

# **ORGANISER REGULATIONS**

Responsibilities and regulations for organising  
IPCH Competitions and Events

**Edition 2024**

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These Organiser Regulations are designed to give all Sport Organizations that wish to bid for and/or host International Powerchair Hockey Competition or Event an overview of the requirements that the Host Association (hereafter referred to as the 'Host') and its designated local organising committee (hereafter referred to as the 'LOC') must satisfy, in order to organize IPCH competitions and/or events.

Requirements for the Host and LOC may vary for different IPCH Competitions or events. These variances are outlined within the regulations.

## **I. ORGANIZATION**

### **1. GENERAL**

IPCH is the International PowerChair Hockey committee responsible for the organisation of IPCH competitions and events. IPCH is an official, full sport section of the World Abilitysport that acts as a global governing body for the sport.

IPCH Competitions and IPCH Events shall stage on a date accepted by the IPCH, in order to prevent any case of contemporary events with other IPCH Events and Competitions or with events/competitions considered with priority by the IPCH.

#### **1.1 IPCH COMPETITIONS**

Official and sanctioned IPCH Competitions are:

- IPCH World Championships,
- IPCH Regional Championships, (European Championships, Americas Championships, etc ..)
- IPCH Qualification Tournaments for Regional Championship,
- IPCH Regional Cup/League for National Teams/Club Teams
- Other IPCH sanctioned International Competitions, friendly matches or tournaments for National Teams

All sanctioned IPCH Competitions can count for the World Ranking List and are bound by these specific Organizers Regulations.

##### **1.1.1 International Friendly Matches and Tournaments for National Teams**

IPCH shall be informed of all international friendly matches and tournaments at least 6 months before according to the regulations for Friendly International matches. International Friendly Matches can be sanctioned upon a request by the organizers.

#### **1.2 IPCH EVENTS**

Official IPCH Events are :

- IPCH Development Events,
- IPCH Educational / training Courses,
- IPCH Exhibition Events / matches
- Powerchair Hockey matches or tournaments (Including international club tournaments and non-sanctioned friendly matches between national teams) recognized by IPCH
- other Powerchair Hockey related events or initiatives

The events listed above are subject to special provisions explained in these Organisers regulations.

### **1.3 IPCH COMPETITION AND EVENTS OWNERSHIP**

IPCH and World Abilitysport are the sole owner of the IPCH competitions and of all rights of marketing and publicity including transmissions by radio, TV, and internet, video recordings, mobile applications, social media and any other utilisation inherent to the events. All matters related to this will be separately defined in the contract between the IPCH, World Abilitysport and the Host.

### **1.4 INTELLECTUAL PROPERTY RIGHTS**

IPCH will develop significant intellectual property in connection with the IPCH events including, but not limited to, equipment, softwares, wordmarks, designs, logos, emblems, symbols, slogans, devices and mascots. This intellectual property will be used by the IPCH and the LOC in promoting and advertising the IPCH events. Such property will be owned by the IPCH, however, IPCH may grant licences to use such intellectual property to its commercial partners and certain other licensees.

In order to ensure that it can control the look, feel and public perception of IPCH events and to preserve the commercial value of rights of association with IPCH events which are granted to commercial partners, IPCH must be sure that it will be able to assert its ownership of its intellectual property and to prohibit unauthorised persons from using it in all relevant markets including, most importantly, in the host country.

### **1.5 RULES OF THE GAME**

All matches shall be played in accordance with the official IPCH Game Rules and Competition Regulations. Exceptions may only be granted upon request to the IPCH.

### **1.6 REGULATIONS**

All IPCH competitions and events shall be organised according to all applicable valid IPCH and World Abilitysport Regulations (including the Anti Doping Code)

Anything not provided for in the World Abilitysport and IPCH Regulations shall be decided by the IPCH Technical Delegate and if appropriate in cooperation with the Organizing Committee and/or the Participants.

Exceptions from the World Abilitysport and IPCH Regulations can only be agreed upon in a written contract between the World Abilitysport, IPCH and the Organizers.

### **1.7 EXCEPTIONS**

The Host has the right to ask for exceptions concerning the requirements for organising of IPCH Competition or Event. Exceptions from these regulations can only be agreed upon in a written contract between IPCH and the Host or by the specific approval of the IPCH Technical Delegate.

### **1.8 BIDDING PROCEDURE**

1. The Event Years in which IPCH Competition shall be held will be published on the IPCH website and may be amended from time to time. The dates of the Bid Process will also be published on the IPCH website and may be amended from time to time
2. IPCH will open the bidding procedure by sending the invitation to bid by email to all member nations of World Abilitysport and to the active Powerchair Hockey organisations at least 3 years prior to the competition concerned. IPCH retains the right to outline with the invitation to bid a series of deadlines to ensure an efficient organisation of the competition.
3. Any national member organisation of World Abilitysport or active Powerchair Hockey organisation may apply to organize an official IPCH Competition. Having the endorsement of the World Abilitysport national member organisation will be considered a plus.
4. The first step to place a bid is to send a "letter of intent" to organise an official and sanctioned IPCH Competition to the IPCH Competition Officer. The letter must be written in English, signed by the national member organisation of World Abilitysport or by the leadership of the National



PCH organisation (on behalf of an Organizing Committee) at least 2 years prior to the event concerned by email.

5. After receiving the "letter of intent" the IPCH Competition Officer shall send the Bid Form together with the IPCH bid package, to the bidding party.
6. IPCH shall receive the completed Bid Form and Bid Package from the national member organisation of the World Abilitysport (Organizer) at least 18 months prior to the competition concerned.
7. IPCH may organize a Site Inspection and appoint IPCH Inspectors who inspect the accommodations, venues and arrangements at least 15 months prior to the competition concerned. If the first inspection is reported negative, a second inspection shall be carried out at least 14 months prior to the event concerned. If also the second inspection is reported negative, the Organizer will not be appointed
8. IPCH Inspectors shall create a report of the Site Inspection including photos and/or videos and report to the Sport Executive Committee and to the IPCH Competition Officer.
9. On ground of the Site Inspection report and on the information contained in the bid packages and forms IPCH shall recommend the appointment of the Organizer of an official IPCH Competition to World Abilitysport.
10. The Appointing of the hosting Nations and of the Organizers of an IPCH Competition should always happen latest 14 months prior to the competition.
11. IPCH will appoint at least 1 Technical Delegate to supervise and work together with the Organizers. The TD can be appointed in any moment of the bidding procedure and might also be Inspector during the Site Inspection. Whenever the IPCH Sport Executive Committee is unable to appoint a Technical Delegate in time to cover the need of the bidding procedure it will be the Technical and Classification Officer together with the Competition Officer to carry out the tasks of the TD until one can be appointed.
12. The appointed Technical Delegate (TD) of the competition will be the Organizers' main point of reference and will be able to provide clarifications and guidance on every section of this document. The TD is authorised to adapt the specifications outlined in this document to the local event's conditions.

## **1.9 CONTRACT**

The contract between the appointed organizers, IPCH and World AbilitySport shall be signed at least 13 months prior to the competition concerned, stipulating the particular rights, duties and responsibilities of IPCH, World AbilitySport and the Organizer.

### **1.10 SUPPORT RESPONSIBILITIES OF THE HOST**

#### **1.4.1 Customs**

Persons that are participating in IPCH events, or in the organisation thereof, should be able to import into the host country all goods which they consider necessary, or desirable, in order to fulfil their function in relation to IPCH events. The Host should, within the limits of the host country customs regulations, assist the IPCH and participating countries with the formalities of importing and exporting goods for the preparation of IFF events, during the competition itself and following its conclusion. This should extend to the following goods of designated persons:

- personal effects
- sporting equipment
- medical supplies and instruments
- pharmaceuticals and food supplements
- food and beverages
- photographic and audio-visual equipment and supplies

- broadcast equipment and supplies
- computers and other office equipment
- documents, printed matter, gifts, awards, trophies, medals, flags, signage, decorative materials and promotional materials
- uniforms, costumes and other clothing
- products that IPCH's commercial partners intend to distribute as promotional items
- products of IPCH's commercial partners which are supplied to IFF in connection with the organisation of IPCH events
- IPCH's competition materials: Speed control, Floors, Rinks, Goals, Sticks, Balls
- Visa / Immigration / Work Permits

During IPCH events there will be a demand for entry into the host country by foreign nationals. The process by which all foreign nationals are permitted to enter and exit the host country should be clear, simple and expeditious. All foreign nationals with a valid passport attending IPCH events as participants or spectators should, within the limits of the host country visa and immigration laws, be permitted to enter and exit the country. The IPCH and Host should give all possible assistance to the participating National Associations in obtaining entry and exit visas

### **1.11 LIABILITY**

Organizing liability rests with the Organizers. Claims against World Abilitysport or IPCH for compensation will not be accepted.

## **2. ADMINISTRATION**

### **2.1 LOCAL ORGANISING COMMITTEE (LOC)**

The Host shall have a Local Organising Committee (LOC) that shall consist of functions and responsibilities as follows:

- Chairperson: Overall responsibility for the work of the LOC
- Secretary: main point of contact, supporter enquiries, minutes and reports
- Finance: Budgeting, advertising, sponsorship, ticket sales
- Venues: Competition set-up, practice facilities, allocation of spaces to different users and security
- Competition matters: team guides and info, match schedule, practice schedule, competition office and statistics, match table
- Marketing & Sponsorship: marketing initiatives and rights, sponsors and partners, image, promotion
- Ceremonies: drawings, opening, closing, match protocol, cups, medals and awards
- Transportation: Teams, IPCH officials and delegates, VIPs
- Accommodation and meals: Teams, IPCH officials and delegates, VIPs
- Accreditation: Teams, IPCH officials and delegates, LOC and volunteers, VIPs, media
- Media services: media accreditation, press centre, website, social media, logo, printed materials, internet access, streaming, media contacts
- Anti-Doping & Medical services: First-aid in venues, contact to hospitals, doping tests
- VIP & Delegates services: invitations, hospitality, VIP room, gifts
- Volunteers: recruitment, education, deployment and management

LOC should be set-up by the host nation already during the bidding procedure (18-24 months before the competition/event). Ideally it consists of 5-10 persons who divide the above mentioned functions.

LOC Members and volunteers are not allowed to be any part of any participating Team Delegation or Officials Team during the competition/event concerned

The host nation shall share the composition of the LOC with IPCH Technical Delegates or the IPCH competition officer as soon as possible, Host nation shall inform IPCH Technical Delegates of all changes in the composition of LOC and/or division of functions.

Financial planning and management is one of the LOC key tasks and dedicating a person for this task early in the process is vital.

LOC will have periodical meetings with the IPCH Technical Delegates who will accompany all the phases of the organisation and will supervise that all the tasks and requirements are carried out.

IPCH Technical Delegate has the final say on all competition related matters

### **2.2 IPCH DELEGATES**

A range of different IPCH Delegates can be present at IPCH sanctioned Competitions or Events.

By Delegates are meant the following persons,

- World Abilitysport Representatives
- IPCH Representatives
- World Abilitysport and IPCH Members (NOSD representatives, Developing Nations representatives etc.)

## 2.3 IPCH OFFICIALS

A range of different IPCH officials will be present at all IPCH sanctioned Competitions or Events. The number of IPCH officials differs between each event, depending on the number of venues and the number of matches per day, and will be decided upon by the IPCH Competition Officer, IPCH Technical Delegate, the relevant IPCH Committees and approved by the IPCH Sport Executive Committee prior to each event.

For planning purposes, the following table shows the approximate number of IPCH Officials participating at a competition or event. **THIS IS A GUIDELINE ONLY.**

The exact and final number of IPCH officials at an IPCH competition will be agreed upon by the IPCH and the Host in the contract. If the conditions of the event in question change, IPCH reserves the right to change the number of needed persons.

IPCH OFFICIALS	World Championships	Regional Championships	Qualification Tournaments	Friendly Tournaments (3 or more matches)	Friendly Matches
IPCH Inspectors	2	2	2	If needed	If needed
Technical Delegates	2	2	2	1	1
Referees	10	10	5	4	2
Referee Observers	5	5	4	2	1
IPCH Jury	9	9	6	3	2
Classifiers	6	6	6	3-6 (if requested)	3 (if requested)

The Organizing Committee is responsible for providing recognizable outfits for the IPCH Officials (see Appendix).

IPCH in agreement with the LOC can invite trainees, and/or organize educational courses in combination with IPCH Competitions/Events.

## 2.4 ENTRIES & REGISTRATIONS

### 2.4.1 Invitations

IPCH shall send the official invitation with Confirmation Information and Confirmation Form to the National Organisations of PCH of the allocated National Teams at least 15 months prior to the competition/event concerned.

IPCH shall decide the deadline of confirmation of the allocated nations.

The confirmation deadline date shall be at least 12 months prior to the event concerned.

In case an allocated nation doesn't confirm its qualification slot by the stated deadline the participating rights for this nation expire and IPCH will allocate the next nation on the IPCH World Ranking List. This allocated National Organisations of PCH will receive the invitation and confirmation information at least 11 months prior to the event concerned.

### 2.4.2 Entries

LOC will develop in agreement with the IPCH Technical Delegates the Entry Form and Entry information.

The Entry Information to be given to the participating teams in the entry stage are:

- dates of arrival and departure
- pick up points for transfers
- basic information about the accommodation and meals
- information about the venues
- amount of participation fee and bank details for the payment
- possibility and terms for requesting aid tools (e.g. high-low beds, shower chairs etc.)
- relevant information about power and electricity supplies
- information about TUE and Anti Doping procedures
- LOC policies and procedures
- contact information of the LOC

In the Entry form the LOC shall ask following information

- Contact information of the PCH organisation in charge of payments and arrangements
- Name and contact information of the Team Manager
- Name and contact information of the Coach(es)
- Size of the team delegation (provisional number)
- Means of transportation (provisional)

For organisational purposes LOC and/or IPCH Technical Delegates can ask for additional information in the Entry Form.

The entering time shall be no more than 14 months or less than 7 months prior to the event concerned. The LOC and the IPCH Technical Delegates will agree on the relevant deadlines for both sending and receiving back the Entry package.

Entry will only be confirmed upon receipt of the proof of payment of the first tranche of the participation fee as indicated in the Entry package.

### **2.4.3 Registrations**

LOC will develop in agreement with the IPCH Technical Delegates the Registration Form and Registration information.

The Registration Information to be given to the participating teams in the registration stage are :

- draft programme
- additional information about accommodation, meals and venues
- information about transportation between venues (if applicable)
- accreditation procedures and requirements
- classification information
- media and communication information
- relevant information about power and electricity supplies
- contact information of the LOC
- final payment details
- Code of Conduct

In the Registration form the LOC shall ask following information

- Data of each Team Delegation Member (at least name, surname, nationality, date of birth, role within the team delegation) - the amount of required information might vary according to the needs of the LOC and applicable national laws..
- Final travel plan of each member of the team delegation
- Final on-site transportation requirements
- Room division suggestion
- Dietary requirements and allergies
- Special needs

The registration deadline date shall be at least 4 months prior to the event concerned. The LOC and the IPCH Technical Delegates will agree on the relevant deadlines for both sending and receiving back the Registration package

The Organizing Committee shall receive the Registration Form correctly filled in together with high resolution digital team photograph (minimal 2400x1800 pixels) and portrait (passport like) photographs of all team delegation members (minimal 1.800x2400 pixels) at least 4 months before the concerned competition/event.

Registration will only be confirmed upon receipt of the proof of payment of the final tranche of the participation fee as indicated in the Registration package.

After submission of the Registration Form any change in the list of people of the Team Delegation shall be communicated to the LOC and to the IPCH Technical Delegate as soon as possible. Team Managers will still have to hand over the Final List to the IPCH Jury upon arrival.

#### **2.4.4 Final information**

The LOC shall, no later than 4 weeks prior to the event, send to all the participating teams a final information package that confirms their daily schedule, including all transport, controls, classification, training, match & meals information as well as any other relevant logistic or organisational information.

#### **2.4.5 IPCH Officials Registrations**

IPCH will provide the LOC with a list of Appointed IPCH Officials at least 5 months prior to the competition/event. The IPCH Technical Delegates will send the Invitation to the appointed IPCH Officials latest 5 months prior to the competition.

The Appointment/Invitation letter should contain the following:

- dates of arrival and departure
- pick up points for transfers
- basic information about the accommodation and meals
- information about the venues
- possibility and terms for requesting aid tools (e.g. high-low beds, shower chairs etc.)
- relevant information about power and electricity supplies
- LOC policies and procedures
- basic information about reimbursements
- contact information of the LOC

The LOC and the IPCH Technical Delegates will agree on the relevant deadlines for IPCH Officials to reply to the Appointment/Invitation.

Following the receipt of the confirmation from the IPCH Officials, the IPCH Technical Delegates in agreement with the LOC shall send out to the appointed Officials the Registration Package (Registration Information + Registration Form) that should contain the following:

- draft programme
- additional information about accommodation, meals and venues
- information about transportation between venues (if applicable)
- accreditation procedures and requirements
- media and communication information and regulations
- contact information of the LOC
- reimbursement forms and policies
- code of conduct

In the Registration form the LOC shall ask following information

- Personal Data (at least name, surname, nationality, date of birth, role) - the amount of

required information might vary according to the needs of the LOC and applicable national laws.

- Final travel plan
- Dietary requirements and allergies
- Special needs or requests
- Clothing sizes

The registration deadline date shall be at least 2 months prior to the event concerned. The LOC and the IPCH Technical Delegates will agree on the relevant deadlines for both sending and receiving back the Registration package

The Organizing Committee might as well request a digital portrait (passport like) photograph from IPCH Officials (minimal 800x600 pixels) which shall be sent at least 2 months before the concerned competition/event.

## **2.5 ACCREDITATION**

In order to control the movement of different groups in the venues, a suitable accreditation system is needed. The accreditation system defines the different groups participating in the event and sets the limits for the access of the groups.

Accreditations should be prepared prior to the event by the LOC, and there should be the possibility to produce accreditations on-site. The LOC is responsible for all costs related to the production of accreditations and the provision of neckbands.

The basic elements of a functional accreditation system are personal accreditation badge and clearly visible signs all over the venues marking the different access zones and routes for different groups.

The accreditation badge shall include personal picture, name, surname, nation and function.

All participants, as listed below, must be accredited and receive a personal accreditation badge upon arrival:

- Team Delegation Members
- IPCH Officials
- IPCH Delegates
- LOC Members
- Volunteers and staff
- First Aid personnel
- Anti Doping personnel
- Exhibitors
- Communication,Media personnel (incl. photo and streaming)
- Ceremonies performers
- VIPs

Any Team Delegation may accredit a maximum of 26 persons, including a maximum of 10 athletes with a maximum of 13 assistants (including Personal Assistants, Medical Staff, Technical Staff and other team assistants), a maximum of 2 coaches and a maximum of 1 Team Manager. Members of the team delegation (except players) must be at least 15 years old.

LOC is responsible for setting up an Accreditation point ideally positioned close to the entrance of the Accommodation venue where they hand over the accreditation card to each accredited person after confirming their identity.

## **2.6 TICKETING**

The LOC can decide to establish a ticketing system for supporters participating in the competition/event

### **2.6.1 Ticket System**

The ticketing system, its policies and the pricing shall be approved by the IPCH Technical Delegates before the launch of ticket sales. The IPCH Sport Executive Committee should have the possibility to buy tickets before the official ticket sales begin.

### **2.6.2 IPCH tickets**

The Host grants IPCH an amount of free tickets, of which a certain number should be with VIP accreditation. IPCH will inform the LOC in advance about how many tickets are needed per competition/event day.

The Host must also supply free tickets (in the form of accreditations) for IPCH Officials.

### **2.6.3 Team tickets**

The Host must provide access to the competition venue in the form of accreditations and without the need to apply for tickets to all registered Team Delegation Members.

### **2.6.4 Ticket Revenue**

The IPCH grants the Host the total revenue from the sales of entrance tickets, decided by the LOC.

## **2.7 COMPETITION/EVENT PROGRAM**

The competition program includes overall schedule, control schedule, practice schedule, match schedule, officials schedules, volunteers schedule. These shall be drawn up by the IPCH Technical Delegate(s) in accordance with the IPCH Competition Regulations and in agreement with the LOC.

The LOC is entitled to request to the IPCH Technical Delegates for changes in the timetable till 48 hours before the competition starts. During the competition the IPCH Technical Delegates have the mandate to decide changes and eventually inform the teams concerned.

The Technical Delegate(s) is responsible for the Competition Program from 48 hours before the competition starts until 1 hour after the last match.

### **2.7.1 Overall Schedule**

The overall schedule shall be drawn up by the IPCH Technical Delegate(s) together with the LOC. The overall schedule outlines the general structure of the competition/event, including not only the sport happenings but also all the detailed information about meals times, ceremonies, travelling and transportation plans, and considering all the logistic and outside factors that can affect the competition/event.

### **2.7.2 Match Schedule**

The match schedule shall be drawn up by the IPCH Technical Delegate(s) in accordance with the IPCH Competition Regulations and in agreement with the LOC

Matches are allowed to be played simultaneously on several fields of plays.

#### *Time between the start of matches*

At least 1hr 45mins shall be scheduled in the match schedule between the start of warm up time of matches being played in the same field. For matches where a result must be reached, possibly by extra time or penalty shot series, 2hrs 15mins should be scheduled.



### Consecutive matches of a team

If a team has to play two matches on the same day, there must be at least 1 hr 30 mins between the finish and the start of these two consecutive matches.

In principle, a team that has played the last match of the day shall not, if possible, play the first match of the following day.

During the IPCH World Championship and IPCH Regional Championship a team can play a maximum of two matches on the same day. In other sanctioned competitions or matches the maximum number of matches is 3 per day per team.

In the group stage, a team shall be scheduled no more than one time as team first mentioned on the match form of a playing day.

### Warm-up

Teams are entitled to warm-up on the competition field of play, for a period of at least 10 minutes before the start of the match. If required, the pre-match ceremonies can be changed to facilitate at least a 15-minute warm up, or an alternative area may be provided for the warm-up. Equipment controls of the starting players are done during the warm-up time.

### Changing of the match schedule

IPCH Technical Delegates are entitled to modify and adapt the final match schedule for media purposes and in the aim of making it more fair towards all participating teams.

LOC is also entitled to request to the IPCH Technical Delegates changes in the schedule for reasons of live media coverage. All those requests and changes should be justified and approved in advance as much as possible.

The Match Schedule cannot be shared or published until final approval and permission by the IPCH Technical Delegate.

## **2.7.3 Practice schedule**

The practice schedule shall be drawn up by the IPCH Technical Delegate(s) in accordance with the IPCH Competition Regulations and in agreement with the LOC

The practice area should be private and reserved for the use of one team at a time.

### Official competition venue practice

Teams are entitled to at least one practice, of 60 mins, in the competition venue before their first match in that venue, usually on the day before an official match.

### Daily practice

Teams should be given the opportunity to practise for at least 60 minutes on a playing area that is, if possible, of the same size and playing surface as that of the tournament.

### Practice schedule

Practice sessions shall be conducted according to the official practice schedule as agreed upon by the IPCH Technical Delegates and LOC. No practice sessions should be scheduled at the same time as any meetings or other official happenings that teams are required to attend, such as Technical Meeting.

### Balls and other equipment

LOC shall provide goals, boundaries and markings on the training venue. Teams shall bring their own balls and other equipment to practise sessions

IPCH Technical Delegate(s) in agreement with LOC will share the practice schedule with the Team Managers.

#### 2.7.4 Controls & Classification Schedule

The controls & classification schedule shall be drawn up by the IPCH Technical Delegate(s) in accordance with the IPCH Competition Regulations and in agreement with the LOC.

Controls and Classification shall be scheduled before the day of the first match.

IPCH Technical delegate(s) in agreement with LOC will share the practice controls and classification schedule with the Team Managers.

#### 2.7.5 Officials Schedule

The Officials schedule shall be drawn up by the IPCH Technical Delegate(s) in accordance with the IPCH Competition Regulations.

Officials schedule includes the Officials meetings, Officials activities/tasks schedules and the Officials duties appointment throughout the competition.

IPCH Technical delegate(s) will share the schedule with the Officials and can share it with other relevant parties that should wait for approval from the IPCH Technical delegate(s) for further share or publishing.

#### 2.7.6 Meeting Schedules

The meeting schedule shall be drawn up by the IPCH Technical Delegate(s) together with the LOC. The meeting schedule shall specify the time and the place for different meetings during the competition/event, and the availability of other meeting rooms (e.g. team delegation meeting room).

In the meeting schedule there should be (at least) the following meetings:

##### Technical Meetings

During the competition/event at least three Technical Meetings shall be planned: one before controls & classification, one before the group matches and one before the play-offs. In addition IPCH Technical Delegate(s) together with the LOC might decide to organize an online Technical Meeting before the competition/event.

Technical Meetings shall be attended by representatives of: LOC, Chief(s) of the Officials teams and team delegations and shall be chaired by the IPCH Technical Delegate(s).

Technical Meeting before controls & classification	<ul style="list-style-type: none"><li>● Practical Information from LOC and IPCH Technical Delegate(s)</li><li>● Technical information by the Technical Delegate: control schedule and practice schedule.</li><li>● Procedures and schedules for controls</li><li>● Procedures and schedules for classification</li><li>● Questions, remarks, any other business.</li></ul>
Technical meeting before the group matches	<ul style="list-style-type: none"><li>● Practical Information from LOC and IPCH Technical Delegate(s)</li><li>● Information and practicalities about the opening ceremony</li><li>● Results and feedbacks from Controls and Classification</li></ul>

	<ul style="list-style-type: none"> <li>● Group stage schedules, rules and procedures</li> <li>● Questions, remarks, any other business.</li> </ul>
Technical meeting before the play-offs	<ul style="list-style-type: none"> <li>● Practical Information from LOC and IPCH Technical Delegate(s)</li> <li>● Results from Group stage</li> <li>● Feedbacks from the first match days</li> <li>● Play-off schedules, rules and procedures</li> <li>● Information and practicalities about the closing ceremony</li> <li>● Questions, remarks, any other business</li> </ul>

#### Daily Officials meetings

On the Officials arrival day and before the controls days all the different Officials teams shall have meeting rooms available during the whole day, as well as the chance to visit and train on the competition venue.

During the controls and match days all the different Officials teams shall have daily meetings preferably in the evenings with the purpose to analyse the outcomes of the day and schedule and prepare the next day.

#### Daily LOC-TD meetings

Useful to check the flow of the competition/event and to address critical situations. They shall include IPCH Technical Delegate(s) and LOC representatives, other relevant parties can be invited to join when needed.

#### Chief meetings

Shall be planned on a daily basis, can be hosted by any of the Officials team meeting rooms. Shall be attended by IPCH Technical Delegate(s) and the Chiefs of the different Officials teams. Representatives of the LOC and other relevant parties can be invited to join when needed.

#### Welcome meetings

Usually happening on the arrival day. Chaired by the IPCH Technical Delegate(s) and LOC representatives. It is advisable to plan one Welcome meeting for IPCH Officials and one for LOC and Volunteers. The aim is to create a common spirit among all the people having an active role in carrying out the competition/event, and to give final information.

#### Team delegation meetings

LOC is responsible for organising a meeting room available upon request from the Team Delegations to have team meetings. LOC is responsible for setting up a booking system and a time table for the use of the room.

### **2.7.7 Volunteer Schedules**

The volunteer schedule shall be drawn up by the LOC in agreement with the IPCH Technical delegate(s).

The volunteer schedule shall include the different tasks volunteers are responsible for. LOC is also responsible to ensure a proper coverage of all the roles and tasks to be carried out by volunteers matching their availability and the competition needs.

Volunteer schedule shall include at least the following:

- match table personnel education - at least one session shall be organised together with IPCH IPCH Jury
- anti-doping chaperones and support personnel - at least one session shall be organised together with IPCH Technical Delegate(s) and Anti Doping Officer
- education for other roles and tasks (e.g.. Match and field assistants, security etc.)
- education about accreditation and logistic of the event and restricted access areas
- education on the daily schedule and timetable

## **2.8 ANTI-DOPING**

### **2.8.1 Testing procedures**

The number of doping tests during the competition/event depends on the current World Abilitysport and WADA Anti-Doping Code and regulations.

All tests shall be carried out by specially trained and accredited doping control personnel. The LOC is responsible for contacting the Sample Collection Authority (SCA) and laboratory (WADA Accredited) for organising the doping control based on the valid World Abilitysport and WADA Anti-doping Regulations.

### **2.8.2 Chaperones**

The organizers need to provide chaperones according to the agreement with World Abilitysport, IPCH, or the SCA (the SCA might supply their own chaperones). Chaperones must be over 18 years of age and must be of the same gender as the person being tested

### **2.8.3 Doping Control Station**

The Doping Control Station must be located inside the competition venue, close to the field of play, Locker Rooms, and, if possible, the first aid room. To ensure athlete privacy, the Doping Control Station must be inaccessible to the public, located away from the media and spectator areas and access may only be granted to authorised persons.

The doping control Station must contain the following areas:

- Waiting room/area separated from the sample-taking area(s)
- Sample procedure area (administration area) with a desk, 4 chairs, a table for the samples, wash basin, soap, and towels. If possible, a lockable refrigerator for the storage of samples should also be supplied.
- Sample collection area (toilet/s). At least one wheelchair friendly toilet is required in the sample collection area and if possible, a separate sample collection area should be provided for each gender being tested. The toilet area must be large enough for the DCO to directly observe the player providing the sample. The sample collection area must be directly accessible from the sample taking area (preferably *not through the waiting room*)

### **3. VENUES AND OTHER EVENT FACILITIES**

All venues and spaces shall be wheelchair and powerchair friendly, inclusive environment is a priority for IPCH. A sufficient number of wheelchair/powerchair adapted toilets shall be available in all venues.

#### **3.1 VENUES AGREEMENTS**

The LOC must prove that they have reserved all the venues that they are planning to use for the event. There shouldn't be any other activities in the competition venue which might cause any disruption during the competition.

#### **3.2 INSPECTION OF VENUES**

The venue/s for the competition must be approved by the IPCH. IPCH Inspectors may inspect the venue/s and arrangements in due time prior to the event. Further inspections may be carried out if necessary.

Following each visit, the inspector shall submit an inspection report to the IPCH.

The LOC shall be responsible for the basic costs of the visit, accommodation, meals and transportation of the inspector/s.

#### **3.3 ACCESS TO DIFFERENT AREAS**

All sport venues are divided in different areas with different access rights.

The competition/event accreditation system will ensure the correct access rights. LOC is responsible for controlling the entrances onto restricted areas (restricted either by accreditation or schedule).

#### **3.4 COMPETITION VENUE REQUIREMENTS**

##### **3.4.1 Number of Venues**

The number of venues shall be sufficient according to the number of teams participating in the event.

##### **3.4.2 Competition Venue Technical Specifications**

- Field of play of 26 metres long and 16 metres wide
- Free floor space of 30 metres long and 22 metres wide
- Free height over the field of play of at least 5 metres (measured from the surface of the field of play)
- The playing surface shall be made of smooth and hard wood or synthetic material where to show/attach the IPCH or LOC floor sponsor, if existing
- The recommended temperature in the competition venue shall be between 18°C and 28°C.
- The field of play shall be by the valid IPCH Game Rules.

##### **3.4.3 Scoreboard**

The competition venue shall be equipped with at least one central (electric) scoreboard that must be visible to the teams, referees, officials, media and spectators.

The scoreboard should display the following information:

- Nationality of the teams (abbreviations of their names)
- Score
- Playing time
- Period being played
- Time outs called by each team (if possible)
- Penalty time (if possible)

On the match table there shall be one manual scoreboard.

#### **3.4.4 Internet services**

Internet connections must be provided for different user groups in the venue:

- Match table
- IPCH staff and officials
- LOC staff
- Media
- TV & Radio / Streaming

Internet connections must be of sufficient capacity for each of the user groups needs and if possible be password-protected. Minimum connection speed should be 100 Mbps. TV & Radio / Streaming will require dedicated internet connections.

#### **3.4.5 Parking**

Sufficient parking must be available at each venue for both cars and buses

There should be a designated area for team buses and for IPCH representatives, IPCH Officials and Delegates cars.

#### **3.4.6 Illumination of the field of play**

Lighting sources which may disturb the players, referees, officials or the public shall be avoided. The LOC must ensure that television lighting equipment does not interfere with the progress of the game.

#### **3.4.7 Exhibition Space**

Each venue must have sufficient exhibition areas inside the venues for the use of IPCH/LOC sponsors. The number of required areas will be defined with the IPCH Technical Delegate(s).

#### **3.4.8 Flags**

Flags of all participating teams, IPCH and World Abilitysport shall be on display inside the venues and, if possible, outside the venues.

Inside the venues, the flags of the participating teams, IPCH and the organiser should be suspended from the ceiling or hung against a wall.

The flags should all be of the same flag number size.

The flags should be hung in alphabetical order according to English spelling.

The IPCH and event flag (if available) can be hung in the middle or at either end of the national flags.

During the national anthems in the pre-match ceremonies (of playoffs) the flags of the participating teams should be held by a flag-bearer standing behind/next to the teams as they line-up on the court. This ceremony protocol is preferred, but not compulsory,

#### **3.4.9 Spectator Stands**

All spectators at each IPCH competition/event must have a seat. Provisional seating installations will be permitted.

Spectator seating should be arranged, where possible, to have the maximum capacity of spectators in the main TV camera or streaming view.

Spectators seating shall be clearly marked and separate from team areas and field of play.

#### **3.4.10 Spectator Facilities**

Facilities, such as catering and toilet facilities for the spectators should be provided in the venues, clearly marked and separated from all restricted areas.

#### **3.4.11 Spectators with disabilities**

Provision should be made to accommodate spectators with disabilities, including but not limited to good viewing positions with seating for support people, and easy access for wheelchairs to appropriate toilet facilities and support devices.

### **3.4.12 Accredited persons stands**

LOC should ensure a designated sitting area for all accredited persons (this can be also separate from the spectators area - e.g. team delegations can stay around the field). Provision should be made to ensure easy access for wheelchairs to appropriate toilet facilities and support devices (different from the ones in the locker rooms).

### **3.4.13 IPCH Officials seats**

LOC shall ensure designated seats or viewing positions separate from the audience (ensuring 1m space around them) for IPCH Officials on duty during the matches.

This includes:

- at least one seat for Referee Observers
- at least one seat for Jury
- at least one seat near the field of play for Jury at the Speed Control.
- Seats and tables for Classifiers

## **3.5 MATCH TABLE**

Match table shall be placed according to the provisions in IPCH Game Rules, on the opposite side of the main spectator area.

### **3.5.1 Match table personnel**

The match table personnel shall consist of the following people:

- One timekeeper
- One scorekeeper (if possible this will be carried out by IPCH Jury)
- At least 2 match assistants (assisting with substitutions and time out procedures and responsible for opening/closing boundaries in case of substitutions and penalties)

All match table personnel, including the match assistants, must be at least 18 years of age and have a good command of the English language.

Seating for at least one IPCH Jury should be provided at the match table.

### **3.5.2 Match table equipment**

The match table needs to be big enough for all members of the match table personnel to be able to carry out their duties as well as be wheelchair friendly. .

At the match table the following equipment and forms shall be always present:

- Minimum of two timing devices (including one electronic scoreboard and one manual stopwatch, an additional match clock is a plus)
- One manual scoreboard
- One signal bell (in addition to the acoustic signal of the electronic scoreboard - loud enough and/or distinguishable enough to be heard by the referees, even with a loud audience)
- At least five match balls
- Spare referees' whistles
- Substitute forms and time out cards for the teams (provided by IPCH Jury and handed over to Team Managers before the start of the match)
- Stationery
- One measure tape
- IPCH Game Rules and Competition Regulations
- At least two official IPCH Penalty shot series forms
- Computer with internet access
- Printer
- IPCH Match action sheet (if available), official team lists, and team line-up forms
- Tape for the lines and points as reserve, brooms, clothes and materials for

repairing/replacing goal cages, goal nets and the boundaries shall be kept nearby

The Match Table shall be equipped with at least 4 power sockets providing a very reliable power connection that cannot be used for charging powerchairs or other equipment.

### **3.6 TIME PENALTY / SUBSTITUTION AREA**

The time penalty/substitution area shall be by the IPCH Game Rules and shall be located next to the match table. The time penalty/substitution area must be clear of all obstacles.

### **3.7 TEAM AREA**

The team area shall be by the IPCH Game Rules, seating should be available for the Team Delegation Members. There should be rubbish bins located in close proximity to the benches. The team area needs to be easily accessible from the Locker Rooms.

Dedicated power sockets/charging stations shall be provided and made available in the team areas. This power line cannot be the same as the match table.

### **3.8 SPEED CONTROL STATION**

The Speed control station shall be placed within close proximity and easily accessible from the field of play (LOC will make sure a dedicated path for controls will be available).

The speed control station shall be clearly marked and divided from other areas (especially team areas and spectator areas) and can only be accessed by IPCH Officials and other people involved in a speed control.

The speed control station must not be directly filmed or streamed.

At the speed control station the following equipment and forms shall always be present:

- IPCH approved Speed control system (+1 reserve)
- Computer with internet connection
- Video/photo equipment for the proof of measurement
- Stationery and relevant IPCH forms
- Table and seating for at least one IPCH Jury

### **3.9 PRACTICE VENUE REQUIREMENTS**

#### **3.9.1 Number of fields**

The number of practice fields shall be sufficient according to the number of teams participating in the event and the official schedule.

#### **3.9.2 Technical Specifications**

- Practice field must have the same dimensions as the competition field.
- The practice area shall have a minimum length of 28 metres and a minimum width of 20 metres.
- Free height over the playing area of at least 5 metres (measured from the surface of the field of play.)
- The playing surface should, if possible, be the same as in the competition venues. In case the floor is different a specific request to IPCH should be filed.
- The boundaries and goal cages should, if possible, be the same as in the competition venues
- All the lines and markings should be done as on the field of play.
- The minimum temperature shall be 18° C and the maximum temperature shall be 28° C.
- Locker rooms (if possible) and accessible toilets shall be available for the sole use of the teams for the duration of their practice time, and a designated time before and after their scheduled practice.
- Speed control system shall be available for the use of teams also during practice time if



possible and if the support personnel educated in the use of the speed control system is available.

### **3.9.3 Practice Equipment**

Teams shall bring their own balls and other equipment to practise sessions

### **3.10 VIP SPACES**

A VIP room, offering refreshments and snacks shall be available for the VIPs, Sponsors and Guests.

### **3.11 MEDIA REQUIREMENTS**

#### **3.11.1 Media Seats**

Each competition venue must provide media seats with an unobstructed viewing position.

It must provide easy access to the media working areas.

There should be seating sufficient to accommodate the media accredited persons.

#### **3.11.2 Media Working Area (Press Room)**

A media working area should be provided in the competition venue. This area should include a working area with desks, chairs, power sockets, internet and might also include an area where catering (refreshments and snacks) may be provided. The media working area should provide easy access to and from other media-related facilities such as the media seats, press conference room, mixed zone, as well as access to adequate toilet facilities. There should be seating sufficient to accommodate all media accredited persons

#### **3.11.3 Photographers**

Each competition venue must provide a working area for accredited photographers. This area should include a working area with desks, chairs, power & internet, and should also include an area where catering (refreshments and snacks) may be provided. The photographer's working area may be combined with the media working area or may be separate but, in either case, should provide easy access to the area directly outside the field of play and any specially marked photographer's zones in the venue.

Accredited photographers should be identified by the wearing of a photographer's vest, provided by the LOC.

There should be space around the outside of the field of play for accredited photographers

#### **3.11.4 Mixed Zone**

The competition venue shall have a mixed zone in the proximity of the field of play where accredited media can interview players following a match.

The mixed zone should be easily accessible from the team locker rooms, the media working area and the media seats. It should include the IPCH logo and sponsor backdrop and be large enough to accommodate the necessary media.

The mixed zone should be organised so as to give the IPCH/LOC broadcaster the first right to interview, followed by other TV, radio and then the written press

#### **3.11.5 Press Conference Room**

If possible, the competition venue should have a press conference room which is large enough to accommodate coaches, players, press officers, and interpreters. Each press conference room must be equipped with an adequate sound system, and have an IPCH logo and sponsor backdrop. This room shall be made available to accredited media for longer interviews or other purposes upon request.

#### **3.11.6 IPCH / LOC Streaming station**

A designated area for IPCH/LOC Streaming camera(s) and direction station shall be designated by LOC in agreement with IPCH. The area should be big enough to accommodate the IPCH/LOC

commentator(s) as well and to eventually host experts or VIPs for contributions. This area should include a working area with desks, chairs, power and internet connection (possibly dedicated). Streaming personnel should be included in the media accreditation and have access to the media room whenever necessary.

#### **3.11.7 Speaker**

A designated area for the Speaker shall be located in close proximity to the match table. This area should include a working area with desks, chairs, power internet connection and access to the hall audio system. Speaker(s) should be included in the media accreditation and have access to the media room whenever necessary..

### **3.12 ADMINISTRATIVE ROOMS**

#### **3.12.1 Competition Office**

Each competition venue should have a competition office managed by LOC staff, with computer, internet access, printer, and other office equipment as required. The Organizing Committee is responsible for a sufficient number of staff members for the competition office. .

The Competition Office should provide all the needed support and equipment to make the competition run smoothly and efficiently. It should be easily accessible to IPCH Officials and whoever has a specific technical or administrative role within the competition.

#### **3.12.2 LOC office**

LOC office shall be located at the accommodation to support IPCH Officials and Team Delegations with technical/logistical assistance and information as well as support during the competition. The LOC office will also provide hosting, accreditation and welcoming services to all accredited persons upon arrival.

#### **3.12.3 Officials Lounge**

Each competition venue should have a separate room for all IPCH Officials when off duty. It should be large enough to accommodate at least 10 people, have a seating area, and should have refreshments, like soft drinks, coffee, tea, light meal, fruits and snacks available.

#### **3.12.4 Volunteers Lounge**

Each competition venue should have a lounge for volunteers and people carrying out specific technical or administrative duties within the competition. It is meant to be an informal space to relax, get ready or briefed before entering the daily tasks and to exchange experiences.

Officials and volunteer lounges can be merged if necessary.

#### **3.12.5 Meeting Rooms**

An appropriate number of Meeting rooms shall be reserved and available during the competition. Meeting rooms shall be located in the close proximity of the competition venues and, if needed, served by a transport service.

LOC should consider that the meeting schedule is planned but it is always subject to change also at the last minute. It is advisable to have a plan B and the possibility of using different spaces if needed.

All meeting rooms should be equipped with basic stationery, beamer/screens, power, plugs and extension lead and refreshments.

In general the LOC shall reserve:

- One meeting room for the Technical Meetings (for about 50 people)
- One meeting room for Referees (for about 15 people)
- One meeting room for Referees observer / management (for about 5 people)
- One meeting room for Classifiers (for about 6 people)
- One meeting room for Jury (for about 10 people)
- One meeting room for the Team Delegations (and a booking system for that) (for max 26

people)

In addition to the above the LOC should consider reserving

- One small meeting room at the Competition Venue to be used in case of need by IPCH Officials (e.g. in case of protest / classification debates / technical delegates needs). This shall be a quiet space and doesn't necessarily need beamers/screens or other special equipment.

### **3.13 TECHNICAL ROOMS**

#### **3.13.1 Team Locker Rooms**

In the competition venue there shall be at least four Locker Rooms available for team delegations. For matches, the teams shall have the use of the locker room for at least 60 minutes before their match starting time and at least 30 minutes after their match ends. The locker rooms should have wheelchair/powerchair friendly toilets, if possible.

In the practice venue each team shall have one dressing room for at least 15 minutes before and after their scheduled court practice time, if possible.

#### **3.13.2 Team Corners**

In the competition venue or in its proximity each team shall have a dedicated space where they can store their sport equipment and materials.

#### **3.13.3 Power Station(s)**

In the competition venue or in its proximity, each team shall have a dedicated space where to recharge their powerchairs. The LOC is responsible for designating areas for charging batteries of the chairs without endangering power supply to be stopped. LOC should inform the teams about special provisions related to power supply systems in advance and is responsible for finding and creating adequate charging stations for the Team Delegations eventually also at the accommodation. Power Stations and team corners can be combined.

#### **3.13.4 Referees' Locker Rooms**

For the referees, each competition venue should have at least two Locker Rooms with a separate shower and toilet. Male and female referees shall have separate facilities. At least one of the Locker Rooms should be wheelchair/powerchair friendly.

#### **3.13.5 Technical Room**

A room with repairing equipment shall be available. It is advised to the LOC to seek collaboration agreement with companies working with wheelchairs/powerchairs able to provide technical assistance to the Team Delegations.

#### **3.13.6 Controls Areas**

Before entering the competition all the Team Delegation shall undergo a series of controls.

- Document Control area (IPCH Jury): it requires a quiet and dedicated area with a table and stationery. It can be located both at accommodation or at the competition venue. This will be done before other official happenings.
- Equipment Control areas (IPCH Referees and Jury): has to be performed on the same floor as the field of play. It is advisable to locate this in the competition venue. It has to be a private and dedicated space, so it needs to be separated from the audience and other team delegations. It should not interfere with training eventually taking place on the main field. The area needs to be provided with tables and relevant forms, balls, measure tape, stickers (if available) and stationery. It should be located close to the speed control or have direct access to it. Preferably this will be scheduled immediately after each team training on the competition field.

### 3.13.7 Classification Rooms

The classification room offers possibilities to perform the Physical Assessment and Technical Assessment testing.

One room per panel is needed to perform the Physical Assessment, this room shall present the possibility to be shielded visually and auditory according to the rules and privacy laws.

The room shall be equipped with:

- One broad examination table, mechanically or electronically adjustable in height
- One table and three chairs for each classification panel,
- Appropriate equipment (goniometer, tape measure, etc),
- Stationery (paper, pens, plugs and cables to allow computers or other IT equipment).

Another space is needed to perform the Technical Assessment. This space can be shared by multiple panels. It should still ensure privacy and should have restricted access. .

This area shall have a flat floor, ideally similar to the one on the competition venue.

For Technical Assessment a big enough space is needed to allow movements of the powerchairs and shooting tests, so a (portion of a) sport hall would be ideal.

The area shall be equipped with:

- 1 table and 3 chairs for the classification panel,
- 10 cones of 55 cm height and a diameter of 30 cm at the base,
- tape for marking lines on the floor,
- match balls and at least 1 handstick per panel (and possibly left/right)
- Stationery (paper, pens, plugs and cables to allow computers or other IT equipment).
- video registration equipment (If possible)

Physical Assessment and Technical Assessment areas shall be close to each other as the testing are consecutive.

During match days a visually and auditory shielded room/space in the competition venue shall be designated to classification and shall be equipped with:

- One broad examination table, mechanically or electronically adjustable in height
- Appropriate equipment (goniometer, tape measure, tape etc),
- 1 table and 3 chairs for the classification panel,
- 10 cones of 55 cm height and a diameter of 30 cm at the base,
- match balls and at least 1 handstick per panel (and possibly left/right)
- Stationery (paper, pens, plugs and cables to allow computers or other IT equipment).
- video registration equipment (If possible)

### 3.13.8 Doping control Station

The Doping Control Station must be located inside the competition venue, close to the field of play, Locker Rooms and, if possible, the first aid room. To ensure athlete privacy, the Doping Control room must be inaccessible to the public, located away from the media and spectator areas and access may only be granted to authorised persons.

The doping control station must contain the following areas:

- Waiting room/area separated from the sample taking area(s)
- Sample taking area (administration area) with a desk, 4 chairs, a table for the samples, wash basin, soap and towels. If possible, a lockable refrigerator for storage of samples should also be supplied.
- Sample collection area (toilet/s). At least one wheelchair friendly toilet is required in the sample collection area and if possible, a separate sample collection area should be provided for each gender being tested. The toilet area must be large enough for the DCO to directly observe the player providing the sample. The sample collection area must be

directly accessible from the sample taking area (preferably *not through the waiting room*)

### **3.13.9 First Aid room**

Each competition venue should have a First Aid room, supplied with the necessary medical equipment, for the use of the First Aid staff

### **3.14 FIRST AID**

Qualified, English speaking, First Aid staff with appropriate equipment (including a stretcher and a defibrillator) should be located in the immediate vicinity of the field of play during all practices and matches. They shall be ready and quick to intervene whenever necessary.

First aid services for spectators must also be provided.

### **3.15 SAFETY AND SECURITY REQUIREMENTS**

The LOC is responsible for the safety and security arrangements in all the competition and practice venues. The LOC must have a security plan for the event.

Local authorities and police must be informed about the event and co-operation should take place if needed.

LOC shall control the movement of people in venues and make sure unauthorised persons don't have access to restricted areas. Access control personnel shall have good knowledge of the time schedule to ensure access from Team Delegations are according to the competition timetable.

#### Before the competition/event

- Make a security plan (incl. evacuation plan) for the venues and, if needed, approve it with the local authorities
- Decide who has access to different areas in the different venues and develop and enforcement plan to control accesses
- Plan and mark the areas and the routes where different groups have access
- Plan, print and place the signs and guides for moving around the venues
- Decide together with IPCH Technical Delegate(s) on the procedure for dealing with misused accreditation cards
- Ensure that security staff understand the information shown on the accreditation cards and the different accreditation groups

#### During the competition/event

- Ensure the security of the areas with restricted access
- Advise all participants of the competition/event to have their accreditation card clearly visible at all times
- Control access to the restricted areas
- Make sure all participants are safe at all times, and that spectators or journalists do not have access to the areas reserved only for teams and/or officials
- Control the photographers - see that they stay in their own photo zone near the field
- Make sure only authorised media members have access to the press centre and mixed zone
- Make sure players and officials have a secure way out of the venue
- Make sure that IPCH Officials can move undisturbed and safely in the venues

## **4. ACCOMMODATION & MEALS**

The LOC is responsible for submitting to IPCH a proposal regarding the accommodation venues for Team Delegations, IPCH Officials and Delegates. Proposal shall be part of the bidding process, and will be inspected by IPCH Site Inspector(s). LOC can suggest more than one venue for accommodation and in this case shall also present a plan for division of the participants.

On average the accommodation shall be big enough to host at least 250 people (for World Championships and Regional Championships).

The LOC must prove that they have reserved all the accommodation that they are planning to use for the event. There shouldn't be any other activities in the accommodation which might cause any disruption during the competition.

LOC shall prepare the room plan with the suggestions of the Team Managers and the IPCH (for Officials and Delegates). The final room plan and division shall be approved by the IPCH Technical Delegate.

Also the accommodation venue(s) can be divided in different areas with different access rights. The competition/event accreditation system will ensure the correct access rights. LOC is responsible for controlling the entrances onto restricted areas (restricted either by accreditation or schedule).

### **4.1 DISTANCE BETWEEN ACCOMMODATION AND VENUES**

As far as possible, the travelling time between the accommodation and the competition/event venue or practice venues should not exceed 1 hour. Hotels should be selected accordingly and should ideally be situated in the city of the competition/event or immediate vicinity.

### **4.2 TEAM DELEGATION ACCOMMODATION & MEALS**

The accommodation venue for team delegations shall be of at least 3 star standard and should be wheelchair/powerchair friendly.

Different team delegations can be accommodated in different venues. Members of the same team delegation shall be kept together as a group in the same accommodation.

The Accommodation venue shall offer a sufficient number of wheelchair/powerchair fully adapted rooms.

Other features the accommodation venue should have are:

- at least two (big enough) lifts if rooms are on different levels,
- doors and hallways wide enough for wheelchairs/powerchairs,(min. 85 cm)
- sufficient number of wheelchair friendly bathrooms/showers available (inside and outside the rooms)
- possibility to raise beds from the ground to allow hoisters and lifter to work (min 13cm)
- parking facilities for buses and adapted vehicles in the proximity of the hotel

Good reference for accessibility features of the accommodation venues can be found in [IPC Accessibility Guide](#).

High/low beds and other aid tools or equipment (e.g. shower chairs) shall be offered to registered persons, who officially request them by the IPCH Registration Form, at the costs of the person/delegation making the request.

LOC shall offer accommodation from the official arrival day up to the official departure day of the competition/event. Exceptions can be done only in case of force majeure and/or upon agreement with the IPCH Technical Delegates and LOC. Extra days can be charged differently and outside the participation fee.

LOC shall offer 3 meals per day - including breakfast, lunch and dinner; at least one warm meal per day. Meals shall be offered according to a meals schedule shared with the Team Managers in advance and should normally start with the dinner on the official arrival day up to the breakfast or lunch on the official departure day of the competition/event. Breakfast and dinner should be served at or near the accommodation venue. Lunch options can be offered also as take away or packed lunch.

LOC is responsible for collecting information about dietary requirements and allergies and offering adequate options for each participant.

Menus and buffets shall be in English.

Any team delegation not using the catering/meal services offered by LOC shall inform the LOC and IPCH Technical Delegates in advance and will not be reimbursed.

### **4.3 IPCH OFFICIALS' ACCOMMODATION & MEALS**

The accommodation venue for IPCH Officials shall be of at least 3 star standard and should be wheelchair/powerchair friendly.

The accommodation venue can be the same as the Team Delegation or can be a separate one, In any case IPCH Officials shall be granted a dedicated area of the hotel/accommodation not mixed with team delegations or supporters and preferably accessible from an own/dedicated entrance.

The hotel shall offer a sufficient number of wheelchair/powerchair fully adapted rooms.

Other features the hotel should have are:

- a lift if rooms are on different levels,
- doors and hallways wide enough for wheelchairs/powerchairs (min 85cm)
- sufficient number of wheelchair friendly bathrooms/showers available (inside and outside the rooms)
- possibility to raise beds from the ground to allow hoisters and lifter to work (min 13cm)
- parking facilities for adapted vehicles in the proximity of the hotel

High/low beds and other aid tools or equipment (e.g. shower chairs) shall be offered to IPCH Officials who officially request them by the IPCH Registration Form,

LOC shall offer 3 meals per day - including breakfast, lunch and dinner; at least one warm meal per day. If possible IPCH Officials shall have a dedicated area for meals separated from the team delegations and spectators.

Meals shall be offered according to a meals schedule and should start with lunch on the official arrival day (incl. lunch during the travel) up to the lunch on the official departure day of the competition/event. Breakfast should be served at or near the accommodation venue.

Meals' schedule for officials during the match days should be flexible enough for everyone to have a chance to eat, and shall be agreed with IPCH Technical Delegate(s).

In addition LOC is responsible for making sure that in the Official lounge refreshments, like soft drinks, coffee, tea, light meal, fruits and snacks are offered and available throughout the whole event.

LOC is responsible for collecting information about dietary requirements and allergies and offering adequate options for each participant.

Menus and buffets shall be in english.

Any IPCH Officials not using the catering/meal services offered by LOC shall inform the LOC and IPCH Technical Delegates in advance and will not be reimbursed for outside meals.

#### **4.4 IPCH DELEGATES & VIPs ACCOMMODATION & MEALS**

The accommodation for IPCH Delegates shall be of at least 3 star standard and should be wheelchair/powerchair friendly. It can be a different venue from the Team Delegation as well as from the Officials accommodation. Apart from the compulsory rooms needed for the World Abilitysport and IPCH Representatives, the LOC shall decide according to the competition/event budget and in agreement with the IPCH Technical Delegate how to handle costs of accommodation and/or meals of other IPCH Delegates and VIPs.

#### **4.5 LOC & VOLUNTEERS ACCOMMODATION & MEALS**

LOC is responsible for planning accommodation and meals schedule for the LOC staff members, volunteers as well as offering all other accredited people (ex, media, streaming, etc) for meal solutions.

The LOC shall decide according to the competition/event budget and in agreement with the IPCH Technical Delegate how to handle these costs.

#### **4.6 SUPPORTERS ACCOMMODATION**

LOC is NOT responsible for providing accommodation to supporters. However it is a good practice to offer supporters deals in nearby hotels, different from Team Delegations and Officials Hotels (if possible).



## **5. TRANSPORTATION**

The LOC is responsible for the IPCH officials' local transportation and for the local transport of the team delegations starting from the official arrival day(s) and ending with the official departure day as agreed in the contract.

LOC is responsible to arrange the transportation from/to the airport or railway station as indicated in the contract and in the information sent to the team delegations, IPCH Officials and Delegates.

Exceptions can be agreed on upon agreement with the IPCH Technical Delegates and LOC. Transportation on different days/places can be charged differently and outside the participation fee.

LOC is responsible to arrange the transportation between accommodation and the official venues according to the official program.

The transportation shall be made available by adapted/wheelchair and powerchair friendly vehicles, if the distance between the venue and the accommodation exceeds 1000 metres. Solutions in case of rain or adverse / bad weather shall also be considered.

The LOC is responsible for giving appropriate instructions to drivers about how to take care of safety for transportation of wheelchair/powerchair users.

### **5.1 TIMETABLES**

LOC is responsible for organising the transportation timetables in cooperation with IPCH Technical Delegates.

#### **Team transportation**

Team delegations are responsible to arrange their travel from/to their own nation to the airport/railway station served by the transportation service or directly to the competition, and they must inform IPCH and the LOC of their travelling plans according to the designated deadlines.

The team transportation timetable should be arranged so that teams arrive at the practice venue at least 30 minutes before the start of the practice session and at the match venue at least 90 minutes before the start of their match (and in due time for any other official happenings).

Team delegations are responsible for being on time at the agreed pick up points.

#### **IPCH Officials Transportation**

IPCH Officials are responsible to arrange their travel from/to their own nation to the airport/railway station served by the transportation service or directly to the competition, and they must inform IPCH and the LOC, well in advance, of their travelling plans.

The LOC shall provide transportation for all IPCH officials during the event/competition as agreed with the IPCH Technical Delegates and the Chiefs of each IPCH Officials group.

Timetable for transportation of IPCH Officials will be different and might vary according to the schedule and needs of the competition/each Official, it is therefore strongly advised to keep transportation of IPCH Officials separate from the one of the Team Delegations.

#### **Delegates and VIP Transportation**

LOC can outline specific policies and offers for the participation of Delegates and VIP, if possible local transportation can be offered as well.

## 6. REPORTS AND INFORMATION

### 6.1 COMPETITION/EVENT INFORMATION

LOC is responsible to share the necessary information of all practical arrangements of the competition concerned.

Necessary information, customised for each group, shall be sent, within the deadlines agreed between IPCH Technical Delegate(s) and LOC, by IPCH Technical Delegate(s) or LOC to:

- IPCH
- World AbilitySport
- National Member Organisations of World Abilitysport
- National Organisations of PowerChair Hockey
- National Contact Persons of IPCH
- Team Managers of Team Delegations
- IPCH Officials & Delegates
- Media
- Sponsors and exhibitors
- Other people involved/invited (eg. VIP)

At least 4 weeks prior to the competition, LOC shall share with all relevant parties the following final information package:

- Useful contacts from LOC and IPCH
- Venues and Accommodation address and access procedure.
- List of participating nations.
- List of IPCH Officials
- List of other relevant Delegate and VIPs: names, organisation and function.
- Competition Program (including meal times, training schedule, team controls, technical meetings, other happenings...)
- Match Schedule
- Reminder about procedures, needed documents
- Transportation arrangements and procedures
- other relevant logistical or organisational topics

### 6.2 INFORMATION/REPORTS TO IPCH

IPCH will appoint Technical Delegate(s) to follow up together with LOC the organisation of the event. Regular meetings will be held to monitor progress and discuss next steps.

Periodical meetings will be held at least every 6 weeks and whenever the IPCH Technical Delegates and/or the LOC sees the need to plan one. The LOC is responsible for keeping and sharing with the IPCH Technical Delegate(s) the minutes of the periodical meetings.

The table below aims to give a guideline for the structure of the periodical meetings.

The IPCH Technical Delegate(s) together with the LOC will set a proper agenda for each meeting.

<b>After appointment as host country</b>	<ul style="list-style-type: none"><li>● LOC Composition: list of names, functions and contacts;</li><li>● Transportation draft plan - considering the distances between the venues and proposed accommodations with suggestions of possible solutions. .</li><li>● Accommodation details (locations, addresses, phone numbers, email addresses, number of bedrooms, showers and bath, accessibility, meals,, prices).</li></ul>
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	<ul style="list-style-type: none"> <li>• Venue details (locations, addresses, phone numbers of competition halls and practice halls, accessibility, meetings rooms etc.).</li> <li>• Budget estimate</li> <li>• Confirmation of the Participation Fee</li> <li>• Availability for renting high low beds and other aid tools and similar...</li> <li>• Other necessary information.</li> </ul>
at least <b>12 months</b> prior to the competition	<ul style="list-style-type: none"> <li>• Entry details (draft entry form and entry info sheet)</li> <li>• Update of the IPCH Checklist.</li> <li>• Update of the Budget estimate (including expected sponsorships)</li> <li>• Communication plan</li> <li>• Contract/agreement with accommodation and venues</li> <li>• Contract between World Abilitysport, IPCH and the LOC</li> <li>• Antidoping agreement</li> <li>• Drawing ceremony</li> <li>• Accreditation procedure</li> <li>• Media accreditation policy</li> </ul>
at least <b>9 months</b> prior to the competition	<ul style="list-style-type: none"> <li>• Update of the IPCH Checklist..</li> <li>• Update of the Budget estimate (including expected sponsorships)</li> <li>• Update on the communication plan</li> <li>• Registration details for Team Delegations (draft registration form and info sheet)</li> <li>• Full list of the IPCH Officials:</li> <li>• Registration details for Officials (draft registration form and info sheet)</li> <li>• Volunteer recruitment plan</li> <li>• First draft Competition Program</li> <li>• Information for media</li> <li>• Streaming</li> <li>• VIP and Delegates policies</li> </ul>
at least <b>6 months</b> prior to the competition	<ul style="list-style-type: none"> <li>• Update of the IPCH Checklist..</li> <li>• Update of the Budget estimate (including expected sponsorships)</li> <li>• Update on the communication plan</li> <li>• Full list of participating nations.</li> <li>• List of Team Delegation Members</li> <li>• Draft room plan</li> <li>• Update on Volunteers recruitment</li> <li>• First draft competition schedule</li> <li>• Update on the Competition Program</li> <li>• Presentation of the concepts for the ceremonies</li> <li>• Cups and medals</li> <li>• IPCH Officials clothing and equipment</li> <li>• Volunteers / LOC clothing</li> <li>• Merchandise and parallel events</li> <li>• Update on Antidoping agreement</li> <li>• Draft transportation schedule</li> <li>• List of VIP to be invited</li> </ul>

<p>at least <b>3 months</b> prior to the competition</p>	<ul style="list-style-type: none"> <li>● Update of the IPCH Checklist..</li> <li>● Update of the Budget estimate (including expected sponsorships)</li> <li>● Update on the communication plan</li> <li>● List of Volunteers with functions</li> <li>● Details of the ceremonies</li> <li>● Final room plan</li> <li>● Meeting schedule and logistics</li> <li>● Education plan for Volunteers - incl. Antidoping Chaperones</li> <li>● Final Transportation schedule</li> <li>● Draft program book</li> <li>● Draft accreditation cards</li> <li>● Presentation and approval of all (printing) materials for communication</li> </ul>
<p>at least <b>6 weeks</b> prior to the competition</p>	<ul style="list-style-type: none"> <li>● Update of the IPCH Checklist..</li> <li>● Update of the Budget estimate (including expected sponsorships)</li> <li>● Update on the communication plan</li> <li>● Full list VIP and Delegates</li> <li>● Final plan for ceremonies (incl. formalities, time, location, program)</li> <li>● Final Competition Program <ul style="list-style-type: none"> <li>○ Transportation schedule</li> <li>○ Training Schedule</li> <li>○ Schedule of Control days</li> <li>○ Match schedule</li> <li>○ Meetings schedule</li> <li>○ Meals schedule</li> </ul> </li> <li>● IPCH Official schedule</li> <li>● Volunteer schedule</li> <li>● Agenda for Welcome meetings</li> <li>● Agenda of Technical Meetings.</li> <li>● Procedures and policies on site</li> <li>● Documents and practical equipment</li> </ul>
<p>at least <b>4 weeks</b> prior to the competition</p>	<ul style="list-style-type: none"> <li>● Last check to the IPCH Checklist..</li> <li>● Final Budget estimate (including expected sponsorships)</li> <li>● Update on the communication plan</li> </ul>

### 6.3 EVENT MANUAL

The LOC can, upon arrival and in addition to the Program Book (see Communication section), provide an Event Manual to the IPCH officials and participating teams, containing:

- Contact information of key LOC contacts, IPCH staff, team managers & team guides
- Address information of competition & practice venues
- Meal arrangements.
- Information about locker rooms, recharge stations and other services at venues
- Transportation arrangements to and from the matches and practice halls
- Detailed information of ceremonies & official events
- Media policy and Instructions on how the mixed zone will operate and the team's responsibilities

- Pre- & post-match countdowns and protocols
- Anti-doping information
- Information about streaming
- Contact and address information for local hospital and other medical and emergency services

#### **6.4 DAILY REPORT**

LOC shall on a daily basis, supply, 1 hour after the last match of the day, the IPCH Technical Delegate(s) with a Daily report containing:

- Final results of the day's matches with scores, names of the scorers and assists.
- Cards and names of players.
- Names and nationalities of the Officials officiating the matches
- Competition Ranking list.
- Competition Top scorer list.
- Number of spectators (if applicable) / Numbers of views on streaming.
- Next day program/schedule
- Other information.

IPCH Technical Delegate(s) in collaboration with IPCH Officials will complete the report with the following information

- Disciplinary decisions (if applicable)
- Officials' appointments for the next day

The final Daily Report shall be sent to all team managers, IPCH Officials and media contacts no later than 4 hours after the end of the match day.

#### **6.5 FINAL REPORT**

LOC shall send to the IPCH Technical Delegates a Final Report within 2 months after the competition concerned. The Final Report shall be in an editable format and should contain the following:

- General Overview about the competition/event
- List of LOC members and functions
- List of participating teams / invited nation
- Information and evaluation about Accommodation and venues
- Transportation solutions and plans
- Information and evaluation about Volunteers recruitment/education
- List of participating IPCH Officials
- Information about educational courses for IPCH Officials - including list of participants
- Match schedule and results
- Final standings and other awards information
- Competition/Event statistics
- Information about ceremonies
- Overview/ Highlights about Communication / promotion and media activities
- Audience / streaming statistics
- VIP or other Delegate presence
- Parallel events
- Comments about the budget - including sponsorship and partnership
- Overall evaluation of the competition/event
- other relevant highlights

The Final report will be finalised by IPCH by adding the information coming from the IPCH Chief Officials Final reports and additional comments by IPCH SEC and/or Delegates. The Final Report will then be sent to World Abilitysport and published on the IPCH website.

## **7. UNFORESEEN CIRCUMSTANCES**

Anything not provided for in these regulations shall be decided by the IPCH Technical Delegate(s) and IPCH Sport Executive Committee respectively, and, if appropriate, in co-operation with the organizers and/or the participants.

## **II. FINANCES**

The LOC is responsible for all financial matters concerning the local organisation of the IPCH Competition/event.

### **1. INCOMES**

The income can be arranged by:

- Participation Fee
- Fundraising
- Sponsorships
- Grants
- Donations
- Marketing and merchandise
- Ticket sales
- Other resources

The Organizing Committee is responsible for any additional finances needed.

#### **Participation Fee**

The LOC shall determine the amount of the Participation fee taking into consideration all the costs and shall be agreed upon by the IPCH Technical Delegates prior to the sending of the entry information to the teams.

At least 2 months before the first day of the Competition, the Team Delegations shall have completed the payment of the whole Participation Fee to the LOC.

If a confirmed team Delegation withdraws their participation the paid fees shall not be reimbursed.

In case of cancellation of the competition the Organizing Committee undertakes to refund all fees paid by member nations for entries.

#### **Income by fundraising , sponsoring and marketing**

Additional finances can be generated by fundraising, sponsoring, grants, donations, marketing and other resources.

Funds and grants can be applied for by Business Plan with estimate.

Possible funds / grants:

- Funds in the nation of the Organiser
- National Organisation of Sports for Disabled (NOSD)
- National Paralympic Committee (NPC)
- IPCH
- International grants/funds for sport projects
- Crowdfunding

LOC is encouraged to set up sponsoring propositions for the Competition. Sponsoring can be related to the website, program book, clothing of officials, volunteers and members of the Organizing Committee, venues, boundaries, cups, medals, gifts, etcetera.

Sponsoring is subject for approval by the IPCH Technical Delegate(s). The LOC shall inform the IPCH about the sponsors intervening in the competition.

## **Income from Media and TV rights**

Net revenues from contracts relating to television and other media rights shall be shared between World Abilitysport and the LOC as follows: 70% LOC - 30% World Abilitysport, or otherwise as regulated in the contract.

## **2. COSTS FOR SITE INSPECTION**

The LOC shall be responsible for the basic costs of the visit and transportation of IPCH appointed Inspectors, (at least 2 IPCH Inspectors + possible personal assistants)

These costs include:

- Transport to/from their home city to the arrival city
- Transport to/from the arrival city to the accommodation
- Transport to/from all the relevant venues
- Accommodation and meals (incl. meals during the travel)

## **3. TRAVEL COSTS**

### **3.1 TRAVEL COSTS FOR TEAM DELEGATIONS**

#### **Travelling to the event**

Costs for travel from their own nation to the airport or railway station indicated by the LOC and vice versa shall be covered by the National Organization for Powerchair Hockey or the NOSD or by each Participant.

#### **Local transport**

The LOC shall be responsible for the cost of transporting participating team delegations (maximum 26 persons per team) to and from the determined arrival city to the accommodation and, to and from their accommodation to their matches, training sessions and other events according to the official program of each team.

Participating teams shall be responsible for taking out sufficient insurance to cover their delegations.

### **3.2 TRAVEL COSTS FOR IPCH OFFICIALS**

#### **Travelling to the event**

Costs for travel from their home city to the designated airport or railway station as indicated by the LOC and vice versa shall be covered by the LOC. The LOC is responsible for setting up a proper procedure and policy for directly handling travel arrangements for officials or for reimbursement. Reimbursement shall happen within 1 month after the end of the competition.

IPCH Officials who need to be accompanied by a Personal Assistant to be able to carry out their IPCH duties can request a travel support to cover the travel expenses for the Personal Assistants. All requests will be collected and analysed by IPCH Technical Delegates and the LOC.

IPCH Officials are responsible for taking out sufficient insurance.

#### **Local transport**

The LOC shall be responsible for the cost of transporting IPCH Officials (and their personal assistants) to and from the determined arrival city to the accommodation and, to and from their accommodation to their matches, meetings and other events according to the official program of each group.



### **3.3 TRAVEL COSTS FOR IPCH DELEGATES**

The LOC is responsible for the travel costs of

- 1 World Abilitysport representative
- at least 1 IPCH representative

LOC is responsible for setting up a proper policy for requesting travel support from other IPCH Delegates such as IPCH Developing Nations representatives and other PCH National representatives. All requests will be collected and analysed by IPCH Technical Delegates and the LOC

IPCH Delegates shall be responsible for taking out sufficient insurance.

### **3.4 TRAVEL COSTS FOR VIPs**

LOC is responsible for setting up a proper offer package and policy for VIPs

All requests will be collected and analysed by the LOC in agreement with IPCH Technical Delegate(s).

## **4. IPCH OFFICIALS DAILY ALLOWANCE**

The LOC of an IPCH Competition is liable to pay the Officials' daily allowance of € 50,00

In case of IPCH Educational courses or sessions daily allowance is also applicable to the IPCH Instructors appointed.

## **5. COSTS FOR ACCOMODATION, MEALS & REFRESHMENTS**

The LOC is responsible for the costs of the accommodation and meals of all Participants, IPCH Officials, IPCH and World Abilitysport representatives (including Personal Assistants).

LOC is responsible for setting up a proper offer package and policy for other Delegates and VIPs  
All requests will be collected and analysed by the LOC in agreement with IPCH Technical Delegate(s).

The LOC is responsible for the costs of refreshments for IPCH Officials, volunteers and first aid/medical personnel.

## **6. COSTS FOR VOLUNTEERS & LOC MEMBERS**

The LOC is responsible for outlining the policy that fits best to their need to cover the costs of transportation, accommodation and meals of the members of the LOC and of the volunteers. .

## **7. COSTS FOR VENUES**

The LOC is responsible for the costs of the venues.

## **8. WORLD ABILITYSPORT & IPCH FEES**

### **Capitation Fee:**

A Capitation Fee shall apply on all official IPCH Competitions.

The LOC is responsible for collecting the Capitation Fee from each registered Team Delegation member and shall pay it to World Abilitysport as specified in the contract.

**Sanction Fee:**

As determined by the World Abilitysport /IPCH, shall be levied on all official IPCH Competitions. The LOC is responsible for paying the Sanction Fee as mentioned in the contract.

The amounts of Sanction and Capitation Fees are approximately as follows:

<b>Official Competitions</b>	<b>Sanction Fee</b>	<b>Capitation Fee</b> <i>(per member of the Team Delegation)</i>
World Championships	€ 1000	€ 70,00
Regional Championships <i>(European Championship, American Championship, etc.)</i>	€ 800	€ 50,00
Qualification Tournaments	€300	€ 40,00
IPCH sanctioned Friendly matches for National Teams (per match or for max 2 matches)	€ 75,00 per match	€ 20,00
IPCH sanctioned Friendly tournaments for National Teams (From 3 matches on)	€175,00	€20,00

**Fees applicable in case of withdrawal after announce of the allocation of hosting rights:**

In the event of a withdrawal after the official announcement of appointments, the following penalty fees:

<b>Penalty to organisers in case of withdrawal after official announcement of appointing</b>	
World Championship	€ 10000
Regional Championship	€ 5000
PCH sanctioned Friendly tournaments for National Teams	€ 1500

(From 3 matches on)	
IPCH sanctioned Friendly matches for National Teams (max 2 matches)	€ 1000
Other IPCH Sanctioned competitions	€ 500
IPCH Courses and Development events	€ 500

These penalties are intended to ensure the smooth operation and integrity of the IPCH calendar, and to offset costs incurred due to organisational changes. The IPCH reserves the right to impose these fees in the case of cancellations or withdrawals that disrupt scheduled events. The fees will be specified also in the Contract.

## **9. COSTS FOR COMPETITION MATERIAL AND EQUIPMENT**

LOC is responsible for the costs of the necessary materials and equipment.

- Match balls
- Boundaries and goals
- Taping for the field
- Scoreboard
- Time keeping system
- Match table materials
- Speed control
- Printing costs
- Stationery
- Beamers, clipboards, and other meeting materials
- Venues' staging
- Recognizable clothes for IPCH Officials, LOC Members and volunteers
- Referee outfits
- Whistles and cards
- Accreditation cards and necklaces
- Audio systems
- Other competition material and equipment
- National Flags and Anthems

## **10. COSTS FOR CEREMONIES**

LOC is responsible for the costs for organising the ceremonies

### **Drawing ceremony:**

The LOC shall be responsible for the cost of:

- venue for the drawings
- drawings materials
- speaker / presenter
- streaming
- refreshments

The LOC shall be responsible for the basic costs of the visit and transportation of IPCH Representatives, (max 2 IPCH Representatives, 1 World Abilitysport representatives and eventual personal assistants)

These costs include:

- Transport to/from their home city to the arrival city
- Transport to/from the arrival city to the accommodation
- Transport to/from all the relevant venues
- Accommodation and meals

**Opening ceremony:**

The LOC shall be responsible for the cost of:

- venue
- performers
- lighting and staging / special effects
- speaker / presenter
- Testimonials / VIPs featured in the ceremony
- Flags and poles

**Award ceremony:**

The LOC shall be responsible for the cost of:

- venue
- speaker / presenter
- VIPs featured in the ceremony
- Flags
- Cups and Medals
- Other awards or prizes
- Memory gifts
- lighting and staging / special effects

**Closing ceremony:**

The LOC shall be responsible for the cost of:

- venue
- performers
- lighting and staging / special effects
- speaker / presenter
- Testimonials / VIPs featured in the ceremony
- Flags and poles

**11. COSTS FOR MARKETING AND COMMUNICATION**

The LOC shall be responsible for the cost of:

- Program Books and other promotional printed materials
- Streaming and streaming commentators (incl travelling, accommodation and meals costs if applicable)
- Speaker
- Website/Event App
- Advertisement
- Merchandise / gadgets
- Logo
- Graphics
- Social media
- Audiovisual costs
- Promotional material (banners, roll-ups...)
- Permission for music Copyrights (if applicable)

- Photographer and photographer vests
- IPCH Communication crew (if possible - incl. travelling, accommodation and meals + personal assistants if needed)
- Other costs related to communication needs

## **12. MEDICAL COSTS**

The LOC is responsible for the costs of medical 'First Aid' educated persons and equipment in the venues during training and competition days.

Participating teams as well as IPCH Officials shall be responsible for taking out sufficient insurance to cover their delegations.

## **13. DOPING TESTS**

The LOC shall be responsible for all costs related to the Doping tests. The number of tests for each event is set according to the World Abilitysport and IPCH Testing plan and specified in the World Abilitysport Antidoping Code and Agreement.

### **III. CEREMONIES**

All the ceremonies are part of the Official Competition Program and as such they have to be agreed upon in advance by the IPCH Technical Delegate(s).

All ceremonies must be conducted in English and streamed, if possible.

#### **1. DRAWING CEREMONY**

The drawing ceremony is the moment when the participating teams are divided into groups by a lottery performed by IPCH representatives.

The Drawing ceremony should be organised by the LOC in agreement with IPCH Technical Delegate(s) after receiving the confirmation from the participating Nations,

The procedure for performing the lottery draw is explained in the IPCH Competition Regulations.

Drawing ceremony should, if possible, be combined with promotional events for the sport or the competition, and should provide a presentation of the competition.

The drawing ceremony shall be streamed, and participating nations representatives shall be informed in advance and invited to participate on site (if possible).

#### **2. OPENING CEREMONY**

The LOC is responsible for the Opening Ceremony, the concept and the outline of the ceremony shall be shared and discussed with the IPCH Technical Delegate(s).

Opening Ceremony shall be planned before the first match, unless otherwise agreed with the IPCH Technical Delegate(s).

Opening Ceremony can include:

- Greetings from World Abilitysport representatives
- Greetings from IPCH Representatives
- Greetings from LOC and/or the National Organisation of Sports for Disabled hosting the competition
- Parade of team delegations (guided by a host holding the National Flag on a pole)
- Parade of IPCH Officials

Artistic performances, entertainment happening as well as other speeches from Local Authorities, VIPs, Testimonials or sponsors can be featured.

In the case the opening ceremony happens prior to the opening match, special provisions for the IPCH Officials and the teams can be made to allow them to get ready and focused in time.

If the opening ceremony takes place on the field of play it has to end at least 90 minutes before official warm up begins, and it will be necessary to plan an official field inspection once boundaries and lines are in place before the match starts.

#### **3. AWARD CEREMONY**

The LOC is responsible for the award ceremony after the last match.

The Award Ceremony can be part of the closing ceremony.

Award ceremony shall include:

- Handing out an award/certificate and personal memory gifts/memory medals from the last position to the 4th
- Individual prizes (if applicable)
- Memory gifts for IPCH Officials
- Handing out medals and cup to 3rd
- Handing out medals and cup to 2nd
- Handing out medals and cup to 1st
- National Anthem of the winning team

#### **4. CLOSING CEREMONY**

The LOC is responsible for the Closing Ceremony after the last match.

Closing Ceremony can include:

- Parade of team delegations (guided by a host holding the National Flag on a pole)
- Parade of IPCH Officials
- Closing speech from IPCH
- Closing speech from LOC
- Closing speech from World Abilitysport
- Thank you for volunteers, LOC, sponsors and participants

Artistic performances, entertainment happening as well as other speeches from Local Authorities, VIPs, Testimonials or sponsors can be featured.

#### **5. AWARDS**

The LOC is responsible for the cups, medals and gifts,

LOC shall present the options for Cups and Medals, including prices and design to the IPCH Technical Delegate(s) for approval. .

The winning team shall receive a Trophy and 26 Gold coloured metal Medals.

The runner-up shall receive a Cup/recognition prize and 26 Silver coloured metal Medals

The third ranked team shall receive a Cup/recognition prize and 26 Bronze coloured metal Medals

Each team ranked 4th and lower shall receive a team recognition award/certificate and 26 memory medals/gifts.

Each IPCH Official and each volunteer shall be presented with a memory gift.

The design of the cups and medals shall include:

- IPCH logo
- World Abilitysport logo
- Logo of the competition
- Ranking: eg. 1st place
- Full name of the competition (eg. IPCH World Championships + year + place + Nation)

If possible, the design of the memory gifts shall include:

- PCH logo
- World Abilitysport logo
- Logo of the competition
- Full name of the competition (eg. IPCH World Championships + year + place + Nation)

**Individual prizes:**

The LOC is responsible for deciding whether to award individual prizes and which prizes will be given. In general, this is a tradition highly anticipated by teams and athletes, who look forward to receiving such recognition at the end of each competition.

IPCH encourages and promotes the introduction of these awards, which typically include "Best HStick under 3 points","Best HStick over 3 points", "Best TStick," and "Best Goalkeeper."

Additional awards, such as the "Fair Play" or "MVP of the Tournament," may also be included.

Voting procedures may vary and can involve captains and coaches, officials, representatives of IPCH or World Abilitysport, or other third parties capable of assessing technical and tactical skill. Voting has to be kept open until the end of the last match of the competition.

Individual prizes may also be named after a sponsor.



## **IV. COMMUNICATION AND MARKETING**

Overall the aim of all communication activities is:

- to raise awareness of and improve the image of IPCH and Powerchair hockey
- to promote the upcoming competition/event both locally and internationally
- to provide opportunities to recognise and celebrate athlete and team success;
- to share relevant information about the sport and the competitions/events
- to increase media coverage
- to establish strong sponsorship opportunities for the public and private sector to provide monetary and in kind support & to recognise relationships with sponsors

The main language of communication shall be English, use of other languages for (local) communication can be agreed with IPCH.

World Abilitysport and IPCH logos, mottos and names are the exclusive property of World Abilitysport and IPCH and shall be used on all publicity and communication materials for official IPCH Competitions/events.

### **1. Competition/Event Visual Identity**

Competition/Event branding is an essential element for creating a successful and memorable competition/event. It helps to establish a strong identity, build credibility, increase awareness, create consistency, and improve engagement with participants and supporters.

LOC is responsible to create and implement a consistent Competition/event visual identity that should consist of:

- Official name of the competition
- Logo of the competition
- Official competition fonts
- Brand / Visual identity manual
- Letterhead
- Recognizable graphic elements, templates and layouts

The Competition/event visual identity should integrate the IPCH and the World Abilitysport logo, and respect the main requirements of the IPCH and World Abilitysport branding guidelines.

The IPCH Technical Delegate(s), in consultation with the IPCH Communication Committee, shall approve all the elements of the Visual Identity package.

The competition logo is subject also to approval from World Abilitysport. The LOC should provide the IPCH Communication Committee with high quality templates and single elements of the visual identity in high resolution raster or better in vectorial formats.

### **2. Communication and Marketing Strategy**

LOC is responsible for creating a Communication strategy and shall present it to IPCH.

The strategy shall contain

- objectives
- key messages and target groups
- slogans and taglines to be used
- communication channels to be used
- communication output and platform
- possibility to be featured or cooperate with other media providers or channels

- use of testimonials
- communication budget

Once the basics of the communication strategy have been agreed upon the LOC is responsible for defining a communication plan/calendar outlining which contents and outputs will be shared when and through which channels. The Communication Plan/calendar will be updated periodically in agreement with the IPCH Technical Delegate(s) and Communication Committee.

### **Dedicated Website / App**

The competition/event website or App shall be in English as main language and can be translated in other languages (e.g. hosting country main language) as a secondary language option.

The competition/event website or App should contain

- Presentation of IPCH and World Abilitysport
- Presentation of the sport Powerchair Hockey
- Presentation of the hosts / LOC
- Presentation of the competition
- Overview of the competition venues
- Presentation of the participating teams and of the IPCH Officials
- Presentation of the sponsors
- Information for supporters and audience
- Ticketing information (if applicable)
- Match Schedule and results (when available)
- Media area and information (incl. accreditation)
- Volunteer recruiting banner or section
- Sponsoring / Fundraising or crowdfunding opportunities
- contact information to LOC and IPCH

LOC has to provide a software/app or tool to manage and navigate the schedule, statistics, results and rankings, providing all the stakeholders with a clear and accessible overview of the ongoing competition.

The competition/event website or App shall feature the IPCH and the World Abilitysport logos.

### **Social Media**

Social media should be used across all communications - to announce the competition/event dates, announce the program and the match schedule, as well as the participating teams; show video/photos and interviews and as a key portal to promote updates to the website.

The communication plan should include a Social Media content calendar, containing also dates and times for publication, to be shared with the IPCH Communication Committee in advance.

### **Press releases and press conferences**

LOC should, in agreement with IPCH, issue regular press releases that can be used also as newsflash for the website. Newsflashes can also be added to the IPCH website. Any visuals or graphics used need to be also provided to the IPCH Communication Committee in high resolution raster or better in vectorial formats allowing IPCH to adjust them to the correct size as needed.

Organizing press conferences can be a plus in specific moments of the competition (e.g. drawing ceremony, opening ceremony etc.)

### **Sponsorship agreements**

LOC is responsible for setting up a sponsorship strategy,

LOC, IPCH and World Abilitysport have their own Sponsors and Partners, which play an important role in the competition/event. It is therefore important to carefully plan in advance how and where they will be displayed in the venues. and in the communication plan.

The different advertisement placements in the venue are defined by the LOC in agreement with the IPCH Technical Delegate(s).

### **Exhibitors agreements**

The exhibition stands are an important part of the way the LOC can add value for the sponsor, by giving a possibility to create direct contact with the audience and participants during the competition/event. LOC is responsible for setting up a dedicated area for exhibitors and to add information about exhibitors in the communication plan. IPCH Technical delegate shall be informed about the exhibitors present at the competition/event.

### **3. Media kits and accreditation procedures**

LOC together with IPCH shall define the media and press accreditation policy and procedure. The policy and procedure shall include:

- accreditation request procedure
- different types of media accreditation
- information about restricted areas and the media areas
- request to share with LOC and IPCH photo/video/articles and other outputs

#### **Media kit**

A media kit is also known as a press kit. It's a set of promotional materials to provide information to members of the news media to help them write articles and create content. Loc is responsible for creating and updating the Competition Media Kit with the relevant information as soon as they become available

It should be available on the website and shall contain:

- Presentation of IPCH and World Abilitysport
- Presentation of the sport Powerchair Hockey
- Presentation of the hosts / LOC
- Presentation of the competition
- Overview of the competition venues
- Photo selection
- Logos
- Information about social media handles to mention and tag
- Media accreditation policy and procedure
- contact information to LOC and IPCH
- IPCH Statistics and WRL
- Competition schedule
- IPCH Officials information
- Ceremonies information

### **4. Merchandise / Gadgets**

Merchandise and gadgets can be a source of income as well as a promotional tool for the LOC.

All LOC produced merchandising items are subject for approval by IPCH and shall, as much as possible, integrate the IPCH logo in addition to the competition logo or name.

IPCH shall, if possible, supply the LOC with IPCH branded gadgets. When this happens LOC and IPCH will agree on the division of revenues.

LOC can provide free gadgets to supporters, especially for kids, to increase engagement during the matches.

### **5. Promotional and printed Material**

LOC is responsible for designing and printing promotional materials such as

- flyers
- posters
- online banners and advertisements
- banners and roll-ups
- backdrops
- promotional handouts
- other materials

All the materials and designs shall be approved by IPCH, and can be printed or made available in digital formats.

### **Program book**

The program book shall be handed out upon arrival to all registered participants and shall be made available to the audience and media (either printed or digital format)..

The program book shall be in English and can be translated to other languages.

It shall contain at least:

- Official greetings
  - IPCH
  - World Abilitysport
  - LOC
  - NOSD / NPC
- Introduction to Powerchair Hockey
- Presentation of the LOC team and functions (with personal photographs)
- Presentation of the participating Team Delegations (incl. team photo + personal photos if possible)
- Presentation of IPCH Officials (name, nationality, role and photographs)
- Match and ceremonies schedule
- Statistics and competition history
- Sponsors and partners
- Information for spectators (venue map, list of collateral events, cafeteria, sightseeing and touristic highlights etc.)

Additional information, fun facts, curiosities can be featured in the program book.

The program book shall be submitted to IPCH for approval before release/printing.

### **Flags and staging provisions**

LOC shall make sure that in the main competition venues the World Abilitysport and the IPCH flags are properly displayed and clearly visible. Placement of the IPCH and World Abilitysport flags will be agreed with IPCH Technical Delegate(s).

The LOC is also responsible for arranging National flags to be displayed in the main competition venues. Placement of the national flags will be agreed with IPCH Technical Delegate(s).

LOC is responsible for providing a staging plan to the IPCH Technical delegate(s) for approval. Staging plan outlines the positioning of different promotional materials (banners, roll-ups etc.) and advertisements.

## **6. Video and Streaming**

### **6.1 Match streaming**

LOC is responsible for setting up the streaming of the competition. All matches shall be streamed.

Streaming shall be broadcasted through IPCH YouTube channel unless otherwise agreed among LOC and Technical Delegate(s).

If not automatically done by the online match streaming service, the LOC must arrange for full match videos of all games to be uploaded within 2-3 hrs after the completion of a match to the approved IPCH media channel.

## **6.2 IPCH match video**

The LOC must arrange for every match in the tournament to be recorded on a hard drive. The LOC must provide full match video of every game of the tournament to the IPCH. IPCH has full exclusive copyright of all IPCH event match videos. A copy of all matches, highlights & player interviews must be provided to the IPCH on an external memory or cloud drive, no later than 7 days after the completion of the tournament.

## **6.3 Player Interview Videos**

The LOC is responsible for conducting an interview, in English, with at least one player or a coach from each team after every match. The interview video must be uploaded by the LOC to the approved IPCH media channels according to the instructions from the IPCH

## **6.4 Use of Music During Streaming**

To comply with copyright laws and avoid any potential legal issues, only music that is explicitly copyright-free, licensed for use, or provided with permission should be played during streaming events. Streamers are encouraged to use royalty-free music, tracks under Creative Commons licences, or music obtained through platforms offering licensed streaming options.

Any use of copyrighted music without proper authorization may result in content removal, account suspension, or legal action. It is the responsibility of the streamer to ensure that all music played during the event is compliant with these guidelines.

## **7. Photographers**

The Organizing Committee is responsible to arrange an official Competition photographer during the event. The photographer shall be briefed by both LOC and IPCH.

Other photographers shall apply for media accreditation.

LOC is responsible to create photo zones that shall be clearly marked and give the possibility to take match photos from different sides of the field

If possible (and safe) some chairs can be provided in the photo zones.

Photographers are not allowed to enter the field of play or the referee area during or after the match, unless advised by the organizers (eg. to a specific on-court photo zone for medal presentations)

### **7.1 Match Photographs**

A minimum of 30 high resolution photos, per match, must be uploaded by the LOC to the approved IPCH media channels. The photos can be used freely for the purpose of PCH development and/or promotion. The photos shall not be used for commercial use, except by IPCH or LOC sponsors, unless otherwise agreed with the IPCH.

## **8. Speaker(s) and Commentators**

The Speaker takes care of all of the announcements for the match, commentators take care of the live comment during the streaming. Both shall remain neutral and polite, avoid cheering or insulting players

or IPCH Officials.

LOC is responsible for providing to both the speaker(s) and commentator(s) all relevant information before, during and after the games.

### **8.1 Speaker(s)**

LOC shall arrange a speaker, who shall: be familiar with the rules of the game and be able to communicate in English.

The speaker(s) shall be positioned close to the match table and be provided with adequate tools to perform their duties.

The speaker supports the LOC and the IPCH Technical delegates in making sure everything starts and stays on time and makes all the necessary announcements (including practical/logistics announcements)

All announcements should be made in English first and eventually translated into other languages. All announcements should be as clear as possible and always be carried out to the end even though the next event already happens during the announcement (goal, penalty, etc.). When something is announced for both teams, always announce the away team first.

Speakers shall be respectful of time outs and penalty shots and avoid disturbing players/teams.

It is advisable that the speaker will follow these guidelines for keeping the audience engaged and informed:

#### **Beginning of the day:**

- previous day results
- game schedule of the day
- rankings

#### **During warm up:**

- previous results of the teams and ranking
- Announce that the warm-up time is over and that teams must leave the field

#### **After the warm-up:**

- Welcome teams to the arena
- Announce the names of the players, coaches and team managers of the teams (away team first)
- Announce the names and nationalities of the referees of the match
- Announce the national anthems and ask those spectators who can to stand up
- Announce the starting line-ups of the teams (away team first) after the national anthems

#### **During the match:**

- Announce events of the match:
  - goal scorer,
  - assist,
  - goal time,
  - penalties and cards
  - name and number of the penalised player,
  - length of the time penalty (starting time of the penalty and end of the penalty)

- name and number of the player executing the penalty shot,
- time of the time-out and team using it,
- last minute of each period
- substitutions
- The events of the match shall be announced only after the referees have confirmed the event (including goals)
- During the intermissions: announce the score of the match, goalkeeper saves and other statistics (if available).
- If applicable, the progress score or final result from matches at the other venue
- Before the start of the second half the line up to start the second half shall be announced.

**After the match:**

- Call the line up of the teams for the final greetings
- The final score of the match
- Next matches of those teams.
- Next matches of the competition / event

**After the last match of the day:**

- Announce the program of the next day
- During the group stage, announce the ranking of the groups.

**8.2 Commentator(s)**

LOC shall arrange commentators for the streaming.

The commentator(s) shall: be familiar with the rules of the game and be able to communicate in English.

Match commentary shall be in English.

Commentator(s) shall remain neutral and polite, avoid cheering or insulting players or IPCH Officials.

Commentator(s) shall refer to IPCH Officials stating their role and prefer using the surname if necessary.

## **V. VOLUNTEERS**

There is always a need for volunteers to assist with the running of sports events.

There are opportunities for everyone, young or old, from all walks of life and with all kinds of skills to contribute as volunteers.

There are a large number of people needed to organize and run a competition or an event, regardless of its size.

All volunteers shall be neutral and polite, and avoid cheering or insulting players or referees. All volunteers shall sign the IPCH Code of Conduct prior to the competition/event.

### **1. Tasks and duties of volunteers**

The volunteers are needed for different sectors of the event and there are multiple tasks to choose from. Possible tasks are:

- Match table personnel
- Match Assistants
- Field Assistants
- Competition Office
- Communication and social media
- Media services
- Statistics
- Accreditation / Access control
- Security
- Ceremonies
- Transportation
- Hosts (team hosts, media hosts, officials hosts)
- Chaperones for Anti Doping
- Translators
- other

The volunteers should have a positive attitude, good skills in English and commitment to the given tasks.

The volunteers will be accredited and will therefore have free access to all matches.

They are recognizable thanks to the official competition clothing that will be provided by LOC and can request to LOC to receive a volunteer work job certificate.

### **2. Volunteer management**

The management of volunteers is a very important part of how LOC makes them commit to the event. It normally consist of the following phases

#### Planning phase

- Make an analysis of how many volunteers are needed
- Decide on how many team leaders you will need
- Define the age limit for volunteers (it should be appropriate for the task they are assigned)
- Decide how you will advertise for volunteers - there are many individuals who like to volunteer in big events despite that they might not have any connection to the sport
- Be aware that in some specialised areas, such as security, first aid and video filming you might need to look separately for volunteers or for professionals.

#### Volunteer recruitment

- Make a simple and explanatory invitation of what is required, list the different positions available and what the selection process will be
- Before sending out the invitation, plan what kind of education will be given and when, and if



- there will be a test event (NOTE: The IPCH strongly supports the idea of having a test event)
- Ask the volunteers to inform what their preference is to do at the event, as well as their secondary options
- Collect all needed information, like clothes size, experience, language skills, contact details, occupation, special knowledge, availability during the event etc.

#### Volunteer placement

- Inform the volunteers that they are accepted and the timing for their education
- Based on the wishes, skills and availability of the volunteers the LOC first needs to deploy the team leaders and then the team members
- Remember to have a secondary position for each person, so that you have back-ups if something happens

#### Volunteer education

- Begin by educating the team leaders & defining how everything will be run
- In the second stage bring in the volunteers and test their skills (changing their allocation if needed) and fit them for clothing
- Some volunteers groups, as well as some specific tasks, might require a more structured education including the presence of IPCH Officials and/or IPCH Technical Delegate(s)

#### Before the Event

- Check that all team leaders have the needed staff and make the back-up plan of deployment
- Secure catering for volunteers in venues
- Establish clear communication channels for the volunteers to their team leaders
- Make sure all volunteers are aware of the IPCH Code of Conduct, policies and procedures in place.

#### During the Event

- Organise the Welcome meeting
- Plan specific education or briefing meetings with IPCH Technical Delegates or IPCH Officials
- Make sure all volunteers are aware of their schedule and responsibilities

### **3. Specific provision on some volunteers tasks**

#### **3.1 Hosts**

##### **Team Hosts**

The team host takes care of the team both inside and outside the arenas.

The host helps the team with all issues that might arise and spends as much time with the team as is needed. The team host should also try and help with the translations, so it is an advantage if the host speaks the native language of the team.

Each team shall have at least 1 own host. The host shall not guide more than one team during a competition/event.

In general, it is important for a Team Host to make a good first impression and create an easy-going atmosphere so the team members and staff feel they can contact the host with all possible issues.

Task and duties of a Team Host include:

- Welcoming the team upon arrival
- Handing out the program booklet and/or any other goodies or welcome kits to the team
- Guiding the team to the accommodation and helping with the check-in
- Giving information about meetings and receptions.
- Giving information about ceremonies and protocols
- Checking the daily schedule of the team with the team manager
- Guiding the team to and inside the venues (competition and practice) and explaining the procedures there (locker rooms, schedule, etc.)

- In the competition venue, help the venue staff to give instructions to the team about movement in the arena (including accreditation access rights)
- Checking media needs (e.g. post match interviews etc.)

Team hosts shall have an accreditation level that allows them to follow the team as much as possible, even though Team Hosts are not allowed to enter the locker rooms and the playing area.

### **Official Hosts**

Hosts for the Officials' teams are mostly relevant on the arrival day. Their main task is to welcome the officials and guide them to check-in upon arrival and give them basic information about the accommodation and the venue.

During the other days the main contact person for Officials will be the IPCH Technical Delegate who will liaise and inform the LOC in case of specific needs or issues to be solved.

LOC will still have to monitor that locker rooms, officials' room and meeting rooms are always ready.

### **Media Hosts**

Hosts for the accredited media people are responsible for controlling that only accredited media personnel have access to the media designated areas, and to inform them about procedures in place during the competition/event.

## **3.2 Match Table personnel**

At least one Timekeeper and one Scorekeeper shall be scheduled for each match and will work under the supervision of an IPCH Jury.

Match table personnel shall have a basic knowledge of the Game Rules and shall be educated for the role before the competition as well as on site with the presence of IPCH Officials.

All match table personnel need to be able to communicate efficiently in English.

Match table personnel shall be 18 years old.

### **Before each match**

- Making sure all necessary documents, forms and other material are available at the match table
- Controlling the Match form together with the IPCH Jury

### **During the match**

- Keeping the time in accordance with the valid IPCH Game Rules and Competition Regulations
- Informing the referees (by a bell signal) about time-out and substitution requests
- Informing the referees (with a bell signal) when a time penalty is over
- Controlling class points of substitutions together with the IPCH Jury
- Filling in the Match Form following the guidance of the IPCH Jury
- Support the Reserve Referee and match assistants in case of need

### **After the match**

- Finalising the Match following the guidance of the IPCH Jury
- Getting the necessary signatures on the Match Form
- Handing over the Match form to the Competition Office

## **3.3 Match Assistants**

At least two match assistants (one for each team area) shall be scheduled for each match.

Match assistants shall have a basic knowledge of the Game Rules and shall be educated for the role before the competition as well as on site with the presence of IPCH Officials.

Match assistants need to be able to communicate efficiently in English.

Match assistants shall be 18 years old.

The main task of the match assistants is to work as a link between the match table personnel and the team manager /coach and to assist the reserve referee in their duties.

#### Before the warm-up of each match

- Delivering the substitution papers and time-out cards (and other necessary documents) to the team manager/coach
- Opening and closing the boundaries for the players to enter/exit

#### After warm-up

- Making sure the team is ready for the presentation
- Opening the boundaries for the team to enter
- Closing the boundaries before the start of the game

#### During the match

- Delivering substitution papers and time-out cards from the team manager/coach to the match table personnel
- Opening and closing the boundaries for substitutions, after permission from the referees
- Opening and closing the boundaries to let player exit the field for time penalties and disqualifications
- Opening and closing the boundaries to let a player enter the field when the time penalty is over
- Support the Reserve Referee and match table personnel
- Opening and closing the boundaries for other reasons when instructed by the referees

#### After the match

- Opening the boundaries
- Inspecting team area together with the field assistants

### **3.4 Field Assistants**

The main task of the field of play squad is to take care of the boundaries and balls. Match assistants shall be 15 years old.

#### Before the warm-up of each match

- Straightening the boundaries and checking that referee area is empty
- Making sure the playing floor is clean

#### After warm-up

- Straightening the boundaries and checking that referee area is empty
- Collecting balls and other extra items from the playing area and referee area
- Cleaning the floor with mops

#### During the match

- Giving a ball to the players if it is played out of the field of play
- Straightening and setting up the boundaries if they move or fall down
- Mopping/cleaning the floor if the referee requests it
- Cleaning the floor with mops during the intermissions (if needed)

#### After the match

- Straightening the boundaries and tidying the team areas,
- Cleaning the floor with mops

### **3.5 Accreditation, access control and Security**

The accreditation, access control and security personnel are responsible for controlling the movement of people in the venues and making sure unauthorised persons do not have access to restricted areas. Security personnel should be neutral and polite, but when needed they should be strict and firm.

## **VI. PROVISIONS FOR IPCH EVENTS**

As explained in the beginning of this Organizers Regulations Official IPCH Events are:

- IPCH Development Events,
- IPCH Educational / training Courses,
- IPCH Exhibition Events / matches
- IPCH Classification Sessions
- Powerchair Hockey matches or tournaments (Including international club tournaments and non-sanctioned friendly matches between national teams) recognized by IPCH
- Other Powerchair Hockey related events or initiatives

IPCH events can be organised as stand alone events or in combination with other IPCH Events or competitions.

Compared to IPCH Sanctioned competition, IPCH Events will not count for WRL points and therefore can be organised with more flexibility.

### **1. IPCH Development Events**

IPCH Development events are mainly targeted to new or developing nations, players and coaches within the Powerchair Hockey community. They usually offer training opportunities to players and coaches and an easy way to get to know and try the sport to newcomers.

IPCH Development Events can be easily combined with IPCH Educational / training courses.

The organizers of a Development Event shall provide IPCH with all the necessary information about venues and accommodation and indicate eventually ways to cooperate.

IPCH can support organizers with:

- finding instructors and /or mentors
- planning the event
- sending materials
- promoting the event
- endorse application for grants and sponsorships
- allow use of the IPCH logo on all communication and materials
- supplying, if possible, gadgets and goodies

IPCH Development Event are subject to a Sanction Fee of € 100,00

### **2. IPCH Educational / training Courses**

IPCH Educational / training courses are mainly targeted to:

- Coaches
- Team managers
- IPCH Officials (licence courses)

IPCH can support organizers with:

- appointing instructors
- sending invitation
- planning the event
- sending materials
- promoting the event

- endorse application for grants and sponsorships
- allow use of the IPCH logo on all communication and materials
- supplying, if possible, gadgets and goodies

### **3.1 IPCH Officials Courses (licence courses)**

IPCH stimulates and supports nations which like to organise IPCH Officials courses in the spirit of development, by preference in-between the years of Regional and World Championships.

The IPCH Courses for Officials offer an educational program to become a licenced IPCH Officials therefore the courses will address and emphasise the international game rules and regulations and might not be the right approach for new referees or officials to start their involvement in the sport.

The program of each course will be decided together with the appointed IPCH Instructor(s)/Technical Delegate of the event/competition. Some part of the education might take place online.

For Referees it is compulsory that the IPCH C licence Course is organised in combination with a tournament or some matches to allow the practical part to be carried out.

For other IPCH Officials (Referee observers, IPCH Jury and Classifiers) it is recommended that the practical course take place in combination with a tournament or some matches.

IPCH Officials course can be combined to any kind of tournament or league for National Teams or clubs as far as this is played according to the valid IPCH Game Rules.

Acceptable exceptions can be related to:

- playing time (effective/non effective and duration)
- number of periods (they all need to have same duration)
- number of timeouts available per team
- team delegation size
- classification
- max number of match per day
- field sizes
- speed control
- other specification regarding playing shirts and id plates,
- other requests for exceptions can be discussed with IPCH

#### **3.1.1 Application to host an IPCH officials Course**

Nation or an organisation willing to host an IPCH Officials Course shall inform IPCH by sending a Letter of Intent at least 6 months prior to the event explaining what kind of event and course they are willing to organize and giving general information about accommodation and venues.

#### **3.1.2 Invitation and administration**

IPCH will define together with the LOC:

- minimum and the maximum number of participants
- age limit for participations
- participation fee for the course
- general program
- requirement for participation

IPCH is responsible to send out an open invitation to all PCH organisations, IPCH partners and potential participants with a clear deadline for application.

In case the number of application to participate exceed the availability of the course, IPCH will install a selection process

### **3.2 Finances for IPCH Educational / training Courses**

LOC shall cover the costs for travel, accommodation and meals for

- appointed IPCH Instructor(s)
- at least one IPCH Technical Delegate / Supervisor

LOC shall cover the costs of

- venues
- meeting rooms
- Sanction fee € 100,00
- Licence fee €15,00 - only applicable to IPCH Officials courses
- local transportation (from/to accommodation and venues and from/to designated airports or stations)

LOC shall, in agreement with IPCH, set a participation fee.

Participation fee should include accommodation, meals and local transportation costs and can include the Licence fee and some other organisational costs.

### **3. IPCH Exhibition Events / matches**

Any National Team or PCH organisation invited to organize an exhibition / demonstration match during a bigger event (e.g. IFF championship, fair, festivals etc) shall inform IPCH about the participation to allow IPCH to promote the initiative and increase visibility for the sport as much as possible.

If needed IPCH can provide press/communication materials (including videos, photos etc).

### **4. IPCH Classification Sessions**

Official Classification Sessions can be organised upon request also in non sanctioned IPCH events

The request should be sent to [classification@powerchairhockey.org](mailto:classification@powerchairhockey.org) (and in cc to [office@powerchairhockey.org](mailto:office@powerchairhockey.org)) at least 6 months before the proposed date of the event.

All requirements and information about organising an IPCH Classification Session can be found in the IPCH Classification Manual.

The National Organization requesting the Classification Session is responsible for the travel, local transportation, and accommodation (including meals) for the Classifiers IPCH will appoint for the Session, as well as all the other costs associated with the logistics and organisation of the session (e.g. rent of venues, stationery, etc.)

### **5. Other Powerchair Hockey initiatives**

International club matches and club tournaments from two or more nations, as well as National League matches shall be notified to IPCH to allow IPCH to promote the initiative and increase visibility for the sport as much as possible.

If needed IPCH can support the organizers with:

- finding Officials
- advices about the planning of the event
- promoting the event - also to new teams or developing countries
- endorse application for grants and sponsorships
- give the IPCH Patronage to the event

Events like an international club tournament can apply for the Patronage of IPCH and therefore get a recognition the initiative is deemed worthy of appreciation for its sporting, inclusive and social values or purposes.

Patronage can be requested to IPCH by email to [office@powerchairhockey.org](mailto:office@powerchairhockey.org), the request shall be filed at least 2 months before the event and should include general information about the event, the nations and the clubs included.

Beneficiaries of the IPCH Patronage will be asked to highlight the patronage and logo in all forms of advertising of the initiative: invitations, posters, flyers, brochures, publications etc., in compliance with IPCH visual identity rules.

Patronage is free and does not involve financial aid, nor organisational or logistical support. Patronage must not damage the prestige and image of the IPCH, and is only granted for a single event.

## **VII. APPENDIXES**





1. RECOGNIZABLE CLOTHING AND OTHER MATERIALS FOR IPCH OFFICIALS AND VOLUNTEERS
2. NON ALCHOL POLICY DURING SANCTIONED IPCH COMPETITIONS
3. SPEAKERS EXAMPLES



# **1. RECOGNIZABLE CLOTHING AND OTHER MATERIALS FOR IPCH OFFICIALS AND VOLUNTEERS**

The Organizing Committee is responsible for providing recognizable outfit for the IPCH Officials (including the Technical Delegate(s)) as well as to Volunteers and LOC members.

- For the Technical Delegates a minimum of 2 dark purple polo T- shirts shall be available. The IPCH and World Abilitysport logo shall be on the front in at least one color. "Technical Delegate" shall be clearly indicated at least on the back of the polo shirt.
- For each Jury a minimum of 2 light pink polo T- shirts shall be available. The IPCH and World Abilitysport logo shall be on the front in at least one color. "Jury" shall be clearly indicated at least on the back of the polo shirt.
- For each Classifier a minimum of 2 green polo T-shirts shall be available. The IPCH and World Abilitysport logo shall be on the front in at least one color. "Classifier" shall be clearly indicated at least on the back of the polo shirt.
- For each Referee a minimum of 2 bright purple polo T-shirts shall be available. The IPCH and World Abilitysport logo shall be on the front in at least one color. "Referee" shall be clearly indicated at least on the back of the polo shirt.
- For each Referee a minimum of two sets of referees outfits (shirts, shorts and socks) shall be available. The main color shall be dark grey or black. The quality shall not be pure cotton. The shirts shall have two pockets on the chest, big enough for the set of cards. The shorts shall have at least 1 pocket on the back.
- Referees shall bring their own sports shoes with main color black.
- For each Referee a set of cards (red, green and yellow) and a whistle shall be available.
- For each volunteer and member of the LOC recognizable clothing shall be available

	<b>TECHNICAL DELEGATE</b> <b>#5A0B6D</b>
	<b>REFEREE</b> <b>REFEREE OBSERVERS</b> <b>#BF40BF</b>
	<b>JURY MEMBER</b> <b>#BF40BF</b>
	<b>CLASSIFIER</b> <b>#008080</b>

Clothes shall be provided in the sizes as registered on the Registration Form.

IPCH and/or World Abilitysport may decide about regulations regarding colours and advertisements on the Official's outfit, to be in charge during the event.

## **2. NON ALCHOL POLICY DURING SANCTIONED IPCH COMPETITIONS**

All World Abilitysport and IPCH competitions and events are “zero alcohol” events. Sponsors and partnership with alcohol related brands/companies are allowed if not involving athletes and/or officials' images.

This means that IPCH:

- Will provide /promote an alcohol free environment
- Recognises the importance of minimising alcohol consumption in the prevention of lifestyle related diseases and the maintenance of health and wellbeing

LOC, Volunteers, Technical Delegates and Officials Chiefs are responsible for:

- Making sure all participants, including Team Delegations, are made aware of this policy
- Report any violation of this rule.

### **3. SPEAKERS EXAMPLES**

Since the speaker is the only one who can communicate with the audience during a game it is vital that the person have all the relevant information concerning the games and the event.

In this section some basic instruction is provided to support the Speaker.

#### **ANNOUNCEMENT EXAMPLES BEFORE THE GAME/DURING THE WARM UP**

*"Good morning/afternoon/evening ladies and gentlemen and welcome to this International Powerchair Hockey match between xx and xx."*

*"warm up time ends"*

#### **THE LINE-UPS OF THE TEAMS**

After the warm up teams go out and come onto the field of play one by one called by the speaker and line up.

Speaker shall announce for each team each player by: Number, first name and surname (away team first). Speaker shall announce also the coaches of each team.

After that it will be time for the National Anthems: (away team first)

*"Ladies and gentlemen those of you who can please stand for the national anthems of team "away team" and then for team "home team"*

#### **THE STARTING LINE-UPS OF THE TEAMS**

After the National Anthems Speaker shall name the referees of the match and their nationalities: XX and XX from XX and XX.

Other Officials on duty can be also nominated by role, name and nationality.

Speaker shall announce the starting line ups of each team.

#### **FIXED SITUATIONS DURING THE GAME**

##### **GOAL**

XX (country) score their first\* goal, time XX minutes and XX seconds. Scored by number XX, (name)\_\_\_ assisted by number ten, \_(name)\_\_\_\_\_.

##### **SUBSTITUTION**

Substitution by xx (country), Out xx (name and number) in xx (name and number), time XX minutes and XX seconds.

##### **GREEN CARD**

Player info (country, number, name), green card. Time XX minutes and XX seconds.

##### **YELLOW CARD**

Player info (country, number, name), yellow card and a two minutes time penalty. Time XX minutes and XX seconds.

##### **RED CARD**

Player info (country, number, name), red card. Player is disqualified, a five minutes time penalty will be served by (name and number of the player serving the time penalty) Time XX minutes

and XX seconds.

#### PENALTY SHOT

Penalty shot for XX (country). Penalty shot will be made by number XX \_(name)\_\_\_\_\_.

#### END OF TIME PENALTY

Both teams are now playing with full strength (5 vs. 5) - XX (country) is playing with full strength  
- Teams are playing with equal strength (4 vs. 4 or 3 vs. 3) - XX (country) is playing short handed (4/3 vs. 5)

#### CORRECTION

Correction: XX's (country) seventh goal was scored by number XX, \_(name)\_\_\_\_\_ and assisted by number XX \_(name)\_\_\_\_\_

#### TIME OUT

XX (country) timeout, XX minutes XX seconds.

#### LAST MINUTE OF THE PERIOD

One minute left of the first/second/third period

#### **DURING INTERMISSION**

Announce the score of the match, goalkeeper saves and other statistics (if available).

If applicable, the progress score or final result from matches at the other fields

Before the start of the second half the line up to start the second half shall be announced.

#### **EXTRA TIME / PENALTY SHOT SERIES**

Before the start of extra time or penalty shot series a quick recap of the rules concerning extra time/penalty shot series. Line ups (for penalty shot series goalkeepers)

Before each penalty shot: country, name and number of the shooter

After each penalty shot: current result

#### **AFTER THE GAME**

The final score of the game is XX (winning country & number of goals) XX (losing country and number of goals) -

Next matches of the teams

Next matches of the tournament