



MOTION GUIDELINE

1. Introduction

The IPCH Sport Congress provides Member Organisations with an opportunity to discuss and decide on matters relating to the development and management of Powerchair Hockey.

This guideline is intended to help Member Organisations prepare clear and effective proposals for consideration by the Sport Congress.

A well-prepared motion helps everyone understand what is being proposed, why it is being proposed and what decision is being requested. It also allows the Sport Congress to focus on discussion and decision-making rather than spending time clarifying the proposal.

Member Organisations are encouraged to contact the IPCH Office or World Abilitysport before submitting a proposal if they are unsure about its content, format or the appropriate process.

2. Understanding the IPCH Documents

Before preparing a proposal, it is important to understand which IPCH document it relates to. There are five main documents:

a. Operational Regulations

The Operational Regulations explain **how IPCH operates as an organisation**. They cover areas such as the Sport Congress, Member Organisations, the IPCH SEC, committees and working groups, as well as governance procedures.

Because the Operational Regulations are part of the wider World Abilitysport governance framework, **they are different from the technical and competition regulations of the sport**.

Member Organisations cannot normally amend the Operational Regulations directly through an ordinary Sport Congress motion. They can, however, **raise governance issues, suggest improvements, propose new ways of working or submit topics for discussion**. Where a change to the Operational Regulations is required, the matter will need to follow the appropriate IPCH and/or World Abilitysport governance process.

b. Game Rules

The Game Rules are the rulebook of Powerchair Hockey. They explain **how the game is played**.

Proposals concerning the rules of play may be submitted as **formal motions** where they fall within the authority of the Sport Congress.

c. Competition Regulations

The Competition Regulations explain how competitions and matches are organised and managed.

They are particularly relevant to Team Managers, Jury members and officials involved in competition management.

Proposals concerning competition procedures may be submitted as **formal motions** where they fall within the authority of the Sport Congress.

d. Organisers Regulations

The Organisers Regulations explain what Local Organising Committees need to do when organising an IPCH competition.

Proposals concerning the organisation of competitions may be submitted as **formal motions** where they fall within the authority of the Sport Congress.

e. Classification Manual

The Classification Manual explains how classification is conducted in Powerchair Hockey. Classification must follow the wider World Abilitysport and international classification framework. For this reason, the Classification Manual is not normally something that can simply be amended through an ordinary Sport Congress motion.

Member Organisations are encouraged to **raise classification issues, provide feedback and suggest topics for discussion**. These can be considered by the Classification Committee, IPCH SEC and, where necessary, World Abilitysport.

The Classification Committee is also undertaking ongoing research and development work. IPCH will use the **planned classification webinars**, and where time allows the Sport Congress, to share developments, answer questions and gather feedback from Member Organisations.

3. What Should Be a Motion?

A motion is a formal proposal asking the Sport Congress to take a specific decision or action. Before submitting a motion, ask: “*What am I asking the Sport Congress to decide?*”

A good motion should:

- address one clear issue;
- state the proposed action or decision clearly;
- be precise and easy to understand;
- identify who should take action, where relevant; and
- include a timeframe, where relevant.

For example:

Clear: “The Competition Regulations shall be amended to require...”

Less clear: “IPCH should consider improving the current procedure...”

This second example may be a useful topic for discussion, but it is not yet a clear motion.

4. Which Process Should I Use?

A simple way to determine the appropriate process is:

If your proposal concerns...	Use...	Usual approach
How the game is played	Game Rules	Formal motion where within Congress authority
Competition procedures	Competition Regulations	Formal motion where within Congress authority
Organising an IPCH competition	Organisers Regulations	Formal motion where within Congress authority
Governance / how IPCH operates	Operational Regulations	Topic for discussion / recommendation / appropriate governance process
Classification	Classification Manual	Topic for discussion / recommendation / relevant classification process

This does not mean that Member Organisations cannot raise governance or classification matters at the Sport Congress. It means that these matters may need to be considered through a different process rather than being decided through a direct amendment to the Operational Regulations or Classification Manual.

When in doubt, contact the IPCH Office before submitting the proposal.

5. Completing the Motion Form

All formal motions should be submitted using the official IPCH Motion Form.

Motion Title	Provide a short and descriptive title
Background / Rationale	Explain: • what the current situation is; • why the proposal is needed; • what issue or challenge has been identified; and • any relevant previous decisions or discussions.
Proposed Motion	State clearly what you want the Sport Congress to decide or do. Example: <i>change the rule B.4 in Competition Regulation</i> <i>Or</i> <i>Add a new rule about Time Out in Game Rules</i>
Current Text	Complete this section if you are proposing a change to an existing Rule or Regulation. Include: • Document • Article / Rule / Section Number • Current Wording The current wording should be copied exactly from the relevant document.
Proposed Text & consequential amendments needed	Insert the exact wording proposed to replace or amend the current text. Where possible, clearly identify the wording that is being added, deleted or amended. If the proposal may require consequential amendments to other IPCH Rules, Regulations, Manuals, Policies or related documents, please identify them also.
Explanation or further notes	Non mandatory Use this field to further explain • why the change is needed; • what it is intended to achieve; and • what impact it may have.
Supporting Documentation	Non mandatory Where relevant, it is possible to provide supporting material such as: research; statistics; technical information, videos; or other relevant evidence.

6. Review of Submitted Proposals

All motions and proposals submitted by Member Organisations will be **collected and reviewed by IPCH, the IPCH Sport Executive Committee (SEC) and the relevant Standing Committees or working groups**. The relevant bodies may provide comments or recommendations on the proposals and may seek clarification from the proposing Member Organisation where necessary.

As part of this review, IPCH may determine whether a proposal represents a **substantive change to the current rules or procedures** or whether it is an **adjustment** to an existing provision or practice.

An **adjustment** may be appropriate where a proposed change:

- clarifies or strengthens a principle that is already established in the existing rule or regulation, without changing its underlying meaning or intent;
- improves the wording or structure of an existing provision while maintaining the same principle; or
- brings the written regulation into line with a procedure or practice that is already in place but is not currently reflected accurately or clearly in the relevant document.

In these cases, the change may be treated as an **adjustment rather than a substantive amendment** and may therefore not require a formal vote by the Sport Congress. Where appropriate, such adjustments may instead be presented to the Congress for information.

By contrast, where a proposal would **change an existing regulatory principle, introduce a new principle, or materially change the current rules or procedures**, it will normally be treated as a **substantive motion** and will be subject to the applicable discussion and voting process.

The purpose of this assessment is not to limit the ability of Member Organisations to propose changes, but to ensure that each proposal is **handled through the appropriate process**.

Following the review, Member Organisations will receive the submitted proposals together with any relevant comments or recommendations from the IPCH SEC and the relevant committees. The Congress documentation will indicate which proposals are being presented for **discussion and/or vote**, and which matters are being presented for information or as adjustments.

Proposals submitted directly by IPCH, the IPCH SEC or its committees and working groups will also be included in the Congress documentation. These proposals, together with the relevant supporting documents, will be circulated to Member Organisations as part of the **second Congress package by 31st October 2026**.

This process is intended to ensure that Member Organisations have sufficient time to review all proposals, understand their purpose and implications, and prepare for the discussions and decisions of the Sport Congress.

7. Information Sessions

In the weeks leading up to the Sport Congress, IPCH will host at least one **informal information session** for Member Nations to discuss the motions submitted by IPCH and by Member Nations. These sessions will provide an opportunity to ask questions, seek clarification and develop a common understanding of the proposals before the Congress.

Member Nations are strongly encouraged to **review the Congress package and submitted motions in advance** and to participate in the information session(s). This preparation will help ensure that the Sport Congress can remain **focused, efficient and productive**, allowing time during the formal meeting to concentrate on substantive discussion, decision-making and voting, rather than reviewing proposals in detail for the first time.

Further information regarding the **date, time and format** of the information session(s) will follow.

8. Final Note

The purpose of this Guideline is to help Member Organisations bring forward clear, constructive and actionable proposals and to ensure that each proposal follows the appropriate process.

The IPCH Operational Regulations, World Abilitysport Constitution, World Abilitysport Regulations and applicable World Abilitysport Standing Orders prevail in the event of any inconsistency with this Guideline.

If you are not sure whether something should be a formal motion, a recommendation or simply a topic for discussion, please contact the IPCH Office (office@powerchairhockey.org) before submitting it.