

ATP 250

TOURNAMENT AND HOST BROADCASTER REQUIREMENTS

TV PRODUCTION MANUAL 2023

V.1



TABLE OF CONTENTS

1	OUTLINE.....	4
2	HEADLINES FOR 2023	4
3	VENUE INFRASTRUCTURE	4
3.1	ACCESS	4
3.2	BROADCAST RIGGING AND INSTALLATION	4
3.2.1	TV Compound Space.....	4
3.3	INTERNET	5
3.4	COMPETITION LIGHTING	5
3.5	POWER SUPPLY	5
3.6	SECURITY	6
4	ACCREDITATION.....	6
5	TV SCHEDULING REQUIREMENTS.....	6
5.1	EVENT SCHEDULE	6
5.2	SCHEDULING GUIDELINES	6
5.3	DAILY MATCH SCHEDULING.....	6
5.4	DELAYS, INTERRUPTION OR CANCELLATION	7
6	PHYSICAL AND LOGISTICAL REQUIREMENTS.....	7
6.1	TOURNAMENT TRANSPORT.....	7
6.2	TOURNAMENT ACCOMMODATION	7
6.3	VENUE CATERING.....	7
7	NEWS MEDIA SERVICE	7
8	HOST BROADCASTER.....	8
8.1	MINIMUM BROADCAST REQUIREMENTS	8
8.2	TECHNICAL STANDARDS.....	8
8.2.1	High Definition.....	8
8.3	PRODUCTION STANDARDS.....	8
8.3.1	Monitoring	8

CAMERA POSITIONS.....	9
IDEAL MAIN CAMERA ANGLES	10
MICROPHONE PLACEMENTS	10
8.4 ACCESS TO HOST BROADCASTER SIGNALS	11
8.4.1 Main Court Coverage.....	11
8.4.2 Production Cabling and Installation	11
8.5 CLEAN FEED	11
8.5.1 Isolated Camera Feeds.....	11
8.5.2 Audio Feeds.....	11
8.6 FACILITIES CHECK	12
8.7 ELECTRONIC LINE CALLING (ELC) FEED	12
8.8 CONTINUOUS PROGRAMMING	12
8.9 REPLAY ANIMATION	12
8.10 DISTRIBUTION.....	12
8.11 RATINGS	12

1 Outline

Since 2019 ATP Media have been providing 7 days (6 days in Pune, Auckland, Doha, Eastbourne, Kitzbuhel and Los Cabos) of international coverage of each of the ATP 250 tournaments. The coverage consists of a produced International Court Feed and up-to-date news coverage. The coverage will commence at each event on the first morning of main draw matches and will conclude after the singles final.

This Production Manual lists ATP Media's requirements from each Tournament and the Tournament's Host Broadcaster.

A conference call will also be held approximately 4 weeks before the tournament to go through every minor detail with everyone concerned. The Tournament, Host Broadcaster, ATP Media will be required for approximately one hour for this call.

2 Headlines for 2023

- **Main Draw Singles** – All singles matches on the main court need to be provided to ATP Media through the tournament's host broadcaster/s. On the occasion where an additional singles match is added or moved from an outside court, the tournament's host broadcaster will need to produce and provide the match to ATP Media. If a doubles match replaces a scheduled singles match, this doubles match will also need to be produced.
- **Internet Provisions** - All tournaments from 2024 will be asked to provide an internet line with increased bandwidth of 100mbps (up from 50mbps currently). However, if this can be installed earlier from 2023 that would be hugely beneficial.
- **Air Con** – The updated requirement for all air-conditioning units is now 30,000 BTU.
- **ATP Media World Feed and Court Feeds** - Continue to provide access to feeds FOC on the proviso that the Domestic Broadcaster signs ATP Media's waiver agreement at least 4 weeks prior to the event. From 4 weeks out to 3 days before only, Tournaments charged \$15,000 directly for administration to access of the feeds for their Domestic Broadcaster. No signed waiver will mean no access for Domestic Broadcasters to ATP Media Word Feed / Court Feeds / Graphics Service

3 Venue Infrastructure

3.1 Access

The Tournament shall grant access to the venue site and courts for all ATP Media personnel for the duration of the tournament and any additional days required either side of the competition schedule.

3.2 Broadcast Rigging and Installation

ATP Media shall have the right to install, operate, maintain, and remove such platforms, cables, wires, equipment, and other apparatus as may be reasonably necessary for the telecast of the event. The Tournament shall allow these personnel adequate "set up time" and "tear down time" for the installation, testing and removal of all such platforms, cables, wires, equipment, and other apparatus. A technical schedule shall be provided to the Tournament from ATP Media at least 14 days prior to the commencement of the Tournament.

3.2.1 TV Compound Space

A designated area within close proximity to the main court known as the 'TV Compound' where the Host Broadcaster and all baseband video and audio court feeds should also be located either 'extailboard' or from a central hub. ATP Media, its designees and attending rights holders may access

these feeds under the supervision of the host broadcaster. The ATP Media space shall most likely comprise of; two (2) cabins or trailers with a minimum size of 6 metres by 3 metres with requested furniture and 30,000 BTU Air Conditioning units in both. Some space within the TV Compound or close proximity may be required for parking non-technical vehicles.

Since 2019 ATP Media will operate via an IP line and therefore will not be utilizing an SNG as a main method of contribution. However, if the requested internet line is not up to sufficient standard or required bandwidth then ATP Media reserve the right to source alternate means to broadcast the tournament, including an SNG, which would come at a cost to the tournament.

3.3 Internet

A dedicated 100 MB/s bi-directional (Up AND Down), uncontested, dedicated, business grade internet line is required for transmission. This line is critical to the delivery of the international feed and should be supplied via two ethernet cables.

This connection can be static or DHCP. If static, all details must be provided to ATPM or its designated supplier at least 7 days before the start of the tournament. NOTE: For 2023, we will allow 50mbps as a minimum bandwidth but 100mpbs is preferred.

Ideally this internet connection should not sit behind a firewall. If a firewall is in place, the following conditions must be fulfilled:

- The firewall must allow the specific destination port used by SRT to be accessible from the Internet.
- The firewall must allow bi-directional UDP traffic on ports 2000, 2088, 2077, 3000 and 1935
- The firewall must allow bi-directional TCP traffic on ports 4444, 4200, 4300
- Port forwarding must be enabled on the firewall.
- Packet filtering must be disabled

IT support for the dedicated internet must also be available onsite at least 48 hours before the tournament starts and up until the end of day 1 play, then as a minimum on call and available at all times until the end of the tournament.

3.4 Competition Lighting

For high definition television purposes tournaments are expected to evenly light show courts with 2000 lux and as per ATP competition rules. Show court lighting should remain unchanged and available until the international world feed has concluded the broadcast, as the world feed often continues after all matches have completed.

3.5 Power Supply

For the purposes of the television broadcast, the Tournament are obliged to provide suitable technical power supply to run the television compound operations 24 hrs a day, including the domestic broadcaster's production vehicles and the ATP Media operation. The supply source should be protected by an uninterruptable power supply (a grid source with a battery/fuel back-up generator) or a twinpack generator for all broadcast technical loads and essential on-air equipment. The specific power supply requirements of the Host Broadcaster and the World Feed operation will be detailed in writing in good time and in advance of the event. The power provided to the Host Broadcaster and ATP Media should be the same to prevent possible hum. ATP Media require a standard local power connector or 3 pin which is connected to a generator or alternative form of technical power.

The tournament should be prepared to make the power supply available 48 hours ahead of the commencement of the tournament main draw matches, continuing throughout the tournament and terminating 12 hours after the conclusion of the final match.

3.6 Security

The Tournament shall provide ATP Media with adequate security during the duration of each event, including up to 3 days prior to and 1 day following each event, necessary to ensure the safety of the equipment and personnel of ATP Media and its designees at the venue.

4 Accreditation

The Tournament is obliged to provide ATP Media's personnel with suitable accreditation so they may perform their duties before, during and after the competition schedule. ATP Media will express their accreditation requirements to the tournament office in good time and in advance of the event including any special zonal access requirements.

The Tournament office is encouraged to identify an individual, who will be working in the accreditation office, as a single point of contact for all broadcast media personnel to access their accreditation passes.

5 TV Scheduling Requirements

5.1 Event Schedule

Not less than 60 days prior to the commencement of each event, the Tournament shall provide ATP Media with:

- A written schedule (including precise start times) of all match play. This schedule should include the daily times of the first match to include 'followed by' and 'not before' scheduling details
- ATP Media offers its Broadcasters in principle coverage of ATP singles matches only. Should the Tournament wish for any Doubles Matches to be televised on the World Feed, prior discussions need to take place.
- Once the television match schedule for ATP singles matches has been agreed, these matches cannot be changed for a doubles match.
- The name and full contact details of the Host Broadcaster's Production Coordinator

5.2 Scheduling Guidelines

Tournaments are asked to follow the following guidelines regarding match scheduling to best accommodate the technical and programme scheduling commitments of all broadcast partners:

- Schedule matches in 'followed by' blocks rather than a series of staggered start times
- Group ladies and men's matches as common units
- Do not schedule ATP singles matches from the quarter finals onwards simultaneously on different televised courts

5.3 Daily Match Scheduling

ATP Media's representative will expect to be invited to and contribute to the daily match scheduling meetings to best represent the interests of both domestic and international broadcast partners.

During the course of the tournament ATP Media's representative must be contacted immediately regarding any changes, presentations, ceremonies or activities affecting the overall match schedule.

Agreed walk on court times (particularly for the first televised match) essentially represent the 'show start' and every effort must be made to deliver a punctual walk on court time.

A duration between the handshake of a finished match and the walk on of the next followed by should also be agreed in advance and adhered to throughout the course of the tournament.

5.4 Delays, Interruption or Cancellation

In the event of poor weather affecting the published order of play, a revised schedule must not be released before consulting the ATP Media representative regarding specific broadcaster requirements and their programming schedules. It is assumed that in the event of a player's retirement the match scheduled in the 'followed by' position will immediately follow (with reasonable time for the oncoming players to be ready for play).

6 Physical and Logistical Requirements

6.1 Tournament Transport

The Tournament shall provide ATP Media access to Tournament transportation to and from the Airport, Tournament Site and Hotel. Specific airport collection requests will be detailed in writing in good time in advance of the event. ATP Media will request information regarding daily shuttle or transport facilities to and from the competition venue including the likelihood of media personnel working well before and beyond the regular competition schedule.

6.2 Tournament Accommodation

The Tournament shall provide accommodation space in the tournament players hotel (or official media hotel) to ATP Media for the duration of the Tournament at the 'favourable' rates agreed between the hotel and the Tournament office. ATP Media shall be responsible for all charges incurred at the hotel.

6.3 Venue Catering

The Tournament shall supply to ATP Media for the duration of the tournament access to media dining. If media dining is not available, then an alternative shall be provided. Water, tea, coffee, electrolyte drinks, fruit and pastries (or equivalent thereof) shall also be provided to the TV compound for the duration of the event. Exact numbers regarding the catering request will be detailed in writing in advance of the event.

7 News Media Service

ATP Media will provide a dedicated television news service at each tournament. This will consist of multiple file delivery to the ATP Media Portal. The service is aimed at TV news and sports agencies, international news broadcasters and non-rights holding broadcasters. Rights holding broadcasters may also access the newsfeed service and is included as part of their media rights package.

Should the Tournament receive a request to access the ATP Media news service the request should be forwarded on to ATP Media, the Broadcast team will then provide the details to the interested party.

Each day, the producer will prepare and distribute a daily news service menu, outlining the content featured in the news service including interviews, match highlights, colour material and any unilateral requests.

- Match action restricted to no more than three minutes per day
- Not more than 60 seconds may be used from any given match
- There is no time limit associated to the use of interviews or non-competition action

8 Host Broadcaster

8.1 Minimum Broadcast Requirements

The tournament will appoint the Host Broadcaster to produce the feeds for all ATP singles matches on the main court, or the two main courts if it is a combined event. ATP Media shall not be required to compensate the Host Broadcaster for such production.

8.2 Technical Standards

8.2.1 High Definition

The Host Broadcaster is expected to deliver all feeds in High Definition. Depending on the Host Broadcasters native output, either HD 1080i 59.94 or HD 1080i 50 are the only acceptable formats for ATP Media to utilise. Should ATP Media decide to change the format mentioned, it will give sufficient time for the Host Broadcaster to alter their signal if possible to achieve.

8.3 Production Standards

Television is an essential publicity tool for competitive sports competition and is a vital component of the marketing concept. The host broadcaster is responsible for the delivery of a high-quality television broadcast, ATP Media insist on a minimum 6 camera production plan, detailed below with optimum camera angles, on centre court for ATP 250 tournaments although we encourage more when possible.

The Host Broadcaster will deliver a complete and continuous international court feed(s) and make this feed available to the Word Feed production facility located in the TV Compound at each of the ATP 250 events.

ATP Media will be available to make suggestions and assist the Host Broadcaster to maintain and guarantee a high standard of broadcast. This includes end of set and match rollouts (edited montage) to include both players, no camera 1 footage or scorebug. Rollouts can be approximately 30 seconds for end of set and between 45-60 seconds for end of match.

8.3.1 Monitoring

The Host Broadcaster will provide to ATP Media an SDI monitor (or the equivalent of one per produced court feed) for the purpose of monitoring the Host Broadcaster output. This is to be set up and checked during and as part of the pre-arranged Facilities Check the day before the main draw matches begin.

Camera Positions

Below is an example of a couple of options for a 6-camera layout for match production that is recommended for match coverage.

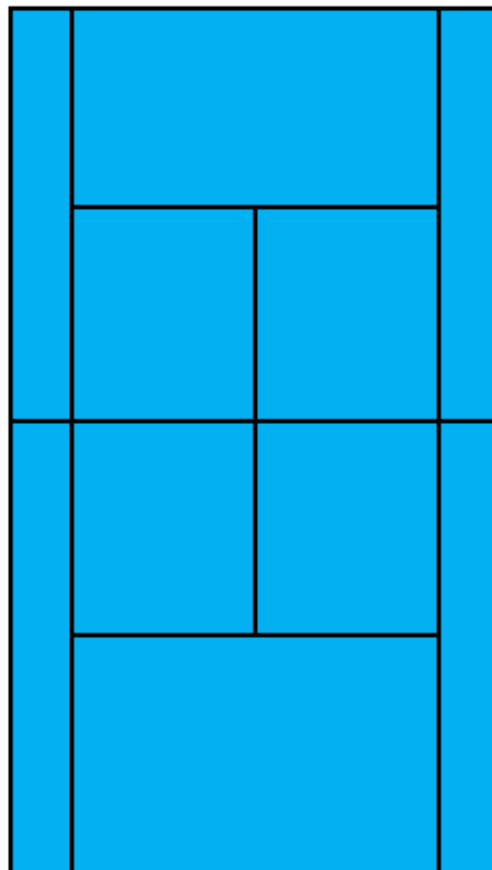

CAM 5 - J11
BEAUTY


OPTION 2
CAM 6 - J70/J86

UMPIRES
 CHAIR



OPTION 1
CAM 6 - J11
HANDHELD



CAM 4 - J21



CAM 3 - J21



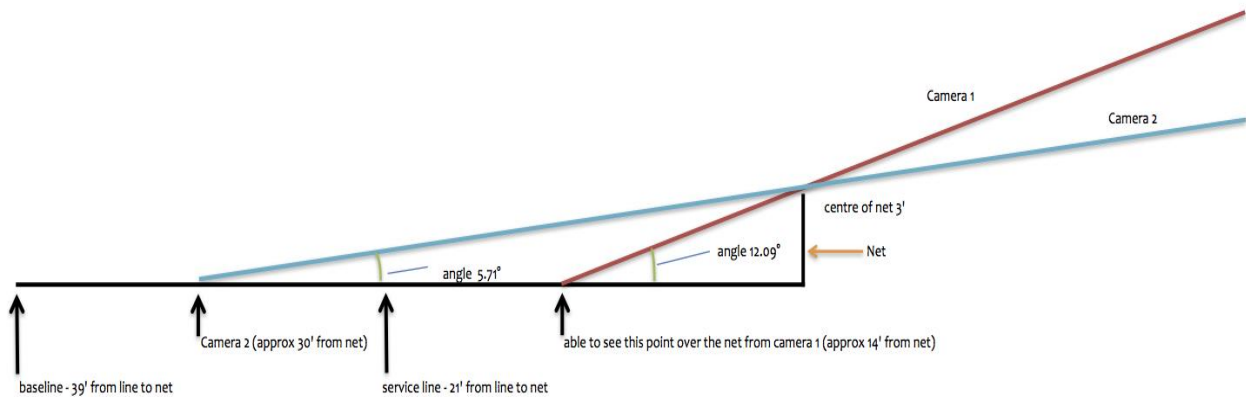
CAM 2 - J70/J86



CAM 1 - J21

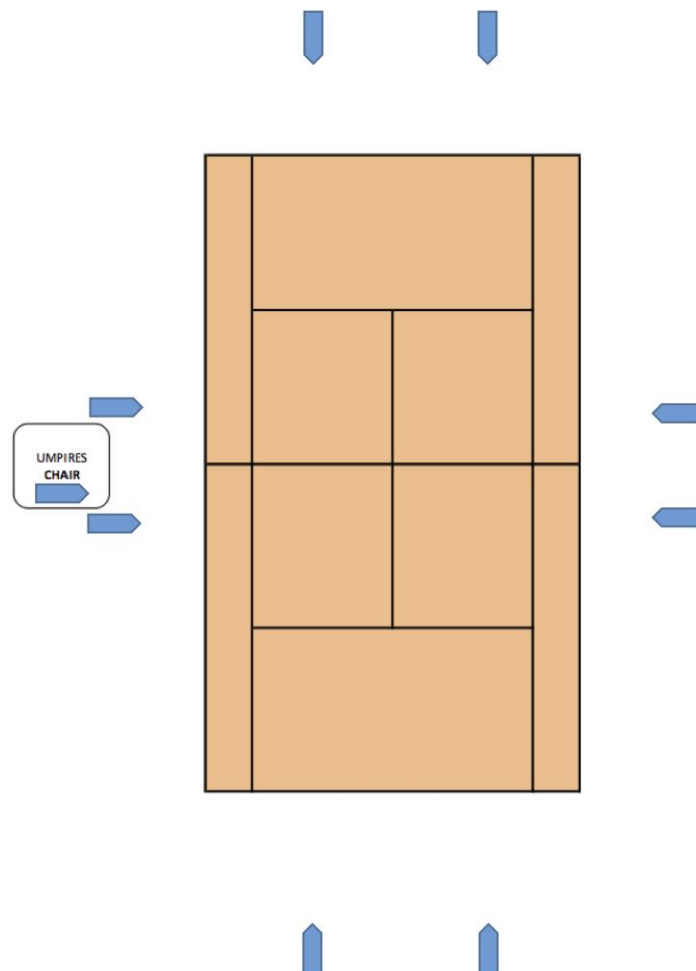
Ideal Main Camera Angles

Below is the optimum angle for the main play-by-play camera 1 and the main replay camera 2.



Microphone Placements

Below is an example of an 8-microphone placement that includes a lapel microphone for the umpire.



8.4 Access to Host Broadcaster Signals

The Tournament shall cause the Host Broadcaster to provide ATP Media with access to the Feeds in a technical format as reasonably requested by ATP Media for all selected matches beginning not less than ten (10) minutes before the players walk on the court and concluding not less than ten (10) minutes after the players walk off the court. ATP Media shall be authorised to use the feeds to create a “World Feed Program” add-on production remotely and to distribute an international signal from London along with all other produced court feeds. ATP Media shall not be required to compensate the Host Broadcaster for such access.

8.4.1 Main Court Coverage

The individual feeds supplied by the Host Broadcaster to ATP Media as a minimum requirement should consist of:

- Court clean feed (host court feed without graphics, in vision presenters, VT elements, cuts or dips to black)
- If requested, the main play-by-play camera, (often referred to as Camera 1)
- If requested, the two ‘player’ net cameras (often referred to as Cameras 3 and 4)
- If requested, a wide beauty shot

8.4.2 Production Cabling and Installation

ATP Media requires the Tournament to cause the Host Broadcaster to cable all main draw court feeds to the ATP Media cabin in the TV Compound. All signals should be presented as 1+1 HD SDI.

The Host Broadcaster is obliged to provide technical support to identify the tailboard circuits and complete the broadcast venue integration.

8.5 Clean Feed

The Host Broadcaster’s clean feed should contain the chosen Electronic Line Calling (ELC) graphical officiating review if the system is in operation at the Tournament.

The Host Broadcaster’s clean feed should contain the replay transition wipe provided by ATP Media that includes the logo of the ATP 250’s and the tournament logo. This will be supplied by the ATP Media in advance of the tournament.

The Host Broadcaster shall provide a stereo pair of clean FX, stereo left and stereo right.

The PA announcer shall be included in the FX mix provided by the Host Broadcaster for all on-court presentations.

8.5.1 Isolated Camera Feeds

The isolated camera feeds detailed above are requested on a tournament by tournament basis. Additional camera signals may be requested in writing in advance of the Tournament for the benefit of the Word Feed and News service. Cameras 3 and 4 or the two ‘player’ net cameras must maintain a safe and usable shot during the warm-up period and just before, during and just after sit downs at the changes of ends. This shot must be of the player on the same side as the camera.

8.5.2 Audio Feeds

The Host Broadcaster shall also provide a separate feed of the public address system to the World Feed add-on audio production. The umpire’s microphone and any on court public announcements, particularly the trophy presentation will be provided on this feed.

8.6 Facilities Check

The Host Broadcaster must be available for a full facilities check with the World Feed at a designated time the day before first transmission. All feeds, video, audio and communication shall be checked between both areas.

8.7 Electronic Line Calling (ELC) Feed

If the host broadcaster's ELC animation contains a sponsored element, the name of the sponsor and artwork should be agreed with ATP Media in advance of the tournament.

8.8 Continuous Programming

The Host Broadcaster must always maintain continuous video and audio signals from the clean feed and isolated feeds for the benefit of the World Feed operation. Between matches the main clean feed may offer the beauty camera until such time as the players are due to walk onto court.

In the event that rain stops play, the clean feed will be expected to offer a continuous usable feed as well as feature court preparation for the oncoming match as conditions improve.

At the conclusion of the final match, and after the players have left the court the clean feed should continue to offer a usable wide shot for at least ten minutes (10) to allow the World Feed to complete the daily results, recap and closing titles.

8.9 Replay Animation

The Host Broadcaster should integrate the replay transitions supplied by ATP Media into the 'Clean Feed'. These consist of the 'Tournament' and 'ATP 250' logos.

8.10 Distribution

ATP Media will deliver all video signals back to the UK Production Hub via the provided dedicated internet line. World Feed Program will be delivered from the Production Hub via the ATP Media Broadcast Distribution Platforms.

8.11 Ratings

To the extent available, the Tournament shall cause the Host Broadcaster to provide ATP with the ratings of the Host Broadcaster's programming of the covered events in the domestic territory.