 pairings:
B1 vs A1 / B2 vs A2 / B3 vs A3

Window 5 – Game Day 10 pairings:
A1 vs B3 / A2 vs B1 / A3 vs B2

Window 6 – Game Day 11 pairings:
B2 vs A1 / B3 vs A2 / B1 vs A3

Window 6 – Game Day 12 pairings:
A1 vs B1 / A2 vs B2 / A3 vs B3

For FIBA Continental Cups 2021 Pre-Qualifiers, the Berger System shall be used in order to guarantee fairness among teams.

For games involving teams from the FIBA Basketball World Cup 2019 Qualifiers first round and teams from the FIBA Continental Cups 2021 Pre-Qualifiers first round, the Berger System shall likewise be used as well.

For groups of three (3) teams (1, 2 and 3), the pairings should be as follow:

Game Day 1: 1 vs 2 – Rest day for 3

Game Day 2: 2 vs 3 – Rest day for 1

Game Day 3: 3 vs 1 – Rest day for 2

Game Day 4: 2 vs 1 – Rest day for 3

Game Day 5: 3 vs 2 – Rest day for 1

Game Day 6: 1 vs 3 – Rest day for 2

2.7 Friendly Games

National Member Federations may decide to organise friendly games before, during or after the windows. Nomination of Game Officials for these games shall be done by FIBA.

Friendly games organised during an Official FIBA International Window fall under the responsibility of the National Member Federations concerned. In this case clubs are obliged to release players summoned to play for their National Team when such request has been made according to the FIBA Internal Regulations Book 3.

However, National Member Federations are not entitled to use any official imagery or branding related to the FIBA Basketball World Cup 2019 Qualifiers to promote those games.

For the avoidance of doubt, any commercial rights relating to the organisation of friendly games belong to the National Member Federations in their entirety.

For friendly games, broadcasting (TV) rights shall be directly negotiated between the National Member Federation and the Host Broadcaster of their choice.

Friendly games organised outside of an Official FIBA international window also fall under the responsibility of the National Member Federations concerned. In this case, National Member Federations cannot force clubs to release players.

National Member Federations are not entitled to use any official imagery or marks related to the FIBA Basketball World Cup 2019 Qualifiers to promote those games.



3.

REGISTRATION

3. REGISTRATION

In order to take part in the FIBA Basketball World Cup 2019 Qualifiers, each National Member Federation shall provide all relevant forms required and complete the relevant registration in due time.

3.1 Registration Process and Timelines

In order to participate in the FIBA Basketball World Cup 2019 Qualifiers, National Member Federations shall:

- Register all venues in which games shall be played.
- Provide FIBA with the signed FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form and all requested guarantees, including Public Authorities Guarantees.

National Member Federations shall respect the following deadlines (specific deadlines applies for the FIBA EuroBasket 2021 Pre-Qualifiers):

28 February 2017	The National Member Federations must provide all necessary information and documents for a minimum of one (1) venue and two (2) related hotels by 28th February 2017
7 April 2017	Deadline for National Member Federations to submit to FIBA the FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form and relevant guarantees (thirty (30) days before the draw)
7 April 2017	Deadline for the National Member Federations to have a minimum of one (1) game venue and two (2) hotels registered and approved (thirty (30) days before the draw)
7 May 2017	FIBA Basketball World Cup 2019 Qualifiers Draw Ceremony

For specific cases, where a draw is expected to be scheduled on a different date than previously mentioned, the National Member Federations shall provide the relevant signed Registration Forms thirty (30) days before the relevant draw.

3.2 Registration of National Member Federations

National Member Federation Registration Form and Public Authorities Guarantees

In order to participate in the FIBA Basketball World Cup 2019 Qualifiers, National Member Federations shall complete the FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form provided by FIBA (Appendix 2). Specific provisions may apply for the FIBA Continental Cups 2021 Pre-Qualifiers teams.

The FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form contains the General Requirements, National Member Federation Obligations, venues registered and approved by FIBA, insurance matters and Public Authorities Support and Guarantees as well as other aspects.

In order to ensure the success of the FIBA Basketball World Cup 2019 Qualifiers and to guarantee the full participation of all the teams, the National Member Federation shall ensure the full support of the relevant state authorities in its country for the following areas:

- i. Institutional and financial support from the Public Authorities
- ii. Venue availability
- iii. Facilitation in issuing entry and exit visas for Visiting National Member Federations and all participants (FIBA Referees, FIBA Technical Delegates and other FIBA Game Officials)
- iv. Free import and export of all necessary materials and equipment
- v. Guarantee of security for all participants
- vi. Health care (including doping control)

FIBA requests the FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form to be signed by both the National Member Federation and by the relevant Public Authority.

FIBA shall receive the FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form and all required Guarantees by the specified deadlines in the relevant regulations and circulars and no later than thirty (30) days before the relevant draw.

3.3 Venue and hotel registration

Process and Timeline for Venue Registrations

In order to participate in the FIBA Basketball World Cup 2019 Qualifiers, the National Member Federations shall register all venues in which they intend to play their home games.

National Member Federations shall complete the specific form provided by FIBA to register one or several venues.

An inspection and registration visit shall be scheduled and the National Member Federation shall make available all required documentation and all necessary personnel.

Once inspected, a report will be provided to FIBA and to the National Member Federation. If additional work needs to be done, the National Member Federation shall be given a deadline to fulfil the necessary requirements.

If required, a second inspection shall take place and the registration process shall follow the same procedure.

National Member Federations shall register a minimum of one (1) venue and ensure that it is approved by FIBA at the latest thirty (30) days before the relevant draw. In order to allow FIBA to carry out the inspection visit (when required), National Member Federations must provide all necessary information and documents for a minimum of one (1) venue and two (2) related hotels (see below) by 28 February 2017.

Additional venues can be registered by following the applicable Registration Process. These additional venues can be used for the FIBA Basketball World Cup 2019 Qualifiers, provided that the Host National Member Federation informs FIBA and the Visiting National Member Federation in due time and no later than sixty (60) days prior to the beginning of the relevant window.

Process and Timeline for Hotel Registrations

National Member Federations shall register a minimum of two (2) international four-star hotels that fulfil the relevant requirements for each registered game venue.

National Member Federations shall complete the specific form provided by FIBA by the relevant deadline.

If deemed necessary, hotels shall be inspected in conjunction with the respective venue inspections and must receive an approval from FIBA before being proposed to the Visiting National Member Federation.

When hotels have been approved, FIBA will establish a list of approved international four-star Hotels for the participating National Member Federations.

The latest registration of any hotel must be made and approved at least sixty (60) days before the beginning of the respective window.



3.4 Eligibility and Registration of Players, Coaches and Accompanying Team Delegation Members

For the FIBA Basketball World Cup 2019 Qualifiers and as per FIBA Internal Regulations Book 2, the Host National Member Federation shall allocate a maximum of twenty-five (25) accreditations to each Team Delegation, but only twenty-one (21) of them will have access to the playing court.

The Team Delegation is composed of players, coaches and accompanying Team Delegation members.

One of the Team Delegation members shall be a certified medical doctor, acting as the Team Doctor.

Other accompanying Team Delegation members are defined in the Official Basketball Rules.

Players, coaches and accompanying Team Delegation members shall be registered according to the relevant articles of the FIBA Internal Regulations Book 3.

The registration should, in principle, be as follows:

i. Registration in FIBA MAP:

The FIBA Management & Administration Platform (MAP online tool) will be open for registration of players/coaches/accompanying Team Delegation members in the FIBA database in the course of 2017.

The National Member Federations must register their players/coaches/accompanying Team Delegation members online in the FIBA MAP; this can be done at any time (in accordance with the relevant articles in the FIBA Internal Regulations) by entering all mandatory personal data and by uploading the required eligibility documents to the system.

Once the process is completed, the National Member Federations will be in a position to submit their players/coaches/accompanying persons' data online to FIBA for validation. Should the entered data be incomplete, the MAP will not allow the National Member Federations to proceed with the submission of their players/coaches/accompanying Team Delegation members for validation.



ii. Preliminary Team Delegation Roster:

For each window, National Member Federations shall submit a Preliminary Team Delegation Roster in the MAP. Online registration will be opened sixty (60) days and will then be closed two (2) weeks before the start of the window.

National Member Federations will be entitled to register a maximum of twenty-four (24) players, up to ten (10) coaches (4 head coaches and 6 assistant coaches), as well as up to ten (10) accompanying Team Delegation members for each window.

Only players/coaches/accompanying Team Delegation members validated and approved in the MAP by FIBA for the respective national team will be eligible for the respective window.

Qualifier Windows	1st day of the Window	Deadline for Final Registration
November 2017	20.11.2017	06.11.2017
February 2018	19.02.2018	05.02.2018
June 2018	25.06.2018	11.06.2018
September 2018*	30.08.2018	27.08.2018
November 2018	26.11.2018	12.11.2018
February 2019	18.02.2019	04.02.2019

* As per Section 2.2.2 of this handbook, the window in September 2018 starts on 30.08.2018. Exceptionally, the Deadline for Final Registration shall be 27.08.2017.

iii. Final Team Delegation Roster

At the Technical Meeting with the teams, the day prior to each game of an International Window, the National Member Federations will submit to the FIBA Technical Delegate the Final Team Delegation Roster composed of:

- The final ten (10) (minimum number of players required) to twelve (12) players out of the twenty-four (24) players validated and approved for the respective window as per above in the Preliminary Team Delegation Roster.
- a minimum of two (2) and a maximum of three (3) coaches (one of whom must be the head coach) out of the 4 head coaches and 6 assistant coaches respectively validated and approved for the respective window as per above.
- a minimum of six (6) and a maximum of seven (7) accompanying Team Delegation members out of the ten (10) accompanying Team Delegation members validated and approved for the respective window as per above including at least one (1) medical doctor.

Each National Team may register a maximum of twenty-one (21) persons who will have access to the playing court per game.

The Final Team Delegation Rosters are valid for the respective game of the window and cannot be modified once submitted to the FIBA Technical Delegate.

National Member Federation may choose different Team Delegation members for games in the same window. However all of them must be on the validated and approved Preliminary Team Delegation Roster of twenty-four (24) players, ten (10) coaches and ten (10) accompanying Team Delegation members for the respective window.

The above procedure applies to all the games in each window. National Member Federations may register an entirely new Preliminary Team Delegation Roster for each window.

Please note that a player's availability for the FIBA Basketball World Cup 2019 Qualifiers must be requested by the respective National Member Federation in a communication to the National Member Federation or club with which the player is registered at least thirty (30) days before the first day of the relevant window as per Internal Regulations Book 3.

The teams shall consist of a minimum of ten (10) players, physically ready to play, and a maximum of twelve (12) players; their names shall be listed on the scoresheet. These players must be present at the beginning of the game. If a team arrives with less than ten (10) players physically ready to play, an administrative fine will be issued as per FIBA Internal Regulations.

3.5 Insurance matters

3.5.1 Responsibilities of FIBA

FIBA will provide all the players participating in the FIBA Basketball World Cup 2019 Qualifiers, with a Temporary Total Disablement (hereon TTD) insurance coverage, to protect their annual salary in case of accidents. TTD protection will operate 24/7, during the whole stay of the players with their National Team, protecting them from accidents occurring during practice, games and travels to and from the venues (exceptions will be included in the insurance policy's terms and conditions).

With regard to the players without a signed contract for the following season (Free Agents), FIBA will insure the amount of their last officially registered (with basketball authorities) annual salary. FIBA will also insure the amount of the College Players' scholarship.

The TTD coverage will be in place from the beginning of the National Teams' preparation, until the day after the last official game. The insurance policy's terms and conditions, and all the necessary information regarding the insurance programme, will be available on www.FIBA.com.

National Member Federations shall register their players on the dedicated insurance platform providing the requested information. The access and guidelines to use the platform will be provided by FIBA at the latest one month prior to the start of the FIBA Basketball World Cup 2019 Qualifiers.

Only players registered on the insurance platform will be insured as specified above.

FIBA shall insure the following FIBA Game Officials appointed by the respective FIBA Regional Office against accidents and injuries during the FIBA Basketball World Cup 2019 Qualifiers :

- The Referees
- The FIBA Technical Delegates
- Any other FIBA Game Officials

3.5.2 Responsibilities of National Member Federations

Each National Member Federation is responsible throughout the Competition, as well as during the travel to and from the FIBA Basketball World Cup 2019 Qualifiers for ensuring the provision of adequate health insurance to cover all its Team Delegation members and any other persons carrying out duties on its behalf against all risks, including but not limited to injury, accident, disease and travel risks in consideration of the relevant regulations. Sport injuries occurring during the game or practice shall be covered by a FIBA specific insurance as mentioned in Section 3.5.1.

3.5.3 Responsibilities of the Host National Member Federations

The Host National Member Federations are obliged to ensure, at their cost, that medical care is available at the venues (competition and practice venues, hotels, etc.) for all Team Delegation members of both federations participating in a game and FIBA Officials. This includes cover for any accidents which may occur during local transportation arranged by the Host National Member Federation.

The Host National Member Federations must carry civil responsibility (third party liability) insurance covering all participants and spectators, for all accidents which are the result of poor organisation such as faulty fittings, equipment and stands, security within the precincts of the for all accidents in the venue, in particular for accidents which are responsible.

The Host National Member Federations must carry appropriate sporting event cancellation insurance.

3.6 Team uniforms

The participating National Member Federations shall respect the provisions of the Official Basketball Rules and FIBA Internal Regulations Book 2 regarding advertising on the team uniforms.

FIBA will offer each National Member Federation the right to choose the colour of the uniform to be worn for home games. National Member Federations shall indicate in the FIBA Basketball World Cup 2019 Qualifiers relevant form provided by FIBA the colour of their uniforms (light and dark) and specify the selected colour for home games. The selected colour shall be maintained during the entire cycle (First and Second Round).

Visiting National Member Federations shall adapt to the Host National Member Federation and use the opposite colour combination (light uniform if Host National Member Federation uses dark uniform, dark uniform if Host National Member Federation uses light uniform). In order to avoid clashes of colours, Visiting National Member Federation are requested to travel with their home and alternative Uniforms at all times.

The information related to the colour to be worn by teams will be provided before the start of the FIBA Basketball World Cup 2019 Qualifiers and re-confirmed at the latest two (2) weeks before the start of the window by FIBA. All teams shall comply.

Should FIBA consider that a clash of colours is likely, FIBA may decide upon the colours of each team.

If the Visiting National Member Federation travels with the wrong colour of uniform, the Host National Member Federation shall then play with the alternative Team Uniforms. However, the Visiting National Member Federations, shall be fined a fixed amount (information to be provided before the start of the FIBA Basketball World Cup 2019 Qualifiers) along with an additional penalty to the amount which can be of the actual and documented commercial losses that may arise for the Host National Member Federation.

At least four (4) weeks prior to each window, National Member Federations must submit for FIBA approval a drawing/design of the complete uniform set which will be worn for the entire window using the relevant platform. Information and training related to this platform will be provided to the National Member Federation in the course of 2017. The uniforms to be worn by the team for the window shall match the submitted drawings or pre-production samples.

For the second window, if a National Member Federation does not submit a new drawing/design of its uniforms in due time, FIBA shall consider the latest approved uniforms to be valid for all games. The same applies for the following windows and until a new drawing/design is submitted

The following table presents the respective deadlines to submit uniforms to FIBA.

Qualifier Windows	1st day of the Window	Deadline for Final Registration
November 2017	20.11.2017	23.10.2017
February 2018	19.02.2018	22.01.2018
June 2018	25.06.2018	28.05.2018
September 2018	30.08.2018	02.08.2018
November 2018	26.11.2018	29.10.2018
February 2019	18.02.2019	21.01.2019

Failure to meet the respective deadline shall result in an administrative fine as per the FIBA Internal Regulations.

Team Uniform Guidelines will be provided to the National Member Federations at a later stage.



ORGANISATION AND MANAGEMENT OF THE COMPETITION



4.

ORGANISATIONAL
REQUIREMENTS
AND STAFFING

ORGANISATION AND MANAGEMENT OF THE COMPETITION

4. ORGANISATIONAL REQUIREMENTS AND STAFFING

The FIBA Basketball World Cup 2019 Qualifiers will be managed by FIBA in close collaboration with the National Member Federations.

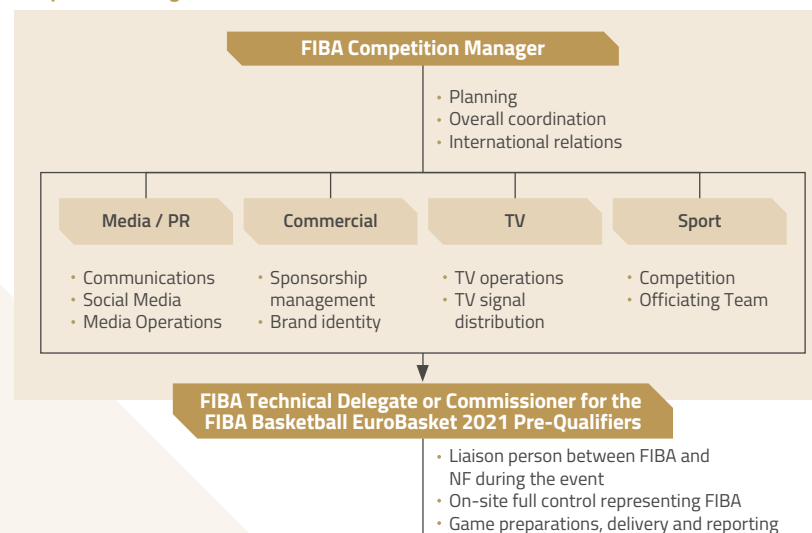
In this respect, the introduction of the new role of the FIBA Technical Delegate will be of key importance for the smooth running of the games.

For the adequate preparation and delivery of their home game, National Member Federations shall appoint at least the following personnel:

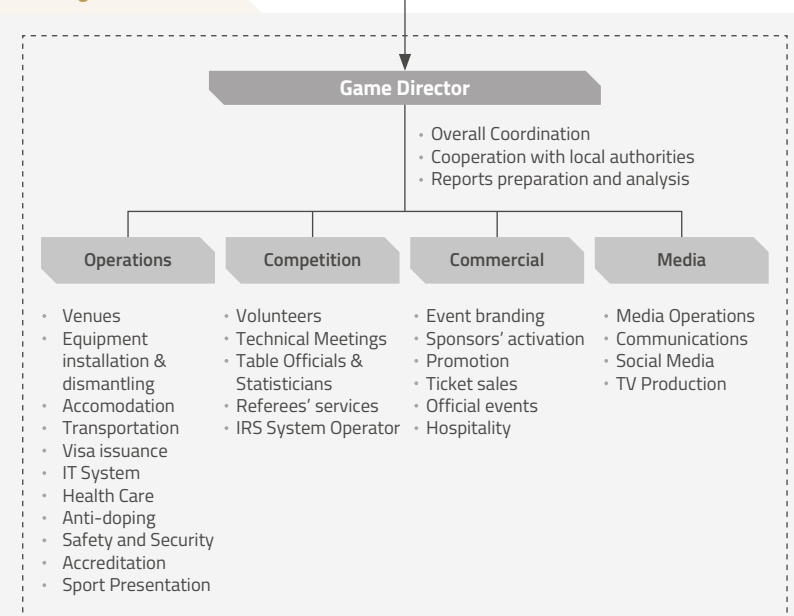
- A Game Director
- A Venue Manager
- A Marketing Coordinator
- A Media Officer
- A TV Coordinator
- A Medical Coordinator
- A Team Doctor
- A Safety & Security Coordinator
- Liaison Officers
- Statisticians
- Table Officials
- A Public Announcer
- A DJ
- Volunteers

FIBA BASKETBALL WORLD CUP 2019 QUALIFIERS AND FIBA EUROBASKET 2021 PRE-QUALIFIERS

Competition Management - FIBA



Games Organisation - National Federation

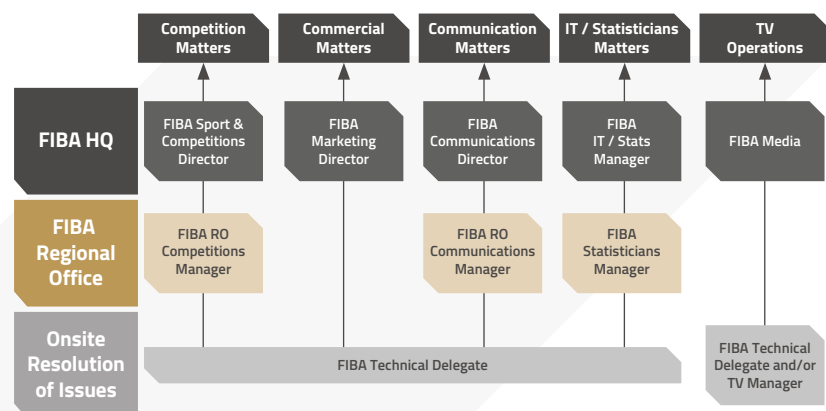


4.1 FIBA

FIBA will support the National Member Federations and FIBA Game Officials (FIBA Referees, FIBA Technical Delegates and other FIBA Game Officials) in the preparation and running of the FIBA Basketball World Cup 2019 Qualifiers.

FIBA will set up adequate measures and operations to monitor the smooth organisation and delivery of all games.

FIBA shall develop an adequate process for problem solving. The following diagram provides a clear picture of the problem-solving levels, but National Member Federations shall always refer to the FIBA Technical Delegate on Game Day.



FIBA Technical Delegates will prepare reports on each game.

FIBA shall then analyse the reports received, after completion of games and shall advise or take adequate measures to improve the quality of the following games.

4.1.1 FIBA Headquarters (HQ)

The FIBA Headquarters (FIBA HQ) shall be responsible for the overall organisation and management of the FIBA Basketball World Cup 2019 Qualifiers. FIBA shall, through its different departments, prepare all required regulations, guidelines, handbook and other materials related to the FIBA Basketball World Cup 2019 Cup Qualifiers. FIBA shall inform the participating National Member Federations of all relevant information related to the FIBA Basketball World Cup 2019 Qualifiers. FIBA HQ will be in charge of all TV, marketing and communication aspects of the FIBA Basketball World Cup 2019 Qualifiers as well as their overall planning and worldwide delivery.

FIBA Headquarters contact details

Mr. Predrag Bogosavljev,
Sport and Competitions Director
Email: predrag.bogosavljev@fiba.com

Mr. Fabien Hoëppe,
Sport and Competitions Manager
Email: fabien.hoeppe@fiba.com

Mr. Gil Cruz,
Sport and Competitions Associate
Email: gil.cruz@fiba.com

Mr. Patrick Koller,
Communications Director
Email: patrick.koller@fiba.com

Ms. Stephanie Mignot / Mr. Paul Stimpson,
Media Rights Directors
Email: TV@fibamedia.com

Mr. David Nivelles,
Marketing Director
Email: david.nivelles@fibamarketing.com

4.1.2 FIBA Regional Offices

The respective FIBA Regional Offices shall coordinate the competition aspects and the operations of the FIBA Basketball World Cup 2019 Qualifiers games in their region, with the assistance from the FIBA HQ. In particular, FIBA Regional Offices shall:

- Register players, coaches and accompanying Team Delegation members under the guidance of the FIBA HQ in accordance with the FIBA Internal Regulations - Book 3;
- Ensure that the rules regarding Advertising on Teams Uniforms are applied in accordance with the FIBA Internal Regulations - Book 2.
- Issue the nominations for the games.

FIBA Regional Offices contact details

For Africa:

Mr Julien Farran,
Competitions Manager, Regional Office in Africa
Email: julien.farran@fiba.com

For the Americas:

Mr. Javier Otero, Competitions Manager,
Regional Office in Americas
Email: javier.otero@fiba.com

For Asia:

Mr. Hagop Khajirian, Executive Director,
Regional Office in Asia
Email: hagop.khajirian@fiba.com

For Europe:

Mr. Ljubomir Mandic, Head of Competitions,
Regional Office in Europe
Email: ljubomir.mandic@fiba.com

For Oceania:

Ms. Amanda Jenkins, Sports Administrator,
Regional Office in Oceania
Email: amanda.jenkins@fiba.com

4.2 FIBA Game Officials

As a principle and for the integrity of the game, no gifts, presents or other items shall be offered to FIBA Game Officials.

4.2.1 FIBA Technical Delegate

In order to supervise the competition and to support the Host National Member Federation in the delivery of the game, FIBA will nominate for each game a FIBA Technical Delegate to observe, verify and assist in the fulfilment of the regulations by the Host and Visiting National Member Federations.

The role and duties of the FIBA Technical Delegate are as specified in the FIBA Internal Regulations Book 3.

The FIBA Technical Delegate will be the official FIBA Representative at each game of the FIBA Basketball World Cup 2019 Qualifiers and the liaison between FIBA and the Host and Visiting National Member Federations. FIBA Continental Cups 2021 Pre-Qualifiers games may also be supervised in some cases by a FIBA Technical Delegate.

The appointment of the FIBA Technical Delegates shall be made by FIBA.

4.2.2 FIBA Referees

The games of the FIBA Basketball World Cup 2019 Qualifiers will be officiated by FIBA Referees appointed by FIBA.

An additional FIBA Referee from the host country shall also be appointed by the Host National Member Federation from the latest list of FIBA Referees to assist with Instant Replay procedures and shall be located at the Scorer's Table during the game as Instant Replay System Operator. The name of the appointed FIBA Referee shall be communicated to the FIBA Head of Refereeing at the latest two (2) weeks before the first day of each window. Specific online training will be provided to all FIBA Referees prior to the start of the competition in order to fulfil this duty. Each National Member Federation shall train a minimum of three (3) referees to handle this duty at the latest one (1) month before the relevant window.

4.2.3 Other FIBA Game Officials

FIBA may, in some cases, appoint additional FIBA Game Officials to attend a FIBA Basketball World Cup 2019 Qualifiers game in order to fulfil a specific requirement related to that game.

4.3 Host National Member Federation Event Management

Effective game delivery requires that Host National Member Federations plan and prepare the workforce needed in good time.

FIBA requires that, the Host National Member Federation appoints permanently or temporarily the following persons for the organisation of each of their home games

4.3.1 Game Director

The National Member Federations shall designate one (1) person to act as Game Director for their home games.

The Host National Member Federation Game Director shall be responsible for the overall organisation of the home games and all related operations as well as cooperation with local authorities and key stakeholders.

This person will act as the main point of contact with FIBA and shall be identified as such in the FIBA Basketball World Cup 2019 Qualifiers National Member Federation Registration Form.

4.3.2 Venue Manager

The National Member Federations shall appoint one (1) or several Venue Managers for their home games.

The Host National Member Federation Venue Manager shall be responsible for the management of the venue(s) during the home games and all operations related to the venue(s).

4.3.3 Marketing Coordinator

In order to maximise the promotional and marketing opportunities and to coordinate the branding of the event, National Member Federations shall designate one (1) person to act as the Marketing Coordinator.

This person will act as the main point of contact regarding all marketing and branding matters, before and during the FIBA Basketball World Cup 2019 Qualifiers.

4.3.4 Media Officer

FIBA Basketball World Cup 2019 Qualifiers National Member Federations shall designate one (1) person to act as Media Officer.

This person will act as the main point of contact regarding all media related matters, before and during the FIBA Basketball World Cup 2019 Qualifiers.

4.3.5 TV Coordinator

In order to assist in the coordination of TV production, National Member Federations shall designate one (1) person to act as the TV Coordinator. This person will act as the main point of contact regarding all TV matters, before and during the FIBA Basketball World Cup 2019 Qualifiers. This person can also be the Media Officer.

4.3.6 Medical Coordinator

In order to ensure medical services for all parties involved, each National Member Federation shall appoint a medical coordinator who is readily contactable by FIBA before each window and by FIBA and the Visiting National Member Federation during the window.

4.3.7 Safety & Security Coordinator

Each National Member Federation shall appoint a Safety & Security Coordinator who will be responsible for all security-related issues at the venue, at the hotel and during transportation for all involved parties.



4.3.8 Liaison officers

The Host National Member Federation shall provide one (1) Team Liaison Officer for the Visiting National Member Federation and one (1) FIBA Liaison Officer for the FIBA Game Officials.

The Team Liaison Officer shall speak the language of the Visiting National Member Federation (or English as a minimum), while English is required for the FIBA Liaison Officer. The two (2) Liaison Officers will be required from the relevant team/person's arrival until their departure.

- i. The Visiting Team Liaison Officer will support the Visiting National Member Federation in:
 - All activities linked to the Visiting National Member Federation;
 - Communication with the Host National Member Federation;
 - Collecting information on required meetings and activities (Technical Meeting, media availability, press conferences, etc.);
 - Communication of all Team requests related to practice, games, transportation, etc.

- ii. The FIBA Liaison Officer will be responsible for:
 - Supporting the FIBA Technical Delegate in all his/her duties;
 - Assistance in all organisational issues related to the FIBA Game Officials' stay and their communication with the Host National Member Federation;
 - Distribution of relevant information to the FIBA Game Officials;
 - Meeting the doping control officers and accompanying them to the doping control room;
 - Assisting in maintaining order in the playing court area with the Safety & Security Coordinator, requesting the necessary intervention of security personnel before, during and after the game;
 - The needs and requirements of the FIBA Technical Delegate;
 - In principle, all communication with the FIBA Game Officials shall go first through the FIBA Technical Delegate.



4.3.9 Volunteers

The Host National Member Federation shall recruit, train and appoint a sufficient number of volunteers for each game, namely a minimum of:

- Four (4) ball boys and four (4) wipers to cover teams' needs during practices and official games.
- Two (2) runners for the distribution of statistics during the game.
- Two (2) to four (4) media operations volunteers.
- Other volunteers as may be required for the venue services, etc.

4.3.10 Table Officials

Host National Member Federations shall be responsible for recruiting and training the Table Officials who will operate at the FIBA Basketball World Cup 2019 Qualifiers.

Only FIBA Certified Table Officials are entitled to operate at the FIBA Basketball World Cup 2019 Qualifiers.

The Host National Member Federation is responsible for ensuring that the Scorer's Table functions smoothly and that the table officials are absolutely impartial and dressed in a uniform manner (polo shirt, trousers, sweaters, etc.). Such uniforms shall be provided by the Host National Member Federation

The Host National Member Federation shall provide to FIBA the name of the appointed FIBA Certified Table Officials at the latest two (2) weeks before the first day of each window.

4.3.11 Statisticians

The Host National Member Federations shall be responsible for recruiting and appointing Statisticians for the FIBA Basketball World Cup 2019 Qualifiers, however only FIBA Certified Statisticians shall be entitled to operate as statisticians.

Each National Member Federation shall provide to FIBA a list of the statisticians who may potentially operate in the FIBA Basketball World Cup 2019 Qualifiers. These statisticians, if not yet FIBA Certified, shall then follow the full certification process through the different training sessions and programmes organised by FIBA until they obtain the certification. They are not entitled to operate at games of the FIBA Basketball World Cup 2019 Qualifiers until they have successfully completed the process.

The Host National Member Federation shall provide to FIBA the name of the appointed FIBA Certified Statisticians at the latest two (2) weeks before the first day of each window.

4.3.12 Service providers

The Host National Member Federation shall appoint all necessary external service providers with relevant experience to implement specific outsourced activities such as:

- Ticket sales;
- Accommodation;
- Transportation;
- Safety & Security; and
- IT services & infrastructure; and
- Public Announcer, Master of Ceremonies, Stage Manager & Sport Presentation Manager.



5.

PLANNING AND DELIVERY

5. PLANNING AND DELIVERY

5.1 Planning

The following graphics and information give an indication of some key elements the Host National Member Federation should take into consideration for the organisation of the games.

5.1.1 Pre-Game Week Period

The following activities shall be undertaken in the two (2) months leading to Game Week:

Window -60

- Deadline to announce the venue where the game is to be played;
- FIBA to open the platform for insertion of the Preliminary Team Delegation Roster;
- Information to visiting national member federation of number of tickets to be purchased for visiting fans (5% of the seating capacity);
- Latest date for launch of ticket sales – if ticket sales have not already been started;
- Promotional activities.

Window -30

- Deadline for Host National Member Federation to pre-book rooms for the Visiting National Member Federations in the two proposed hotels.
- Deadline to submit uniform drawing;
- Deadline for Visiting National Member Federation to confirm to hotel and Host use of hotel proposed by the Host;
- Visiting National Member Federation to confirm the number of tickets to be purchased for visiting fans
- Deadline to request release of players from their respective clubs;
- Deadline for the Host National Member Federation to provide specifications of the advertising boards.

Window -14

- Media Portal opens 4 weeks before the window
- Deadline to submit Preliminary Team Delegation Roster;
- Deadline for Host National Member Federation to submit the names of Statisticians, Table Officials and the local FIBA Referee who will officiate as Instant Replay System Operator during the game
- Deadline for Host National Member Federation to submit the name of the hotel for the FIBA Game Officials to FIBA;
- Deadline for Host National Member Federation to provide Medical Care Information sheet to FIBA;
- Deadline for Visiting National Member Federation to submit the travel details of the Team Delegation and to confirm hotel (if different than those proposed by the Host National Member Federation) to the Host and FIBA;
- Conference call with the FIBA Technical Delegate;
- FIBA to confirm number of tickets requested.

Window -7

- FIBA to re-confirm colors of uniforms to be worn by Host and Visiting National Member Federations
- FIBA to send invitation to the Technical Meeting to both National Member Federations

Game Day -4

- Confirmation of all arrangements with security (number of persons required, zoning of the venue, arrival and departure, process, etc.);
- Confirmation of transportation arrangements (number of drivers, time shift, route, number of vehicles required, contracts, etc.);
- Confirm all arrangements with all other Service Providers (implementation of stickers, ticket sales, caterers, branding of the venue, IT installation, etc.)

Game Day -2

5.1.2 Game Week activities until Game Day -1

The Host National Member Federation shall arrange all of the following elements:

- Media Portal close 3 days before the first Game Day of the window
- Arrival of Host National Team players from their clubs
- Press conference and presentation of Host National Team Players
- Start of preparations of Host National Team
- Confirmation that hotel of Visiting National Member Federation is booked
- Confirmation that Hotel of FIBA Game Officials is booked
- Venue is available to start set-up:
 - Cabling, internet, telecommunication
 - TV platforms
 - Power supply
 - Installation of wooden basketball court
 - TV Compound
- Pick up of Visiting National Member Federation at the airport (if not earlier)
- Pick up of FIBA Game Officials at the airport
- Media Obligations – PR activities prior to the game (players' photo, etc.)
- Arrival and set-up of Host Broadcaster
- Venue set-up
 - Set-up of all rooms and of accreditation centre
 - Set-up of basketball equipment
 - Set-up of branding
 - All rooms and areas in the venue shall be clearly marked
- Meeting with FIBA Technical Delegate
 - Key representatives of Host National Member Federation
 - Provision of final Game Run-down
 - Inspection of Official hotel

Morning

5.1.3 Game Day-1

- Venue set-up (preparation of rooms, set up of basketball equipment (if not already done), finalisation of cabling);
- Latest arrival of Host Broadcaster
- FIBA Technical Delegate site visits and activities:
 - Inspection of the venue and verification of set-up status
 - Meeting with Safety & Security Coordinator
 - Meeting with Medical Coordinator
 - Meeting with Media Officer
 - Meeting with Marketing Coordinator
 - Meeting with Host Broadcaster Crew
 - Other meetings as requested.
- Finalisation of installation of all basketball equipment, venue ready for practice
 - Set up of the venue, changing room, court and all organisational aspects (security, water, ice, towels, ball boys, etc.) for practice
- Technical Meeting
 - Set up of meeting room
 - Transfer of team representatives to venue
 - Technical Meeting takes place
 - Validation of Final Team Delegation Rosters and player's numbers
- Confirmed list of Accredited media to be sent to FIBA
- Coordination of media availability during practice session
 - Welcoming the media
 - Opening access to court at correct time
 - Organising press conference
- Practice of the Visiting National Member Federation;
 - Transfer to venue
 - Transfer back to hotel
- Practice open to media for fifteen (15) minutes
- Practice of Host National Member Federation
 - Transfer to venue
 - Transfer back to hotel
- Rehearsal of full Game Run-down with Host Broadcaster (at least for the first game at home):
 - Coordinating the rehearsal with TV and with all the volunteers

Afternoon

Evening

Morning

- Full rehearsal of all aspect of the Game Run-down and needs of TV, including TV Graphics and Statistics
- Test of the Instant Replay System

5.1.4 Game Day

On Game Day, the Host National Member Federation shall organise the day as follow:

- Arrival of staff and key volunteers
- Arrival of FIBA Technical Delegate and FIBA Referees to check all equipment and the Instant Replay System
- FIBA Technical Delegate to check all activities requested during the day
- FIBA Referees transported back to their hotel
- Practice session:
 - Preparing the changing rooms, court and team services
 - Transfer of the Visiting National Member Federation to venue for practice and back to hotel
 - Practice of Host National Member Federation
 - Practice open to media for five (5) minutes
- Preparation of all rooms and of the court
- Finalisation of preparation of all areas in the venue
- Final equipment testing and preparation
- Final preparation of TV Production
- Set up of Hospitality areas
- Arrival of all volunteers
- Arrival of Teams and FIBA Game Officials Arrival of Table Officials and Statisticians
- Gates open to public
- Arrival of all media
- Latest arrival of chaperones
- Start of entertainment activities (before, if activities are outside the venue)
- Game Run-down
- Tip-off
- Entertainment at half-time
- End of the game
- Spectators leave the venue
- Press Conference
- Transfer of teams to hotels
- Transfer of FIBA Officials to hotel
- Hospitality closes (if any)

Afternoon

Start of Game

5.2 Game Day + 1:

- Departure of Visiting National Member Federation
 - Transfer to airport
 - Ensure departure takes place with no issues
- Departure of FIBA Game Officials
 - Transfer to airport
 - Ensure departure takes place with no issues
- Post-game media activities (if any)
- Dismantling of the venue set-up
- Debrief with the FIBA Technical Delegate
- Departure of FIBA Technical Delegate
 - Transfer to airport

5.3 Technical Meeting

The Host National Member Federation shall host the Technical Meeting the day before the game, at the venue of the game. The purpose of the Technical Meeting is to enable FIBA to brief the two teams on all game procedures and requirements, make the necessary verifications and collect the final game roster.

FIBA shall send to each Head of Team Delegation (as designated by the National Member Federations) a written invitation to the Technical Meeting at least two (2) weeks before the relevant window.

Upon arrival in the country, the Team Liaison Officer of the Visiting National Member Federation shall provide to the Head of Team Delegation, a copy of the written invitation to the Technical Meeting.

The written invitation shall provide the following information:

- Date, time and location of the meeting;
- Number and role of the members of the Team Delegation required to attend the meeting (the Head of the Delegation, the Team Manager and if possible the Media Officer);
- Agenda of the meeting;

- A request to bring to the meeting the following:
 - List of the twelve (12) players forming the final roster, with uniform numbers and personal details;
 - List of all other nine (9) members including coaches and accompanying Team Delegation members;
 - Passports of the twelve (12) players and all the Team Delegation members who will appear on the Final Roster;
 - One FIBA pre-approved sample of the players' uniforms (colours as per those provided by FIBA, see Section 3.6), the warm-up uniform and the tracksuits;
 - The Final Team Delegation Roster form (to be provided by FIBA before the start of the FIBA Basketball World Cup 2019 Qualifiers) shall be duly signed by the entire delegation including players, coaches and accompanying Team Delegation members.
- For the Technical Meeting, the Host National Member Federation shall provide the following:
 - One (1) meeting room equipped with tables and chairs for a minimum of ten (10) persons;
 - Internet access via Wi-Fi (and one (1) cabled connections to the network for the FIBA Technical Delegate if required);
 - One photocopier;
 - Refreshments during the meeting (water, coffee, tea);
 - Transportation to/from the meeting for the individuals set out below if not already in the venue.
- The following individuals shall attend the meeting:
 - Three (3) representatives of each Team Delegation (ideally the Head of the Delegation, the Team Manager and the Media Officer if possible);
 - FIBA Technical Delegate;
 - FIBA Liaison Officer;
 - Game Director;
 - Venue Manager; and
 - Additional staff with relevant specific responsibilities (related to health care, security, etc.).
- The Technical Meeting will be chaired by the FIBA Technical Delegate.
- The FIBA Technical Delegate will verify the Team Delegation members' passports, the signed Final Team Delegation Roster form, the player's uniform and all other elements he thinks is in the interest of the competitions to be checked.
- Only players and Team Delegation members who have signed the Final Team Delegation Roster form will be entitled to access the game on the following day.
- Once the Technical Meeting is declared closed, no changes to the composition of the teams (twelve (12) players and other team delegation members) can be made at any time.
- Once the Technical Meeting is declared closed, the confirmed team rosters will be officially made known to the public.

6.

HOST NATIONAL MEMBER FEDERATION OBLIGATIONS



6. HOST NATIONAL MEMBER FEDERATION OBLIGATIONS

6.1 Accommodation

The Host National Member Federation shall ensure that a minimum of two (2) four star hotels are located a maximum of thirty (30) minutes by bus from the game venue. Hotels shall be registered by FIBA according to Chapter 3.

a. Visiting National Member Federation:

No costs are to be borne by the Host National Member Federation in regards to the accommodation of the Visiting National Member Federation. However, when officially confirming the game venue and in any case at the latest two (2) months before the relevant window, the Host National Member Federation shall confirm the availability of sufficient rooms for the Visiting National Member Federation in at least one (1) of the registered hotels (that shall be different from the FIBA Game Officials hotel) and pre-book twenty (20) rooms (six (6) double rooms and fourteen (14) single rooms) in each of the two hotels.

Upon receiving confirmation from the Host National Member Federation, the Visiting National Member Federation shall then be responsible for the hotel reservation directly with the hotel and covering all costs related to its accommodation and board. The Visiting National Member Federation shall confirm the reservation at the latest four (4) weeks before the start of the relevant window. When the Host National Member Federation receives the information, it should cancel the pre-bookings accordingly.

b. FIBA Game Officials:

The Host National Member Federation shall book and cover all costs for a maximum of six (6) single occupancy rooms in full board for the FIBA Game Officials (three (3) FIBA Referees, FIBA Technical Delegate and two (2) additional FIBA Game Officials potentially attending) in a registered international minimum four-star hotel.

The Host shall provide the name of the hotel to FIBA no later than two (2) weeks before the relevant window. In no event shall FIBA Game Officials be accommodated in the same hotel as the Host National Member Federation or the Visiting National Member Federation Team Delegations.

Accommodation and board (all meals including pre-game snacks) shall be provided from the arrival of the FIBA Game Officials until their departure.

6.2 Transportation

a. Visiting National Member Federation:

The Host National Member Federation shall provide local transportation for the Visiting National Member Federation Team Delegation from arrival until departure. Transportation shall be:

- from airport to hotel;
- from hotel to game venue for practice and vice-versa;
- from hotel to game venue for the game and vice-versa; and
- from hotel to airport.

The Host National Member Federation may, at its own discretion, propose other trips to the Visiting National Member Federation. Should the most suitable arrival airport be located in a neighbouring country, the Host National Member Federation shall organise the necessary transportation to pick up the Visiting National Member Federation. The latter must then ensure that all necessary visas and any other required documents are obtained for the relevant countries.

The Visiting Team Bus shall consist of a minimum of forty (40) comfortable seats with appropriate leg room for basketball players.

The Host shall ensure that the bus is clean and equipped with an air-conditioning system. The driver should be dressed appropriately and familiar with all applicable routes.

b. FIBA Game Officials

The Host National Member Federation shall provide local transportation for the FIBA Game Officials from arrival until departure. Transportation shall be:

- from airport to hotel;
- From hotel to game venue and vice-versa; and
- From hotel to airport.

The FIBA Technical Delegate may require additional transportation to fulfil his or her duties or other requirements.

The Host shall ensure that the minivan/car with a minimum seven (7) comfortable seats used to transport the FIBA Game Officials is clean and of sufficient quality with an air-conditioning system. The driver should be dressed appropriately and familiar with all applicable routes.



6.3 Practice

The Host National Member Federation shall provide the Visiting National Member Federation access to the game venue for practice.

The Host National Member Federation shall propose two practice sessions to the Visiting National Member Federation:

- One (1) practice session of ninety (90) minutes on the day before the game and at the same time as the tip-off time of the game.
- One (1) practice session of sixty (60) minutes on the morning of the game.

The Host National Member Federation shall make the game venue accessible as requested.

The Host National Member Federation shall provide medical services and an ambulance as well as adequate security.

Additional practice sessions shall be discussed between the two National Member Federations. Additional costs arising from practice session requests shall be borne by the Visiting National Member Federation (except for costs related to drinking water) unless an agreement is reached between the two federations. The Host National Member Federation shall then make every effort to allow the Visiting National Member Federation to practice in the game venue. If this is not possible, the Host National Member Federation shall propose an alternative venue with appropriate standards and adequate security measures for the Visiting National Member Federation.

6.4 Ticketing and hospitality

The Host National Member Federation shall provide to the Visiting National Member Federation, five (5) complimentary VIP tickets and twenty (20) complimentary First Category tickets for its guests.

Additionally, the Host National Member Federation shall make available a number of tickets equal to at least five percent (5%) of the venue capacity to visiting supporters and block a dedicated area in the stands for them.

The Host National Member Federation shall inform the Visiting National Member Federation of the number of tickets available for purchase at the latest two (2) months before the window is due to take place indicating the price of the tickets and detailed purchase and payment conditions.

The Visiting National Member Federation shall confirm to the Host National Member Federation the number of tickets required at the latest one (1) month before the window is due to take place and proceed with payment of the tickets.

The two (2) National Member Federations shall agree on the exact order, payment and delivery process.

6.5 Official Reception and Exchange of Gift

The Host National Member Federation may organise one (1) official reception (lunch or dinner) in connection with the game, inviting FIBA Representatives if present (not FIBA Game Officials), representatives of the Visiting National Member Federation and any other guests in order to foster good relations between the two federations.

At this occasion or at any another time, the two federations may exchange small gifts.

Before the tip-off of the game (see Game Run-down in Chapter 10), the teams and players shall exchange pennants and other gifts such as pins.

6.6 Inspection visits in preparation for the game

The Host National Member Federation shall provide an opportunity for the Visiting National Member Federation to inspect the game venue and hotels prior to the relevant windows.

The Host National Member Federation shall accompany the Visiting National Member Federation staff on the visit and organise a programme as well as the necessary transportation vehicle(s) for the visit.

Should an inspection visit take place, the Visiting National Member Federation shall pay for its staff's flights, accommodation and board, while the Host National Member Federation shall be responsible only for the cost of the local transport.

6.7 Safety and Security

- Host National Member Federations shall be responsible for all aspects of security in relation to the organisation of the FIBA Basketball World Cup 2019 Qualifiers games, in the venue and its surroundings, before and after the game.
- The Host National Member Federation shall identify and approach public and private organisations that will be involved in security operations for the FIBA Basketball World Cup 2019 Qualifiers home games.
- The Host National Member Federations shall appoint a Safety & Security Coordinator who will be responsible for all security-related issues at the venue for all involved parties.
- The Host National Member Federations shall ensure that the venue is fully compliant with applicable safety and security laws and regulations, including but not limited to the following constructions :
 - i. Temporary/removable tribunes and other infrastructure;
 - ii. Media area;
 - iii. Podiums and/or stages;
 - iv. TV infrastructure such as platforms, cranes, rails, etc.
 - v. Additional lighting such as photographers' strobe lights;
 - vi. Cabling; and
 - vii. Advertising signage.
- The Host National Member Federation shall ensure that all gates and emergency exits are kept free of any obstruction that could impede the flow of spectators.
- All selected personnel involved in the game shall be fully briefed on emergency procedures in case of an emergency or crisis following the Crisis Management Plan (Appendix 6), and
- Security personnel shall wear a distinctive uniform.
- Safety information for spectators shall be printed on the reverse side of the game ticket and displayed prominently throughout the venue.
- In case of an emergency, the public announcement system and video screens in the venue (if available) shall be used to display and transmit emergency announcements to the public (appropriate announcement are messages to be prepared in advance).
- In addition to the above, the Host National Member Federation shall be responsible for the security of the Visiting National Member Federation and of the FIBA Game Officials, from their arrival in the country until their departure. Special attention shall be paid when the Visiting National Team is at its hotel.
- National Member Federations shall be fully responsible for the behaviour of their own fans at the FIBA Basketball World Cup 2019 Qualifiers.

6.8 Team Services

The Host National Member Federation shall provide the Visiting National Member Federation with the best hospitality and courtesy possible. Both National Member Federations shall make every effort to work cooperatively. Teams are opponents on the court, but partners off the court. Close cooperation will assist the development of basketball.

6.8.1 Drinking Water Supply

The Host National Member Federation shall provide the Visiting National Member Federation with industrially sealed, bottled drinking water (not tap water) for practices and the game. If the Visiting National Member Federation arrives before the window dates and wishes to practice, water shall be provided, free of charge, by the Host National Member Federation.

The following minimum amounts of water shall be supplied:

- For each practice session :
 - Twenty-four (24) x 1.5 litre water bottles;
 - Twelve (12) x 0.5 litre water bottles.
- For the game:
 - Twenty-four (24) x 1.5 litre water bottles;
 - Twelve (12) x 0.5 litre water bottles;
 - Thirty (30) additional litres in the changing rooms.

The above amounts may need to be increased, subject to particular climate conditions in the Host Nation.

6.8.2 Ice

The Host National Member Federation shall provide the Visiting National Member Federation with a minimum of ten (10) kilograms of crushed ice (not frozen bottles), free of charge at the venue, during each practice session and for the game, by means of ice machines.

Should the Visiting National Member Federation want crushed ice at the hotel, they shall have to deal directly with the hotel management, unless previously discussed and agreed directly with the Host National Member Federation.

6.8.3 Towels

The Visiting National Member Federation shall be responsible for provision of its own towels for each practice session and the game. Should the towels be branded, the Visiting National Member Federation is authorised to use them, as long as the Commercial Partner promoted on the towels fulfil the laws of the Host Nation.

6.9 FIBA Referees Services

6.9.1 Drinking Water Supply

The Host National Member Federation shall provide the FIBA Referees with industrially sealed, bottled drinking water (not tap water) for the game.

The following minimum amounts of water shall be supplied:

- For the game:
- Eight (8) x 1.5 litre water bottles;

The above amounts may need to be increased, subject to particular climate conditions in the Host Nation.

6.9.2 Ice

The Host National Member Federation shall provide a minimum of three (3) kilograms of crushed ice (not frozen bottles) for the FIBA Referees, free of charge at the venue for the game, by means of ice machines.

If the FIBA Referees request crushed ice at the hotel, the Host National Member Federation will have to deal with the hotel to provide the ice requested.

6.9.3 Towels

The Host National Member Federation shall provide the FIBA Referees with a minimum of four (4) towels for the game.

6.10 Provision of game footage

The Host National Member Federation shall provide to the Visiting National Member Federation, the FIBA Referees and the FIBA Technical Delegate with a USB drive with a copy of the game footage before they leave the venue after the game.

The Host National Member Federation shall also upload the game footage to the online platform provided by FIBA within twenty-four (24) hours after the end of the game.

6.11 Scoresheet

The FIBA Digital Scoresheet software shall be used for all games of the FIBA Basketball World Cup 2019 Qualifiers in Europe.

6.12 Statisticians and Table Officials

Statisticians and Table Officials shall be provided by the Host National Member Federation according to Chapter 4.

6.13 Logistics

Before its first home game, each participating National Member Federation will receive a set of FIBA Basketball World Cup 2019 Qualifiers items:

- Centre Circle Stickers
- Backboard Stickers
- Ball Plinth
- FIBA Flag
- FIBA Basketball World Cup 2019 Qualifiers Flag (if applicable)
- Etc.

National Member Federations will be requested to provide the shipping address and the contact person in the relevant form requested by FIBA. Shipping and customs charges (including taxes) will be covered by FIBA. The National Member Federations will be requested to assist with import customs clearance.

All National Member Federations will be requested to find suitable safe and secured storage space for the materials received, before the first home game as well as between the home games and windows until the end of their participation in the FIBA Basketball World Cup 2019 Qualifiers.

For each home game, National Member Federations will be responsible for transportation and will need to ensure that the items reach the game venue in good time.

The items delivered by FIBA are reserved for use in the FIBA Basketball World Cup 2019 Qualifiers, and it is up to each National Member Federation to ensure that the material is always available, well maintained and in good condition for each game. Should this not be the case, the National Member Federation shall immediately contact FIBA to request replacement of the defective item. Such replacement may be at the National Member Federation's cost.

Court Stickers

The National Member Federation will receive a first shipment of stickers for centre circles, backboards and rings at the latest two (2) weeks before the first home game. A second shipment of stickers will be made after the end of the first round.

The Host National Member Federation will be responsible for applying the stickers in accordance with the guidelines provided. One set of stickers per home game will be provided. Additionally, one spare sticker will be provided for the centre circle.

For each game, the Host National Member Federation shall ensure that they have two sets of stickers available, one to be applied on the court and a second one for backup.

In the event, that a problem arises with the first set of stickers, the second set shall be used only under the supervision of the FIBA Technical Delegate who will be trained adequately. The FIBA Technical Delegate will then inform FIBA in his game report, enabling FIBA to order and ship a new set of stickers. If the problem is due to a manufacturer's defect, observed and confirmed by the FIBA Technical Delegate, FIBA will cover all costs related to production and shipment of the new set. If the Host National Member Federation is responsible for the incorrect application of the stickers, production and shipment will be at the cost of the Host National Member Federation.

Basketballs

The National Member Federation will receive a first shipment of basketballs at the latest two (2) weeks before the first home game. A second shipment of basketballs will be made after the end of the first round.

- Other items sent by FIBA shall be delivered at the latest two (2) weeks before the first home game.

6.14 Medical Services

Host National Member Federations will be required to provide access to the following medical services and assistances. Please note that any services outside the venue (i.e. doctor, hospital, etc.) are on a user pays basis.

Medical Coordinator

A medical coordinator shall be appointed and be readily contactable by FIBA before each window and by FIBA and the Visiting National Member Federation and be on site during the window.

Medical Doctor

Each Host National Member Federation is responsible for providing a registered medical doctor at each game and who can be accessed at other times while visiting. They must introduce themselves to the Visiting National Member Federation and visiting team doctor when the team arrives and before the game and inform the FIBA Technical Delegate of where they will be seated during the game. The medical doctor is responsible for assisting visiting team through their team doctor and visiting FIBA Game Officials attending the game. Contact details of the Game Doctor shall be provided at the latest during the Technical Meeting.

Medical Services

The Host National Member Federation shall guarantee a comprehensive medical service for all participants. The Host National Member Federation shall provide the following information to the Visiting National Member Federation and FIBA Game Officials:

- Access to a 24-hour on call doctor to provide medical assistance to the participants (Team Delegations and FIBA Game Officials);
- The attention to any kind of injury that may occur during the game and practice and transportation to the hospital;
- The presence of an ambulance and at least two (2) paramedics during the game and practice session. Paramedics and First Aid Personnel shall be located in a clearly visible and easily accessible area;
- The provision of written information about health care services available from arrival until departure of the Visiting National Member Federation and FIBA Game Officials;
- The provision of other information concerning health care issues and financial responsibilities to the Visiting National Member Federation, either in writing or during the Technical Meeting.

The Host National Member Federation shall fill-in the dedicated Medical Care Information Sheet (Appendix 5) and send it back to FIBA to the relevant FIBA Regional Office, at least two (2) weeks before the start of the window and provide a copy to the visiting team doctor.

The organisers must follow strictly the "Emergency Action Plan" (Appendix 4) in case of medical or other emergencies. This document shall be communicated to the Medical Coordinator and the Medical Doctor.

First Aid

The Host National Member Federation shall set up a dedicated and clean first aid room in the game venue for the use of players, team officials and FIBA officials.

Clear "First Aid Rooms" signs must be displayed in the corridors leading to the First Aid Room and on the door. The First Aid Room shall not be used for any other purpose.

The first aid room shall be hygienic and only used for First Aid purposes. Furthermore, the room shall be easily accessible to:

- Emergency services; and
- The playing court, free of any obstacles or obstructions, in order for any injured Player to be taken there quickly.

The room shall be adequately equipped with the following (as a minimum):

- Waiting room with seats;
- A bed for medical examinations;
- Examination light;
- Trolley stretchers and spine board;
- A desk;
- A telephone;
- One toilet with a washbasin and a WC (recommended);
- Chairs;
- Cabinet for storing medical material;
- An oxygen cylinder with the relevant equipment for manual resuscitation;
- All necessary equipment for Minor Wounds and Critical Care; and
- A defibrillator.

Ambulance stand-by area

An ambulance stand-by area must be located close to the playing court, the practice court and the first aid room. One dedicated ambulance with qualified staff must be available for all practice sessions and games.

Another ambulance shall be made available and dedicated to the spectators during the duration of the game and shall be accessible easily from the seating positions inside the arena.



6.15 Doping controls

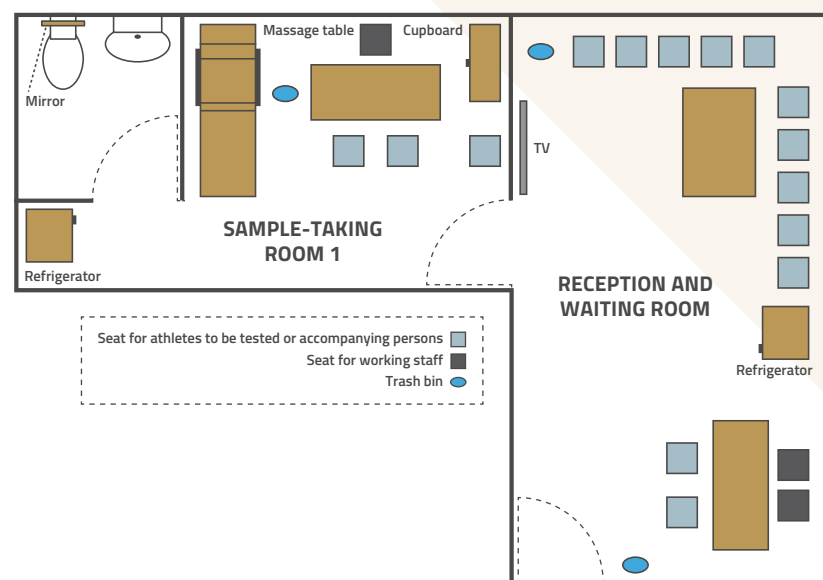
All players participating in the FIBA Basketball World Cup 2019 Qualifiers will be required to submit to doping control (in or out-of-competition) if requested. Doping controls may be carried out before and during the duration of the window. The testing is carried out in accordance with the "FIBA Internal Regulations Governing Anti-Doping" and the WADA International Standard for Testing and Investigations (ISTI).

The procedure for doping controls (the selection of Players, collection and analysis of urine and blood samples, transmission of results and sanctions, etc.) is clearly defined in the applicable FIBA Regulations governing Anti-Doping and the ISTI. The list of prohibited substances is available on the WADA website (www.wada-ama.org).

The Host National Member Federation will be responsible to set up a fully operational Doping Control Station in the game venue and provide all required equipment. Please refer to the "FIBA Internal Regulations Governing Anti-Doping" and the WADA International Standard for Testing and Investigations.

The Doping Control Station shall be secure, clean, ventilated and as close as possible to the Team changing rooms.

The Doping Control Station shall not be used for any other purpose.



The Doping Control Station must meet the following minimum requirements:

- Clear "Doping Control Station" signs must be displayed in the corridors leading to the Doping Control Station and on the door;
- A waiting area with comfortable chairs and a refrigerator (containing drinks in cans or industrially sealed bottles – mineral, sodas, fruit juices, etc.);
- The room must be able to accommodate at least ten (10) people (Players, Team doctor, Supervisory Doctor, Doping Control Officers, possibly an interpreter, and chaperones).
- A sample-collection area that must :
 - Meet the privacy, cleanliness and sole use requirements; and
 - Be equipped with:
 - A desk;
 - Seats for the Doping Control Officer, the assistant, the selected Player and his team doctor;
 - A massage table;
 - A refrigerator to contain the sample bottles;
 - A lockable cupboard or drawer;
 - A table upon which to place the sample containers and the samples marked A and B;
 - A large garbage bin; and
 - WCs with a front-facing mirror or a ¾ reflection at seat-level.

The Host National Member Federation shall provide a minimum of four (4) chaperones, fully trained, available to escort Players in case of doping controls for each game. The chaperones shall be available at the latest one hour before the start of the game and shall be introduced to the FIBA Technical Delegate. In case of doping controls, the chaperones will meet with the Doping Control Officer who will brief them of the processes and requirements. In order to assist the National Member Federation to prepare their chaperones, FIBA will provide educational content on the dedicated platform on the doping control process and chaperone duties.

6.16 Organisational costs

The Host National Member Federation shall cover and bear the following costs:

- Venue rental and set-up;
- All requested game related services;
- Game production/delivery, including game data collection, distribution services (live scoring, data feeds, stats printing, etc.);
- Local transportation for the Visiting National Member Federation; and
- Accommodation and local transportation for FIBA Game Officials (a maximum of six (6)).



7.

**VISITING NATIONAL MEMBER
FEDERATION OBLIGATIONS**

7. VISITING NATIONAL MEMBER FEDERATION OBLIGATIONS

7.1 Costs to be borne

The Visiting National Member Federation shall cover and bear the following costs:

- International flights of their entire Team Delegation;
- Accommodation and board;
- All preparation costs, including visas, travel insurance, and any other costs related to travel.

7.2 Visa applications

Each Visiting National Member Federation is responsible for applying for the relevant host country visa in good time.

Should the most suitable airport be located in a neighbouring country, the Visiting National Member Federation must make the necessary arrangements, taking all factors into account (visas, customs, transfer times, traffic, etc.).

The Host National Member Federation shall provide the necessary assistance to help the Visiting National Member Federation to obtain any relevant entry documents. For example, if visas are required, the Host National Member Federation shall send out the appropriate invitation letters.

7.3 International travel

a. Flight Bookings

The Visiting National Member Federation shall be responsible for arranging the booking of their Team Delegation flight tickets or arranging their international travel via other means and shall cover all international travel costs.

The Visiting National Member Federation must arrange to arrive in the host country no later than twenty-four (24) hours before the game.

b. Provision of travel and flight details to FIBA and Host National Member Federation

The Visiting National Member Federation shall provide the detailed travel schedule of all Team Delegation members including arrival and departure times, to FIBA and to the Host National Member Federation a minimum of two (2) weeks before the start of the window.

7.4 Accommodation

The Visiting National Member Federation shall be responsible for arranging the booking of appropriate accommodation for its entire Team Delegation and for all costs related to accommodation and board.

As stated on Chapter 3, the Host National Member Federation shall propose and pre-book on behalf of the Visiting National Member Federation at least two (2) international four-star hotels, previously registered with FIBA.

The Visiting National Member Federation may decide to select one of the accommodation options proposed or seek another hotel of their own choice independently. The Visiting National Member Federation shall confirm the reservation in one of the proposed hotels directly with the hotel no later than four (4) weeks before the start of the relevant window. The Host National Member Federation shall not be held responsible for this choice. Should the Visiting National Member Federation decide to arrange accommodation independently, then the name of the selected hotel shall be provided to FIBA and to the Host National Member Federation no later than two (2) weeks before the start of window.

The Visiting National Member Federation shall organise the number of rooms and all meals directly with the management of the hotel selected.

VENUE FACILITIES



8.

VENUE FACILITIES

VENUE FACILITIES

8. VENUE FACILITIES

8.1 General Venues Requirements for the Game

a. General Information

Games shall only be played in registered venues.

The Host National Member Federation shall provide the name of the selected registered venue at the latest two (2) months before the start of the window in which the game is due to be played.

Venues shall be located a maximum of three (3) hours by bus from the nearest international airport.

Proposed Visiting Team hotels shall be a maximum of thirty (30) minutes by bus from the venue.

In certain exceptional circumstances, such as if a Host National Member Federation does not have the capacity to host a home game, for example due to a natural disaster or other important circumstances, then the National Member Federation may seek assistance to host the game in another country. The Host National Member Federation shall then seek the approval of FIBA and bear all costs related to the organisation of the game in a foreign country and any specific conditions that could apply to the Visiting National Member Federation.

Specific requirements shall be developed for FIBA Continental Cups 2021 Pre-Qualifiers games, according to the specificities of the region, and shall be communicated in due time by the relevant FIBA Regional Office to the participating National Member Federations.

8.2 Rental period and access to venue

The Host National Member Federation shall secure full access to the venue at the latest two (2) days before the game is due to be played. Access to the venue is vital for the correct preparation of the venue.

8.3 Venue Requirements

This section summarises the minimum venue requirements for the FIBA Basketball World Cup 2019 Qualifiers.

The table below provides a brief summary of the venue requirements for the FIBA Basketball World Cup 2019 Qualifiers. Further details and explanations are set out in detail in Appendix 3 of this handbook.

Capacity	The venue shall have a minimum capacity 3,000 seats and be fully compliant with FIBA and local safety standards. For the FIBA EuroBasket 2021 Pre-Qualifiers, the minimum is 1,750 seats.
Ventilation System	All venues, including the playing area and all technical and backroom areas, must have a proper ventilation system.
Power Supply	The venue shall have a primary and an alternative standby energy source which allows the game to be continued in case of power failure.
Lighting	The lighting must be of minimum between 1,700 and 2,000 lux and uniformly spread on the court floor area as per Chapter 12. For the FIBA EuroBasket 2021 Pre-Qualifiers, the minimum shall be 1,500 lux.
Internet	The venue, including the player area and all technical and backroom areas, must be connected to a high speed wireless or wired internet connection.
Branding	The venue branding shall be in accordance with the Chapter 14.
Flooring	The basketball flooring shall be FIBA Approved Level 1 as per the FIBA Official Basketball Rules and Equipment.
Backstop Units	Backstop units shall be FIBA Approved for Level 1 + 1 spare unit for Level 1 and located in close proximity to the court.
Scoreboards	Scoreboards shall be FIBA Approved for Level 1 and with a UPS power supply. Specs (as per Appendix 9)
Shot Clocks	Shot Clocks shall be mounted on each backboard and FIBA Approved Level 1. A full spare set shall be available in case of malfunction.
Sound System	The sound system should be sufficient quality to enable sharp and clear sound reproduction above the noise of the crowd for both public announcements and entertainment music.
Video Boards	Video boards are optional but strongly recommended.
Basketball	A minimum of fourteen (14) FIBA Approved Basketballs for Level 1 Competitions are required.

Changing Rooms	A minimum of two (2) team changing rooms, two (2) referee changing rooms and, one (1) entertainment changing room are required.
Offices and Meeting Rooms	A minimum of one (1) meeting room and one (1) office for the FIBA Technical Delegate are required.
IT Aspects	Power supply fully redundant Statistician positions behind the Scorer's Table on a platform with a table and eight (8) chairs. Technical Equipment (laptops, printer, etc.)
TV Production	Supporting structures for cameras (space and platforms) Four (4) TV commentary positions fully equipped on same side as camera position TV Studio (if required) TV Compound as per the TV Production Manual Independent and fully redundant power supply dedicated to TV and available at TV Compound Full security of all Broadcast Areas (Not applicable for FIBA Eurobasket 2021 Pre-Qualifiers games)
Media Facilities	Media Tribune working positions Mixed Zone Media Working room with working positions Press Conference room

As a general principle, venue equipment, facilities, set-up and FIBA Basketball World Cup 2019 Qualifiers branding shall be in line with the Official Basketball Rules, the FIBA Internal Regulations and the relevant documentation governing the FIBA Basketball World Cup 2019 Qualifiers.

8.4 Seating

The seating capacity of the venue shall be at least 3,000 seats.

It is recommended that all seats be numbered and have an unobstructed view of the court.

8.5 Court area set-up

8.5.1 Playing Court

The playing court must be a FIBA Approved Level 1 wooden floor, as stated in the Official Basketball Rules.

Beyond the end lines and side lines there shall be a further boundary line, two (2) metres wide and of the same colour as the restricted area which should be in a sharply contrasting colour to the playing court.

Note: All non basketball lines existing on the court must either be removed or covered with non-slip material (adhesive tape or foil, etc.) to match the colour of the wooden floor.

8.5.2 Team benches

Team benches shall be on the same side of the court as the Scorer's Table, and each bench shall be equipped with sixteen (16) seats.

The team benches area must be cleared and cleaned before the teams' arrival. A large trash bin shall be placed close to the end line for each team bench.

8.5.3 Scorer's Table

The Scorer's Table shall be placed along the sideline, between the two team benches, at floor level or ideally elevated by 0.20 metres and with enough space behind the seats for staff to easily access their working position. It must be large enough to accommodate eight (8) people as follow:

- Four (4) Table Officials;
- One (1) FIBA Technical Delegate;
- The Public Announcer;
- The FIBA Liaison Officer; and
- A position for the Instant Replay System Operator.

The Scorer's Table shall be equipped with the following:

- Official FIBA Scoresheet, provided by FIBA;
- Player foul markers: numbered from 1 to 5 (numbers 1 to 4 in black and number 5 in red);
- Team foul markers: to show that the Team has reached a team foul situation (preferably an electronic device);
- Alternating possession arrow (preferably an electronic device);
- Hand/table chronometer (2 pieces); and
- Whistle.

8.5.4 Substitute cubes/chairs

There shall be two (2) substitutes' cubes/chairs on each side of the Scorer's Table (four (4) cubes/chairs in total) but cannot be placed in the further boundary line area.

8.5.5 Technical Table

The Technical Table must have a perfect view of the field of play, ideally elevated by 0.60 metres (or in any case 0.40 metres higher than the Scorer's Table), at the best angle to see the court, directly behind the Scorer's Table. Each position shall be at least 1.25 metres wide and 0.60 metres deep. There shall be enough space behind the seats for staff to easily circulate and access their working position. Likewise, the platform should have adequate protection on its back side to prevent accidental falls and injuries.

The Technical Table shall accommodate at least eight (8) positions including the following persons:

- Statisticians (minimum two (2) seats);
- TV Graphics operators (minimum two (2) seats);
- Referee supervisor (if applicable) (one (1) seat);
- Venue Manager (one (1) seat); and
- Other FIBA Game Officials (if applicable) (two (2) seat(s)).

The Host National Member Federation shall ensure that the workstations at the Technical Table to be used by the statisticians are equipped in line with the information technology requirements set out in Chapter 13 and as follows:

- Enough electrical outlets;
- Two (2) laptops (one of them as back-up) and one (1) fast printer (preferably b/w laser printer);
- A garbage bin;
- Broadband internet connection shall be available (min. DSL).

8.5.6 Courtside Seats

Courtside seats may be placed, along the outer edge of the boundary line, provided that security conditions are granted and that the host is legally responsible of preventing any spectator from accessing to the court.

8.5.7 Courtside signage (advertising boards)

The advertising boards (whether LED, rotating or fixed) must be placed outside the two (2) metres boundary line, and shall be padded to ensure the necessary protection for the players. Technical specifications of the advertising boards shall be provided by the Host National Member Federation to FIBA at the latest, one (1) month before the window of the game is due to take place. (see Chapter 14).

8.5.8 First Aid Point

A first aid point, shall be placed as close as possible to the court (but not in camera view) to accommodate at least two (2) paramedics. The First Aid Point shall be protected from disturbances.

8.6 Basketball equipment

8.6.1 Backstop Units

There shall be two (2) backstop units and one (1) backup backstop unit, all FIBA Approved Level 1. One (1) chair shall be placed next to each backstop unit for floor wipers.

The nets shall be correctly attached and there shall be a minimum of two (2) pairs of spare nets.

8.6.2 Scoreboards and Shot Clocks

The scoreboards and shot clocks shall be FIBA Approved Level 1 and installed according to the Official Basketball Rules – Basketball Equipment. Each National Member Federation shall obtain and provide when required all relevant documentation, especially regarding connections and protocol descriptions for TV using the form in Appendix 9.

The scoreboards shall be connected to three (3) or four (4) sided shot clocks with a duplicate clock located above each backboard. The shot clocks shall be manufactured by the same manufacturer as the scoreboards.

8.7 Official Ball and Ball Carrier

A minimum of fourteen (14) FIBA Approved basketball for Level 1 Competitions are required.

Only the official Basketballs and Ball Carts supplied by FIBA shall be used during practice and games. (Further specification in Chapter 14)



8.8 Changing Rooms and other offices

A minimum of five (5) changing rooms shall be provided as follows:

- Two (2) changing rooms for Teams;
- Two (2) changing rooms for Referees; and
- One (1) entertainment changing room.

In addition, the following offices shall be set up:

- A FIBA Office;
- A Meeting Room;

Other rooms should be foreseen for a smooth and efficient organisation of home games:

- Host National Member Federation Office;
- Statisticians and/or Table Officials room;
- Volunteer room;
- Catering room for all volunteers.

8.8.1 Team Changing Rooms

Each team changing room shall meet the following requirements:

- Minimum size of fifty (50) square metres;
- Easy, short and secure access route to the playing court;
- Shower area of twenty-five (25) square metres; including six (6) showers and showerheads that are a minimum of 2.5 metres above the ground;
- Be equipped, if possible, with a game-time clock;
- Synthetic or tiled floor;
- Door locks that function well;
- Benches or chairs for twenty (20) persons;
- One (1) tactics board with marker and eraser;
- Hangers or lockers for twelve (12) people;
- Two (2) garbage bins;
- One (1) table of 1m x 4m;
- One (1) padded massage table in like-new condition (minimum dimensions of 0.8m in height x 0.6m in width x 1.80m in length); and
- Refrigerator (if possible).

8.8.2 Referee Changing Rooms

Each referee changing room shall meet the following requirements:

- Minimum of twenty-five (25) square metres;
- Easy, short and secure access route to the playing court;
- Shower area of ten (10) square metres; including two (2) showers and showerheads;
- Industrially bottled drinking water (3 litres per referee per game) with sufficient paper cups;
- Three (3) kilograms of ice;
- Four (4) towels;
- Be equipped, if possible, with a game-time clock;
- Door locks that function well;
- Benches or chairs for three (3) persons and one (1) table;
- Hangers or lockers for three (3) people;
- One (1) office-style refrigerator; and
- One (1) garbage bin.

8.8.3 Entertainment Changing Room

The entertainment changing room should meet the following requirements:

- Minimum size of 1.5 square metres per person;
- Benches or chairs;
- Table;
- Shower area with two (2) showers and showerheads;
- Hangers or lockers; and
- One (1) garbage bin.

8.8.4 FIBA Office

The Host National Member Federation shall provide a FIBA Office for the FIBA Technical Delegate and other attending FIBA Game Official.

This office shall be equipped with the following equipment per room (as a minimum)

- One (1) table with a sufficient number of chairs;
- One (1) multifunctional machine (scanner, copier, printer);
- Sufficient stationery supplies;
- Lockable cupboards;
- A garbage bin;
- Internet access;
- A refrigerator, if possible; and
- A working door lock.

8.8.5 Meeting Room

The Host National Member Federation shall ensure that there is one (1) meeting room available for priority use by FIBA to accommodate up to ten (10) people. This meeting room shall be equipped with (as a minimum):

- A conference table;
- Ten (10) chairs;
- One (1) video projector, or large screen television connected to HDMI source plus all necessary cables;
- Internet access via Wi-Fi or cable.

8.8.6 Other rooms

Other rooms and offices shall be set up in accordance with local needs. The rooms shall be cleaned and adapted to receive volunteers and other staff.

8.9 Temperature

The playing and spectator areas shall have a temperature of between 16° C and 28° C.

Proper heating, cooling and ventilation systems shall be in perfect working order in the venue to ensure that the temperature is maintained in this range at all times. When possible, air-conditioning shall be used in order to maintain the temperature as stipulated above.

The referee may suspend a game if the temperature is below 16° C or above 28° C.

8.10 National Flags

The Host National Member Federation is responsible for the production of the following flags, to be displayed in the game venue, in accordance with the FIBA Flag Manual:

- The flag of the Host National Member Federation
- The flag of the Visiting National Member Federation
- The FIBA Basketball World Cup 2019 Qualifiers Flag (if applicable)
- The FIBA Flag

Flag must be hung in the venue above the field of play, on the same side from the Scorer's Table, in the following order from left to right when looking from the Scorer's Table:

- Host National Member Federation Flag
- FIBA Flag
- FIBA Basketball World Cup 2019 Qualifiers (if applicable)
- Visiting National Member Federation Flag

8.11 National Anthems

National Anthems shall be provided by FIBA and shall be played prior to the game according to the official Game Run-down.

8.12 Sound system

The Host National Member Federation shall ensure that the public announcement system shall be of such a quality as to enable sharp and clear sound reproduction above the noise of the crowd for both public announcements and entertainment music. Loudspeakers shall be positioned in such a way as to give uniform sound reproduction throughout the hall with no distortion or "echo" effects.

8.13 Power

As a minimum, each venue shall have:

- A primary and an alternative standby energy source for the arena lighting and other needs which allows the game to be continued in case of power failure
- A fully uninterrupted redundant and completely independent power source or a twin synchronised power generator (minimum of 125KA 220 Amp/Phase with automatic changeover) for the Host Broadcaster (located in the TV Compound);
- A UPS for the scoreboard, in order to prevent losing time, score and other scoreboard data in case of a power outage during the game;
- A phase 380 VAC power supply for LED advertising boards (if any).

8.14 Lighting

As a minimum, the venue shall have:

- A playing court with an average maintained illumination of between 1,700 and 2,000 lux towards the camera lens and spread evenly on the court floor area, without any shadows or patches, as per Appendix 8. This uniformity of the lighting is absolutely vital for the quality of the television production;
- Emergency lighting of at least 10% of the maintained luminance under normal lighting conditions.

Where a venue has large windows, specific action must be taken, by the Host National Member Federation, in order to block out any direct sunlight that may impact the production of the International Feed (e.g. by covering the windows with curtains or blinds and ensuring they remain closed throughout the course of the game).

8.15 Internet

The venue, including the playing area and all technical and backroom areas, shall be connected to the Internet in accordance with the requirements set out in Chapter 13.

8.16 Signage

All rooms and areas in the venue shall be clearly marked by no later than 24 hours before the game. Signage shall be produced in English and be branded in line with the FIBA Basketball World Cup 2019 Qualifiers Brand Identity.

8.17 Venues requirements for practice session

The Host National Member Federation shall provide access to the game venue for practice to the Visiting National Member Federation.

The Host National Member Federation shall propose two practice sessions to the Visiting National Member Federation:

- One (1) practice session of ninety (90) minutes on the day before the game and at the same time as the tip-off time of the game.
- One (1) practice session of sixty (60) minutes on the morning of the game.

The Host National Member Federation shall make the game venue accessible as requested.

The game venue shall be clean and at the appropriate temperature. The court shall have a minimum uniform lighting of 1,500 lux and all the necessary equipment.

The set-up of the court shall be the same as for the game.

The Host National Member Federation shall provide twelve (12) official Basketballs of the same brand and model as those used for the game for the duration of the practice.

In the team's changing room the Host National Member Federation shall provide for practices:

- One (1) padded massage table in like-new condition (minimum dimensions of 0.8m in height × 0.6m in width × 1.80m in length)
- One (1) table of 1m × 4m
- Benches or chairs for twenty (20) persons
- One (1) tactics board with marker and eraser
- Hangers or lockers for twelve (12) people
- Two (2) garbage bins.

8.18 Access to facilities for spectators with disabilities

The Host National Member Federation shall provide access for spectators with disabilities. The venue shall have dedicated access points and areas for spectators with disabilities as well as dedicated sanitary facilities nearby.

Parking areas reserved for persons with a disability must also be provided, as well as special access paths. The requirements for people with a disability should be as per the national laws and regulations of the host nation but, as a general rule, the recommended number of parking spaces for persons with a disability is a minimum of one (1) parking space for every 1,200 spectators.



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TURIN, ITALY

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9.

ACCESS AND ACCREDITATION

9. ACCESS AND ACCREDITATION

9.1 FIBA Basketball World Cup 2019 Qualifiers General Principles

Accreditations are a working tool issued to individuals working on the game (e.g. staff, volunteers, media, etc.) or participating in it (e.g. Team Delegations, FIBA Game Officials, etc.).

Accreditations enable their holders to access the areas where they perform their duties in preparation for and during the game, while preventing people without a working function from interfering with game operations.

Accreditations are important as they contribute to the safety and security of the game. For those reasons, the following should be clearly noted and stated:

- An accreditation does not provide its holder with any special social or representative status;
- An accreditation is not a gift or souvenir; and
- An accreditation is not a ticket or invitation and does not grant any right to a seat in the venue (except for VIP accreditations in specific cases).

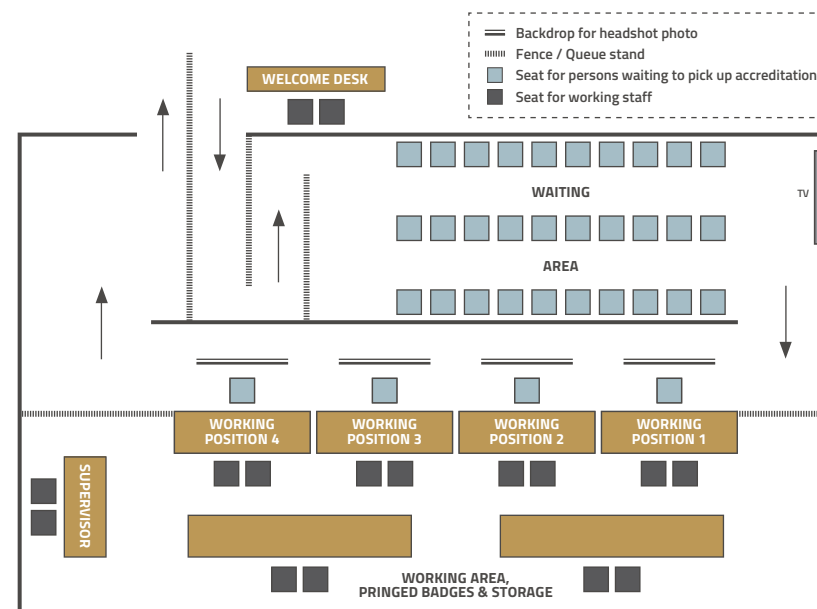
Accreditation shall be implemented at all games by the Host National Member Federation in order to guarantee security to all participants and to control the access to the different areas, especially in areas such as the court, the changing rooms, and the media operations areas.

Although FIBA will provide all National Members Federations with an accreditation template to be used at all home games of the FIBA Basketball World Cup 2019 Qualifiers, each Host National Member Federation is entitled to use the preferred accreditation system.

An Accreditation Coordinator shall be appointed to oversee the process and an accreditation centre set up in the venue and operational as of Day - 1.



Example of an Accreditation Centre set-up:



Note 1: A number / ticket system should be put in place at the entrance (#) to regulate the queue. Numbers should be called out or displayed on a screen once a desk is ready to serve the next person waiting.

Note 2: A TV screen should be set up in the waiting area as a distraction for people waiting, i.e. to display live feed and/or a loop .ppt with event information (results, fixtures, news, etc.).

9.2 Venue zoning

Accreditation requires the set-up and securing of venue zones. The game venue shall be sub-divided into Access Zones which shall only be accessible to specific accredited categories. In principle, venue zoning shall be carried out by an Accreditation Coordinator together with the Venue Manager, the Safety & Security Coordinator and any other relevant authorities.

The following zones are likely to be required:

- Court area (Playing court; Team benches; Scorer's Table; Technical Table);
- Teams Areas (Team changing rooms; Referee changing rooms; Entertainment changing room; Warm-up area or court (if applicable); First Aid Room; Doping Control Station);
- Administration Areas (Offices, meeting room and storage areas);
- Media Areas (including Media Tribune);
- TV Compound.

In order for an accreditation system to be effective, the Host National Member Federation shall then put in place strict access control around the game by means of security staff for all relevant Access Zones. Access Zones shall be clearly defined and secured and access control operational no later than one (1) day prior to the game. Only accredited persons holding the necessary access rights may access the respective area.

9.3 Accreditation for Team Delegations, FIBA Game Officials and media

The Visiting National Member Federation is entitled to receive a maximum of twenty-five (25) accreditations to each Team Delegation; this number includes the twelve (12) players. Only twenty-one (21) of these accreditations shall give access to the court (for persons on the Final Team Delegation Roster form approved during the Technical Meeting).

FIBA shall provide to each FIBA Technical Delegate with a specific accreditation to be worn during the entirety of his mission. All other FIBA Game Officials shall be accredited by the Host National Member Federation

Finally, accreditation shall be provided to Media according to the Media requirements outlined in Chapter 11.

9.4 Data insertion

The Host National Member Federation shall enter accreditations for:

- Team Delegation members (included players);
- FIBA Game Officials (except FIBA Technical Delegate);
- Media representatives;
- Host Broadcaster staff;
- Host National Member Federation staff;
- Volunteers;
- Venue personnel;
- Security, police, first aid personnel, etc.;
- Host external services personnel; and
- Host VIPs and guests (if accredited)

All individuals requesting an accreditation shall provide the following personal information:

- Last name;
- First name;
- Date of birth;
- Nationality;
- Recent passport picture.

All data collected shall only be used for accreditation purposes and used in accordance with all applicable laws and regulations, and shall be deleted immediately once the purpose of the collection has been fulfilled.

"Non-personal accreditations" may also be provided in limited numbers, for example to external service providers working in the venue with high staff rotation (e.g. cleaning staff, sales in corridors, etc.).

9.5 Issuing of and distributing accreditations

The Host is responsible for approving accreditations, printing badges for all approved individuals, laminating them using lamination pouches and distributing the badges at the Accreditation Centre.

The Host shall distribute each accreditation pass with a lanyard.

Specific accredited categories, namely Host Broadcaster staff, Rights Holders cameramen and photographers, shall be provided with "bibs" or other devices that must be worn at all times when working inside the venue. Such bibs entitle the holder to carry and use video and photographic equipment, which would otherwise not be permitted.



10.

SPORT PRESENTATION

JANUARY

SPORT PRESENTATION

10. SPORT PRESENTATION

10.1 General concept and requirements

Sport Presentation includes all activities and performances which provide information to the spectators and contribute to the in-venue experience (e.g. public announcements, team presentations, entertainment during breaks, spectator interaction and contests, video screen content, etc.).

The development of a sport presentation programme for each game of the FIBA Basketball World Cup 2019 Qualifiers is left to the Host National Member Federation in accordance with the FIBA Basketball World Cup 2019 Qualifiers requirements and guidelines listed below. Host National Member Federations may use this opportunity to propose dynamic and innovative performances and help develop a unique experience for their spectators.

A strong and varied sport presentation programme will:

- Improve the spectator experience;
- Highlight the quality of the competition and the high profile of the Game;
- Contribute to keeping spectators in the venue longer, thus potentially increasing the revenues from food & beverage, sales of merchandising; and
- Generate commercial opportunities for sponsors and partners.

10.2 Game Run-down

A Game Run-down shall be prepared by the Host National Member Federation and submitted to the FIBA Technical Delegate no later than two (2) days before the game. The Game Run-down shall list in detail all elements of the sport presentation programme from the moment the venue is open to the public (generally ninety (90) minutes or one (1) hour before tip-off) to thirty (30) minutes after the end of the game.

The chart below lists the elements which are mandatory for all games of the FIBA Basketball World Cup 2019 Qualifiers and shall therefore be integrated without any modifications in the sport presentation programme and Game Run-down.

Official Game Run-down

	Team benches have 16 seats each	
	Team A (HOME)	
	Team B (VISITING)	
	Teams warm up on the opposite side of the respective team bench	

Time to tip-off	Description of activity	Music / Entertainment
-30:00	Official entrance of teams and warm-up	FIBA Anthem (100")
-11:00	Teams photo session	
-09:00	Teams on team benches / Prepare for team introductions	FIBA Anthem (60")
-08:00	Team introductions TEAM B (VISITING)	
-07:00	Team introductions TEAM A (HOME)	
-06:00	National Anthem TEAM B (VISITING)	
-04:45	National Anthem TEAM A (HOME)	Host country always last
-03:30	Gift exchange	
-03:00	Final warm-up	
-01:30	Players return to bench	FIBA Anthem (6")
00:00	GAME STARTS	
	1 st quarter time-outs	Music / Entertainment
	END OF 1ST QUARTER / START OF 2ND QUARTER	
	2 nd quarter time-outs	Music / Entertainment
-15:00	END OF 1ST HALF	
-14:00	Half-time entertainment show	
-10:00	Teams back on court for warm-up	
-01:30	Teams on team benches / Prepare for 2nd half	FIBA Anthem (6")
00:00	START OF 2ND HALF	
	3 rd quarter time-outs	Music / Entertainment
	...	

END OF 3RD QUARTER / START OF 4TH QUARTER	Period break (120")
4 th quarter time-outs	Music / Entertainment
...	
END OF GAME	FIBA Anthem (100")
NOTE : in case of OT(s), same procedure as quarter breaks (120")	

Selected players are escorted immediately to the Doping Control Station	
All players pass through the Mixed Zone on their way to the changing rooms	

The Sport Presentation Manager and Stage Manager (see below) shall ensure, together with the FIBA Technical Delegate, that the Game Run-down is precisely followed and implemented in regards to the last ten (10) minutes before tip-off.



10.3 Sport Presentation staff and infrastructure

A Public Announcer shall be appointed for each home game.

Following the positive experience from previous events, the following staff is recommended/required to deliver a quality sport presentation programme:

Mandatory staff:

- Sport Presentation Manager
- Stage Manager
- Public Announcer
- DJ

Recommended staff:

- Master of ceremonies (MC)
- Performers for live entertainment
- In-venue Video Director (if applicable)
- In-venue Video Camera Operator(s) and Cable Assistant(s) (if applicable)
- Audio and Video technicians
- Any other technical staff required

Host National Member Federations shall be responsible for the selection appointment and all costs related to the above staff and performers.

A dedicated changing room (Entertainment Changing Room) shall be set up as stated in Chapter 8 and storage space shall be planned for whenever required.

10.4 Sport Presentation Manager and Stage Manager

The Sport Presentation Manager shall ensure, together with the FIBA Technical Delegate, that the Game Run-down is precisely followed and implemented.

He/she may be supported by a Stage Manager who will coordinate activities courtside, such as team entrance, entrance of performers, on-court activities, etc.

While teams do not need to know the full details of the sport presentation programme, they shall be informed at the Technical Meeting of all official elements of the Game Run-down (team entrance, team presentations, etc.) and be informed of any activities which may impact their warm-up time or presence on the court prior to the game or at half-time. The FIBA Technical Delegate shall ensure that this provision is respected.

The Game Run-down shall also be shared with the Host Broadcaster and other Right Holders in order that the television production is fully aware of timings and/or any other activities during the game.

In certain circumstances, the Game Run-down might be amended to accommodate specific requirements. In this case, the modification cannot intervene later than one hour before the start of the game. All the actors of the game shall be accordingly informed. However, in no case shall such requirements modify the starting time of the game. The Referees and the FIBA Technical Delegate shall ensure that this provision is scrupulously respected.

10.5 Public Announcer and Master of Ceremonies

The Host National Member Federation shall provide the Public Announcer (PA) and Master of Ceremonies (MC) for each home game.

The PA shall:

- Be an experienced announcer with a high-energy voice;
- Have excellent knowledge of basketball and previous experience as a PA in basketball;
- Be fluent in English and the local language. If this is not the case then the public announcer shall be assisted by a second PA in the other language; and
- The PA shall be neutral, impartial and shall not cheer for either of the two teams.

The MC shall:

- Be an entertaining and lively professional, capable of attracting the attention of the crowd;
- Have a good knowledge of basketball; and
- Be fluent in English and the local language.

Specific guidelines for PAs and MCs will be provided one (1) month before the start of the FIBA Basketball World Cup 2019 Qualifiers. As a general principle, official announcements shall be fully scripted and will be provided by FIBA, while in-game announcements are not scripted and are down to the PA's knowledge of basketball and the game.

The PA shall be seated at the Scorer's Table, next to the FIBA Technical Delegate. The MC will be mobile and may move around the court (during breaks), courtside and the stands, as required.

10.6 Music and DJ

The Host National Member Federation shall appoint a professional DJ for each game. The working position of the DJ shall be close to the MC to ease the communication.

FIBA will provide the Host National Member Federation with the FIBA anthem and break bumpers which shall be played according to requirements listed here and in any additional guidelines provided.

The selection of all other music tracks played shall be left to the Host National Member Federation and the appointed DJ. Music chosen shall be:

- Popular, high-energy and upbeat; and
- Free of political or social commentary of vulgarity.

The Host shall ensure that all music is cleared for use in the Host Nation and all necessary rights, licenses and permissions have been obtained.

Musical instruments played by a live band during a game are permitted only behind the end-lines and on the sideline opposite the Scorer's Table and the team bench areas. In any case, it shall be noted that no music shall be played over the public announcement system or performed by a live band whenever the ball is live and the game is in progress.

10.7 Live entertainment and on-court activities

The Host National Member Federation will be responsible for selecting and appointing performers for live entertainment acts to take place during game breaks.

The Host National Member Federation should organise performances relevant for the spectators and suitable for the culture of the Host Nation, as well as ensuring that all rights, licences and permissions are obtained for any performances or any footage shown.

The creativity in choosing live performances should have no limits as long as the acts fit within the FIBA Basketball World Cup 2019 Qualifiers brand identity and underline FIBA's brand values.

- Dance groups can bring high energy and choreographies that are relevant to the music and culture of the host country and the participating countries.
- Acrobatic acts and dunkers are always a winner in basketball or sports in general.

Additionally, the Host National member Federation may decide to plan on-court activities with spectators, possibly with the involvement of local sponsors and Commercial Partners.

The Host National Member Federation shall be solely responsible for all aspects related to the selection, hiring and performance of any persons involved (including audience) in the live entertainment and on-court activities.

10.8 Video Cube/Giant Screens content production and graphics

Audio-visual content displayed on giant screens or a video cube in the venue can greatly add to the spectators' experience. As such, whenever possible it is recommended that the Host National Member Federation prepares an appropriate plan for producing/displaying content on the existing screens. Video content shall be included in the Game Run-down and shall include any promotional videos provided by FIBA to be broadcast on such screens as per guidelines provided in due course.

Should a production plan for additional in-venue video content be prepared, the Host National Member Federation will be responsible for appointing service providers and staff – such as an in-venue Video Director, camera operators and cable assistants – and producing any additional content to be displayed.

In regards to giant-screen graphics, if applicable, FIBA may provide the Host National Member Federations with a set of templates aligned with the FIBA Basketball World Cup 2019 Qualifiers brand identity that the Host will then have to integrate with competition-related data.

10.9 Lighting and special effects

The Host National Member Federation may wish to introduce lighting effects and/or any other special visual effects as elements of the sport presentation programme and Game Run-down.

The usage of any lighting/special effects shall be discussed with and approved by the FIBA Technical Delegate at the latest on Day -1. No changes in lighting shall be applied during the game from a minimum of ten (10) minutes before the tip-off through to five (5) minutes after the end of the game.

MEDIA & COMMUNICATION



11.

**MEDIA SERVICES
& OPERATIONS**

MEDIA & COMMUNICATION

As a principle and in order to maximise the promotion of the FIBA Basketball World Cup 2019 Qualifiers and the National Team, the National Member Federation shall designate one (1) person to act as the National Member Federation Media Officer.

This person will act as main point of contact regarding all media related matters, before and during the FIBA Basketball World Cup 2019 Qualifiers..

National Member Federations will be asked to fulfill the following general media requirements:

- a. Promote the FIBA Basketball World Cup 2019 Qualifiers in which they are participating through all their communication/digital channels and social media;
- b. Assist FIBA in promoting their National Team on their official communications channels (website and social media);
- c. Make available players and coaches for FIBA promotional activities before and during the FIBA Basketball World Cup 2019 Qualifiers, for photo and video shoots, group photos, team photos and all other possible initiatives;
- d. Make available players, coaches and any accompanying Team Delegation members to the media during the FIBA Basketball World Cup 2019 Qualifiers windows.

11. MEDIA SERVICES & OPERATIONS

This section sets out operational information, requirements and responsibilities regarding media matters for National Member Federations participating in the FIBA Basketball World Cup 2019 Qualifiers.

11.1 Media Areas

Host National Member Federations shall provide a clearly defined Media Areas (see example in Appendix 7) in each venue of the FIBA Basketball World Cup 2019 Qualifiers, separated from the Team and public areas. The Media Area shall be structured as listed below.

11.1.1 Media Tribune

The access to the media tribune will be limited to Accredited Media only. The media tribune shall have the following capacity:

- A minimum of fifty (50) equipped working positions must be made available;
- These working positions shall be reserved for press and Non-Rights Holders' media (no photographers).

The Host National Member Federation shall ensure that the media tribune:

- Has an unobstructed view of the court; and
- Provides easy and direct access to all other Media Areas.



Each seat in the media tribune shall be equipped with:

- A table allowing sufficient space to work (with a recommended surface size of sixty (60) centimetres by eighty (80) centimetres per working position and a height of seventy-five (75) centimetres, including space for a computer);
- Cabled and/or Wi-Fi Internet connection;
- Electricity outlets (power sockets)
- Suitable access space (for journalists as well as for volunteers/runners); and
- Information on the delivery of the statistics (for example, URL to livestats).

11.1.2 Photographer Positions/Benches

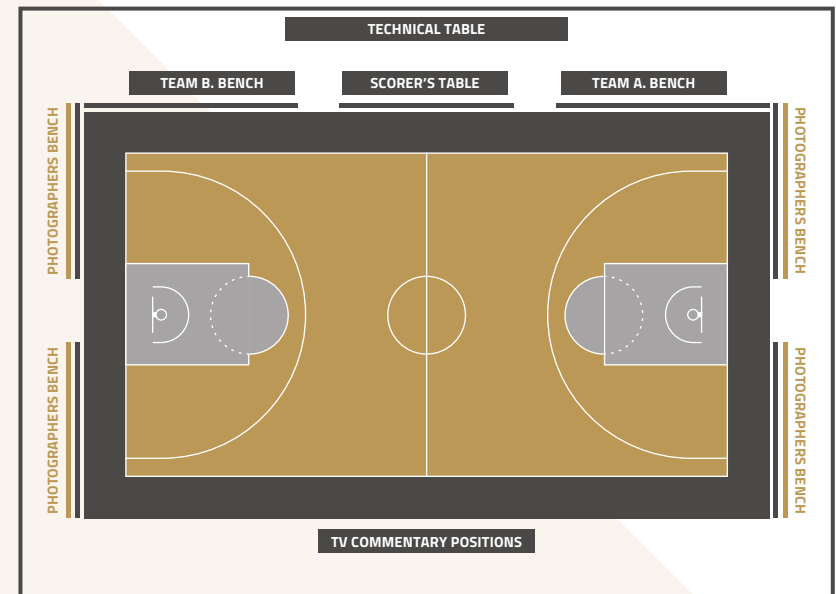
The Host National Member Federation shall provide one (1) row of benches (not chairs), with a recommended height of approximately forty (40) centimetres (according to the height of the advertising boards) and a length of seven (7) metres, placed behind the courtside advertising signage. The diagram below shows the lay-out of the ideal positioning of the photographers' benches.

Particular attention shall be paid to avoid the photographers' positions obstructing any of the Host Broadcaster's television cameras or hindering in any way the work of the Host Broadcaster.

The photographers' benches shall be equipped with sufficient power sockets (according to the number of accredited photographers) and reliable Internet connection. Due to the large quantity of uploaded data, cabled Internet is recommended.

For safety reasons, there must be a space of 1.5 m on each side between the photographers' benches and the backstop unit support.

Access to the photographers' benches will only be allowed to professional photographers wearing the appropriate "bib" and accreditation badge.



11.1.3 Flash Interview Positions

If requested by the Rights Holders, Flash Interview Positions shall be set up between the court and the Mixed Zone for live unilateral interviews to be conducted by Rights Holders only.

These Flash Interviews are the first conducted after the Game and are the first priority. The number and size of the Flash Interview Positions will be defined with the Right Holders the day before the game.

Flash Interview Positions shall be equipped with a wheeled backdrop of a recommended height of 2.5 metres and shall be branded with the FIBA Basketball World Cup 2019 Qualifiers Branding in line with the FIBA Basketball World Cup 2019 Qualifiers Brand Identity.



11.1.4 Mixed Zone

The Host National Member Federation should create a single mixed zone for both home and away teams.

The Mixed Zone shall be located in a quiet location (no crowd noise) and set up along the route used by the players and coaches of both teams to return to the changing rooms from the playing court and shall be fully secured and large enough for Teams and Accredited Media to circulate freely.

The Mixed Zone shall consist of:

- Minimum area to accommodate the media attending the game; Barriers/fence to separate players and media flows;
- A backdrop wall of a minimum height of 2.5 metres and length (to be provided) and shall be branded with the FIBA Basketball World Cup 2019 Qualifiers Branding in line with the FIBA Basketball World Cup 2019 Qualifiers Brand Identity; and
- Sufficient lighting to conduct/film interviews.

11.1.5 Press Conference Room

The Host National Member Federation should provide an equipped Press Conference Room for both pre- and post-game media activities.

The post-game press conferences are required to be live-streamed. The National Member Federations are required to organise the live-streaming of the press conferences. Guidelines will be provided by FIBA.

FIBA will distribute the live-streaming on the official FIBA channels and share the streaming on the National Member Federation channels (multi-casting).

If possible, the Press Conference Room shall have one separate dedicated entrance for the players and coaches and one for Accredited Media.

The Press Conference Room shall consist of:

- Soundproof room (no crowd noise);
- Minimum area to accommodate twenty (20) people excluding television camera crews and photographers;
- Chairs and an interview table with a minimum of three (3) seated positions;
- A stage and a platform for the camera positions at the back of the room;
- Backdrop and table panel branded with the FIBA Basketball World Cup 2019 Qualifiers Branding in line with the FIBA Basketball World Cup 2019 Qualifiers Brand Identity (or neutral);
- Sound system with microphones (according to the size of the room) with the ability to record audio output directly (audio split box);
- Sufficient lighting; and
- Live-streaming equipment necessary to broadcast post-game press conferences.

11.1.6 Media Working Room

The Media Working Room must be located inside the Media Area and its access must be restricted to Accredited Media only.

The Media Working Room shall consist of:

- Minimum area to accommodate twenty (20) working positions with tables and chairs;
- All working tables shall be supplied with a power outlet and cabled or Wi-Fi internet connection;
- Sufficient space to circulate freely and access tables and chairs without disturbing those working;
- A printer and/or multifunctional machine in order to print statistics, schedules, and press releases on demand;
- As a courtesy, snacks and refreshments should be provided.

There shall be a dedicated area within the Media Working Room for photographers. The capacity of this area shall be for a minimum of five (5) photographers and should be equipped with cabled internet.

11.1.7 Locker Area

It is recommended to set up a Locker Area located in or in close proximity to the Media Working Room in each venue.

Then the Locker Area shall consist of:

- Lockers of sufficient size and quantity to accommodate easily an ENG camera and/or a camera bag; and
- A person in charge to record and manage the deposits.

11.1.8 Media parking

It is recommended that the Host National Member Federation provides, when possible, parking passes for a minimum number of parking places for Accredited Media according to their number. The Accredited Media parking area shall be located as close as possible to the media entrance.

11.2 Media Requirements

11.2.1 Accreditation

FIBA will work together with the Host National Member Federation to define the zoning concept of the arena accreditation system for home games. The media categories to include are:

- Media Non-Rights Holders
- Photographers
- Media Rights-Holders (Broadcast Partners and Host Broadcaster)

The Host National Member Federation is responsible for managing the accreditation approvals/denials for all media representatives within the deadlines defined by FIBA.

The National Member Federation Media Officer will be in charge of media accreditation for home games and will need to consult with the Visiting National Member Federation Media Officer to make sure foreign media can be accommodated.

FIBA requires that all media register in the FIBA Media Portal and have an up-to-date profile in the system to apply for a game.

Media accreditation for all FIBA Basketball World Cup 2019 Qualifiers will open four (4) weeks before the first Game Day of each window and close three (3) days before the first Game Day of the respective window.

After this deadline, late requests for accreditation will be treated on a case-by-case basis.

Media accreditation outcome notifications will be delivered by the National Member Federation as soon as possible and no later than forty-eight (48) hours before game tip-off directly to the media representatives.

The Host National Member Federation Media Officer is requested to provide FIBA with the official confirmed list of accredited media for the home game no later than 24 hours before the beginning of the game.

On Game Day the FIBA Technical Delegate must verify that an updated list of media attending the game is sent to FIBA.

A quota of media accreditation should be guaranteed and reserved for foreign-based media at the game. If this quota is not allocated, media accreditations may be redistributed to the home team media.

Distribution of media accreditation may be subject to FIBA final approval.

A list of media contact details of the National Member Federation Federations will be made available by FIBA.

11.2.2 Players headshots' and team photo

All National Member Federations must provide FIBA with headshot photographs of players and coaches before the beginning of the competition, wearing the official game jersey they will use during that window (preferably dark colours).

All photographs requested must be provided by the National Member Federation no later than 48 hours before the beginning of the first game of the window.

The photographs provided shall be taken by a professional photographer and respect the guidelines provided by FIBA. They must be delivered via the FIBA Photo gallery.

FIBA will provide the National Member Federation with access to the FIBA Photo gallery and an exhaustive photo brief.

11.3 Media Roles & Responsibilities

11.3.1 FIBA Obligations

FIBA shall be responsible for all global communications relating to the FIBA Basketball World Cup 2019 Qualifiers, such as:

- Creation and management of all the FIBA Basketball World Cup 2019 Qualifiers communications channels (website, social media, etc.) in various languages.
- Global promotional aspects of the FIBA Basketball World Cup 2019 Qualifiers, such as ticketing, broadcasting, etc.
- Content promotion and distribution of video content.
- Promotion of ticketing and broadcaster on the official website and FIBA social media channels.
- Development of branding guidelines for communications purposes.
- Social media assistance to set up channels and reach the National Member Federation target audience (e.g. validation of social media accounts, development of YouTube partnership to help the National Member Federation monetise and protect content).
- Set up a game page on Facebook.
- Help the National Member Federation to promote any activity that may bring any added value to FIBA communications activities.
- Provide clear guidelines to the National Member Federations for media activities.

11.3.2 Media Obligations of National Member Federations and Teams

The National Member Federations shall be responsible for all local communications relating to the event (both host and visiting country) and the Media Officer should work closely with FIBA and the other teams' Media Officers before and during the windows to ensure a successful coverage of the games.

The National Member Federation media obligations before and during the FIBA Basketball World Cup 2019 Qualifiers include but are not limited to:

- Appointing a professional Media Officer to coordinate all communications activities.
- Appointing an official photographer for all home games of the FIBA Basketball World Cup 2019 Qualifiers.
- Providing FIBA with information regarding their team prior to the beginning of the FIBA Basketball World Cup 2019 Qualifiers (such as National Member Federation's logo, website address, social media channels/ accounts, coaches information, etc.), as well as keeping FIBA up-to-date with the latest changes that may affect the coverage of the games.
- Ensuring the presence of the head coach and players for media activities before and during the window (such as pre-game activities on Game Day -1 and post-game activities on Game Day).
- Provide high resolution headshot photographs of the players (long-list of 24 players) and coaches before the beginning of the competition, as well as a team photo (FIBA to provide a brief in due time).

- Making available photos of home games to FIBA (via the FIBA Photo gallery)
- Using the official thumbnails templates when publishing video content on social media.
- Always Using the official hashtag when communicating about the Qualifiers on social media.
- Integrating FIBA Live-stats and statistics widget in the National Member Federation website
- Ensuring assistance to FIBA in promoting ticket sales by providing ticketing platform links and other information on ticket sales.
- Providing FIBA with information on the TV Broadcasters for the games.

11.3.3 Media Obligations of National Member Federations Media Officer

The National Member Federation Media Officers' duties include but are not limited to:

- Developing a relationship of trust with media of the participating countries he/she is involved with.
- Communicating with FIBA and providing the information required from the National Member Federation.
- Being easily reachable during the FIBA Basketball World Cup 2019 Qualifiers via live communications channels (like Skype or similar).
- Ensuring that media procedures are understood and followed by the team on preparation and Game Days.
- Securing the involvement of star players in the coverage of the games.
- Coordinating media operations main activities before and during the windows:
 - Screening and managing of media accreditation requests received from FIBA (establish clear process) in coordination with the other teams' Media Officers.
 - Finding a moderator for the press conferences (and providing support in translation from local language to English).
 - Coordinating media activities involving the teams such as pre-game media availability and post-game mixed zone and press conference.
 - Organising photo/video shoot (if any) and any other promotional activity FIBA may require.

More details on the National Member Federations and Media Officers duties are listed in the Game Day Media activities section.

11.3.4 Media Regulations (social media)

FIBA strongly supports and encourages players, coaches, National Member Federation representatives and accredited persons at the FIBA Basketball World Cup 2019 Qualifiers to be active on Social Media by posting about their experiences (tweet, videos, photos, etc.).

Nonetheless, these publications must respect the following guidelines:

- Publications must be dignified and in good taste and must not contain disrespectful or obscene words or images.
- Players and other members of the Team Delegations on the bench are not allowed to publish content on Social Media during their game.
- No filming or audio recording of any game (including pre- or post-game action on the field of play) is allowed.
- Photos can be taken for personal use and accredited media may publish them for editorial purposes on Social Media (these photos can only be taken with smartphones/tablets, no professional equipment allowed).
- Social Media activity linked to the event should not be linked to any commercial and/or advertising purposes.

It must be kept in mind that what is posted on Social Media can be considered as "public" and cannot be entirely retracted or deleted. Consequently, all content associated with a player/coach/Team Delegation member/media representative must be consistent with his/her values and those ones of the organisation he/she represents (National Member Federation, team, media, etc.).

In the event of infringement of the above rules, FIBA reserves the right to apply disciplinary action and/or withdraw the accreditation of any accredited persons with immediate effect.

@FIBA must be mentioned when referred to on Social Media and the official hashtags should be used.

11.4 Media Activities

11.4.1 Game Day -1

The Host National Member Federation shall be responsible for the set-up of the media areas as well as the information to provide to media representatives from both home and away teams.

The Host National Member Federation Media Officer and if possible the Visiting National Member Federation Media Officer must be on-site and are recommended to meet on Game Day -1 to discuss and manage aspects such as:

- Walk-through of the arena and validation of media areas, flows and signage;
- Media tribune seating chart;
- Remote camera installation;
- Practice session/Access to players/media availability.

11.4.2 Practice session & Media availability

On Game Day -1, both teams should open the end of their practice session to the media for at least 15 minutes.

At the end of the practice session, head coach and player(s) of the team will be asked to approach the media and make themselves available for interviews. The Media Officers must be on-site to coordinate activities.

According to media demand, media availability may be moved to the press conference room.

If a National Member Federation organises additional pre-game media activities, these activities will not replace the pre-game activities listed above.

If a National Member Federation does not hold a full practice session on Game Day -1, an alternative solution should be found in agreement with FIBA to provide media with access to the head coach and player for a minimum duration of 15 minutes.

11.4.3 Technical Meeting

Both teams Media Officers should attend and participate actively in the Technical Meeting to explain the media procedures to take place on Game Day.

11.4.4 Production of a Press Kit

If the Host National Member Federation wishes to provide media with a press kit, this kit should be produced in line with the guidelines and Brand of the FIBA Basketball World Cup 2019 Qualifiers.

11.4.5 Game Day

Practice session/access to players

On Game Day, both teams should open the end of their practice session to the media for at least 5 minutes for media availability. Even if players and coaches are invited to accept interviews, they are under no obligation to do so.

Remote camera installation

Remote camera installation will be coordinated by the Host National Member Federation Media Officer after the end of the last practice on Game Day. The installation must be coordinated with the Host Broadcaster.

Photos of the game

The National Member Federation official photographer must provide photos of the game (of both teams) according to FIBA guidelines and upload them in the FIBA Photo gallery.

A brief will be provided by FIBA in due time.

Mixed zone

After the end of the game, both teams (all players and head-coaches) are required to exit the court area through the Mixed Zone that will be set up on the way to the locker-rooms.

The Media Officers must ensure that all players and head coach listed on the box-score pass through the Mixed Zone and make themselves available for interviews.

Post-game press conference

Both teams are required to be present at the post-game press conference taking place 15 minutes after the end of the game in the arena's press conference room.

The post-game press conference shall be moderated by a person appointed by the Host National Member Federation Media Officer. It shall be held in English and in the local language.

The Media Officer should make sure that the room is correctly set-up and that name tags are prepared for both team representatives.

The head coach and a player must attend the press conference and must comply with the following protocol/run-down:

First part:

Only the head coach and a player from the visiting team will attend this first part (maximum 10 minutes), the rundown being the following:

- Statement from player of the visiting team (in English)
- Statement from head coach of the visiting team (in English)
- Questions from the media to the player or the head coach (in English)

Following the conclusion of this first part, the head coach and player will leave the room and may answer questions from media of their country in their language (if necessary), outside the press conference room.

Second part:

Only the head coach and a player from the home team will attend the second part (maximum 15 minutes), following the rundown below:

- Statement from player of the home team in local language (translation in English mandatory)
- Statement from head coach of the home team in local language (translation in English mandatory)
- Priority to questions from home media to the player and head coach (in English)
- Questions in local language from home media

Following the conclusion of the second part, the Official post-game Press Conference is over. The head coach and player may stay in the press conference room to answer questions from the media in their language.

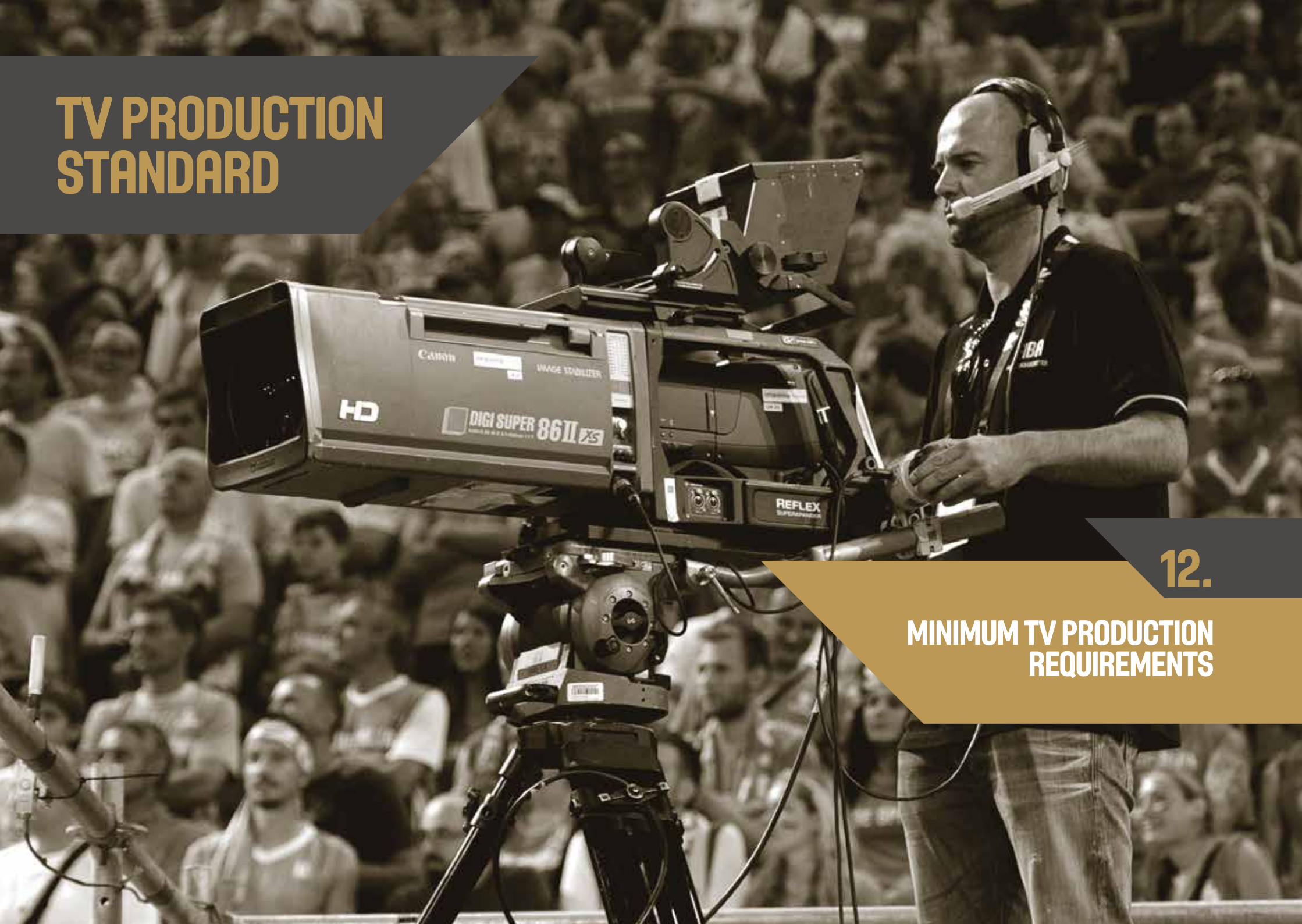
Other activities (FIBA)

FIBA reserves the right, upon previous request to teams, to organise other media and promotional activities, according to the editorial coverage of the game (for example with key players or for defined high profile games).

Locker-room access could be requested by FIBA to produce some behind-the-scenes content (with teams' consent).



TV PRODUCTION STANDARD



12.

MINIMUM TV PRODUCTION
REQUIREMENTS

TV PRODUCTION STANDARD

12. MINIMUM TV PRODUCTION REQUIREMENTS

12.1 Overview

FIBA Media is responsible for the negotiation and conclusion of all contracts relating to the worldwide transmission (i.e. all coverage by all forms of broadcasting across any and all platforms) of all games related to the FIBA Basketball World Cup 2019 Qualifiers.

The term “transmission” includes all coverage by terrestrial, satellite, cable and closed circuit television, internet, video, radio and film on a live or delayed basis, whether broadcast complete or in highlights. All new technical broadcast innovations come under these terms including IP, broadband, mobile, digital, high definition, wide screen, compressed vision, 3-D, 4K, 8K, virtual animated graphics and video, computer or other multimedia formats.

12.2 Host Broadcaster

FIBA is committed to build a strong and consistent product providing high level coverage of the FIBA Basketball World Cup 2019 Qualifiers for the benefit of fans and partners. In order to maximise the opportunities for National Federations to benefit from this new competition system, the International Basketball Federation has confirmed that FIBA Media, on behalf of FIBA, will assume the responsibility and costs of the Host Broadcasting operations for all FIBA Basketball World Cup 2019 Qualifiers games and their global distribution.

12.3 Broadcast Partners

FIBA Media shall appoint Broadcast Partners as Rights Holders who shall have the right to broadcast games and/or highlights as per their agreements with FIBA. FIBA Media can solely authorise broadcasts of any kind from the FIBA Basketball World Cup 2019 Qualifiers.

No broadcasters, radio stations, video or film companies, internet websites, etc. will be allowed access to any of the games without the prior approval of FIBA Media.

12.4 Non-Rights Holders

Non-Rights Holders’ cameras are not authorised to shoot any game action and will not be allowed access to the venue for game coverage. FIBA may require Non-Rights Holders to deposit their cameras prior to the game and collect them again at the end of the game.

Non-Rights Holders’ cameras may only be used (i.e. turned on) in the Mixed Zone (subject to space availability) to shoot post-game interviews and in the Press Conference Room.

All game material for promotion, documentaries and/or news access purposes by Non-Rights Holders must be sourced through FIBA Media at TV@fibamedia.com.

12.5 Broadcast Plan Basic Principles

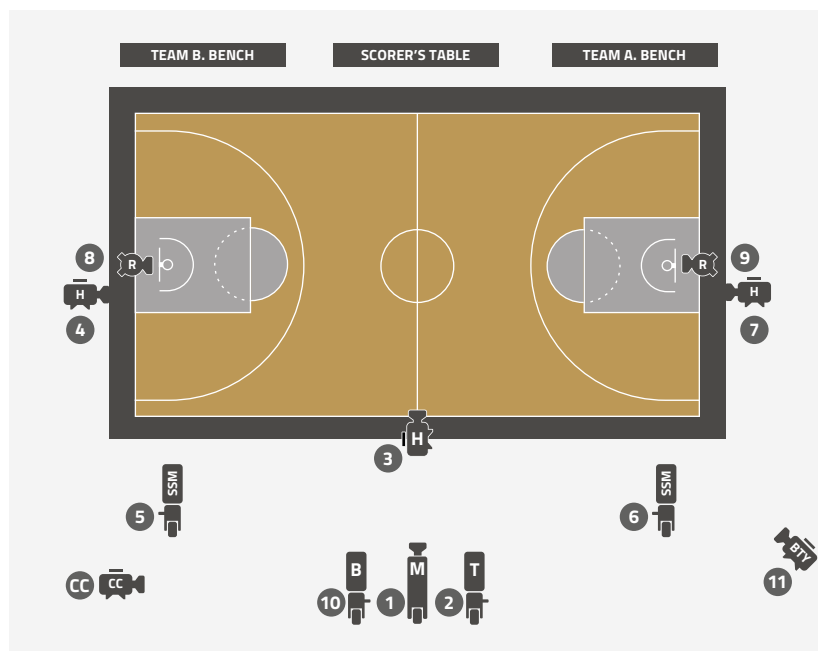
There will be a FIBA approved “Basketball World Cup 2019 Qualifier Broadcast Plan” for each game venue that provides the optimal guidelines for the Host Broadcaster and Broadcast Partners. The Host National Member Federation is responsible for supporting the implementation of the Broadcast Plan. An indicative camera plan is outlined in section 12.6.

The Host Broadcaster shall produce the International Feed in High Definition with at least twelve (12) cameras and deliver the signal of the live game and the highlights programme to the relevant pan-regional satellite.

The Host National Member Federation shall provide the necessary required space for the installation of the Host Broadcaster and Broadcast Partners’ cameras and other facilities.

The cameras must be set up on the opposite side of the arena from the Team Benches and Scorer’s Table. The Host National Member Federation shall ensure that the minimum number of camera positions can be accommodated before tickets are sold or allocated.

12.6 FIBA Premium Production Camera Plan



- | | | | | | |
|-----|--|--|-----|--|--|
| 1 | | MAIN WIDE SHOT
22x7.6 or WIDE ANGLE | 7 | | HANDHELD
WIDE ANGLE |
| 2 | | TIGHT SHOT
LONG LENS | 8 9 | | BACKBOARD ROBOTIC
WIDE ANGLE |
| 3 | | HANDHELD CENTER
22x7.6 or WIDE ANGLE | 10 | | BENCH CAMERA
LONG LENS |
| 4 | | HANDHELD
WIDE ANGLE | 11 | | BEAUTY SHOT
WIDE ANGLE |
| 5 6 | | SSM
LONG LENS | CC | | CLOCK CAMERA
STANDARD LENS |

Camera Positions

CAMERA 1 - MAIN WIDE SHOT

Located high up in the stands, exactly on the centre court, to follow the game action.

CAMERA 2 - TIGHT SHOT

Located next to or below Camera 1.

CAMERA 3 - HANDHELD CENTER

Located opposite the Scorers' Table, at court level, to follow the game action. Need to be at court level on the same side as Cameras 1 and 2.

CAMERAS 4 & 7 - HAND-HELD CAMERAS

Located beside the basket, on the same side as the Wide Shot camera, at each end of the court to shoot the game action but also able to view the team benches.

CAMERAS 5 & 6 - SUPER SLOW MOTION CAMERAS

Located at court level at a height of 2m (or at a mid-level position), on the same side as Cameras 1 and 2, directly in line with the basket. The camera lens must be at the same height as the basket (i.e. 3.05m).

CAMERAS 8 & 9 - BACKBOARD ROBOTIC

Remote controlled over the rim, ideally hanging from the roof or looking through the backboard and able to move with the action

CAMERA 10 - BENCH CAMERA

Located next to or below Camera 1. Facing the bench head-on for team reactions etc.

CAMERA 11 - BEAUTY SHOT CAMERA

Located at a high position (e.g. somewhere up in the roof), on the same side as the main cameras facing diagonally in the corner of the arena, to shoot an attractive general view of the stadium.

CAMERA CC - CLOCK CAMERA (light camera)

Located in a position with an uninterrupted view of the game clock and twenty-four second clock which can be inserted, if necessary, in to the on-screen graphics.

12.7 TV Commentary Positions

The number of commentary positions a minimum of four (4) depending on the popularity of the Teams playing there.

Each commentary position shall:

- Be on the same side of the court as the main cameras, with an uninterrupted, unobstructed view of the entire court of play and the surrounding adjacent areas;
- Be as close as possible to the centre line;
- Provide easy access to the Flash Interview Positions and Mixed Zone;
- Have separate access from the general public and the Non-Rights Holders;
- Be fully secured and controlled;
- Accommodate three (3) people, with the table being a minimum of 1.80 metres in length, 60 centimetres deep and approximately 75 centimetres in height. In a normal tribune this would mean "cancelling" nine spectator seats per commentary position (three for a desk, three for seats and three for access);
- Be elevated by 40 centimetres from the row in front;
- Provide at least six (6) free electrical plugs (16A/position, redundant and on the same phase as the technical facilities) and three (3) cabled internet connections;
- Be equipped with the necessary chairs and tables large enough to accommodate two (2) TV monitors, two (2) laptops, one (1) commentary control unit, one (1) telephone and working papers;
- Not be enclosed in order to allow access to the crowd atmosphere; and
- Have enough space behind the seats to allow other commentators to reach their position and the technical crew to go back and forth for any reason without disturbing their colleagues.

The TV monitors shall be housed in a recess in the table-top with a sitting position enabling the commentators to see the entire area of the venue floor and monitor at the same time.

Lighting in the commentary positions shall be sufficient to read by but not glaring in order to avoid reflections on the TV monitor screen.

The 'Commentary Control Unit' (if necessary) should be set up next to the commentary positions in a 'Commentary Control Room'.

12.8 Host National Member Federation Obligations

The Host National Member Federation has certain obligations (space, lighting, power, security etc.) which are detailed below with respect to the Host Broadcaster and Broadcast Partners appointed by FIBA Media for the FIBA Basketball World Cup 2019 Qualifiers.

The details of the following items and the specific requirements in the venue shall, at the latest, be discussed by FIBA Media, the Host Broadcaster and the Host National Member Federation at the site visit.

The site visit must take place and all decisions confirmed before the start of ticket sales.

The allocation of any limited space, access or facilities for the Host Broadcaster and other parties shall be determined by FIBA Media following the site visit between FIBA Media, the Host Broadcaster and the Host National Member Federation prior to the start of the FIBA Basketball World Cup 2019 Qualifiers.

The decision of FIBA Media shall be final and binding in this respect.

Any questions concerning TV and Broadcasting matters should be forwarded to FIBA Media at TV@fibamedia.com.

In order to assist in the coordination of the TV Production, National Member Federations shall designate one (1) person to act as the National Member Federation TV Coordinator. This person will act as the main point of contact regarding all TV matters, before and during the FIBA Basketball World Cup 2019. This person can also be the National Member Federation Media Officer.

The Host National Member Federation shall be responsible for both the construction and the costs related to the provision of any camera platforms required as per the Broadcast Plan.

The Host National Member Federation must provide the infrastructure space and set-up including cabling and power for a minimum of four (4) TV Commentary Positions which need to be located close to the court on the same side as the main cameras (i.e. opposite

the Team Benches) and with easy access to the Mixed Zone and court for pre-game; post-game and half-time interviews.

The Host Broadcaster will be responsible for supplying and rigging all of the technical equipment.

The Host National Member Federation will be responsible for the provision of the arena lighting. The average maintained illumination should be between 1,700 and 2,000 lux towards the camera lens and spread evenly on the court floor area, without any shadows or patches, as per Appendix 8. This uniformity of the lighting is absolutely vital for the quality of the television production.

The rest of the arena should have sufficient illumination. Any windows shall be covered by curtains or blinds to ensure that light does not disrupt the broadcast production quality.

The court lighting aspect is one of the most important considerations for the broadcasting of the games and detailed information is available from tv.fiba.com to ensure that the optimum lighting is set for all games. Please carefully check Appendix 8 of the FIBA TV Manual "FIBA Lighting Specifications."

Sufficient space to form a TV compound must be provided at each game venue by the Host National Member Federation for the parking of all production vehicles, OB Vans, satellite uplink trucks and technical vehicles that may be required by the Host Broadcaster, Broadcast Partners and graphic companies for the transmission of the event.

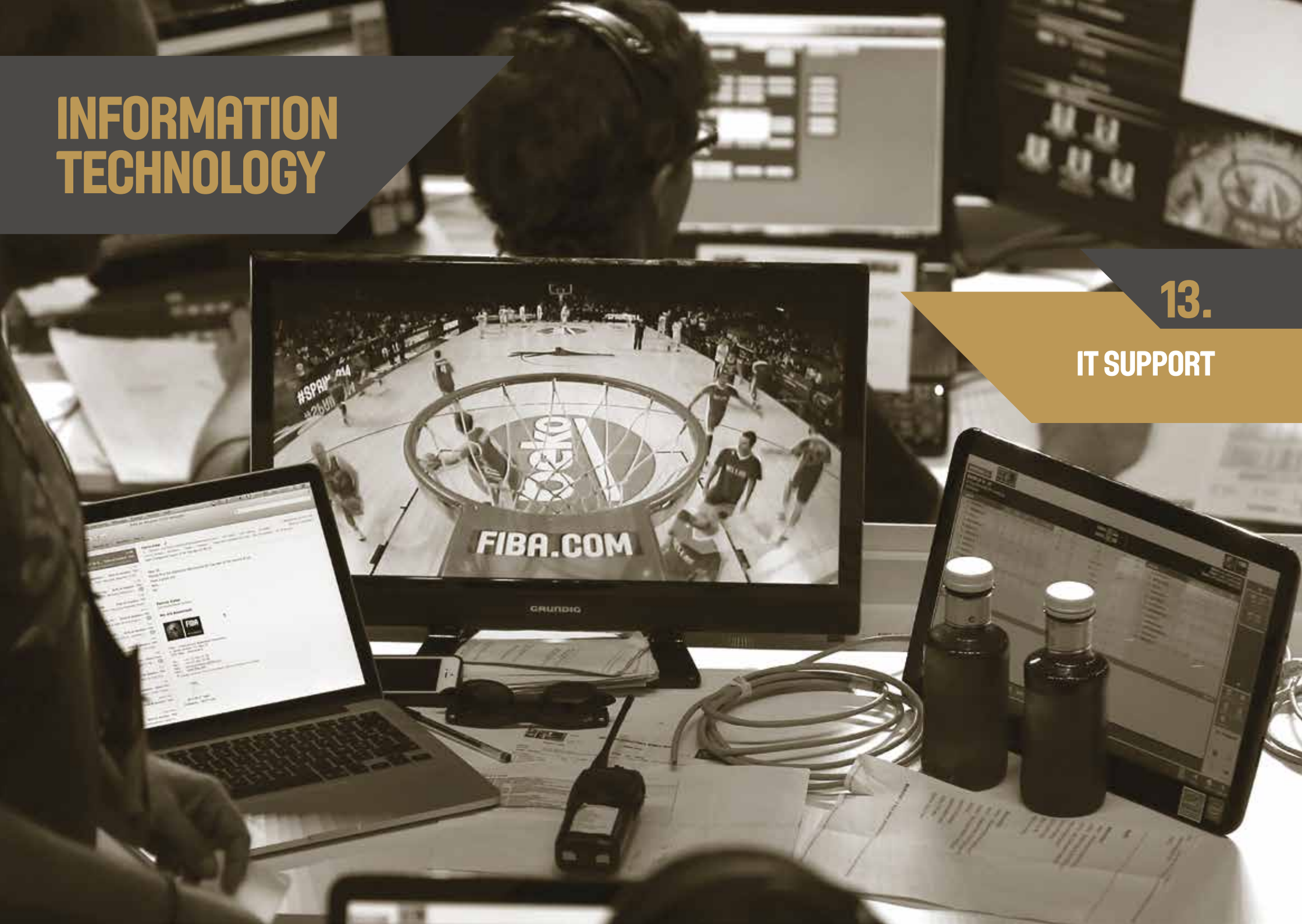
The Host National Member Federation will be responsible for the provision of power and back-up power for the television operations at the TV compound (please refer to Section 8.13).

The Host National Member Federation shall be responsible for all security matters involved in the organisation of the games, including all of the relevant areas inside the arena and the TV compound area outside the arena.

INFORMATION TECHNOLOGY

13.

IT SUPPORT



INFORMATION TECHNOLOGY

13. IT SUPPORT

Information Technology (IT) is crucial as it supports many operational processes and functions during the game.

13.1 Internet Connection

The Host National Member Federations shall provide reliable Internet connections in all of the following areas:

- The FIBA Office, the Meeting Room and the Host National Member Federation Office;
- Media and commentator tribunes, media working room, photographers' positions, press conference room, Host Broadcast Area/OB Van;
- Technical table;
- Team changing rooms (optional);
- Other rooms upon request.

The Internet connections shall be either wireless or wired, and shall meet the following requirements:

- Sufficient internet connection speed available to cover all the needs for the game;
- Minimum 10MB/S upload speed for the Host Broadcaster Working Area and/or OB Van and for the post-game Press Conference Room
- A fast and reliable internet connection for the Statisticians.
- When a central network is available in the venue, a minimum bandwidth guaranteed per area at all times regardless the bandwidth usage in other areas. For other venues, complete separate connections/networks shall be available.

The Host National Member Federation shall ensure that it has a service level agreement in place with an Internet provider that is of the highest industry standards and the Host National Member Federation shall be responsible for enforcing its terms.

On-site support shall be provided from one (1) day prior the game and two (2) hours after the game.

13.2 Security

The local networks shall be protected against viruses, hackers, denial of service and harmful effects to the highest industry standards.

13.3 Telecommunications

The Host National Member Federation shall identify the relevant telecommunications provider contact who will be responsible for receiving and coordinating all of the international telephone and ISDN line broadcast bookings in the venue.

The Host National Member Federation shall also ensure that service engineers from the telecommunications provider are always on site throughout the duration of the game for any last-minute requests or problems.

13.4 Hardware

The Host National Member Federations shall make available all required hardware and software to be used for the management of the game, unless stipulated or provided by FIBA. The Host National Member Federation shall then provide:

- 2 computers for the technical table (one main and one back-up) for the Statisticians;
- 2 network printers for the technical table (one main and one back-up);
- 2 network printers and 1 multifunctional machine for the Media Working Room;
- 1 Multifunctional machine in the FIBA Office;
- Large-screen television or video projector in the venue meeting room;
- Other devices that the Host National Member Federation should may need;
- 1 DSS laptop and a separate screen for the FIBA Digital Scoresheet software and 1 printer (can be the same printer(s) as those provided for the technical table).

All of these devices shall be configured accordingly and working.

Support and maintenance shall be provided.



13.5 Power/Power redundancy

The Host shall guarantee uninterrupted power for all core systems and areas, including at a minimum:

- Technical table;
- Scoreboards;
- Scorer's Table; and
- Time system (if applicable).

13.6 Statistics

The Host National Member Federation shall be responsible for providing the FIBA Certified Statisticians staff necessary to collect Game statistics during the game. The official FIBA statistics software, provided by FIBA, shall be used for all games. The Official FIBA Statisticians' Manual can be found on www.fiba.com/documents/2015/FIBA_Stats_Manual20120920.pdf.

The Host National Member Federation is responsible for providing the following:

- Hardware to collect Game statistics
- Two (2) FIBA Certified Statisticians

The Host National Member Federation shall provide live scores and statistics in real time. Failing to provide live scores and statistics in real time shall be sanctioned. If they are unable to transmit electronically, the Host National Member Federations must send the following by fax or e-mail to FIBA within fifteen (15) minutes of the end of the game at the latest:

- The final score
- The score at the end of each period and extra periods
- A copy of the duly completed Official Statistics Sheet

Distribution of box scores

It is mandatory that the statistics of the game (box score) be distributed to the two teams and the FIBA Technical Delegate at the end of each quarter.

It is recommended that the statistics of the game (box score) be distributed to the media at the end of each quarter.

The Host National Member Federations shall make available an IT workforce composed of, but not limited to, Technical Assistance, Runners and other requested workforce.

13.7 Scorer's Table

The Host National Member Federation shall be responsible for ensuring the Scorers' Table is equipped with the following:

- Power supply for at least one (1) workplace;
- LAN connection with Internet access

13.8 Technical Table

The Host National Member Federation shall be responsible for ensuring the Technical Table is equipped with the following:

- Power supply for all workplaces;
- LAN connections with Internet access for all workplaces;
- Backup ADSL Line(minimum 2 MD/s) completely independent from the main arena network and Internet connection;
- Two (2) printers and supplies (spare toner/paper); and
- Waste paper baskets

13.9 TV Graphics

The TV Graphics System will be supplied and operated by a partner selected by FIBA.

13.10 Time and Scoring System

The TV Graphics and statistics systems require a data feed from the official scoreboard (game clock, shot clock, score, team fouls).

The Host National Member Federation shall provide full support to FIBA and FIBA's partner's developers during the game preparation (if applicable) in relation to the implementation of the interface with the time and scoring system.

The Host National Member Federation will be asked to provide information in using the form in Appendix 9"

MARKETING, PROMOTIONAL AND COMMERCIAL BENEFITS AND RIGHTS

EUROBASKET 2015
FRANCE CROATIA GERMANY LATVIA

TICKET OFFICE

14.
MARKETING, PROMOTIONAL
AND COMMERCIAL
BENEFITS AND RIGHTS

MARKETING, PROMOTIONAL AND COMMERCIAL BENEFITS AND RIGHTS

14. MARKETING, PROMOTIONAL AND COMMERCIAL BENEFITS AND RIGHTS

14.1 National Member Federation's Benefits

The Host National Member Federations shall keep all revenues generated through the following sources:

- All ticketing (apart from a one percent (1%) contribution to the International Basketball Foundation), hospitality, concessions (food & beverage) and retail (merchandising) revenues generated at the home games;
- The exploitation of on-site sponsorship rights at the home games;
- Revenues generated from advertising on uniforms and endorsement agreements with sportswear manufacturers;
- Contributions and subsidies from cities and other governmental entities;
- All media and broadcasting rights related to the FIBA Basketball World Cup 2019 Qualifiers are owned, centrally managed and marketed by FIBA. FIBA will share potential net revenues with the Host National Member Federation after taking into consideration the domestic market value.

14.2 Ticketing & Hospitality

14.2.1 Ticketing

The Host National Member Federation shall include on every ticket the following text "Terms and conditions: By purchasing this ticket, the ticket-holder a) agrees to comply with the venue regulations as well as with all applicable laws; b) acknowledges that filming, broadcasting or collecting data inside the venue is strictly prohibited; c) grants to the Host National Member Federation and FIBA any and all of his/her image rights as part of the public and waives any related claims to the extent permitted by law.

14.2.1.1 Revenues

The Host National Member Federation shall be entitled to sell tickets and to retain 99% of all Net Revenues received from the ticket sales.

One percent (1%) of all Net Revenues from the ticket sales shall be donated to the International Basketball Foundation as a contribution from the Host National Member Federation.

14.2.1.2 Complimentary tickets

The Host National Member Federation is obliged to provide the following complimentary tickets:

FIBA tickets (each category should be located altogether in the same area):

- Ten (10) VIP Tickets with access to the hospitality area (if applicable)
- Forty (40) First Category Tickets

Visiting National Member Federation tickets (each category should be located altogether in the same area):

- Five (5) VIP Tickets with access to the hospitality area (if applicable)
- Twenty (20) First Category Tickets

For further details, please refer to Chapter 6.

14.2.1.3 Ticketing strategy

The Host shall carefully research and formulate a detailed ticket sales and pricing strategy.

Some factors that determine what ticket price can be charged are:

Demand and interest: The more interest there is in the Game, the greater the demand will be for tickets, meaning that they can be priced higher. The interest has to be created over a period of time with a structured promotional programme which constantly informs and educates the potential ticket buyer on the Game and its most effective selling points.

Venue capacity: A limited number of seats available for a game paired with large interest, means it is possible to charge higher prices. However, even if there is interest in a game, this always needs to be considered in relation to the size of the venue in which the game is taking place.

Level and price of local competing activities: A potential ticket buyer will always be faced with various options on how to spend his/her time and money and it is once again important that the Host ensures that the general pricing is affordable and competitive with other competing activities.

In the event that ticket sales remain low, the Host shall develop a "contingency plan" to fill the empty seats.

14.2.1.4 Ticket Categories

The tickets can be divided into the following categories of admission:

1. General Admission Tickets (as applicable) which can be divided in sub-categories based on the location of the seats (for example, for first category tickets, the minimum standard for a first-category seat is alongside the court within the two baskets and inside the first block from the court; and
2. VIP Tickets: a VIP Tribune with seats for the VIP guests shall be set up by the Host National Member Federation and designed in the venue for the home games. This tribune may take different forms and should be an area for select VIP ticket holders and dignitaries, who shall have free access to the hospitality lounge. The minimum standard for the VIP Tribune is to be centrally positioned within the first block from the court and with easy and quick access to the hospitality lounge.

The VIP Seats as well as most of the first-category tickets should be located in a central position on the Main TV Camera side, opposite of Scorer's Table.

14.2.2 Hospitality

In order to host the VIP guests, the National Member Federation should set up at least one (1) hospitality lounge. The hospitality lounge shall be located close to the VIP seats. The hospitality lounge shall be properly dressed and branded, include catering services, opened at the same time as the arena gates and closed at least one (1) hour after the end of the home game.

Additionally, the National Member Federation might consider organising different hospitality areas to offer different types of corporate hospitality packages, according to its hospitality strategy.



14.3 National Member Federation's Sponsorship Rights Packages

14.3.1 Sponsorship Rights Packages

The majority of on-site sponsorship rights at the FIBA Basketball World Cup 2019 Qualifiers' home games are reserved to the National Member Federations. The National Member Federations are entitled to exploit these rights in order to create or enhance sponsorship packages sold to local sponsors exclusively with regards to the National Member Federation/National Team. The National Member Federations have also the option to develop and sell sponsorship rights packages to local sponsors for individual home games.

FIBA, on the other hand, has the right to sell specific on-site sponsorship assets (made available at the Qualifiers games to FIBA Commercial Affiliates) through its centralised global sponsorship programme (see FIBA reserved rights section 14.4).

The National Member Federation/National Team (as well as individual home games) sponsorship rights packages may include, but are not limited to, the following rights:

1. Product Category Exclusivity
2. Association Rights
3. TV Brand Visibility
4. Tickets & VIP Hospitality
5. Sponsor's Recognition Programme
6. On-site Activation

14.3.2 Product Category Exclusivity

The Host National Member Federation can pursue sponsorship agreements with local sponsors from any product category. There is no product category that is blocked by FIBA.

The Host National Member Federation can grant exclusivity to local sponsors in their respective product category solely exclusively in association with the National Member Federation/National Team and/or for individual home games. For the avoidance of doubt, such exclusivity is not granted for the FIBA Basketball World Cup 2019 Qualifiers.

Only FIBA Commercial Affiliates through the centralised global sponsorship programme are granted exclusivity in their respective product category in association with the FIBA Basketball World Cup 2019 Qualifiers.

As a result, two (2) partners from the same product category, one (1) partner of the Host National Member Federation/National Team and one (1) FIBA Commercial Affiliate, may hold on-site rights at the same Qualifiers' home games.

It is important that FIBA and the Host work together to completely protect the on-site sponsorship rights of both the Host National Member Federation/National Team sponsors and FIBA Commercial Affiliates.

14.3.3 Association Rights

Whether it is for a comprehensive Host National Member Federation/National Team sponsorship rights package or for an individual home game sponsorship rights package, the Host National Member Federation can grant association rights to their local sponsors exclusively with regards to the Host National Member Federation/National Team. According to the sponsorship agreements, these rights may include the use of the Host National Member Federation/National Team marks as well as the use of an official designation (for example, Official Sponsor of the National Member Federation/National Team or, in the specific case of an individual home games sponsorship rights package, Local Sponsor or Proud Sponsor of the National Team Home Qualifying Game).

The Host National Member Federation/ National Team sponsors are not granted the right to directly associate themselves with the FIBA Basketball World Cup 2019 Qualifiers marks. Only FIBA Commercial Affiliates are granted the association rights to the FIBA Basketball World Cup 2019 Qualifiers' marks and the right to use an official designation in association with the Qualifiers' marks (for example, Global Partner of the FIBA Basketball World Cup 2019 Qualifiers).

14.3.4 TV Brand Visibility

The following on-site sponsorship assets generate significant TV & Media exposure and are available to the local sponsors of the Host National Member Federation/National Team:

On court branding:

- Up to eight (8) commercial spaces are available for local sponsors' branding on and around the court;
 - Two (2) Free Throw circles (position 1);
 - Two (2) lateral signage maximum size of 3m x 2m (position 2);
 - Two (2) signage on each base line under the baskets maximum size of length 3.8m, width 1.60m (positions 3 and 4);
 - One (1) signage in front of the Scorer's Table for Host Country, Host City or Venue Name branding, maximum height of 1.60m, length 10m.

The commercial spaces on and around the court shall be placed in accordance with the court layout available at the end of the paragraph "courtside advertising boards".

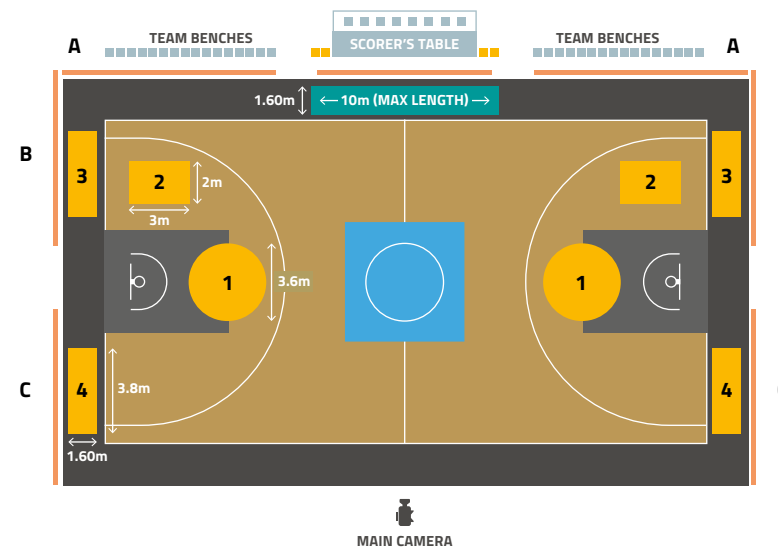
Up to four (4) commercial brands/local sponsors can be displayed simultaneously on the court/floor.

Each pair of signage, symmetrically placed on both sides of the courts (for example, the free throw circles), shall be allocated to the same commercial brand/local sponsor.

Any technical solution/supplier used to display the local sponsor's brand on the court/floor (painting or stickers) should be either produced by approved FIBA suppliers or produced out of FIBA approved material. Technical details to be provided at a later stage.

FIBA Qualifiers World Cup 2019 Qualifiers

On Court Branding



- FIBA reserved rights - FIBA Basketball World Cup 2019 Qualifiers Branding (may include FIBA Commercial Affiliate)
- Courtside Advertising Boards (inventory) - 80% Host National Member Federations, 20% FIBA (LEDs: up to 14 rotations)
- Host National Member Federation on-site sponsorship rights inventory for local sponsors (up to 8 commercial spaces on the floor and base lines; up to 4 different commercial brands / local sponsors; same commercial brand / local sponsor in commercial space on both sides)
- Host Country, Host City or Venue Name Branding (when applicable)

Courtside advertising boards:

- Eighty percent (80%) of the courtside advertising boards' inventory is available for the visibility of the local sponsors around the court.

The courtside advertising boards shall be placed in accordance with the court layout available at the end of the paragraph.

The courtside advertising boards shall not exceed a maximum height of one (1) metre and respect the provision of Article 18 of the Official Basketball Rules- Basketball Equipment.

The total length of the courtside advertising boards in Position A (A1+A2+A3), along the side-line, shall be a minimum of 26 metres (leaving two (2) gaps of three (3) metres on each side of the Scorer's Table) and a maximum of 28 metres (leaving two (2) gaps of two (2) metres on each side of the Scorer's Table).

The total length of the courtside advertising boards in Positions B and C, along each end-line, shall be a maximum of 16 metres and guarantee at all times a minimum gap of 900 mm on each side of the backstop units.

High-quality LED systems of a consistent standard shall be used at the venue, wherever possible, in accordance with FIBA's technical specifications which will be provided at a later stage. It is recommended that the Host National Member Federation source a high-quality system through a reputable company with experience of such events.

There shall be a maximum of fourteen (14) rotations in addition to a so-called zero position showing a FIBA Basketball World Cup 2019 Qualifiers promotional-related message. The zero position is displayed before tip-off, during half-time and after the game.

It is recommended that each rotation appear on the advertising board configuration for fifteen (15) seconds in order to optimise the visibility of each sponsor.

The board rotation plan shall include the Host National Member Federation/National Team local sponsors as well as FIBA promotional messages, which may feature FIBA Commercial Affiliates (see FIBA reserved rights section 14.4).

FIBA shall provide the Host National Member Federation with the Advertising Board Guidelines related to the creative execution of the advertising message of the local sponsors. It is recommended that the Host National Member Federation follow the guidelines to optimise the visibility of the local sponsors and the consistency of the look and feel.

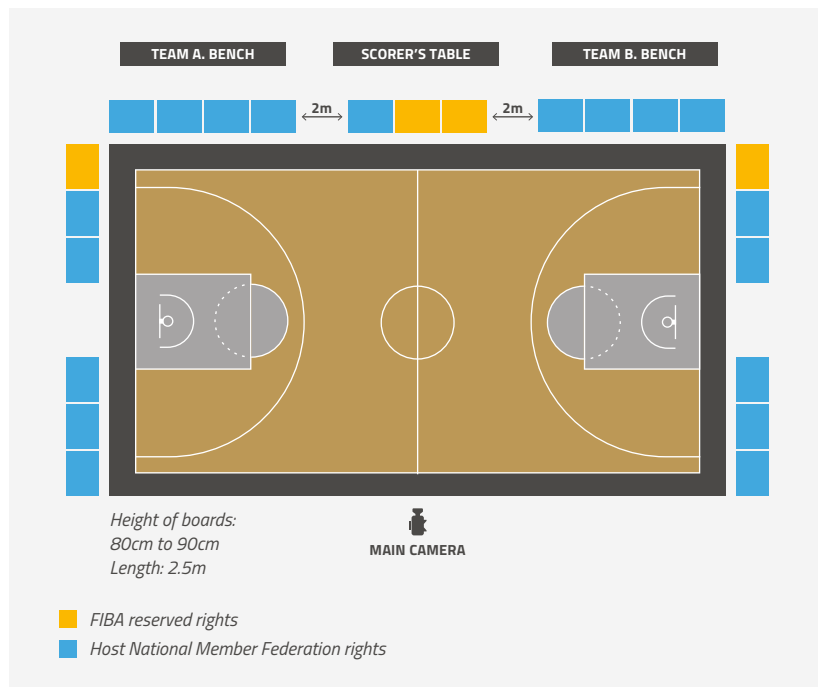
The Host National Member Federation is responsible for developing the advertising message of the local sponsors, while FIBA is responsible for developing FIBA promotional messages and delivering the appropriate files to the Host National Member Federation.



Alternatively, if the Host National Member Federation is unable to implement a LED digital system, it shall install fixed or rotating boards around the court according to the Advertising Boards standard as per the FIBA Official Basketball Rules. The Host shall provide technical specifications of the fixed boards for FIBA approval. In this scenario, the Host National Member Federation shall place the boards featuring the logos of its local sponsors and the boards featuring FIBA promotional messages in accordance with the fixed board layout below.

The Host National Member Federation is responsible for producing and installing the branded fixed boards including FIBA dedicated boards at its own expense, but shall invoice back to FIBA at market price for the share of the costs related to the production of the visuals on FIBA dedicated boards.

Whatever the system used is, the National Member Federation shall provide specifications at the latest one (1) month before the window in order to enable FIBA to provide files/artwork as required.



Backstop units:

- Front pad maximum size of 2000 cm²
- Both bottom sides of the backstop unit, maximum size of 1500cm²
- Hoop rims are reserved for FIBA
- Backboards are reserved for FIBA

Up to one (1) commercial brand/local sponsor shall be displayed on each individual space listed above. Additionally, the same brand shall be displayed on each individual space on both sides of the court.

Team related assets:

- Player towels
- Team benches

Up to one (1) commercial brand/local sponsor shall be displayed on each individual space listed above. Additionally, for team benches, the same brand shall be displayed on each individual space on both sides of the court.



Media backdrops:

The commercial brands/local sponsors' logos shall be displayed as a mosaic of logos according to the example layout provided by FIBA so that the visibility of each brand is optimised.

- **Flash interview backdrop:** this backdrop must be transparent on wheels, so that broadcasters can use it to interview players right after the game or to have stand-ups just before the game.



- **Mixed zone backdrop:** The mixed zone is the area in the venue(s) in which the media can meet and interview the players and coaches immediately after each game. The area shall be located between the court and the changing rooms.
- **Press Conference backdrop:** The dimension/size of the press conference backdrop is of minimum height 2.5m but may vary depending on the area used.



14.3.5 Tickets & VIP Hospitality

The Host National Member Federation has the right to provide its local sponsors with a specific number of first-category and VIP seats with access to the hospitality lounge according to the seating plan at the venue and to the sponsorship agreements.

It is recommended that all local sponsors have the option to buy additional tickets at face value up to a certain deadline before the tickets go on public sale.

14.3.6 Sponsors' Recognition Programme

The Host National Member Federation has the right to include the logos of the local sponsors of the Host National Member Federation/National Team in the following materials and platforms:

- Official Programme (when applicable)
- Official Poster of the game
- Ticket for the game
- Accreditation for the game
- Press Release about the game
- Stationery
- Event Website of the National Member Federation
- Social Media channels of the National Member Federation

Any materials produced by the Host National Member Federation should comply with section 14.7 "Guidelines for Use of the Brand".

14.3.7 On-site Activation

The Host National Member Federation has the right to provide the local sponsors with the opportunity to activate their partnership on-site in accordance with the sponsorship agreements:

- **Commercial Display Area:** local sponsors may have the option to display products and develop promotional activities inside or outside the venue, depending on the space available and the infrastructure of the venue.



- **Premiums:** local sponsors may have the option to develop and give away free of charge items of non-retail merchandise bearing the Host National Member Federation/National Team marks and

the local sponsors' marks to promote their products and their association with the Host National Member Federation/National Team.



- **Entertainment:** local sponsors may have the option to organise and develop on-court activities (for example, fan cams, cheerleaders, dunkers) during the half-

time of home games in order to entertain the fans at the venue during the game and promote their brand/products.



14.4 Other Host National Member Federation Rights

14.4.1 Retail Rights

The Host National Member Federation has the right to sell licensed products exclusively bearing the National Member Federation/ National Team marks in dedicated fan shops at the venue.

Upon request by FIBA, the Host National Member Federation may be required to sell in its dedicated fan shops (or to provide FIBA with the adequate commercial space at no cost) Official Licensed Products for the FIBA Basketball World Cup 2019.



14.4.2 Concessions

The Host National Member Federation has the exclusive right to the exploitation of the food and beverage concessions inside or outside the venue, depending on the agreement with the arena owner.

14.5 Advertising on uniforms

The National Member Federation retains the exclusive right to the endorsement agreements with the sportswear manufacturer as well as to third party advertising on the uniforms of the National Member Federation/ National Team.

The size and placement of the logos of the sportswear manufacturer and the third party sponsor on the players' uniforms shall strictly follow the FIBA Internal Regulations (Book 2).

14.6 FIBA Reserved Rights

14.6.1 On-site sponsorship rights

The Host National Member Federation shall make available to FIBA:

- The central area of the court
- Twenty per cent (20%) of the courtside advertising boards' inventory (digital or static)

Central area of the court

This area will be used to promote the FIBA Basketball World Cup 2019 Qualifiers brand (potentially associated with the brand of a FIBA Commercial Affiliate).

FIBA is responsible for:

- the design, production and delivery of the central court area branding.

The Host National Member Federation is responsible for:

- the installation of the branding in this area on the court/floor.

It is recommended that the Host National Member Federation use experienced professionals to install the branding in this area.

The branding of this area is mandatory. If the National Member Federation does not install the branding delivered by FIBA, the National Member Federation shall face sanctions in accordance with FIBA official regulations

Courtside Advertising Boards

This inventory will be used for Qualifiers/ FIBA Basketball World Cup 2019 related promotional messages (potentially in association with the brands of FIBA Commercial Affiliates).

The Host National Member Federation shall confirm the technical specifications (dimensions, file) of the solution implemented for the courtside advertising boards at least one (1) month before the relevant window.

FIBA shall deliver the files featuring the promotional messages to be displayed during each FIBA Basketball World Cup 2019 Qualifiers home game to the Host National Member Federation according to the specifications shared by the Host National Member Federation.

The National Member Federation shall follow FIBA requirements with regards to the placement of the FIBA promotional messages within the board rotation plan. The Host National Member Federation shall send the final board rotation plan (digital) or fixed layout plan (static) to FIBA for review.

14.6.2 Other FIBA Rights

14.6.2.1 Ball Supplier

FIBA has appointed a central basketball supplier, who will supply the basketballs to the Host National Member Federations.

Such basketballs shall be used exclusively in all games and practice sessions. If the Host National Member Federation does not use the basketball supplied by FIBA, the Host National Member Federation shall face sanctions in accordance with FIBA regulations.

The basketball supplier shall deliver the required number of basketballs at no cost to each National Member Federation.

The Host National Member Federation shall support the basketball supplier with the customs clearance process if the supplier experiences difficulties. The number of deliveries and units across the whole FIBA Basketball World Cup 2019 Qualifiers cycle shall be confirmed by FIBA.

The Host National Member Federation shall be responsible for maintaining in its inventory the required number of basketballs for each FIBA Basketball World Cup 2019 Qualifiers home game until a new delivery by the supplier. If the Host National Member Federation fails to maintain in its inventory the required number of basketballs for a FIBA Basketball World Cup 2019 Qualifiers home game, the Host National Member Federation must purchase the missing number of basketballs at face value to the supplier and pay for the delivery.

14.6.2.2 Referees

FIBA has the exclusive right to endorsement agreements with sportswear manufacturers as well as to third party advertising on the referees' uniforms.

14.6.2.3 Tickets

The Host National Member Federation shall make available complementary tickets to FIBA for every FIBA Basketball World Cup 2019 Qualifiers Home Game (quantities indicated in the section 14.2.1.2). The VIP complimentary tickets shall include access to the VIP hospitality area(s).

FIBA will inform the Host National Member Federation of its needs regarding those tickets, at the latest two (2) weeks before the relevant window. The tickets not requested shall then be returned to the Host National Member Federation.

Additionally, upon request, FIBA Commercial Affiliates shall have the option to purchase additional VIP and First Category tickets at face value to the National Member Federation subject to availability.

14.7 FIBA Basketball World Cup 2019 Qualifiers Marks and Brand Identity

FIBA intends to create a dedicated brand identity for the FIBA Basketball World Cup 2019 Qualifiers. This brand identity will be a vital tool to strengthen the value of the competition and to build a recognisable "Road to China 2019" brand applied across all media and at all venues.

Once finalised, this brand identity will be shared with all National Member Federations and will consist of the following elements:

- Wordmark
- Visual Identity
- Music (to be confirmed)

14.7.1 Guidelines for Use of the Brand

Comprehensive guidelines will be developed and made available to all National Member Federations to support accurate and consistent implementation of the brand identity.

All National Member Federations will be entitled and encouraged to use the brand identity to support local promotion of Qualifiers home games, subject to guidelines and the principles below:

- Any use of the logo or other brand elements will be subject to FIBA Basketball World Cup 2019 Qualifiers' Brand Guidelines.
- Only FIBA Commercial Affiliates with specific sponsorship rights may associate themselves with the FIBA Basketball World Cup 2019 Qualifiers.
- Each National Member Federation shall ensure that no element of the brand identity is used by a National Member Federation/National Team sponsor or any other third party to associate with the FIBA Basketball World Cup 2019 Qualifiers brand.
- Each National Member Federation shall identify the 'FIBA Basketball World Cup 2019 Qualifiers' in the correct manner across all official publications, promotional materials, digital platforms, on tickets and media backdrops.
- FIBA will provide each National Member Federation with a range of templates incorporating elements of the FIBA Basketball World Cup 2019 Qualifiers brand identity for printed and digital promotional materials, such as, but not limited to posters, flyers, banners and social media posts. Certain templates will allow for the integration of the National Member Federation/National Team sponsors in the form of a sponsor strip. (Using only one sponsor is not permitted)
- Any National Member Federation opting to include a sponsor strip featuring their sponsors should ensure that they are clearly identified as "Official Sponsors of the National Member Federation/ National Team", as applicable.
- Any other materials developed by the National Member Federation using elements of the FIBA Basketball World Cup 2019 Qualifiers brand identity are subject to FIBA's prior approval.

14.8 FIBA Basketball World Cup 2019 Qualifiers Promotion

To achieve consistency and to enhance recognition of the FIBA Basketball World Cup 2019 Qualifiers brand by fans throughout the full competition cycle, FIBA will use its on-site sponsorship inventory for the purpose of FIBA Basketball World Cup 2019 Qualifiers promotion (see FIBA On-site Sponsorship Rights section 14.6.1).

In addition to promoting the FIBA Basketball World Cup 2019 Qualifiers across all official publications, promotional materials, digital platforms, on tickets and media backdrops, the Host National Member Federation shall make the following inventory available for the purpose of the promotion:

- 1 minute of exposure on the Giant Screen (if any) in the window from -30 to -12 minutes before the Game or during Half-Time (file to be supplied by FIBA)

The Host National Member Federation shall ensure the implementation of the following promotional items within the venue at each Qualifiers home game:

- FIBA Basketball World Cup 2019 Qualifiers Music played as part of the Team Presentation Ceremony (to be confirmed)
- FIBA Basketball World Cup 2019 Qualifiers Flag (to be supplied by FIBA)
- Game Ball plinth displaying the Official Game Ball (to be supplied by FIBA)
- Player Uniform Badges featuring the FIBA Basketball World Cup 2019 Qualifiers marks (to be supplied by FIBA)

All National Member Federations/National Teams participating in the FIBA Basketball World Cup 2019 Qualifiers authorise FIBA to use any game-related data and team imagery (team name, nickname, emblems, colours, player names/likenesses, etc.) free of charge for organisational, promotional and editorial purposes.

DISCIPLINARY

15. DISCIPLINARY MATTERS AND PROCEDURES

All administrative fines and disciplinary matters arising from this Handbook or otherwise in relation to the FIBA Basketball World Cup 2019 Qualifiers, will be decided in accordance with the substantive and procedural rules laid down in the FIBA Internal Regulations, Books 1 and 2."

APPENDICES

16. APPENDICES

16.1 Definitions

*16.2 FIBA Basketball World Cup 2019 Qualifiers
National Member Federation Registration Form*

16.3 Venue requirements

16.4 Emergency Action Plan

16.5 Medical Care Info Sheet

16.6 Crisis Management Plan

16.7 Media Areas

16.8 FIBA Lighting Specifications

16.9 Scoreboard Questionnaire

16.1 DEFINITIONS

Capitalised terms in this Handbook shall have the following definitions:

"ACCESS ZONE"	means the areas of the Venue to be accessed by certain groups of accredited personnel as further detailed in Chapter 9, section 9.2 Venue Zoning;
"ACCREDITATION CENTRE"	means the centre to be set up at the Venue where the Host will print and distribute accreditations as further detailed in Chapter 9;
"ACCREDITED MEDIA"	means the Rights Holders and Non-Rights Holders;
"BRAND IDENTITY GUIDELINES"	means the brand identity guidelines relating to the use of the FIBA Basketball World Cup 2019 Qualifiers Logo and FIBA Basketball World Cup 2019 Qualifiers Marks and the implementation of the FIBA Basketball World Cup 2019 Qualifiers Brand Identity as provided by FIBA from time to time;
"BROADCAST PLAN"	means the broadcast plan developed by FIBA and implemented by FIBA with the support of the Host as further detailed in Chapter 12 (TV Production Standard);
"COMMERCIAL RIGHTS"	means all rights relating to the commercial exploitation of the FIBA Basketball World Cup 2019 Qualifiers by all methods and in any form of media whether now existing or created or developed in the future;
"COMPETITION SCHEDULE"	means the Game schedule of the FIBA Basketball World Cup 2019 Qualifiers as further detailed in Chapter 2;
"COMPETITION FORMAT"	means the management of the sporting aspects of the FIBA Basketball World Cup 2019 Qualifiers as further detailed in Chapter 2;
"CRISIS MANAGEMENT PLAN"	means the crisis management plan to be developed by the Host and implemented, as further detailed in appendix 6;
"DOPING CONTROL STATION"	means the station to be set up at the Venue where the anti-doping testing will be administered as further detailed in Chapter 6 Host Obligations, section 6.15 Doping Control;
"DRAW CEREMONY"	means the draw ceremony as further detailed in Chapter 2;
"FIBA Basketball World Cup 2019 Qualifiers BRAND IDENTITY"	means all FIBA Basketball World Cup 2019 Qualifiers Marks, secondary elements or any other graphic elements developed exclusively for the FIBA Basketball World Cup 2019 Qualifiers which used together will represent the image of the FIBA Basketball World Cup 2019 Qualifiers and identify it as such;
"FIBA Basketball World Cup 2019 Qualifiers BRANDING"	means all branding materials relating to the FIBA Basketball World Cup 2019 Qualifiers, whether used before or during the FIBA Basketball World Cup 2019 Qualifiers in any Official Events, Venues, Hotels, Uniforms, or elsewhere, in line with the FIBA Basketball World Cup 2019 Qualifiers Brand Identity, which all together will represent the FIBA Basketball World Cup 2019 Qualifiers look and feel;
"FIBA Basketball World Cup 2019 Qualifiers EQUIPMENT"	means the equipment required for the FIBA Basketball World Cup 2019 Qualifiers as set out in Chapter 8 Venue Facilities;

"FIBA Basketball World Cup 2019 Qualifiers MARKS"	means collectively the FIBA Basketball World Cup 2019 Qualifiers Logo, together with any names or designations, logos, mascots or other elements relating to the identity of the Event;
"FIBA FLAG MANUAL"	means the flag manual to be produced and updated by FIBA from time to time;
"FIBA GLOBAL PARTNER"	means an official top tier commercial partner of FIBA;
"FIBA GAME OFFICIALS"	means the team appointed by FIBA and responsible for officiating the Game, anticipated to include: <ul style="list-style-type: none"> ▪ One (1) FIBA Technical Delegate; ▪ Three (3) Referees; and ▪ One (1) FIBA Referee Instant Replay System Operator.
"FIBA GAME OFFICIALS HOTEL"	means an Official Hotel that is designated as a FIBA Officiating Team hotel as further detailed in Chapter 6;
"FIRST CATEGORY TICKET"	means the best-positioned and most expensive General Admission Ticket;
"FLASH INTERVIEW POSITIONS"	means positions in each Venue set up between the court and the Mixed Zone for live unilateral interviews to be conducted by the Rights Holders only as further detailed in Chapter 11;
"FORCE MAJEURE"	means any cause preventing a party from performing any or all of its obligations which arises from or is attributable to acts, events, omissions or accidents beyond the reasonable control of the party so prevented including strikes, lock-outs or other industrial disputes, acts of God, war, riot, disease, terrorism, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or lightning and shall also include any decision or action reasonably taken by FIBA in reasonable anticipation of any of the grounds above;
"GAME"	means each game of the competition of the FIBA Basketball World Cup 2019 Qualifiers;
"GAME RUN-DOWN"	means the timetable of daily activities to be held from 1.5 hours prior to the first Game to 0.5 hours after the Game as further detailed in Chapter 10;
"GROUP PHASE"	means the group games, as detailed in the Competition System;
"HEAD OF DELEGATION"	means the principle point of contact of each Team;
"HOSPITALITY AREAS"	means the hospitality areas in the Venue consisting of VIP/VVIP Hospitality as further detailed in 14;
"HOST BROADCASTER"	means the FIBA-appointed production partner who will produce the International Feed of the Games;
"HOSTING REQUIREMENTS"	means the requirements of the Host set out in Chapter 6;
"INTERNATIONAL FEED"	means the audiovisual feed of the Games to be produced by the Host Broadcaster and distributed to the Rights Holders according to FIBA's agreements;
"LICENSED PRODUCTS"	has the meaning set out in Chapter 14;
"LOCKER AREA"	means the secure area within each Venue for the Accredited Media to store equipment as further detailed in Chapter 11;

"MEDIA AREA"	means the area in each Venue dedicated to the Accredited Media as further detailed in Chapter 11;
"MEDIA WORKING ROOM"	means the room in each Venue for Accredited Media to work in as further detailed Chapter 11;
"MIXED ZONE"	means the area in each Venue specifically designed to offer Accredited Media the opportunity to conduct interviews with Players and coaches at the end of the Game as further detailed 11;
"NON-RIGHTS HOLDERS"	means Accredited Media who are not Rights Holders;
"OFFICIAL FIBA STATISTICIANS' MANUAL"	means the manual produced by FIBA relating to the collection of Game statistics as updated by FIBA from time to time;
"PLAYER"	means a player listed in the Final Team Delegation Roster for a game as submitted to FIBA at the Technical Meeting;
"PRESS CONFERENCE ROOM"	means the room in the Venue located within the Media Area where the Accredited Media can interview Players and coaches as further detailed in Chapter 11;
"RIGHTS HOLDER"	means the official broadcast partners in any multimedia format of the FIBA Basketball World Cup 2019 Qualifiers appointed by FIBA;
"SCORER'S TABLE"	means the table to be placed along the court side as further detailed in Chapter 8;
"SPONSORSHIP PACKAGES"	means the commercial partnership packages that the Host is entitled to sell in relation to the games as detailed in Chapter 14;
"SPORT PRESENTATION PROGRAMME"	means the programme of in-Venue activities and performances to be developed by the Host National Member Federation as further detailed in Chapter 10;
"TEAM LIAISON OFFICER"	means the volunteer appointed to look after the needs of each Team;
"TEAM DELEGATION"	means all relevant personnel related to the Team including Players, coaches I, the Head of Delegation and other Accompanying Team Delegation Members;
"TECHNICAL MEETING"	means the official meeting to be held with the two Teams as further detailed in Chapter 5
"TECHNICAL TABLE"	means the table where the statisticians and other technical staff will sit during the game as further detailed in Chapter 8;
"TV COMPOUND"	means the area at each Venue where broadcast-related vehicles authorised by the Host Broadcaster and Rights Holders may park as further detailed in Chapter 12;
"UPS"	means uninterrupted power source;
"VENUE"	means the venue where the game will take place
"VIP TICKETS"	means the Game tickets for VIPs; and
"WADA ANTI-DOPING CODE"	means the World Anti-Doping Code published by the World Anti-Doping Agency (WADA) as updated from time to time.

16.2 FIBA BASKETBALL WORLD CUP 2019 QUALIFIERS NATIONAL MEMBER FEDERATION REGISTRATION FORM

Deadline for submission: 7 April 2017

FIBA Basketball World Cup 2019 Qualifiers, November 2017 to February 2019

The National Member Federation of

hereby officially registers its Senior Men's national team for the FIBA Basketball World Cup 2019 Qualifiers ("Competition") that will take place from November 2017 to February 2019. The registration is subject to the below terms and conditions.

1. General requirements

The National Member Federation acknowledges its obligation to comply with the following:

- a. To timely submit the present Form to FIBA so that it arrives thirty (30) days before the draw of the Competition at the latest and according to the relevant Circular Letter;
- b. To accept the result of the draw for the Group Phase;
- c. To provide FIBA with the required documents for players, coaches and accompanying Team Delegation members by the applicable deadlines;
- d. To respect all provisions in effect for the Competition, including without limitation the FIBA General Statutes, the FIBA Internal Regulations, the Official Basketball Rules, the FIBA Basketball World Cup 2019 Qualifiers National Member Federations' Handbook and all other relevant guidelines and circulars related to the Competition (jointly "Regulatory Framework");
- e. To register and obtain the approval of a minimum of one (1) venue that complies with the Regulatory Framework criteria, at the latest thirty (30) days before the draw of the Competition;
- f. To respect all requirements and deadlines related to the implementation and organization of the Competition as per the Regulatory Framework.

2. Obligations of the National Member Federation

- a. The National Member Federation undertakes and agrees to:
 - i. Host, manage and deliver all of the Host National Member Federation requirements set out in the Regulatory Framework;
 - ii. Ensure that the games and all delivery of the Host National Member Federation requirements meet, in all aspects, the standards specified in the Regulatory Framework;
 - iii. Grant all rights to FIBA and FIBA's licensees as set out in the Regulatory Framework;
 - iv. Attend all games played away following all the requirements set out in the Regulatory Framework;
 - v. Be responsible for order and security before, during and after the games hosted. The Host National Member Federation can be deemed liable for incidents of any kind and may be disciplined;
 - vi. Be responsible for the behavior of its players, coaches, accompanying Team Delegation members, any person carrying out a function at a game on its behalf, and supporters.

3. Forfeit

- a. If a registered team withdraws its participation after the draw has taken place, disciplinary sanctions may be imposed.

4. Insurance

a. Responsibility of National Member Federations

The National Member Federation undertakes throughout the Competition, as well as during the travel to and from the Competition to ensure the provision of adequate health insurance to cover all its Team Delegation members and any other persons carrying out duties on its behalf against all risks, including but not limited to injury, accident, disease and travel in consideration of the relevant regulations. Sport injuries occurring to players during the Competition games or practice shall be covered by a FIBA specific insurance and in accordance with the particular terms of such insurance policy.

b. Responsibilities of the Host National Member Federations

The Host National Member Federations are obliged to ensure, at their cost, that medical care is available at the venues (competition and practice venues, hotels, etc.) for all Team Delegation members of both federations participating in a game and for FIBA Officials. This includes any accidents which may occur during local transportation arranged by the Host National Member Federation.

The Host National Member Federations must carry civil responsibility (third party liability) insurance covering all participants and spectators, for all accidents in the venue, in particular for accidents which are the result of poor organisation such as faulty fittings, equipment and stands, security within the precincts of the game etc.

The Host National Member Federations must carry appropriate sporting event cancellation insurance.

5. Government Support

a. The National Member Federation shall ensure the full support of the relevant State Authorities in its country and ensure that the competent State Authorities agree and sign the "State Authorities Letter of Support". The National Member Federation shall attach the said letter of support to the present form.

6. Game Venues

The National Member Federation confirms that the following venues have been registered and approved and can host games of the Competition:

Venue 1:

- Name of the Venue:
- City of the Venue:

Venue 2:

- Name of the Venue:
- City of the Venue:

Venue 3:

- Name of the Venue:
- City of the Venue:

7. Contact Details

The National Member Federation informs FIBA that the following person will be the key contact person responsible for the implementation of the Competition:

Game Director of the National Member Federation for the Competition:

- First and Last Name:

- E-mail:

- Phone:

The undersigned confirms that he/she is an authorized legal representative of the National Member Federation and has been empowered to sign and submit the present form.

Read and agreed:

Signature

.....
Date and place

.....
Name (in block letters) of the legal representative of the National Federation



.....
Official stamp of the National Federation

To be returned to the Offices of FIBA Europe by 7th April 2017 at the latest.

STATE AUTHORITIES LETTER OF SUPPORT

FIBA Basketball World Cup 2019 Qualifiers November 2017 to February 2019

The Government / Ministry of

a. Confirms to FIBA its support to the National Member Federation of

("National Federation") in the preparation and the organization of the FIBA Basketball World Cup Qualifiers ("Competition") starting in November 2017.

b. guarantees, towards FIBA for the period starting on 1 November 2017 through to 28 February 2019:

- i. The participation of the National Federation in the Competition, in line with the applicable FIBA rules, regulations and guidelines;
- ii. The availability of the venues which will host the National Federation's home games of the Competition;
- iii. To assist the National Federation in the preparation and set up of the venues (including any refurbishment needed);
- iv. The security of all participants during the period of the Competition, especially from the arrival of the visiting National Teams and FIBA officials in the National Federation's country ("Country") until their departure;
- v. The security inside and outside the venue prior to, during and after the games;
- vi. To assist the National Federation in providing adequate first aid and health support to all participants from their arrival in the Country until their departure and to the general public during the games of the Competition;
- vii. To facilitate the issuing of entry and exit visas in/from the Country for the visiting National Teams and FIBA officials during the period of the Competition;
- viii. To ensure the free-of-any-charges (or to cover the costs for the) import and export in / from the Country of all necessary materials and equipment of the visiting National Teams and of FIBA related to the participation and organization of the games of the Competition;
- ix. To provide the necessary financial assistance to the National Federation for its preparation for and organization of home games and for their away games of the Competition.

Date and place

Signature of state authorities



Stamp of the state authorities

16.3 VENUE REQUIREMENTS

1. VENUE REQUIREMENTS - General Information Required	Specification
Country:	Information requested
Host City:	Information requested
Venue Name:	Information requested
Venue Address:	Information requested
Google Map Link	Information requested
Airport:	Maximum 3 hours' drive Distance from nearest International Airport Airport Name:
Venue Owner:	Information requested
Year of Construction:	Information requested
Last Renovation Year:	Information requested
Future Planned Renovation:	Information requested
Multi-Function:	Information requested
Resident Club:	Main Resident Club Sport (Information requested) Resident Club Name (Information requested) Basketball Club, if not Main Resident Club (Information requested) If Basketball Club, Name of the League (Information requested)
Venue Key Contact Persons:	Key Contact Person - Name (Information requested) Key Contact Person - Email (Information requested) Key Contact Person - Phone and Mobile
Venue Website:	Information requested
Other facilities: Additional Courts	Information requested
Other facilities: Weightlifting Room	Information requested
2. VENUE REQUIREMENTS - Technical Facilities	Specification
Basketball Capacity (Number of Seats)	Minimum 3.000 spectators
Availability	2 Days Before
Ventilation System	All venues, including the playing area and all technical and backroom areas, must have a proper ventilation system.
Power Supply for TV Production	A fully uninterrupted redundant and completely independent power supply with an independent back-up solution
Internet	High Speed Wireless Connection In the playing area and in all backrooms areas
Lighting	Lighting must be of minimum between 1,700 and 2,000 lux Uniformly spread on the court floor area

3. VENUE REQUIREMENTS – Basketball Equipment	Specification
Flooring and Court Area	Dimension: 28m*15m Type: Wooden Floor Manufacturer and Court Model FIBA Approved Level 1 Year of purchase and fabrication (Information requested) Boundary line: In a sharply contrasting colour and having a minimum width of 2,000 mm. Line Colours Gloss or Matt Existing permanent advertising on the court (Information requested)
Ceiling	Minimum ceiling height: 7.00 m
Backstop Units	Type: Mobile or Floor-fixed Manufacturer and product: FIBA Approved Level 1 LED Lights in Backboard Synchronisation of the red light with the game clock – to light up when the game clock and thus signal sounds for the end of playing time for a period
Backstop spare unit	Type: Mobile Manufacturer and Model: FIBA Approved Level 1
Scoreboards and Shot Clocks	Scoreboards Manufacturer FIBA Approved Level 1 Model: FIBA Approved Level 1 Minimum 2 placed at each end of the playing court (if cube, scoreboard in front of team benches) Uninterrupted Power Supply (UPS) (Minimum placed at each end of the playing court) Connected to the Shot Clocks, able to show numbers 00/0-99 Shot Clocks to be mounted on each backboard support Shot Clock Manufacturer: FIBA Approved Level 1 Shot Clock Model: FIBA Approved Level 1 Spare set of Shot Clocks in case of malfunction If video display, according to Official Basketball Equipment Art. 9.1 Scoreboards and Shot Clocks specs.
Sound System/ Public Announcement System	Specs
Video Boards/Giant Screen (optional but preferred)	Number if any (Information requested) Manufacturer if any (Information requested) Position (Information requested)

4. VENUE REQUIREMENTS – ROOMS	Specification
Team Changing Rooms	Minimum 2
Home Team Changing Room	Size (m ²): Minimum 50m ² Size (m ²) of shower area: Minimum 25m ²
Visiting Team Changing Room	Size (m ²): Minimum 50m ² Size (m ²) of shower area: Minimum 25m ²
Referee Changing Room	Minimum 2 Size (m ²): Minimum 25m ² Minimum number of showers : 1
Entertainment Changing Room	Minimum 1
FIBA Office / Meeting Room	Minimum 1 + 1 Meeting Room for minimum 10 persons
Doping Control Station	Number of Doping Control Stations: Minimum 1 Close to Teams' changing rooms Capacity of the Doping Control Station: Must accommodate minimum 10 persons Number of WCs with a front-facing mirror or a 3/4 reflection : Minimum 1 Waiting area – Size (m ²): Must accommodate minimum 6 persons
First Aid Room	Number in the arena: Minimum 1 for players and 1 for spectators Size (m ²): Minimum 15m ² Number of showers: Optional Number of toilets: Optional Number of hand basins: Minimum 1 Waiting Room with seats: Optional

5. VENUE REQUIREMENTS – MEDIA FACILITIES	Specification
Media Tribune	Minimum 50 working positions With an unobstructed view of the court
Mixed Zone	Located along the route used by players to return to the changing areas
Media Working Room	Minimum area to accommodate 20 working positions
Press Conference Room	Minimum area to accommodate 20 people

6. VENUE REQUIREMENTS – PARKING AREA – ACCESS	Specification
Host Broadcaster/Broadcast Partner Parking – TV Compound	Sufficient space to form a TV Compound for the parking of all production vehicles Location (information requested) Fully secured
Arena Access	Number of gates (information requested) Specific access for teams, officials, VIP's (information requested)

7. VENUE REQUIREMENTS – Security	Specification
Venue is fully compliant with local safety and security standards	Information requested

8. & 9. HOTELS	Specification
Name:	Information requested
Host Category:	Minimum International 4-Star Hotel
Address:	Information requested
Website:	Information requested
Google Map Link	Information requested
Distance to Venue:	Maximum 30 minutes' drive at peak hours
Number of Rooms Available:	Minimum 6 double rooms and 9 single rooms
Restaurant/Catering Area:	Information requested
Meeting Room:	Information requested
Other Facilities:	Information requested

10. ADDITIONAL DOCUMENTS	Specification
PHOTOS TO BE PROVIDED (MINIMUM 3000PX)	
Arena	Outside view of the Venue (mandatory) Inside general view of the venue (mandatory) Tribunes (optional) Court (including picture of permanent advertising on court) (mandatory) Backstop units (optional) Scoreboards and shot clocks (optional) Video Cubes (optional)
Rooms	Changing Rooms (teams, referees) (optional) Meeting Room and other Rooms (optional) Doping Control Room (optional) First Aid Room (optional)
Media	Media Tribune (optional) Mixed Zone (optional) Press Conference Room (optional) Media Working Room (optional)
Parking	Parking for Public (optional) TV Compound (optional) Parking for Team Buses (optional)
DOCUMENTS TO BE PROVIDED	
Venue Plan (including all game-related areas: court, around the court area, changing rooms, etc.)	To be provided (mandatory)
Safety and Security	Safety Certificate or equivalent (mandatory)
Fire Safety	Fire Safety Certificate or equivalent (mandatory)

16.4 EMERGENCY ACTION PLAN

1. AIM

This document presents the key issues to be considered in the process of setting-up and implementing action plans in case of medical and other emergencies. It provides advice about prevention, detection and management of outbreaks of infectious disease, as well as other emergency situations (such as weather conditions) and the integration of the planning process into the full range of public health activities that need to be undertaken during the competition.

The document has been developed primarily for health professionals who are responsible for the management of infectious disease alert response, as well as key policy makers, planners and executive personnel. It is anticipated that it will be a valuable resource for Host National Member Federations, emergency service personnel, and any organisations and individuals who contribute to the organisation of competitions. The detailed content of this document however is directed principally at managing the medical emergencies issues that influence health and safety.

The general injuries of athletes and officials are not covered in this document as there is already a provision and structure for this in Section 6.14 and 6.15.

2. MAIN POTENTIAL RISKS OF AN OUTBREAK

2.1 Recognising outbreak

Infectious diseases and medical emergencies are recognised by the symptoms which vary depending on the cause and usually are:

- General malaise (feeling discomfort)
- Diarrhea
- Fever
- Abdominal cramps
- Headache
- Cough
- Sore throat
- Dizziness
- Fatigue
- Rash
- Jaundice (yellow colour of skin and eye whites)
- Rectal bleeding
- Hypervolemia
- Dyspnea (shortness of breath)

General infections or diseases that are spread easily must be controlled with immediate action. When a team doctor or a team representative believe that more than 1 player has symptoms of acute infectious disease, they must alert the Medical Coordinator, the FIBA Technical Delegate and FIBA. The further steps will depend on the following factors that will be assessed by the Medical Coordinator:

- The severity of the disease
- The cause of the disease
- The degree of transmission

2.2 Main potential risks of an outbreak

The main potential risks of a large spread of identified infectious disease are: food (undercooked, prepared in poor hygiene, served uncovered or cold); drinks (tap water, drinking from same bottle); air-conditioning; temperature in playing facilities and hotel rooms; cleanliness (personal and that of facilities); contact between people (sharing room, bathroom, cutlery and bottles, shaking hands, kissing, etc.).

The Host National Member Federation and FIBA staff must work in advance to eliminate the above mentioned risk factors and, in that way, prevent as much as possible the development of potential outbreak at the actual competition. A plan must be designed in advance to enable staff to isolate the ill person from the rest of the participants in case of a suspicion or diagnoses of a communicable disease, including people with strong flu symptoms.

In case of food poisoning, emergency action must be taken to uncover the potential source and eliminate it. Further action must be taken to ensure that the infected people are isolated and treated in hospital conditions if necessary.

3. MEDICAL EMERGENCIES

The following must be considered when providing medical support for basketball competition:

- Medical team and medical supplies
- Plan of action (Emergency Action Plan)
- Triage* and first aid measures
- * Triage is the process of determining the priority of patients' treatments based on the severity of their condition.

3.1 Medical Team

The medical team providing medical service for the relevant FIBA Basketball World Cup 2019 Qualifiers should include the following:

- Medical doctor (preferably with training in emergency medicine)
- Support staff (physiotherapists/trainers, nurses, emergency medical technicians)
- First Aiders (Red Cross or equivalent)
- Ambulance and driver on standby
- Allied health care providers: masseurs, chiropractors, dentists

3.2 Plan of Action (Emergency Action Plan)

Planning for any emergency is a must ("a failure to plan = a plan for failure"). Specific protocol must be followed by the four main groups and individuals involved in the competition – the Host, the FIBA Technical Delegate, FIBA and the teams.

Below we will outline this protocol and clarify the actions that need to be undertaken by each one of them.

3.3 Medical Emergency Action Protocol (General)

- Team doctor recognises the symptoms of infectious disease in a player
- Team doctor informs immediately the Host Medical Coordinator & Medical Doctor, FIBA and the FIBA Technical Delegate
- Host Medical Coordinator & Medical Doctor assess the situation and decides on course of action (isolation, hospitalisation, etc.)
- Host Medical Coordinator & Medical Doctor informs the FIBA Technical Delegate and FIBA of the decided course of action
- FIBA Technical Delegate informs the team delegations immediately of the decision (e-mail, text)
- FIBA Technical Delegate holds a meeting with teams' representatives to inform them of the situation, Host Medical Doctor covers all medical aspects
- FIBA decides based on advice from the Medical Council (if necessary) on releasing statement to the press and other involved parties (parents, fans, national member federations/clubs)
- FIBA Communications Department releases statement on the issue via FIBA website and distributes internal memo for all FIBA Staff.

In case of development of a more serious situation the following steps must be taken:

- FIBA Technical Delegate informs FIBA
- The Host Medical Doctor informs the local health authorities
- FIBA informs members of the Medical Council and seeks advice
- FIBA informs the FIBA Technical Delegate of the advice given by the Medical Council
- FIBA Technical Delegate holds a meeting with the Host Medical Doctor, the Host and makes decision on further actions based on advice given by the Medical Council
- FIBA Technical Delegate informs FIBA on the decided course of action
- Daily meetings with teams are organised by the FIBA Technical Delegate and the Medical Coordinator & Medical Doctor
- Daily visits to hospitalised players/officials/accompanying team delegation members are organised by the Host National Member Federation
- FIBA Technical Delegate monitors the situation and provides assistance if and when necessary (including hospital visits)
- The FIBA Technical Delegate informs daily on all FIBA developments.
- Daily bulletins for all participating teams are distributed (when applicable).
- The Medical doctor should be available in the team's hotel for assistance (distributing medicine providing advice)

3.4 Course of action for Host National Member Federation

- Inform the designated Medical Coordinator & Medical Doctor of the issue and seek immediate assistance
- Attend initial meeting with the FIBA Technical Delegate, the Medical Coordinator and is involved in the decision on further actions based on advice given by the Medical Council
- Ensure all conditions and services are provided (team hotels, hospitals, etc.)
- Negotiate with hotels if necessary to accommodate needs – isolate sick persons, inspect food preparations, other as required
- Strictly follow instructions of the Medical Doctor and FIBA Technical Delegate
- Provide updated information to team delegations
- Assist team representatives with transportation to and from hospitals
- Seek assistance from local medical authorities in case of larger outbreaks
- Communicate regularly and efficiently with FIBA Technical Delegate, the Medical Coordinator & Medical Doctor, and team's representatives

3.5 Course of action for the FIBA Technical Delegate

- Hold initial meeting with the Medical Coordinator & Medical Doctor, the Host National Member Federation member and make decision on further actions based on advice given by the Medical Council
- Inform FIBA on decided course of action
- Hold a meeting with teams' representatives and inform them of the situation, Medical Doctor covers all medical aspects
- Attend daily meetings with teams representatives together with the Medical Coordinator & Medical Doctor
- Monitor situation with hospitalised persons (if any)
- Ensure distribution of daily bulletins on the subject
- Communicate on regular basis with the Medical Doctor, the and FIBA.
- Request advice from Medical Council via FIBA
- Organise and attend daily meetings with team delegations
- Ensure distribution of daily bulletins
- Monitor the situation and provide assistance if and when necessary (including hospital visits)
- Inform daily FIBA
- Communicate regularly and efficiently with the Medical Coordinator & Medical Doctor, the Host National Member Federation and team's representatives

3.6 Course of action for Team delegations

- Inform immediately the Host National Member Federation and the FIBA Technical Delegate of any player with symptoms of infectious disease
- Strictly follow instructions of the Medical Doctor and the FIBA Technical Delegate
- Attend all meetings organised by the FIBA Technical Delegate and the Medical Doctor
- Ensure that sick persons receive appropriate medical treatment and are isolated from healthy persons
- Monitor generic hygiene, food and drink of all members of the team delegation
- Report any signs of development of the disease
- Communicate regularly and efficiently with the FIBA Technical Delegate, the Medical Coordinator & Medical Doctor and FIBA.

4. OTHER EMERGENCIES

The purpose of the Emergency Action Plan is to facilitate a prompt, efficient, coordinated response in case of emergency. The plan must address not only medical emergencies, but also weather, fire, electrical failure, criminal behaviour or other possible emergencies.

The need for timely action during an emergency cannot be overemphasised and the response procedure to an emergency must be clearly indicated in advance to allow for timely implementation. The key actions to be considered in advance are (but not limited to):

- Access to facilities by emergency responders (to include maps)
- Emergency supplies and resources (medical on-site facilities, ambulance support, established contacts or agreements with emergency response agencies, location and access procedures for needed logistical supplies in case of emergency situation)
- Maps of on- and off-site event areas and an Emergency Contact List that should include: 24-hour telephone number, alternate contact numbers for all key emergency response personnel (fire brigade, police, emergency ambulance)
- It is highly recommended to produce a Special Emergency Contingency Plan.
- It is critical to have memoranda of understanding in place beforehand

The procedure for reaction and action in case of any emergency is identical as in case of medical emergency (already explained in this document). Communication between all parties is vital as well as the clarity of information, responsibilities of all key personnel, cost implications for Host National Member Federation, team delegations and FIBA.

The FIBA Technical Delegate is ultimately responsible to oversee the competition and ensure that in case of emergencies, he/she has a clear line of communication with the appropriate member of staff from the Host National Member Federation and FIBA.

5. ACTION PLAN IN CASE OF FATALITIES (DEATH)

In event of fatal incidents on or off the court, the following steps must be undertaken:

- Emergency Medical Team (e.g.: Red Cross) transports the body to hospital accompanied in the ambulance by a team representative
- FIBA Technical Delegate and the Host National Member Federation Game Director follow the ambulance to hospital
- FIBA Technical Delegate is responsible to control the situation in the playing arena or team hotel (until the official information is released from hospital)
- Team representative receives death certificate and informs officially the FIBA Technical Delegate and the Host National Member Federation Game Director
- FIBA Technical Delegate informs FIBA of the fatality and any relevant details associated with the course of death (only official information released by the medical authorities)
- Secretary General discusses communication strategy with Head of Communications and agrees on statement
- Secretary General informs the FIBA Technical Delegate of the agreed statement and provides additional guidelines if necessary
- Head of Communication controls the issue of official statement(s) and deals with all potential press enquiries related to the incident
- Head of Competitions liaises with the FIBA Technical Delegate on all competition related issues and agrees on strategy
- FIBA Technical Delegate, assisted by the Host National Member Federation Game Director and a Medical Doctor (if necessary) inform the team representatives and the press if present of the incident (following agreed guidelines with the Secretary General)

16.5 MEDICAL CARE INFO SHEET

Host National Member Federation Medical Coordinator(s) and Medical Doctor(s)				
(City/Venue)	Name	Phone	E-mail	Availability

Medical Emergency numbers in the Host Country	
Number	Description
	Ambulance
	Medical practitioner

Main Hospital		
Name	Address	phone

Services	Yes	No	Other information
Priority Access			
X-Ray			
MRI			
Ultrasounds			
CT			
Pathology			

Distance from Team Hotel(s) in km/min:

Distance from Game Venue(s) in km/min:

Pharmacies	
Closest Pharmacy to Teams Hotel	
Name	
Address	
Phone	
Opening Hours	

Closest Pharmacy to Game Venue	
Name	
Address	
Phone	
Opening Hours	

After Hours Pharmacy	
Name	
Address	
Phone	
Opening Hours	

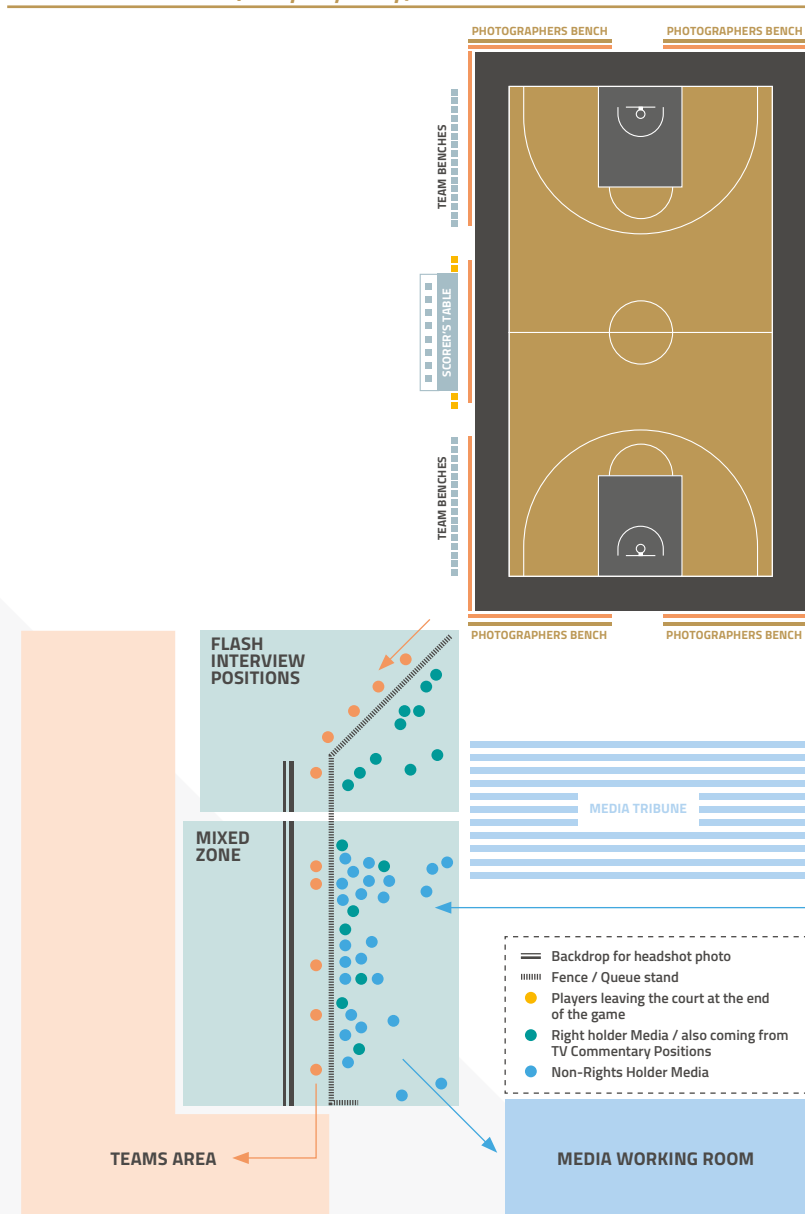
Dentist	
Affiliated Dental Care Facility	
Name	
Address	
Phone	
Opening Hours	

NB: Specialist medical services shall be accessed through the Host Medical Coordinator

16.6 CRISIS MANAGEMENT PLAN

- A Crisis Management Plan shall be prepared and completed by the Host at least two (2) months before the start of the FIBA Basketball World Cup 2019 Qualifiers. The Crisis Management Plan shall cover the following situations:
 - Fire;
 - Violence in the stands;
 - Bomb threat or bomb explosion;
 - Riot between two sets of rival spectators;
 - Court invasion by the spectators;
 - Power cut in the venue;
 - Spectator riot in the Host City;
 - Earthquake, flooding, snowstorm or other natural disasters;
 - Data systems breakdown resulting in wrong or late information communication to the Accredited Media;
 - Poor spectator ticket sales and attendance;
 - Entry visa denials for FIBA Game Official, players, coaches or other Team Delegation members; and
 - Other situations requiring the evacuation of the venue.
- The two main considerations for the Crisis Management Plan shall be:
 - Excellent preparation of all security personnel, first aid and medical staff in the venue as well as all local and regional security and medical authorities through a detailed action plan covering all emergency situations in and around the venue; and
 - A clear internal and external communication policy in case of emergency or negative aspects in the Event organisation or other incidents which may reflect badly on the image of the Event.
- An emergency drill shall be conducted in the venue with security staff and volunteers, prior to the beginning of the Competition. Any significant issues must be reported immediately to FIBA.
- A small 'Crisis Communication Team' with a maximum of two spokespersons (one from the Host and the FIBA Technical Delegate) shall be established in order to speak with one co-ordinated voice and to work together to achieve the following joint goals:
 - Good internal communication;
 - Coordinated and fast reaction;
 - Use of the media outputs for "official communications"; and
 - Anticipation.
- The Host shall be responsible for ensuring that the Crisis Management Plan is strictly adhered to.

16.7 Media Areas (example of Set-Up)



16.8 FIBA LIGHTING SPECIFICATIONS

1. INTRODUCTION

The lighting for a televised basketball game has to deliver the necessary requirements for the best picture quality in terms of illuminance, colour, contrast, uniformity and modelling plus the lack of glare.

The TV Director will typically use multiple camera angle shots for the viewer's interest and to showcase the action and drama as well as the strategy, skill and tactics of the competing teams.

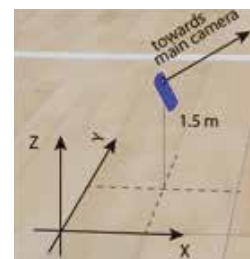
Light reflection (or skip glare) can be a very significant issue with respect to the image of the pictures. With this in mind, it is essential that the lighting is correct for each camera located on the playing court and avoids any unwanted reflected images especially towards the main camera.

2. LIGHTING CRITERIA

The vertical illuminance, **EC** (illuminance towards the main camera) and **EV** (illuminance towards the mobile cameras) are key parameters for the picture quality. If there are varying levels of vertical illuminance at different positions on the playing court then it can be disturbing when panning the camera. It is therefore essential that there is total uniformity in the distribution of the vertical illuminance over the entire playing court (also called uniformity of the vertical illuminance).

The vertical illuminance should be kept as constant as possible in the four main directions facing the sides of the playing court where the cameras are generally located.

The horizontal illuminance (**EH**) is the quantity of light falling on the basketball court. As the illuminated court is the principal part of the camera's field of view, the horizontal illuminance must be as uniform as possible and the ratio between the average horizontal illuminance and the average vertical illuminance towards the main camera must be kept to a level that ensures a good quality contrast of the pictures.



Main Camera Illuminance (**EC**)



Vertical Illuminance (**EV**)



Horizontal Illuminance (**EH**)

3. LIGHTING REQUIREMENTS AND RECOMMENDATIONS

The venue lighting must be designed for television broadcasting while minimising the glare for players and officials.

Illuminance Level

The playing court shall be uniformly and adequately lit. The lighting criteria described above, must be calculated and should comply with the values given in the following table.

Distinction should be made between the Principal Playing Area 19m x 32m (basketball court + 2 m wide area around the court) and the Total Playing Area 22m x 35m which includes a 1.5m wide area around the court (including the team benches).

The illuminance calculations and measurements should take place on a 2m x 2m grid point. Annex 1 shows the grid point to be used for the calculations and the typical camera positions.

The vertical illuminance should be calculated at any grid point, at 1.5m above the court floor in the direction of the main camera (EC) and for each of the four main directions (X and Y) facing the sides of the playing court for the mobile cameras (EV). UXY is the ratio between the minimum and the maximum values of EV calculated over the four main directions

No calculations are required for the Beauty Shot camera.

The horizontal illuminance (EH) is calculated at the floor level.

	Main Camera Illuminance EC			Mobile Cameras Illuminance EV (4 main directions)				Horizontal illuminance EH		
	Average (lux)	min/max	min/ave	Average (lux)	min/max	min/ave	min/max 4 planes UXY	Average (lux)	min/max	min/ave
PPA 19*32m	2000	0.7	0.8	1700	0.7	0.8	0.6	1500-3000	0.7	0.8
TPA 22*35m	2000	0.6	0.7	1700	0.6	0.7	0.6	1500-3000	0.6	0.7

Skip Glare Towards the Main Camera

The reflections of bright light sources on the playing court can cause bright spots which will affect the camera picture as illustrated below. Skip glare caused by high intensity light bouncing off the highly reflective glossy playing court surfaces towards the main camera position must be avoided especially on all of the court lines.



Careful attention to the simple necessary geometry will often eliminate these unwanted reflected images (see Annex 2).

Glare

It is essential that there is no glare whatsoever that affects the view of the basketball players when they are playing. The lighting positions and direction should be defined in such a way as to take account of the players' view (See Annex 2). The intensity of the light source must be adapted in relation to the installation height.

Spectator Areas

The average illuminance towards the main camera for the first 15 rows of seats should be 10% to 25% less than the average illuminance on the playing court; the illuminance beyond the first 15 rows should then gradually reduce.

Light Source

The light sources should have a colour rendering index of at least Ra 80 and the colour temperature should be between 4000K and 6000K. Television broadcasters require a constant colour temperature and therefore the colour temperature must not deviate from the average value by more than $\pm 500\text{K}$. The intensity of discharge lamps (generally used in sports lighting applications) fluctuates when supplied with an electromagnetic gear due to the 50Hz or 60Hz supply voltage frequency. This phenomenon cannot be observed with the eye, but it is very visible in ultra-slow motion imagery broadcasts of live sporting events taking place under artificial lighting, as these cameras capture images at rates of speed much faster than the lighting cycle rate, creating a flicker effect during slow motion replays.

From a production standpoint the above flicker effect is not acceptable and therefore the lighting installation must be flicker-free. This is guaranteed when the flicker factor at any point of the TPA is less than 1%. New technologies such as discharge lamps coupled with electronic gears, or LED lighting allow guaranteed flicker-free lighting.

The full court lighting should be turned on at least 90 minutes prior to the start of the game and maintained to the prescribed requirements for pre-game warm-ups and game play. It should remain fully lit for at least 30 minutes after the game.

Spotlight introductions for the teams or special ceremonies and entertainment can only be used if the lighting system has instant restrike capabilities which will not alter the light source colour properties.

4. ASSESSMENT (Measurements and Visual Inspection)

A visual inspection should be carried out to evaluate the lighting installation.

No reflected light should be visible when standing at the main camera position. As TV cameras are more sensitive than the human eye, this can be checked by taking pictures with a digital camera. Attention should be paid to floodlight illuminance wherever they may be located. The players must not be dazzled especially when they are looking at the baskets.

Main Lighting Criteria Measurements (to be taken)

Lighting measurement of the vertical illuminance (EC) towards the main camera and EV towards the mobile cameras (four main directions $\pm X$ and $\pm Y$) over the Total Playing Area should be carried out at a height of 1.5m above the court floor at any grid point as according to Annex 1.

The horizontal illuminance (EH) should be carried out on the same grid point but at the floor level.

Whenever possible, the colour rendering index and colour temperature should be measured using a spectrophotometer at the centre of the court and at each free throw line.

The Flicker factor should be measured using a flicker meter, at any grid point towards the four main directions at a height of 1.5m. The measurement can be carried out every four metres using every other point from the grid point shown in Annex 1.



Flicker Factor Measurement



Main Camera Illuminance (EC) Measurement

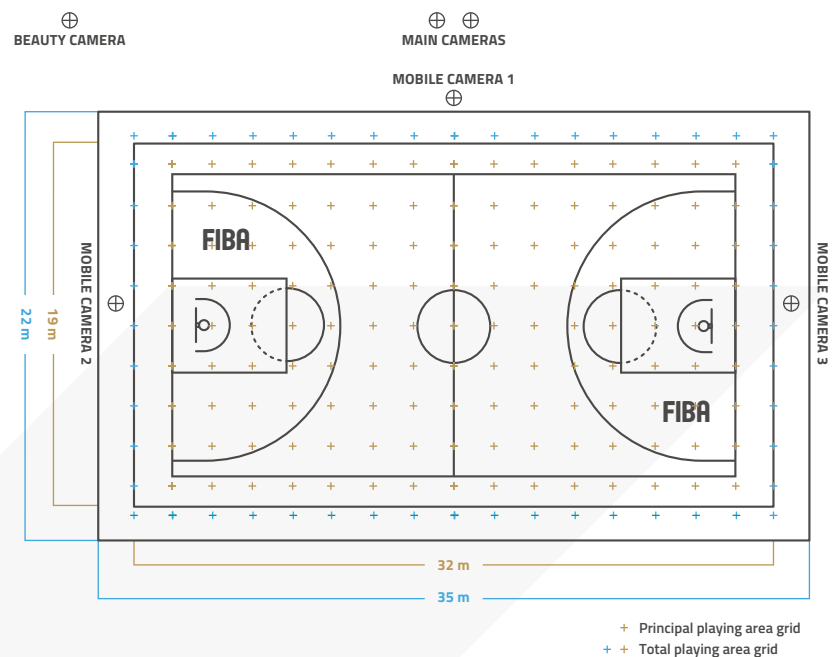


Mobile Cameras Illuminance (EV) Measurement



Horizontal Illuminance (EH) Measurement

ANNEX 1 : GRID POINT FOR CALCULATIONS AND TYPICAL CAMERA POSITIONS

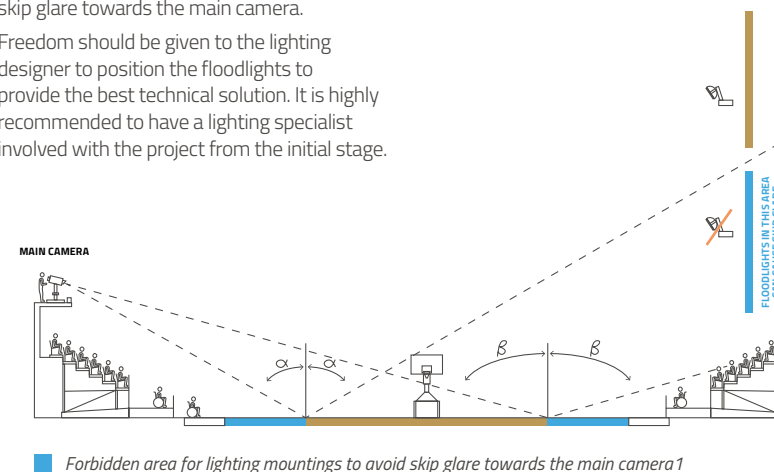


ANNEX 2 : RECOMMENDATION LIGHTING POSITIONS

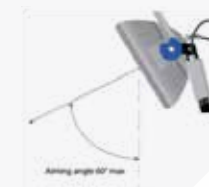
The location of the floodlights is critical to comply with the lighting requirements. It must ensure that the lighting requirements can be achieved, while not interfering with the players' visibility as well as not creating any skip glare towards the main camera.

When the main camera position has been determined, the sources of skip glare can be minimised by avoiding the installation of floodlights in the forbidden area as shown in the below figure.

Freedom should be given to the lighting designer to position the floodlights to provide the best technical solution. It is highly recommended to have a lighting specialist involved with the project from the initial stage.

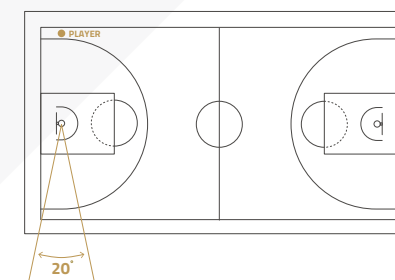


The lighting aiming angle (from downward vertical) shall ideally be $\leq 60^\circ$ in order to minimise the glare to the players.



Careful attention should be paid to the floodlight positioning with regards to their aiming directions which should not interfere with the players, especially when they are shooting at the baskets.

The following example illustrates a critical location for floodlights. In this example, the floodlights located in the 20° area should not be aimed directly towards any player in a shooting position



16.9 SCOREBOARD QUESTIONNAIRE

This questionnaire is used to collect all required information for connecting a scoreboard to a PC in order to provide graphics to the TV production.

Please fill in one form for each competition venue

Name of the Competition Venue	
Scoreboard manufacturer and model	
Manufacturer	
Model	
Year of Production	
Connection Details	
What type of connection is used for interfacing between scoreboard and external computer?	
	Serial interface RS232
	Serial interface RS422
	Serial interface RS485
	Ethernet
	RF (radio, wireless)
	Other (please specify)
What type of connector is used for connecting the scoreboard to the external computer?	
	USB
	DB-9 (9 pin connector)
	DIN
	Canon
	RJ-45 ("Ethernet connector")
	Other (please specify)

What is the "gender" of the connector specified in the previous question?

	Male
	Female
	Other (please specify)

Please specify the physical location of the connection (e.g. scorers' table):

Please add a photo showing the physical connection:

Please list all additional options required for connection to the scoreboard (for example: converter box, custom or long cable or similar)

In case of a serial connection, please specify the connection parameters

Baud rate			
	110		19200
	150		39400
	300		56000
	600		57600
	1200		115200
	2400		230400
	4800		460800
	9600		921600

Parity	
	none (N)
	odd (O)
	even (E)
	mark (M)
	space (S)

Stop Bits	
	1
	2

Data Bits	
	7
	8

Please add other connection parameters if necessary (like Byte Order, Flow Control or similar):

In case of a network connection please specify the details

Bitrate	
	10 mbps
	100 mbps
	1000 mbps

Please specify the network protocol (TCP, UDP or similar):

Please specify the port:

Please specify any other communication details if necessary:

Please describe the communication protocol used. In other words, how the score, game time, action time and similar information are represented, packed and sent to the external computer. This information is usually provided by the manufacturer. **This has to be provided as a separate document.**

Has the scoreboard been used in the past for connecting TV graphics?

No	
Yes	
In case of yes, please specify the event / competition and the details of the TV Graphics service provider	

Any other information you consider relevant:

Please provide name and contact details of the person responsible for scoreboard maintenance in the arena:

Name	
Phone	
E-mail	
Languages	

Please provide name and contact details of the scoreboard manufacturer or local distributor:

Name	
Phone	
E-mail	
Languages	

NOTES



FIBA

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