



## HOST BROADCAST MANUAL 2024



# ITF BEACH TENNIS LOGOS & BRANDING



# HOST BROADCASTER MANUAL



# RESPONSIBILITIES:

The host broadcaster will be responsible for providing a live and continuous “clean” international feed (i.e. without commercials, promotional announcements and commentators in vision, or any other material not directly related to the Event). Please provide a dirty feed to the ITF ENG crew if there is a on site crew.

The feed shall consist of synchronous video together with natural sound and guide commentary on separate tracks (Tracks 1 & 2; International Stereo Sound, Tracks 3 & 4; English Commentary Stereo mix), and shall include English score graphics provided by ITF and may also incorporate graphic sponsorship for ITF’s appointed graphic sponsors (the “ITF Graphics”) provided by ITF. The host broadcaster will liaise with the ITF and Tournament Organiser on all production, promotional and sponsorship graphic issues.

The host broadcaster shall ensure the television coverage is a high standard suitable in all respects for international broadcast and shall include the opening and closing ceremonies and other events set out in the official programme, together with crowd scenes, scoreboards, results, press room camera coverage and other footage that provides full and complete coverage of the Event.

Host broadcaster will provide all broadcast personnel and a contact to liaise with ITF. The host broadcaster will take full responsibility for rigging the venue for broadcast sound and lighting and will ensure safety for its staff, representatives and equipment at the venue.

The coverage of all matches from at least one court (the show court) from the tournament is expected to be delivered from the host broadcaster as an international feed for distribution unless otherwise agreed in writing with ITF.

The host broadcaster will assist the international broadcasters to arrange the distribution of the feed via onsite VA Solution as well as troubleshooting communication with distribution provider: Cingularity.



# RESPONSIBILITIES:

The Host Broadcaster will be supplied with a generic Running Order from the ITF, please incorporate and follow where possible along with a style guide with examples of the graphics and their description and naming, this reflects what is in the Running Order.

A VT Clock Countdown will be provided by the ITF, please note that is in production and cannot be guaranteed to be available before the event.

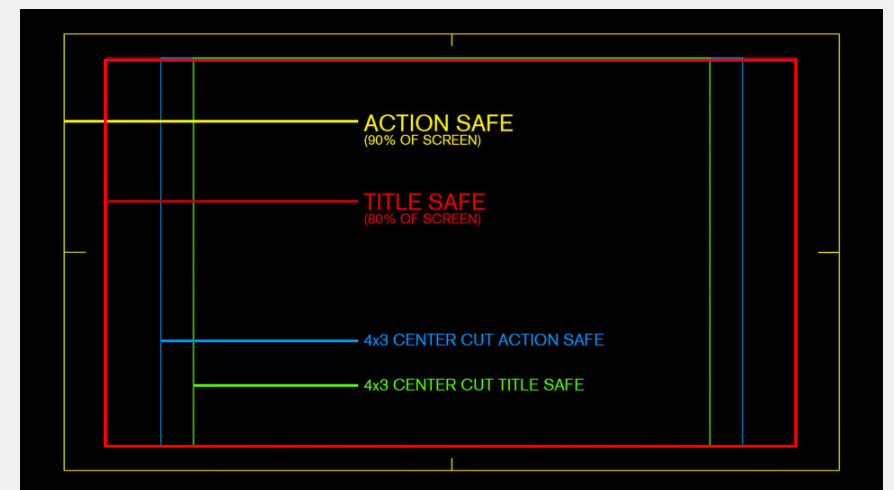
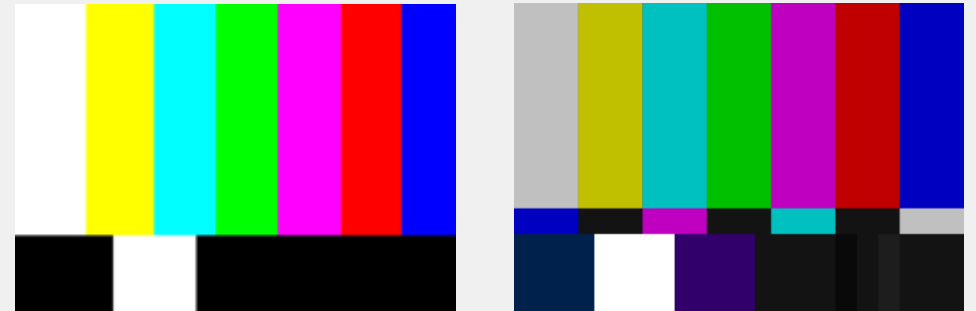
Before the TX time, please provide bars and tone on the feed for broadcasters. It should look like the examples to the right:

During the interval between matches (20-minutes by default but to be confirmed by the tournament) please, if available, use this time to show highlights, replays of shots and/or part of previous Sand Series 26-minute post-event shows especially on the day of the Finals. The post-event shows are available from the ITF.

Upon close of play the host broadcaster will provide the ITF, free of charge, full HD (1080i) recordings of all matches from the tie sent by courier to: FAO Tabitha Horsefield, International Tennis Federation, Bank Lane, London, England, SW15 5XZ

No ITF graphics or other event graphic to be included in the upper right or left corners on the World Feed.

The broadcast must be "title-safe", the red box to the right:



# START TIMES

Start times will be proposed by the host upon consultation with the ITF Supervisor. Start times must always be on the hour or half past the hour. These must be provided at least four (4) weeks before the tournament. Once start times have been agreed they cannot be changed.

The live international Feed should be made available to broadcasters **30 minutes** before the commencement of each day's proceedings to ensure that all technical line ups are completed and any problems are dealt with prior to the start of each day's play. The ITF expects all feeds to be produced in 16:9 HD (4:3 safe graphics).

The live continuous Feed will be available until the conclusion of each day's proceedings including all opening and closing ceremonies and trophy presentation.

The host broadcaster must ensure that the Feed it produces is of the highest technical quality and suitable in all respects for international broadcast purposes. This Feed will be provided free of charge from the host broadcaster's mobile unit at the venue or such other point as may be agreed with the ITF for international broadcasters.

# HOST BROADCAST DELIVERABLES

DELIVERABLE	FORMAT	SPECIFICATION	NOTES
Full HD broadcast match recordings	HD Cam	1920 x 1080 50i	If providing HD Cam tapes please label with Date and Match(es), for example; Sand Series Reunion Classic // 01.01.21 // GASPARRI VALENTINI_v_CHOW_MARCHEZINI
Full HD broadcast match recordings	USB Hard Disk Drive (HDD)	DNxHD @120bps MXF OP1a OR XDCam50 MXF OP1a	If providing HDD recordings please label HDD with tournament and dates. Each match saved as a separate clip. Labelled with date and match for example; 01_01_21_GASPARRI VALENTINI_v_CHOW_MARCHEZINI // Highlights / ISOs as separate clips
60-90 second Highlights Video	HD Cam	1920 x 1080 50i	Send via WeTransfer to <a href="mailto:beach@itftennis.com">beach@itftennis.com</a> and <a href="mailto:broadcasting@itftennis.com">broadcasting@itftennis.com</a> within 48 hours of the conclusion of the tournament – see Organisational Guidelines for content requirement
Internet Stream	RTMP, HLS or MPEG-DASH	H.264 mp4 1080p 25 ~25Mb/s	May be requested by ITF broadcast partners and will be advised prior to tie
	Audio configurations for recordings	1 & 2 = International sound (stereo) 3 & 4 = English commentary mix (stereo)	

# CAMERA POSITIONS

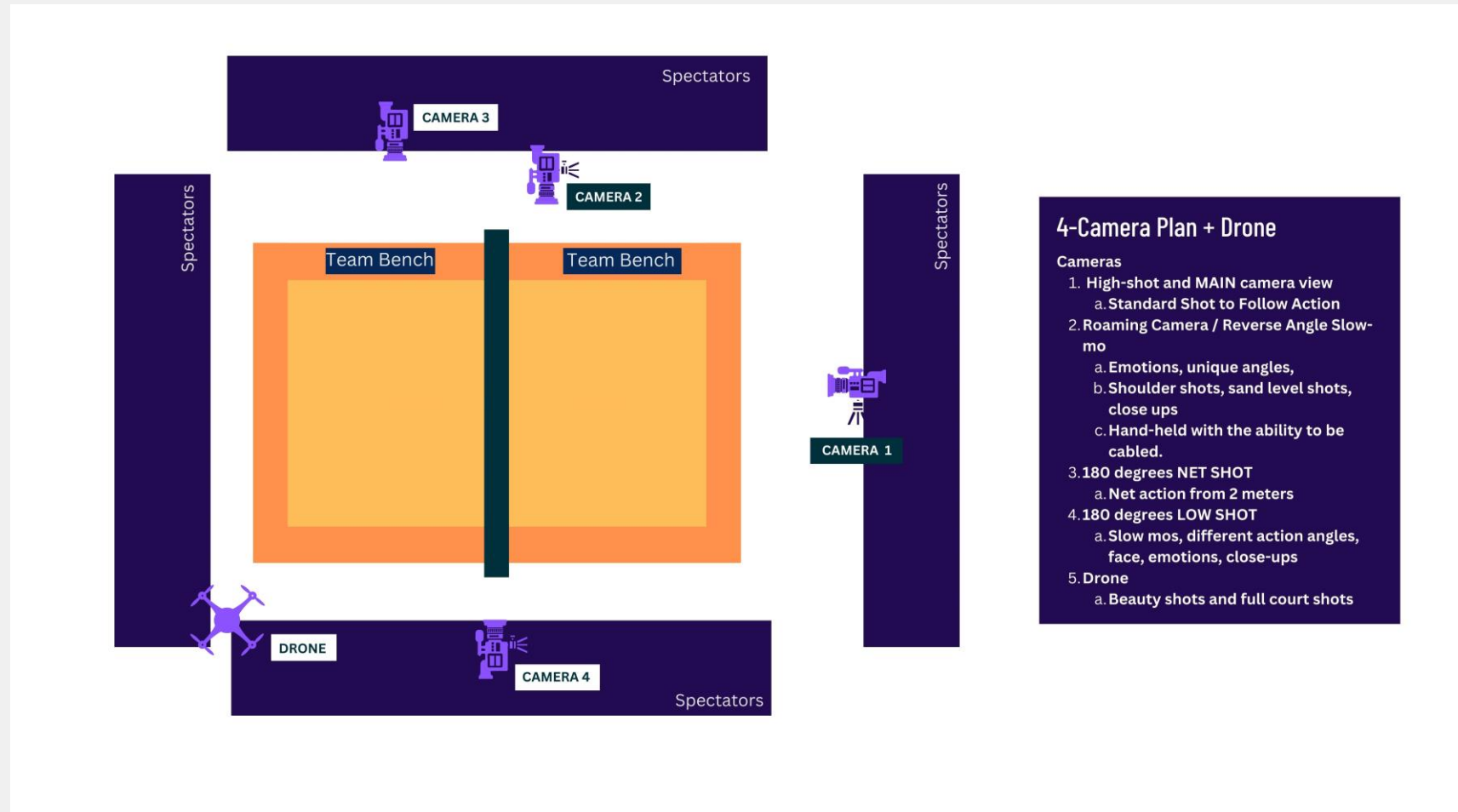
The host broadcaster will provide the ITF with a copy of the proposed camera plan for approval in ample time for consideration, agreement and amendment prior to the tie, and will comply, at its own cost with all directions of the ITF in regard thereto. The camera plan to the right is a suggestion.

The host broadcaster and/or the commissioned production company providing OB coverage for the event should base its production upon the 4-camera plan + drone.

This plan provides camera positions for the two main cameras (Cam1 & Cam3) and side court cameras. Cam1 should see the far service line well above the net cord and Cam2 should see the net cord midway between far service line and baseline.

If a RF camera(s) is supplied, the Host Broadcaster must ensure that the signal flow is stable and can be cabled if necessary.

The host broadcaster will make provision for EVS replay machines in its production plan.



- ### 4-Camera Plan + Drone
- Cameras**
1. High-shot and MAIN camera view
    - a. Standard Shot to Follow Action
  2. Roaming Camera / Reverse Angle Slow-mo
    - a. Emotions, unique angles,
    - b. Shoulder shots, sand level shots, close ups
    - c. Hand-held with the ability to be cabled.
  3. 180 degrees NET SHOT
    - a. Net action from 2 meters
  4. 180 degrees LOW SHOT
    - a. Slow mos, different action angles, face, emotions, close-ups
  5. Drone
    - a. Beauty shots and full court shots



# COMMENTARY POSITIONS

The Tournament Organiser must make suitable space available (minimum 2m x 2m per position) for the provision of TV and radio commentary booths if required and/or requested. If permanent commentary booths are not already available within the stadium, the Tournament Organiser will cover the cost of any construction necessary (e.g. constructing platforms, removing seating). The position will be equipped with a monitor and the Host Broadcaster must provide a cable output of the international feed.

# GRAPHICS

The host broadcaster must ensure that the international feed and its own transmissions of the event do not include crawls, signs, logos or commercial identification except as authorised under the terms of the contract, or as otherwise directed by ITF.

The host broadcaster must not enter into any graphics sponsorship agreement with any company except strictly in accordance with the terms of the contract and will use the ITF Graphics. The host broadcaster must ensure that on-screen graphics do not obstruct the on-court sponsor signage during transmission of the event

The Beach Tennis Graphics Package can be found by clicking on the below folders in the following link (please copy and paste in browser) [GRAPHICS PACKAGE](#): Beach tennis 01 2021 AE project // Beach tennis 01 2021 folder // (Footage)

# THANK YOU

Please direct any questions to ITF Broadcast Team:  
[Brooke.Hockley@itftennis.com](mailto:Brooke.Hockley@itftennis.com)  
[Tabitha.Horsefield@itftennis.com](mailto:Tabitha.Horsefield@itftennis.com)