



2020-2023 Basketball Event Manual:

- Global Games
- World Championships
- Regional Championships

Table of Contents

Chapter I: General Principles..... 5

1. Introduction..... 5

 1.1 Event Manual 5

 1.2 Governing Body 5

 1.3 Candidate 5

 1.4 Duties of Virtus 5

 1.5 Duties of the Organiser 5

2. Competitions..... 5

 2.1 Competition Cycle 5

 2.2 Participants 5

 2.3 Venues 6

 2.4 Registration of the Teams 6

 2.5 Competition System..... 6

 2.6 Game Schedule..... 6

 2.7 Practice Schedule 7

3. The Draw..... 7

 3.1 Venue 7

 3.2 General Conditions 7

Chapter II: Operational and Organisational Structure..... 9

4. Communication with Virtus 9

 4.1 Organiser Responsibilities 9

 4.2 Organiser Provisions..... 9

 4.3 Virtus Responsibilities..... 9

 4.4 Event Questionnaire 9

5. Organisation of staff 9

 5.1 Table Officials and Statisticians 9

 5.2 Venue Staff 10

 5.3 PA (Public Announcement) Staff 10

 5.4 Volunteer Support..... 10

6. Organisation of services 11

 6.1 Team Attachés 11

 6.2 Health Services 11

 6.3 Game Recording Policy..... 11

Chapter III: Venue Infrastructure 13

7. General Principles..... 13

8. Playing Court and Practice Court 13

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

9.	Around the Playing Court	13
9.1	Scorer's Table	13
9.2	Statistics Table	13
9.3	Team Benches	14
9.4	Substitution Chairs/Benches	14
9.5	Medical and Anti-Doping	14
9.6	Court-side advertising	14
9.7	Backboards.....	14
9.8	Backboard Support Structure and Rings	14
9.9	Game Clock and Scoreboard	15
9.10	Shot Clock.....	15
9.11	Referee instructor position	15
9.12	Other Technical Equipment.....	15
10.	Changing Rooms.....	16
10.1	Team Changing Rooms.....	16
10.2	Referees' Changing Rooms	17
10.3	Table Officials' Changing Room.....	17
10.4	Officiating Team Room.....	17
10.5	First Aid Room	17
10.6	Ambulance Standby Area.....	18
10.7	Doping Control Station.....	18
11.	Offices	18
11.1	Virtus Office.....	18
11.2	Organiser's Office	18
11.3	VIP Lounge (optional).....	19
11.4	Cleaning Services.....	19
12.	Services	19
12.1	Lighting	19
12.2	HVAC (Heating, Ventilation, Air Conditioning)	19
12.3	Sound and Announcing System	19
13.	Tribune and Seating Plan	19
13.1	Virtus Management, Commissioners, Referees, Referee Instructors, Supervisory Doctor ...	19
13.2	Participants' Tribune	19
Chapter IV: Meetings		21
14.	Site Visit.....	21
15.	Technical Meetings.....	21
15.1	First Technical Meeting.....	21
15.2	Second Technical Meeting	21

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

15.3	Coaches and Referee Instructors Meeting	22
15.4	Team Doctor’s Meeting	22
Chapter V: Opening, Closing Ceremonies and Awards		23
16.	Opening Ceremony	23
16.1	Attendance	23
16.2	Operation	23
17.	Closing Ceremony	23
17.1	Attendance	24
17.2	Operation	24
18.	Trophy and Awards	24
18.1	Organiser Award.....	24
18.2	Fair Play Award	24
18.3	All-Star Three/Five and Most Valuable Player	24
18.4	Medals	25
18.5	Champion’s Trophy	25
Chapter VI: Branding		26
19.	Branding	26
19.1	Court Design and Floor Stickers	26
19.2	Backboard Stickers.....	26
19.3	Signs.....	26
Annex I – Court Layout.....		27
.....		31
Annex II – Bulletins.....		33
Annex III – Technical Meeting Agenda.....		34
Annex IV - Pre-Game Rundown		36
Annex V – Closing Ceremony		39

Chapter I: General Principles

1. Introduction

1.1 Event Manual

In this event manual Virtus outlines the basic requirements for interested National Member Organisations to become the organiser of the Virtus Basketball Global Games/World Championships/Regional Championships for men and women and represents the key organisational processes to stage a successful event.

In addition to the event manual, all provisions of the FIBA Competitions Regulations and Bye-Laws, as well as the FIBA Internal Regulations and Official Basketball Rules, are valid in their entirety.

1.2 Governing Body

The Board of Virtus has the exclusive right and authority to decide the organisers and the exact dates of the Virtus Basketball Global Games/World Championships/Regional Championships.

1.3 Candidate

Within the deadline set by Virtus, all National Member Organisations are entitled to submit their candidature to organise the competition of the division to which they belong.

The organisers shall abide by all pre-requisites described herein this event manual for Virtus Basketball Global Games/World Championships/Regional Championships (men and women).

1.4 Duties of Virtus

Virtus must do all in its power to see that a competition organised under its auspices will be successfully carried out and that Virtus is represented by competent persons, maintaining absolute impartiality.

Virtus is obliged to assist the organiser by all means at its disposal. However, Virtus may demand of the organiser the reimbursement of expenses caused by its action.

1.5 Duties of the Organiser

The organiser must do everything in its power to meet all the requirements and obligations stated in this event manual.

The organiser shall acquire sufficient civil liability insurance to cover any eventuality during the period of the event plus two (2) days. The official representative of the organiser must be present during the whole duration of the tournament.

2. Competitions

2.1 Competition Cycle

1. Year 1 (2020) and Year 3 (2022) - The Virtus Regional/Sub-Regional Championship for men and women shall be divided into three Divisions (II, II2 and II3) and shall be held every two (2) years.
2. Year 2 (2021) - The Virtus World Championship for men and women shall be divided into three Divisions (II, II2 and II3) and shall be held every four (4) years.
3. Year 3 (2023) - The Virtus Global Games for men and women shall be divided into three Divisions (II, II2 and II3) and shall be held every four (4) years.
4. Year 4 (2024) - The Paralympic Games shall be held every four (4) years.

2.2 Eligibility Groups

1. LOC's should refer to the eligibility guidance for information concerning Virtus eligibility groups at virtus.sport.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

2. All Regional Championship, World Championship and Global Games Basketball events shall provide competition for each of the three eligible groups:
 - a. II1 – as per existing programme
 - b. II2 – from 2023 Global Games onwards
 - c. II3 – from 2024 Regional Championships onwards

3. Virtus will manage the primary eligibility process and will regularly update the Virtus Master List. All athletes entering the event must appear as 'Active' on the Virtus Master List no later than the final entry deadline

2.3 Participant and team eligibility to compete

1. All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with Virtus, and the entry is sanctioned by the National Member Organisation. There is no guest entry.
2. The II Eligibility Group will be composed of a maximum of sixteen (16) pre-qualified teams from the II Category.
3. The II2 Eligibility Group will be composed of a maximum of sixteen (16) pre-qualified teams from the II2 Category.
4. The II3 Eligibility Group will be composed of a maximum of sixteen (16) pre-qualified teams from the II3 Category.

2.4 Venues

All games of the event will be played within the territory of the host country at preferably one (1) venue, but never more than three (3) venues.

2.5 Registration of the Teams

A circular letter (A.) with the online entry platform (B.) will be sent to the National Member Organisations in order to register for the respective Virtus Championship.

The deadline for the registration of the teams to be received by the offices of Virtus will be given by Virtus.

- A. The above-mentioned circular letter will contain the following information.
 1. Detailed information on the possible composition of the teams.
 2. Detailed financial obligations of the participating teams and the organiser.
- B. The above-mentioned online entry platform will contain the following conditions.
 1. Deadline of the binding registration.
 2. Unconditional request to respect the decision of the Governing Board of Virtus regarding the result of the draw.
 3. To accept the dates of the Championships
 4. To provide Virtus and the organisers by the given deadlines with all of the necessary information which will assist with the promotion of the Championship.
 5. To respect all provisions of the Virtus Event Manual as well as the FIBA Internal Regulations and Competitions Regulations and By-Laws.

2.6 Competition System

As stated in the Virtus 2020-2023 Basketball Technical Guide and FIBA Internal Regulations and Competitions Regulations and By-Laws.

2.7 Game Schedule

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

After the Draw, the game schedule will be proposed by the organiser in conjunction with Virtus for approval by a given deadline. The following shall be considered while preparing the game schedule.

1. The teams should not play each day at the same time (balanced allocation).
2. The teams playing the last game should not play the first game the following day.
3. The games should be scheduled at least two (2) hours and fifteen (15) minutes apart.
4. Twenty (20) minutes warm up time should be guaranteed to the teams.

An additional detailed document named “Scheduling guidelines” will be sent to the organiser after the Draw in order to assist with the proposal for the schedule.

2.8 Practice Schedule

The practice schedule will be prepared in conjunction with Virtus and in accordance with the approved game schedule and announced to all participants.

The following shall be considered while preparing the practice schedule:

1. Before the Championship starts, each team shall be able to hold at least one (1) practice in the gym where the games will be played.
2. The practice schedule shall reflect as much as possible the game schedule (play first – practice first).
3. All teams shall receive the same amount of practice time with the same conditions. However, the practice time provided per team must be no less than forty-five (45) minutes.

3. The Draw

3.1 Venue

The Draw for the Virtus Basketball Global Games/World Championships/Regional Championships will be held in the host country of the championships or at a venue decided by Virtus.

The Draw will be held no later than four (4) months before the start of the event. Virtus shall decide the exact date and place. Approximately one (1) month before the Draw is to take place, Virtus will send an invitation to attend the Draw to all of the participating teams. The invitation letter will contain the following information:

1. The names of the participating teams.
2. The exact date and time of the Draw.
3. The exact venue (city, place) where the Draw will be held.
4. The deadline for the registration of the participants for the Draw.
5. The financial conditions under which the representatives of the participating teams may register for the Draw.
6. The contact details of the organiser.

3.2 General Conditions

The organiser will be responsible for:

1. The staying expenses for all designated Virtus representatives and staff members.
2. The provision and payment of the general organising expenses connected to the organisation of the Draw as follows:
 - a. The renting of a venue with sufficient capacity for fifty (50 persons) persons equipped with a suitable sound/video system.
 - b. The provision of the transport for the participants to and from their hotel to the place where the Draw will be held.
 - c. The provision of the equipment for the Draw: podium with table(s) and chairs, bowls, lots, names of the participating teams, etc.
 - d. The provision of the technical equipment for the Draw: projector/beamer, screen, printer and high-speed copy machine.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

- e. The provision of a broadband internet connection permitting the Draw to be broadcast live by video on the Virtus website.
- f. The provision of all of the necessary equipment for a Virtus press conference.

Chapter II: Operational and Organisational Structure

4. Communication with Virtus

The organiser and Virtus shall strive for the most efficient communication, as it is essential for the success of the organisation of the event.

4.1 Organiser Responsibilities

The organiser will ensure that:

1. Virtus will be provided with an organigram where positions such as general managers and responsible persons for competition, transport/hotel, IT, medical care, media and marketing are listed.
2. Each organiser staff member has a mobile telephone and an e-mail address. The contact list must be communicated to Virtus as soon as it is available and must be regularly updated.
3. The organiser's office is set up and running efficiently at least six (6) months before the start of the event.
4. Each request/question from Virtus must be addressed in a timely and efficient manner within three (3) working days.

4.2 Organiser Provisions

The organiser will ensure the following is provided to the Virtus staff prior to their arrival:

1. A telephone list of all persons involved in the tournament (organiser, team attachés, IT, transportation, hotel managers, medical care manager, etc).
2. Accreditations for Virtus staff.
3. Information about transportation services and meal times for Virtus staff.
4. Information about side and social events.

4.3 Virtus Responsibilities

Virtus will ensure that:

1. After the first Virtus site visit a report is to be prepared within fourteen (14) working days, outlining what the organiser should accomplish by the beginning of the event.
2. Virtus staff members are available for the relevant support in the preparation and organisation of the event; the contact details will be communicated to the organiser.
3. All organiser's requests/questions are addressed rapidly, within three (3) working days.
4. The organiser is copied on all important communications.

4.4 Event Questionnaire

Once the event is concluded, the organiser shall complete the event questionnaire provided by Virtus and submit it within one (1) month after the conclusion of the tournament.

5. Organisation of staff

It is highly recommended that the following staff are specialised in their fields, preferably professional, and always hold the same position throughout the Championship.

5.1 Table Officials and Statisticians

The table officials shall have the following qualifications:

- A team of four (4) people for each game. During the first days one (1) additional table official per game will be required to complete the paper scoresheet and be available for as long is deemed necessary by the crew chief commissioner during the competition.
- Sufficient number of staff to ensure that the same persons are not on duty for more than two (2) games per day.
- Specially trained for the duty.
- Have experience with high-level games.
- Each group has to have at least two (2) people, who speak fluent English.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

- Have experience with the equipment in use.
- Virtus reserves the right to substitute these officials if they are not of a sufficient standard. Table officials and statisticians should be provided with a fixed amount of polo shirts, which must be worn during the entire event. Generally the table officials and statisticians should be properly dressed (no shorts, flip-flops, etc).

The statisticians must have the following qualifications:

- A minimum team of two (2) people for each game.
- Sufficient number of staff to ensure that the same persons are not on duty for more than two (2) games per day.
- Specially trained for the duty.
- Have experience with high-level games.
- Each team has to have at least one (1) person, who speaks fluent English.

The Local Organising Committee is obliged to provide Virtus with the final list of appropriately qualified statisticians nominated for the event at least six (6) weeks before the event. In case this requirement is not met, Virtus reserves the right to nominate statisticians from other countries. In this case all costs (flights / transportation, accommodation, meals as well as a fee per game) has to be covered by the Local Organising Committee.

5.2 Venue Staff

All venue staff (security, technical, cleaning, etc) must be at the organiser's disposal during the event and must provide all the necessary service, support and assistance.

5.3 PA (Public Announcement) Staff

The organiser shall ensure:

- Sufficient number of staff in order to rotate each game.
- Sufficient fluency in English.
- Respecting the general script of pre-game announcement protocol.

5.4 Volunteer Support

At many important events, the volunteer support raises the quality of the organisation. Therefore, it is highly recommended to allocate volunteers regardless of the level of the organisation.

The volunteers shall be chosen and trained before the event starts. It is highly recommended to give the volunteers promotional material after the event, such as t-shirts, towels, key rings, caps, etc, and a certificate.

The volunteer support can assist in the following services:

1. Team Attachés: people assisting the team during the event (one (1) per team). (See Article 6.1 below).
 2. Referees and VIPs Attachés: people assisting the referees/VIPs during the event.
 3. Hotel Information Desk: people working at the information desk in the official hotels giving information about the hotel, transport, etc, (two (2) people in each hotel).
 4. Court Monitors (Ball Boys/Floor Wipers): people working on the court in order to provide balls for the players during the warm-up, the games and at half-time. They are responsible for keeping the playing surface clean and dry. They should check the floor conditions during timeouts and pauses in the game and be responsible for the game and practice balls, (four (4) people).
 5. Statistical Services: printing and distribution of game statistics.
 6. Media Operations: people working at the media centre and media tribunes in order to help the accredited journalists and photographers.
-

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

7. Accreditation Services: people working at the accreditation desk (two (2) people).
8. Transport Service: people providing transport for the accredited people (one (1) person).
9. Translators: people helping the teams with translations during the event.

6. Organisation of services

6.1 Team Attachés

- There will be at least one (1) team attaché for each country participating in the Championship.
- It is recommended to provide attachés for commissioners, referees, referee instructors and VIP guests.
- The team attaché shall preferably speak the mother tongue (native language) of the teams but if no such attaché is available, the organiser must select a guide who can speak advanced English.
- It shall be coordinated with the participating countries which languages they would prefer in case a team attaché with their mother tongue (native language) cannot be provided.
- It is highly recommended that the team attachés stay at the same hotel as the team and have standard clothing, so they may be recognised easily. Since the team attachés will maintain the communication between the participating teams and the organiser, they shall have the following qualifications:
 - They shall be young enough to have the energy this position requires and also mature enough to handle the necessary responsibilities.
 - They shall be able to speak and understand a third language (preferably English) in addition to the languages of the organising country and the country to which they are assigned.
 - They shall have a basic knowledge of the country to which they are assigned and also its customs, habits, etc.
 - They shall be equipped with mobile phones.

The contact details of the attachés shall be included in the official contact list.

6.2 Health Services

The attention to any kind of injury that may occur during the games or practices, or the transportation to a hospital is the organiser's responsibility. Therefore, the organiser cannot charge the involved party or team for any services provided.

Additional information concerning other medical problems and the financial responsibilities shall be announced to the teams either in writing or during the first technical meeting.

1. The organisation shall assign a twenty-four hour (24hr) on-call doctor to provide medical advice.
2. During the games, at least two (2) health officials and, during the practices, at least one (1) health official, as well as an ambulance must be present.
3. Health officials shall be doctors, paramedics, nurses and ambulance drivers and shall be fully trained and equipped to perform first aid and use defibrillators.
4. Health officials shall be located in an area that is clearly visible and easily accessible from all over the venue since they will also assist the spectators if necessary.
5. There shall be a first aid team near the court, in addition to a first-aid room in the venue.
6. Each delegation must receive information in written form regarding all the fully-equipped hospitals in the area.
7. The procedure regarding the "Virtus Emergency Action Plan" will be explained at the first technical meeting.

6.3 Game Recording Policy

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

1. The organiser will produce a copy of each game of the entire tournament. Any cost involved in undertaking this shall be announced to the participating teams prior to their arrival in the Bulletin and can/shall be transferred to the organiser together with the team's contribution for the accommodation. Any additional information regarding the recording and distribution of games shall be announced during the first technical meeting.
2. The organiser should guarantee to make available copies of the games of the teams that will be the next opponents as soon as possible, but no later than midnight on the evening of the game taking place.
3. All other games will be made available as soon as possible upon request but with priority given to the above mentioned games.
4. The organisers will provide the referee instructor(s) with copies of the games within three hours of the end of the game (for earlier games and where the referee instructor is on-site) and no later than midnight on the evening of the games taking place for later games.
5. Virtus will receive one (1) complete set of game recordings at the end of the tournament from the organiser.

Chapter III: Venue Infrastructure

7. General Principles

The travel time from the hotel(s) to the competition and training venue(s) shall not exceed twenty (20) minutes. Working air- conditioning is mandatory in all of the playing halls. Under exceptional circumstances, powerful mobile air- conditioning devices can be used to cool the court area after approval by Virtus.

A practice court that is not one of the competition courts must additionally be available for practice if required by Virtus.

8. Playing Court and Practice Court

The playing and practice court must be 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 which should be in a sharply contrasting colour to the playing courts.

All spectators must be seated at a distance of at least five (5) meters from the outer edge of the boundary line of the playing court. Note: All lines apart from the official basketball lines must be covered with non-slip material (adhesive tape or foil, etc) to match the colour of the wooden floor or removed completely. Please see also the court layout in the attachment (Annex I).

9. Around the Playing Court

9.1 Scorer's Table

A scorer's table shall be a minimum of six (6) meters in length and eighty (80) centimetres in height and must be placed on a podium/platform (recommended height 20cm) and wide enough to accommodate chairs for one (1) commissioner, four (4) table officials and one (1) standby referee (care should be taken that this podium should not obstruct views, so it may have to be reduced in height depending on the venue).

The scorer's table should be equipped with enough electrical outlets for the technical equipment, laptop being used for the digital scoresheet, monitor for the Commissioner, etc.

Wired internet connection should be available (min. DSL) for the digital scoresheet laptop.

One (1) printer (preferably colour laser printer) shall be provided for the printing of the scoresheet following the game. This printer can be shared with the statisticians if necessary.

9.2 Statistics Table

There shall be a working table for the statisticians (2-3 people) and their equipment which should be placed at the best angle to see the court, preferably behind the scorer's table.

If required, there must be enough space at/or close to the statistics table for two (2) TV graphics operators and equipment.

1. Recommended to be in the first row behind the scorer's table on a raised platform which is higher than the scorer's table (by 20-30cm) if this table is raised.
2. If this is not possible, due to specific conditions in an arena, it can be in line with the scorer's table.
3. The statistics table has to be equipped with enough electrical outlets, which will be necessary for the statistical systems.
4. One (1) laptop and one (1) fast printer (preferably b/w laser printer) shall be provided.
5. Broadband internet connection shall be available (min. DSL).

9.3 Team Benches

There shall be team benches on the same side as the scorer's table: There must be seats for a maximum of sixteen (16) persons. A small table for drinks/team equipment and a rubbish bin should be positioned next to the team benches.

9.4 Substitution Chairs/Benches

There shall be two (2) substitution chairs/benches on both sides of the scorer's table (four (4) in total, two (2) on each side of the table).

9.5 Medical and Anti-Doping

There shall be sufficient space for a minimum of two (2) first-aid/medical staff to be seated court-side.

In addition, there must be sufficient space for a minimum of two (2) anti-doping chaperones to be seated close to the team exit following the game in the case where the event is subject to doping control.

The doping-control officer shall be seated on court level with good view of the playing court and with quick access to the team benches.

9.6 Court-side advertising

The advertising boards must be placed outside the further boundary line (two (2) metres), which surrounds the court in accordance with the court layout drawing provided in Annex 1. The majority of advertising boards should be arranged in main camera-view and should include the specific signage as requested by Virtus.

Those along the end lines must have a minimum gap of 90cm on each side of the mobile backstop units so that floor wipers and/ or players can pass through if necessary.

For more information please refer to chapter VI.

9.7 Backboards

1. The backboards must be according to the Official Basketball Rules.
2. Dimensions are 1.80 m x 1.05 m.
3. Shall have padding on the lower surface.
4. There shall be at least two (2) spare backboards available with rings already attached and identical to the original backboards.
5. The staff at the gym shall practise changing the spare backboard before the event starts.
6. The backboards shall be equipped with both red LED lighting around the perimeter and yellow LED lighting along the top of the backboard that are connected to the scoreboard and shot clock respectively and are functioning according to the Official Basketball Rules.

9.8 Backboard Support Structure and Rings

1. The backboard support structures and rings must be according to the Official Basketball Rules.
2. There should be one (1) chair next to each backstop unit for floor wipers.
3. The rings shall be able to flex when any force is applied to them.
4. Rings must be painted orange and have a net.
5. The nets shall be correctly attached and there shall be a minimum of two (2) pairs of spare nets.
6. The staff at the gym shall practise changing the spare net before the event starts.

9.9 Game Clock and Scoreboard

1. The game clock and scoreboard must be according to the Official Basketball Rules.
2. On both walls behind both of the backboards, there shall be two (2) synchronised electronic scoreboards. In case there is a scoreboard (cube) placed above the centre of the playing court, only one (1) duplicate scoreboard on the opposite side of the players' benches, clearly visible to both teams, will be sufficient.
3. The functions of both electronic scoreboards are as follows:
 - a) A clock which shows the game time with a countdown (with the ability to show the last-minute seconds and tenths of a second)
 - b) Displays game score
 - c) Displays number of periods
 - d) Displays number of charged time-outs
 - e) Displays number of personal fouls
 - f) Displays number of team fouls.
4. The signal for the timer (the end of playing time) shall be sufficiently powerful to be easily heard above the most adverse or noisy conditions.

Note: An interface to the broadcast graphics system is required. The organiser has to ensure that all relevant information (interface and protocol description) is provided to Virtus at least two (2) months before the event. This applies both to the game clock/scoreboard and the 24-second device.

9.10 Shot Clock

1. There shall be a shot clock panel installed above each backboard according to the Official Basketball Rules. The back-up solution are four (4) shot clock devices placed in the corners of the court on ground level outside of the further boundary area.
2. The game clock shall be also displayed on the shot clock panel. The shot clocks must be able to display tenths of seconds in the last 5 seconds of the shot clock. A yellow LED light on top of the backboard must be installed and must be indicating the end of the shot clock.
3. There shall be a separate sound signal with distinctly different sounds than those of the game clock and very loud sounds for the end of the twenty-four (24) seconds.
4. There shall be at least two (2) spare shot clocks (suitable for the current system).
5. The staff at the gym shall practice changing a shot clock before the event starts.
6. The shot clock shall NOT be connected to the game clock. That is, when it reaches zero (0) and the signal sounds, it shall NOT automatically stop the game clock.

9.11 Referee instructor position

- Table with 2 chairs.
- It shall be equipped with enough electrical outlets (minimum 3).
- Excellent WiFi connection

9.12 Other Technical Equipment

1. Player foul markers: according to the Official Basketball Rules.
2. Team foul markers: according to the Official Basketball Rules.
3. Alternating possession arrow: according to the Official Basketball Rules.
4. Stopwatch & table type chronometer: one (1) piece each.
5. Ball and ball carriers: as stated in the Official Basketball Rules. At least twelve (12) balls shall be provided for each team during practices (six (6) balls during games), Molten balls and ball carriers.

10. Changing Rooms

The changing rooms must be completely cleaned after the departure of the last person. A security person must be present and always in close proximity.

10.1 Team Changing Rooms

There shall be an easy, short and secure access route from the changing rooms to the playing court. There will be a minimum of four (4) fully equipped changing rooms for the teams with the same standards and dimensions. Each changing room shall meet the following requirements for each game:

- Five (5) separate showers and toilets with sufficient rolls of paper for each toilet.
- Washbasins with soap.
- Synthetic or tiled floor.
- Door locks shall function well.
- Windows with railings and curtains or painted windows.
- Benches or chairs for minimum twelve (12) persons.
- One (1) tactic board with marker and eraser.
- Hangers or lockers.
- Rubbish bins.
- Ice and bottled water.
- One (1) massage table.
- Mirrors (wall).

Drinking Water Supply for the Teams:

Drinking water for each team to use during games and practices will be provided free of charge by the organiser during the official Championship period (from the first to the last day of the competition plus two (2) days).

It is highly recommended not to charge any fee for the drinking water to teams, which arrive before the official Championship period and wish to have practices.

All drinking water will be industrially bottled still water, not tap water. The following amount of drinking water will be provided:

For each team to use during the practices:

- At least twelve (12) bottles of 1.5 litres of STILL water for players (1.5 litres per player).
- At least six (6) bottles of 0.5 litres still water for the team staff members.

For each team to use during the games:

- At least twenty (20) bottles of 1.5 litres STILL water for players (2.5 litres per player).
- At least six (6) bottles of 0.5 litres still water for the team staff members.

If there is an exceptional increase of temperature, then this amount may also increase by the decision of Virtus. It is recommended to keep the still water cold if the weather is hot.

Ice Supply for the Teams:

1. The organiser will determine the ice needed by the teams during the games and practices.
2. The teams' ice requirements can be met with an ice machine set up at the gym and by the teams' hotel free of charge. It shall be announced to the teams during the first Technical Meeting how the ice will be obtained at each location.
3. The ice shall be standard sized and cubed. The ice obtained by freezing water in bottles cannot be used for this purpose. In the event that there is one or more commercial partner(s) in the isotonic/soft drink/water/towel categories then it is possible that they will supply the necessary products and equipment.

10.2 Referees' Changing Rooms

There will be a minimum of two (2) fully equipped changing rooms for referees with easy, short and secure access to the playing court. Each changing room shall meet the following requirements for each game:

- One (1) separate shower and toilets with sufficient rolls of paper.
- Washbasin with soap.
- Door locks shall function well.
- Windows with railings and curtains or painted windows.
- Benches or chairs for three to four (3-4) persons and one (1) table.
- Hangers or lockers for three to four (3-4) persons.
- One (1) office-style refrigerator.
- Rubbish bin.
- Industrially bottled drinking water (2.5 litres per official per game) with sufficient paper cups.
- Tactic board with marker and eraser (if recommended).
- Massage table (if recommended).
- Mirror on the wall.

10.3 Table Officials' Changing Room

There will be a one (1) fully equipped changing room for table officials. Each changing room shall meet the following requirements:

- Enough space for six (6) people.
- Benches or chairs for six (6) persons.
- One (1) table.
- Industrially bottled drinking water (1.0 litre per official per game).
- Hangers or lockers for six (6) persons.
- Door locks should function well.

10.4 Officiating Team Room

There will be one (1) fully equipped room with easy, short and secure access to the playing court, where the Officiating Team can have pre-game or debrief meetings.

The room shall meet the following requirements for each game:

- Minimum size of ten (10) square metres.
- Benches or chairs for four (4) persons.
- One (1) table.
- Rubbish bin.
- Industrially bottled drinking water (1.0 litre per official per game) with sufficient paper cups.
- Doors locks should function well.
- WiFi internet connection.

10.5 First Aid Room

The first aid room shall enable first aid as well as normal preventive medical consultation to be given and should be within easy access from all other facility areas within the venue. The first aid room for players shall be situated so that it is easily accessible by the emergency services from outside the arena as well as from the playing court itself and from other areas.

1. Access shall be possible from the ground floor and shall be free of any obstacles or obstructions in order to ensure that any injured player can be taken there quickly
2. Trolley stretchers shall be available in each of the first aid rooms
3. The first aid room shall be adequately equipped and shall have a minimum dimension of thirty (30) square metres

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

4. The furniture and equipment shall include:
 - A bed for medical examinations, approximately 2.40 metres long and 0.60 metres wide.
 - A desk.
 - A wardrobe and a coat rack.
 - An oxygen cylinder with the relevant equipment for manual resuscitation.

10.6 Ambulance Standby Area

This area shall be located close to the playing court, the training area as well as the first aid room. There must be an ambulance together with qualified personnel available during all practices and games.

10.7 Doping Control Station

The doping control station must be equipped as stated in the current Virtus Anti-Doping Policy and In-Competition Testing Policy and FIBA Internal Regulations Governing Anti-Doping. Doping control signs must be clearly posted in all areas leading to the Doping Control Station.

In the area where doping control will take place there shall be various beverages available to the players in the doping control room.

1. All water available must be industrially bottled drinking water, not tap water.
2. There shall be a wide variety of beverages.
3. There shall be no limit on consumption.
4. It shall be possible to serve the beverages cold if there is such a demand.
5. All beverages shall be in unopened cans or glass bottles.

Note: Virtus reserves the right to carry out doping controls during all Championships.

11. Offices

In each arena the following offices will be required:

11.1 Virtus Office

- Preferably close to the organiser's office and the court.
- The door locks shall function well.
- At least two (2) study tables with chair and a sufficient number of guest chairs.
- Internet connection and technical equipment as required.
- Connection to a printer.
- One (1) office-type refrigerator.
- Rubbish bin.
- Sufficient stationary supplies.
- Air-conditioning.

Industrially bottled drinking water (not tap water), soft drinks, coffee, tea and snacks shall be available for Virtus management and staff all day.

11.2 Organiser's Office

- At least one (1) study table with chair and a sufficient number of guest chairs.
- Broadband internet connection min. DSL.
- Printer.
- Copy machine.
- An office-type refrigerator, tea and coffee machine.
- Rubbish bin.
- Sufficient stationary supplies.
- Air-conditioning.

11.3 VIP Lounge (optional)

- Should be close to the VIP seats.
- Should be open thirty (30) minutes before the game starts and remain open thirty (30) minutes after the end of the last game of the day.
- Security control for non-accredited people.
- Catering service.

11.4 Cleaning Services

After each game and at the end of each day, the players' and referees' locker rooms, the offices, and all other areas shall be cleaned. Cleaning services must be co-ordinated by the organiser.

12. Services

12.1 Lighting

Lighting will be provided with the lux rating determined by Virtus and will be required for broadcasting during the games. The organiser must guarantee to:

1. Check all the lights in the gym and fix the broken ones.
2. Have an alternate energy source ready so play may be continued in case of a power outage.
3. Have an uninterruptable power supply (UPS) for the scoreboard in order to prevent losing the time and score in case of a power outage during a game.
4. Prevent the sunlight, which might come through the windows from disturbing the players during games and practices.

12.2 HVAC (Heating, Ventilation, Air Conditioning)

The organiser is responsible for:

1. System control and maintenance.
2. Check the system to determine whether the power installation will be enough to carry on a long-term overloaded usage.

12.3 Sound and Announcing System

The sound and announcing system must be well-maintained. If there is no system in place, then a portable system should be set up. The Local Organising Committee should provide a laptop and adapt the system for music.

The Public Announcement staff shall have a sufficient knowledge of English.

Note: The anthems will be provided by Virtus and shall be no longer than seventy-five (75) seconds in length.

13. Tribune and Seating Plan

There shall be signs designating the different seating areas.

13.1 Virtus Management, Commissioners, Referees, Referee Instructors, Supervisory Doctor

1. Reserved seats for Virtus management, commissioners and supervisory doctor in the VIP tribune.
2. Designated seating area for referees and referee instructors.
3. Upon request by Virtus, twenty-five (25) tickets of the best possible category must be made available.

13.2 Participants' Tribune

1. One hundred (100) reserved seats in close proximity to the playing court for players and team members.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

2. Between two-hundred fifty (250) and four-hundred (400) seats are necessary to be reserved for the Final. The number of total seats depends on the number of participating teams and shall be approved by Virtus.
3. Security control for the people who have no access to this section.

Chapter IV: Meetings

14. Site Visit

When: at least four (4) months before the event and potentially a second visit may be required.

Where: in all of the organising cities

Attendance:

Organiser: Event manager

Virtus: Competition manager, Event manager

Others: Hosting National Federation representative, local authorities

Agenda: Visit the facilities (arenas, hotels), review compliance with the event manual, and take necessary steps for improvement, if required.

Costs: All travel expenses are covered by the LOC.

15. Technical Meetings

Where: All technical meetings shall take place at the team hotel.

Attendance: Commissioners, referee instructors, supervisory doctor, Virtus management and staff, representative of the organiser and team representatives who must be fluent in English, shall attend the technical meetings. It is an obligation for all heads of delegations to attend.

15.1 First Technical Meeting

1. The First Technical Meeting shall take place one (1) day before the games start at the team hotel. The time of the Technical Meeting shall be determined by the organiser in conjunction with the crew chief commissioner and Virtus staff in advance and communicated to the participating teams as part of the first bulletin so the travel plan of the team can be made accordingly to enable them to attend the meeting.
2. The Virtus management and staff, the commissioners, the supervisory doctor and the representative of the organiser should have a 'get together meeting' at least thirty (30) minutes before the Technical Meeting starts.
3. The crew chief commissioner together with the Event/Competition Manager on site will conduct the Technical Meeting.
4. As soon as the time of the meeting is determined, the heads of delegations must receive a written invitation from the organiser for the First Technical Meeting with the following information:
 - a) Date, time and place (room) of the meeting
 - b) Number and title of persons per delegation requested to participate in the meeting
 - c) Agenda of the meeting
 - d) Reminder that the following must be brought to the meeting:
 - Final team delegation roster form.
 - Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members.
 - Passports of all twelve (12) players, all coaches and delegation members.
 - One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt.

Note 1: For the recommended detailed agenda of the Technical Meeting, please refer to Annex III.

Note 2: It is strongly recommended to organise a team doctors/medical meeting one (1) day before the competition starts at teams' hotel.

15.2 Second Technical Meeting

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

1. The Second Technical Meeting shall take place on the first rest day at the teams' hotel. The time of the Technical Meeting will be determined by the crew chief commissioner and Virtus staff, and announced timely.
2. The crew chief commissioner together with the Event/Competition Manager on site will conduct the technical meeting.
3. As soon as the time of the meeting is determined the heads of delegations must receive a written invitation from the organiser for the Second Technical Meeting with the following information:
 - a) Date, time and place (room) of the meeting.
 - b) Number and positions of persons per team requested to participate in the meeting.
 - c) Agenda of the meeting.
4. The recommended agenda should be as follows:
 - a) Welcome, roll call of the participating teams by the crew chief commissioner.
 - b) Information and programme of the rest of the tournament including closing ceremony.
 - c) Questions.
 - d) Conflict resolution (if any) by the crew chief commissioner.
 - e) Final words by the representative of the organiser.
 - f) Closure of the meeting by the crew chief commissioner.

15.3 Coaches and Referee Instructors Meeting

The meeting of the coaching staff and the referee instructors must take place immediately after the conclusion of the First Technical Meeting. The time and place of the meeting of all participating teams will be determined by the crew chief commissioner and the Virtus staff, and announced by the organiser in the First Bulletin.

15.4 Team Doctor's Meeting

It is strongly recommended to organise a meeting with the team doctors and the medical coordinator of the LOC on the same day as the First Technical meeting in the team's hotel. Detailed information of the time and place of the meeting must be communicated by the organiser in the First Bulletin.

Chapter V: Opening, Closing Ceremonies and Awards

The Opening and Closing Ceremonies shall be part of the “Activity Plan” but **must** always be in accordance with the Virtus protocol. The exact format of both ceremonies **must** be proposed by the organiser to Virtus for final approval.

16. Opening Ceremony

It is mandatory to organise an Opening Ceremony and it must fulfil the Virtus protocol guide.

The time and program of the Opening Ceremony shall be announced to the participants in advance, in the 1st bulletin.

The Opening Ceremony can be organised before the 1st game of the home team and can only last a maximum of fifteen (15) minutes including all speeches and the start of the first game **must** allow a proper warm-up period (twenty (20) minutes).

The names and the flags of the participating countries must appear during the Opening Ceremony.

16.1 Attendance

In the case of a player or team involvement, the teams should be informed in writing in advance.

1. **Teams**

It is not obligatory that all teams attend the Opening Ceremony. In case teams want to attend, the organiser must provide transportation. The involvement of players must be limited to a maximum of sixty (60) minutes.

2. **Officials**

All commissioners are required to attend the Opening Ceremony.

16.2 Operation

1. **Speakers** (two (2) speeches or with prior approval by Virtus a maximum of three (3) as short as possible and in the order below):

- The region’s most highly ranked civil official.
- The representative of the organising National Member Organisation.
- Virtus representative.

2. **Entertainment**

- It is recommended to have authentic activities/events of the country or region.
- It is recommended that there is music at the Opening Ceremony.

Note: In addition to the short Opening Ceremony, the organiser can (but is not obliged) arrange an inauguration on the day before the beginning of the tournament.

17. Closing Ceremony

The time and the program of the Closing Ceremony shall be announced to the participants in advance at the 2nd Technical Meeting (please see Chapter VI).

1. Three (3) podiums shall be produced with sufficient space (for a maximum of twenty-one (21) persons). Ideal measurements are: 7 m - 8 m length, 0.8 m – 1.5 m width; heights ideally 0.2, 0.4 and 0.6 m. The podium should be produced with strong material able to support the participating teams who step onto it for the Closing Ceremony. It shall also be considered that this podium is as portable and easy to carry as it is strong. These podiums must be approved by Virtus by no later than the start of the competition.

2. The podium **must** be free of advertising and any sponsor logo is prohibited. The event logo **must** appear. The layout **must** be approved by Virtus.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

For the Closing Ceremony, the celebration time of the winning team shall be considered, and the start of the ceremony shall be according to that celebration time.

It is compulsory to organise a rehearsal of the Closing Ceremony no later than the day before. Please find a detailed Closing Ceremony procedure in Annex IV.

17.1 Attendance

1. The following people **must** be present at the Closing Ceremony:
 - All players and delegates of the first three (3) placed teams.
 - All players receiving awards.
 - All players and delegates of the remaining teams participating in the competition.
2. All commissioners and referees are required to attend the Closing Ceremony.

The organiser is responsible to arrange the transportation to and from the hotel to the venues in each case, unless they informed the crew chief commissioner that they have to leave to return home.

17.2 Operation

Note: It shall be co-ordinated with the Virtus management and staff before the ceremony which person(s) will present the awards, medals and the trophy.

1. **Teams**
 - Teams enter the court with music and take their places behind the podium according to their ranks; teams will be announced by country names and introduced to the spectators as they come onto the court.
 - The individual awards **must** be presented before the medals. The awards will be presented in the following order:
 - a. Organiser Award
 - b. Fair Play Award
 - c. Most Valuable Player (MVP)
 - d. All-Star Three/Five
 - The players of the teams will step onto the podium as their teams' placing is announced in the following order: 3rd place, 2nd place and 1st place.
 - The medals will be presented (see Annex IV).
 - Playing of the national anthem of the winning team as the flags of the countries placed 1st, 2nd and 3rd are raised.
 - The trophy will be presented.
2. **Virtus Officiating Team**

Commissioners and referees are present outside the court.
3. **No speeches** besides the announcements.

18. Trophy and Awards

18.1 Organiser Award

This award is given to the local organisers in expression of gratitude by Virtus for organising the event.

18.2 Fair Play Award

In order to recognise outstanding sportsmanship, a Fair Play Award can be awarded to a player or in exceptional cases to a team. The award will be provided by Virtus. The Virtus staff and the organiser, will decide on a potential recipient.

18.3 All-Star Three/Five and Most Valuable Player

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

In order to recognise and to promote the best players of the event, an All-Star Three/Five and an MVP (who must also be a member of the All-Star Three/Five) **will** be selected and presented with an award provided by Virtus. **No** other awards may be presented by the organiser.

The head coach of each participating team will be invited to vote for the All-Star Three/Five. The organiser will ensure that each head coach receives a ballot form provided by Virtus and will be responsible for collecting the forms before the final game. In the case of a tie, Virtus shall have the deciding vote.

18.4 Medals

The organiser shall provide medals for the first three (3) teams. The layout of the medals **must** be prior approved by Virtus.

1. It shall be planned to have at least: for 5x5 – sixteen (16) medals for each team in gold, silver and bronze; for 3x3 – nine (9) medals for each team in gold, silver and bronze.
2. On the medals shall be written the name of the Championship, the dates, the place of the organisation and the Virtus/event logo and/or name.
3. No sponsor shall appear on the medal itself or on the lanyard of the medal.
4. The organiser shall provide Virtus with two (2) sets of the medals for its archive.

18.5 Champion's Trophy

The trophy will be provided by Virtus to be given to the winning team.

Chapter VI: Branding

19. Branding

19.1 Court Design and Floor Stickers

Virtus has the sole right to determine what is placed on any part of the playing court (eg, in the centre circle, free throw-circles, on the further boundary line, etc) during the event. Please see also the court layout in Annex I. This layout may change for the requirements of Virtus **only**. Virtus shall be responsible for the design and the LOC the production costs of the Virtus floor stickers.

The organiser shall be responsible for the application of the stickers onto the playing court(s) under the supervision of Virtus staff as well as stickers for further boundary line.

19.2 Backboard Stickers

The Virtus logo should appear on the bottom right corner of the backboard, the clean game sticker should appear in the bottom left corner.

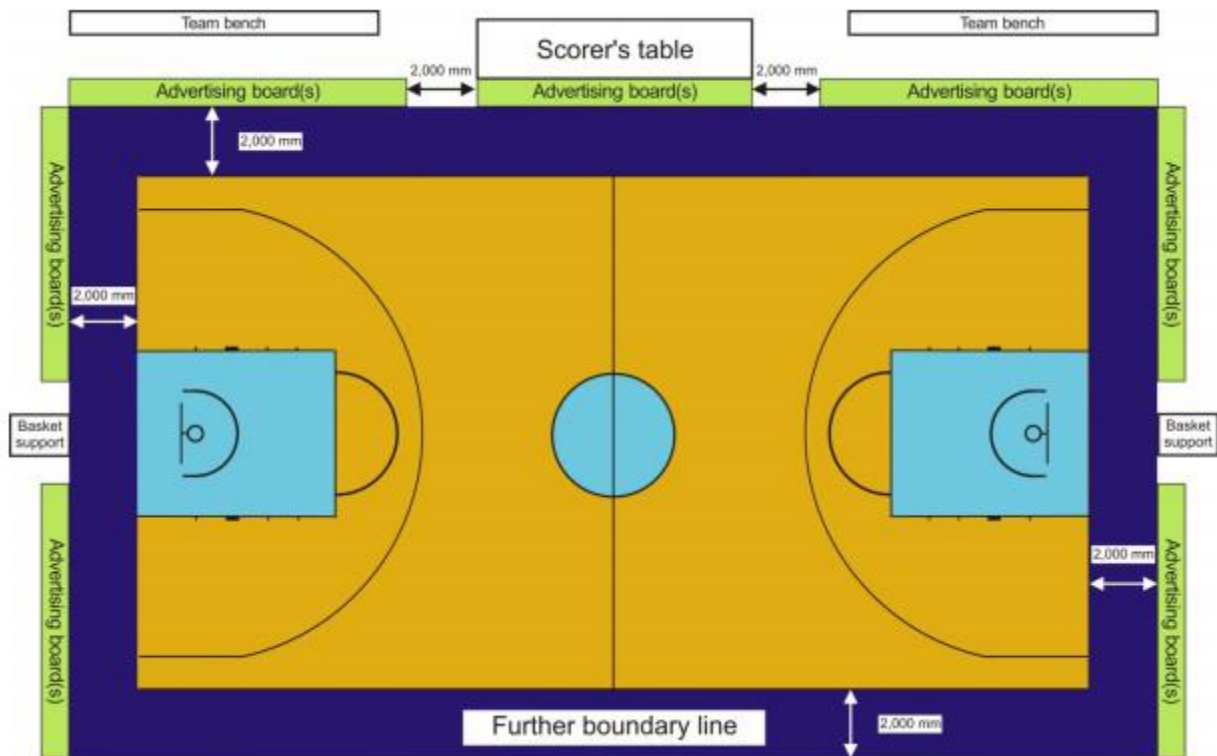
The stickers shall be applied to all of the backboards used for all games and training sessions. **No** other stickers shall be permitted on the backboard or basket during the event, unless required by Virtus.

19.3 Signs

1. All areas in the arena for team delegations, media, participants and spectators shall be clearly sign-posted.
2. Fixed labels for areas such as offices, referee changing rooms, media tribune, meeting room, doping control station, etc.
3. Changeable labels for team's changing rooms according to the games and teams using the rooms.
4. Restricted areas according to their specifications and labels to show who has access.
5. Seat numbers (recommended).
6. Designated seats for chaperones (if necessary).

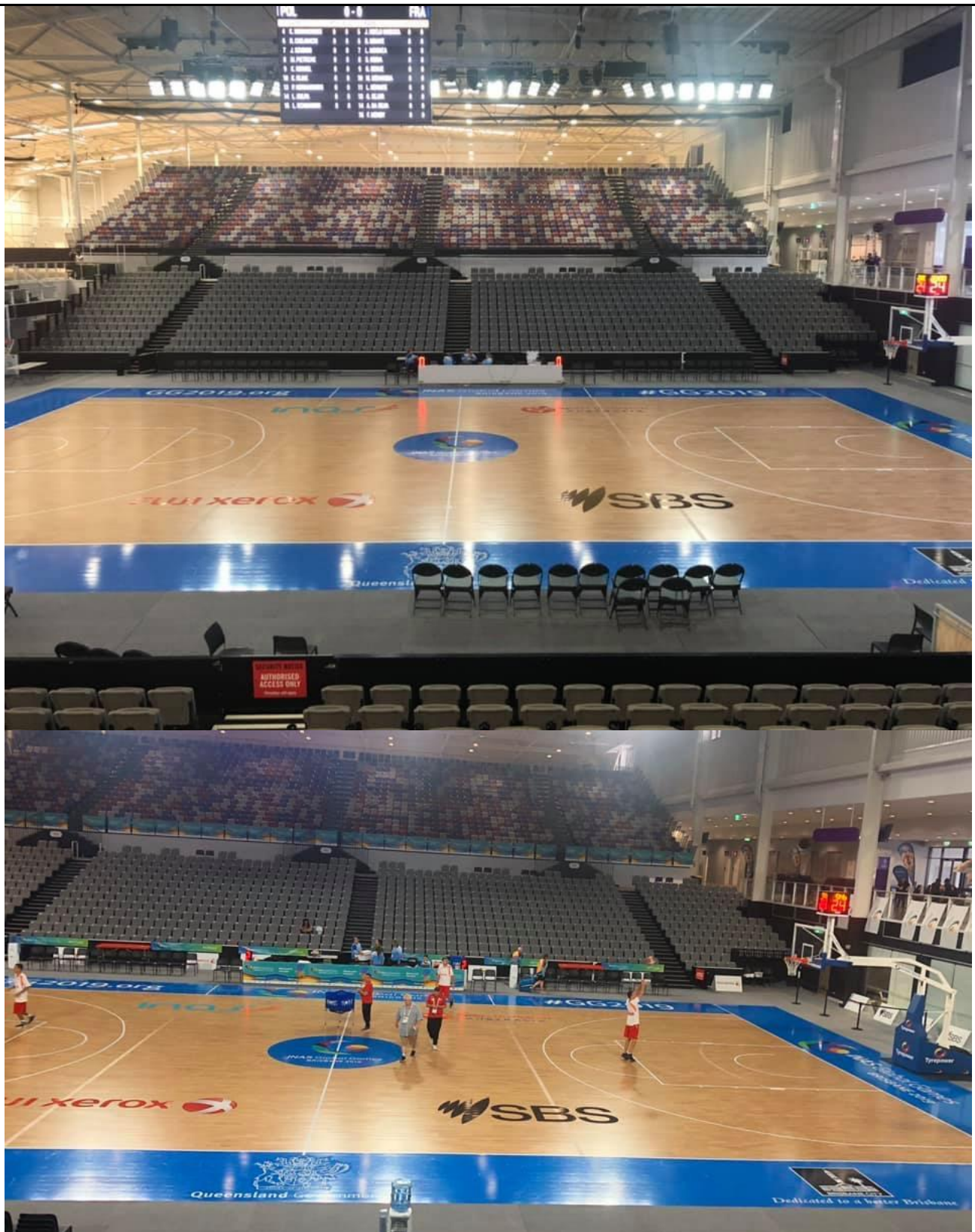
Annex I – Court Layout

5x5 Competitions



Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball



Section 7: Sport and Championship Specifications
7.3a Sport and Virtus Championship Specifications – Basketball



Section 7: Sport and Championship Specifications
7.3a Sport and Virtus Championship Specifications – Basketball



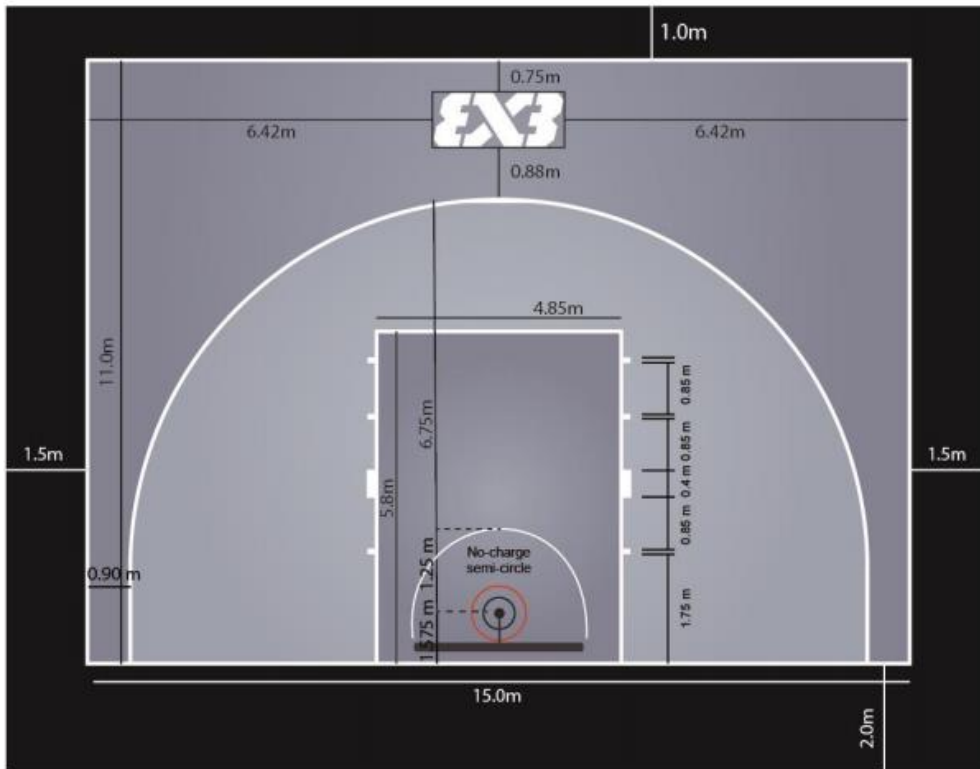
Section 7: Sport and Championship Specifications
7.3a Sport and Virtus Championship Specifications – Basketball



3x3 Competitions

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball



Annex II – Bulletins

Table of Contents for the first bulletin

1. Composition of the delegations, arrivals and departures, contribution fee
2. Financial Conditions
 - a) Additional accommodation and transportation costs
 - b) Laundry
 - c) Game recordings
 - d) Internet
3. Hotel Information
 - a) Official teams' hotels
 - b) Virtus management, staff and Virtus officiating team hotel
 - c) Guests' hotels
 - d) Meals, team meeting room, water and ice
4. Operations
 - a) Organiser contact details
 - b) Transportation
 - c) Accreditations (including media accreditation process)
 - d) Team rosters with team photo
 - e) Medical care
5. Competition
 - a) Composition of the groups
 - b) Venues for competition and practice
 - c) Game and practice Schedules
6. Technical Meetings
 - a) Date
 - b) Place
 - c) Items to bring:
 - Final team delegation roster from MAP
 - Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members
 - Passports of all twelve (12) players, all coaches & delegation members
 - One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt
7. Meeting of Coaches & Referee Instructor(s)
8. Opening and Closing Ceremony
9. Team head-shot session information
10. Local Information
 - a) Local currency
 - b) Electricity
 - c) Emergency numbers
 - d) Entry visa
11. Attachments
 - Annex I – Detailed List of arrival and departure of the players and delegation members
 - Annex II – Team accreditation form
 - Annex III – Visa application form

Annex III – Technical Meeting Agenda

Technical Meeting Agenda

1. Welcome by the Official Representative of the LOC (Local Organising Committee).

Hand over to Virtus Sport Director.

2. Introductions
3. Roll Call
 - Delegations and Heads of Delegations (HOD's). English must be able to be spoken by the HOD, if not then by another member of the delegation must be able to translate (this person cannot be a player or referee)
4. Appointment of the Technical Committee and Jury of Appeal
 - Technical Commission – Chairperson and members
 - Jury of Appeal – Chairperson, members and substitutes

Hand-over to LOC representative.

5. LOC update on:
 - Contact Information – who to call in case of any problems, this should be available as a handout.
 - Accreditations
 - Accommodation – information desk, security in hotel, meeting room booking system etc.
 - Meals – general times and type of meals, along with arrangements for snacks, or pre/post game specific food, plus drinks and ice.
 - Laundry – process, times and associated costs.
 - Transport, in relation to game and practice schedules, along with the process for team delegates to travel to see other games for scouting purposes and also the use of transport on free/rest days.
 - Game and Practice Schedule – provision of water and ice for games and practices, along with the process for cancellation of practices or additional requests. Also medical cover security in the changing rooms for valuables should be covered.
 - Game Footage – procedure for production and distribution of USB game footage and the associated costs.
 - Opening/Closing Ceremony and any other official receptions/excursions.
 - Finances – payment of any monies due to the LOC/Host federation, if not already paid by transfer.

Hand over to Virtus Sport Director.

6. Virtus Sport Director update on:
 - Game schedule after the Group Phase – information about setting the schedule and distributing of the schedule
 - Playing Uniform, colours (1st named team LIGHT, 2nd named team DARK), details about the interchanging of uniform colours, equipment, compression sleeves, tape etc. It is sufficient for each team to confirm their light and dark colour without checking for each individual game.
 - Game Protocols – pre-game (warm-up min. time benches and warm-up basket), running order for photos, introductions, anthems, etc, use of Virtus water bottles, coaches dress code, protest procedure, code of conduct, etc.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

- Eligibility – list of approved players will be checked against passports and licence cards. Remind HOD's that in the case of any astrixed players (ie, those who acquired legal nationality by naturalisation or any other means after having reached the age of 16), only one such player is permitted per team. Reminder that no changes to the list of players is permitted after the official closure of the meeting.
 - Media requirements – player headshots, team photo, mixed zone, press conference/interviews, game streaming, official photographer, social media guidelines etc.
 - Insurance, Medical and Anti-Doping – including Emergency Action Plan.
 - Dates and details for the 2nd and 3rd (if applicable) Technical Meetings.
 - Any further information.
7. Miscellaneous and questions
- It should also be re-emphasised at this point, who are the contact people for specific issues. In most cases this will be the Virtus Sport Director and the LOC personnel.
8. Final Words and Closing
9. Eligibility/passport check, uniform control, payment of any monies due to the LOC, distribution of gifts, water bottles and coaching boards.
10. The following must be checked:
- Final team delegation roster from MAP
 - Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members
 - Passports of all twelve (12) players, all coaches and delegation members
 - One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt

FOLLOWING THE COMPLETION OF THE SUBMISSION OF FINAL TEAM DELEGATION ROSTERS, PASSPORTS, SIGNED ENTRY FORMS AND UNIFORMS; THE MEETING IS OFFICIALLY CLOSED.

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

Annex IV - Pre-Game Rundown

SCENARIO, IF HOST IS TEAM (A)

	Pre-game	Music
	Team benches have 16 seats. Visiting team (Team B) takes the bench on the right-hand side (RHS) of the scorers' table, when looking at the court from the table and the home team (Team A) will take the bench on the left-hand side (LHS). Teams will warm-up opposite basket respective to their designated team bench area.	
TO -20:00' (before the start of team warm-up)	First days ONLY: Teams called to free throw line in front of basket for team picture (all team in playing uniform, no warm-up shirts allowed) Note: Players should be in the middle, properly aligned in two rows of 6. Coaching staff should stand on left and right and players' numbers on their uniforms should be visible.	
TO -9:00'	Teams called off court by referees	Virtus music 60 second version
TO -8:00'	Official Team presentation	Ladies and Gentlemen, welcome to the Virtus Basketball Global Games/World Championships/Regional Championships for men and women, Team (A) versus Team (B)
TO -7:50'	First: Visiting Team B Players enter the court in numerical order and line up free- throw line extended facing the opposite basket	Please welcome the team from, Number 4.....
TO -7:00'	Second: Home Team A Players enter the court in numerical order and line up free- throw line extended facing the opposite basket	Please welcome the team from, Number 4.....
TO -6:00'	National Anthem – Visiting Team B	Ladies and Gentlemen, please stand for the National Anthem of the teams (followed by National Anthems)
TO -4:45' approx.	National Anthem – Home Team A	
TO - 3:30'	Team greeting/exchange of gifts followed by the teams' second warm-up. Referees and Commissioner introduction (referees should stand in front of the scorers' table looking towards centre court and the main camera)	High-tempo music
TO -1:30'	End of warm-up, players return to benches, followed by final huddle (at the benches)	
TO -0:30'	PA introduces starting five players of Team A and B	
TO -0:15'		Virtus music, 6 seconds version

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

TO -00:00'	Game starts	
	Post-game	
Post-game	All players and coaches to exit through the mixed zone (as directed by press/ media volunteer) if applicable	

*This rundown serves as an example; Virtus reserves the right to change on occasions.

SCENARIO, IF HOST IS THE VISITING TEAM (B)

	Pre-game	Music
	<p>Team benches have 16 seats. Visiting team (Team B) takes the bench on the right hand side (RHS) of the scorers' table, when looking at the court from the table and the home team (Team A) will take the bench on the left hand side (LHS).</p> <p>Teams will warm-up opposite basket respective to their designated team bench area.</p>	
TO -20:00' (before the start of team warm-up)	<p>First days ONLY: Teams called to free throw line in front of basket for team picture (all team in playing uniform, no warm-up shirts allowed)</p> <p>Note: Players should be in the middle, properly aligned in two rows of 6. Coaching staff should stand on left and right and players' numbers on their uniforms should be visible.</p>	
TO -9:00'	Teams called off court by referees	Virtus music 60 second version
TO -8:00'	Official Team presentation	Ladies and Gentlemen, welcome to the Virtus Basketball Global Games/World Championships/Regional Championships for men and women, Team (A) versus Team (B)
TO -7:50'	<p>First: Home Team A</p> <p>Players enter the court in numerical order and line up free-throw line extended facing the opposite basket</p>	Please welcome the team from, Number 4.....
TO -7:00'	<p>Second: Visiting Team B HOST</p> <p>Players enter the court in numerical order and line up free-throw line extended facing the opposite basket</p>	Please welcome the team from, Number 4.....
TO -6:00'	National Anthem – Home Team A	Ladies and Gentlemen, please stand for the National Anthem of the teams (followed by National

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

		Anthems)
TO -4:45' approx.	National Anthem – Visiting Team B HOST	
TO -3:30'	Team greeting/exchange of gifts followed by the teams' second warm-up. Referees and Commissioner introduction (referees should stand in front of the scorers' table looking towards centre court and the main camera)	High-tempo music
TO -1:30'	End of warm-up, players return to benches, followed by final huddle (at the benches)	
TO -0:30'	PA introduces starting five players of Team A and B	
TO -0:15'		Virtus music, 6 seconds version
TO -00:00'	Game starts	

	Post-game	
Post-game	All players and coaches to exit through the mixed zone (as directed by press/ media volunteer) if applicable	

*This rundown serves as an example; Virtus reserves the right to change on occasions.

Annex V – Closing Ceremony

Court Layout



Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

Closing Ceremony Procedure

Example:

Time	Technical Action	Responsibility	Music
Half-time	Podiums are behind the fence opposite the scorer's table		
Half-time	Table with awards is in the left corner, one (1) security person next to it		
Half time	Organiser award, Fair Play award, All-Star Three/Five awards and MVP award receivers known must be informed to attend the Closing Ceremony to receive their awards	Virtus	
00:00	Winning team celebrates	Head of delegation/coaches	Energy up background
00:30	Installation of podiums and table for awards 1. Podium for gold 2. Podium for silver 3. Podium for bronze	LOC	Energy up background
03:00	Table with trophies, awards and medals positioned by the court	LOC	Energy up background
05:00	Photographer area arranged	LOC	Energy up background
05:30	Podiums are installed	LOC	Energy up background
05:30	Awards presenting persons are on the right side of the court Hostesses on the left side of the court with awards		Energy up background
05:30	Teams are lined up on the side of the court in the following order: Silver, Gold, Bronze	Virtus	Energy up background
06:00	Starting of the Closing Ceremony	Speaker	Virtus Official music 60 sec
06:15	Teams invited on court	Speaker	"Team entrance"
06:45	Awarding of Organiser award	Speaker/hostesses	"Instrumental music"
07:15	Awarding of Fair Play award	Speaker/hostesses	"Instrumental music"
08:15	Awarding of All-Star Three/Five	Speaker/hostesses	"Instrumental music"
11:15	Awarding of MVP	Speaker/hostesses	"Instrumental music"
12:15	Awarding of Bronze medals	Speaker/hostesses	"Instrumental music"
14:15	Awarding of Silver medals	Speaker/hostesses	"Instrumental music"

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

16:15	Awarding of Gold medals	Speaker/hostesses	"Instrumental music"
18:15	National anthem of champions	Speaker/hostesses	Anthem
18:30	Trophy presentation	Speaker/hostesses	
18:45	Team photos	Speaker/photographers	We are the Champions

Closing Ceremony speech

Example:

(AS SOON AS THE GAME IS FINISHED AND THE SET UP OPERATIONS OF THE PODIUM START):

Ladies and Gentlemen, in a few minutes we will begin the Closing Ceremony. Please remain in your seats.

WHEN THE PODIUM IS IN PLACE AND SET UP (Virtus song 60 sec)

Ladies and Gentlemen,

We are now ready to begin the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? Closing Ceremony.

Please now welcome the teams of (name of bronze medal team), (name of silver medal team) and (name of gold medal team). I would like to ask the teams to remain standing behind the podium during the presentation of the individual awards.

Mr/Mrs (name and role), will now give the organiser award to Mr/Mrs (name and role of the Local Organising Committee) thanking them for the excellent organisation of the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20??.

(PHOTOGRAPH)

The Fair Play Award will be presented by Mr/Mrs (name and role), and goes to (name and/or team), for their exemplary sportsmanship displayed on the court.

(PHOTOGRAPH)

The All-Star Three/Five are:

(name of player) from (name of team), (name of player) from (name of team), (name of player) from (name of team), (name of player) from (name of team) and (name of player) from (name of team).

(WHEN THE 3/5 PLAYERS ARE LINED UP)

The Awards will be presented by Mr/Mrs (name and role),

(PHOTOGRAPH)

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

The award for the Most Valuable Player of the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? will be presented by Mr/Mrs (name and role), and the Most Valuable Player is (name) of (name of the team).

(PHOTOGRAPH)

The bronze medal team for the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? is (name of the team).

The bronze medals are presented by Mr/Mrs (name and role).

The captain: Number 4:

Number 5:

Number 6:

Number 7:

Number 8:

Number 9:

Number 10:

Number 11:

Number 12:

Number 13:

Number 14:

Number 15:

And the Head Coach:

(PHOTOGRAPH)

The silver medal team for the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? is (name of the team).

The Silver medals are presented by Mr/Mrs (name and role).

The captain: Number 4:

Number 5:

Number 6:

Number 7:

Number 8:

Number 9:

Number 10:

Number 11:

Number 12:

Number 13:

Number 14:

Number 15:

And the Head Coach:

(PHOTOGRAPH)

And now Ladies and Gentlemen we present the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? and Gold medal winning team (name of team).

Section 7: Sport and Championship Specifications

7.3a Sport and Virtus Championship Specifications – Basketball

The gold medals are presented by Mr/Mrs (name and role).

The captain: Number 4:

Number 5:

Number 6:

Number 7:

Number 8:

Number 9:

Number 10:

Number 11:

Number 12:

Number 13:

Number 14:

Number 15:

And the Head Coach:

Ladies and Gentleman please stand for the national anthem of the Champions of the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? (name of team).

(ANTHEM of the WINNING TEAM)

Mr/Mrs (name and role) will now present the Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? trophy to the captain of the (name of the team). Virtus Official music (6 sec)

(PHOTOGRAPH)

The Virtus Basketball Global Games/World Championships/Regional Championships for men/women 20?? is now over and I would like to invite the teams to stand for the photo session.

Congratulations once again to all the teams. (WE ARE THE CHAMPIONS) (PHOTOGRAPH)