



IPCH ORGANIZERS REGULATIONS COMPETITIONS

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IPCH ORGANIZERS REGULATIONS

Competitions

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A. GENERAL

A.1. IPCH Competitions

- A.1.1 The IWAS Committee of PowerChair Hockey, called the IPCH, is responsible for the organisation of IPCH Competitions in general.
- A.1.2 The IPCH is an official, full sport section of the International Wheelchair and Amputees Sports Federation (IWAS) and operates under the responsibility of the IWAS.
- A.1.3 The IWAS rules and regulations shall apply for all Official and Sanctioned IPCH Competitions, if not otherwise stated in the IPCH Sport Specific Rules.
- A.1.4 By official IPCH Competitions are meant:
- IWAS PCH World Championships,
 - IWAS PCH Regional Championships,
 - IWAS PCH Qualification Tournaments,
 - IWAS PCH World Cup/League
 - IWAS PCH Regional Cup/League for National Teams/ Club Teams
 - Other IPCH International Competitions, sanctioned by the IWAS.
- A.1.5 IPCH shall be informed by Organizing Committees of all friendly international PCH matches and tournaments involving National Teams and/or Club Teams at least six (6) month in advance.
- A.1.6 IPCH Competitions shall stage in date accepted by the IPCH, in order to prevent any case of contemporary event with other IPCH Competitions or Events or with events/competitions considered with priority by the IPCH or IWAS.
- A.1.7 The IWAS and IPCH logos, mottos and names are the exclusive property of the IWAS and IPCH and shall be used on all publicity and advertising material for official IPCH Competitions. The IWAS logo and the name "IWAS" shall be in the title/logo of all official IPCH Competitions.

A.2. Bidding procedure

- A.2.1 The invitation to organise an official IPCH Competition shall be send to all member nations of the IWAS at least 3 years prior the event concerned by the IWAS secretariat.
- A.2.2 Any national member organisation of the IWAS (Organizer) may apply to organise an official IPCH Competition. The Organizing Committee shall have the endorsement of its national member organisation of the IWAS.
- A.2.3 A signed "letter of intent" to organise an official IPCH Competition must be send to the IWAS secretariat **with cc to IPCH**, written in English, by the national member organisation of the IWAS (on behalf of an Organizing Committee) at least 2 years prior the event concerned by email.
- A.2.4 The IWAS will forward the Bid Form to the national member organisation of the IWAS (Organizer), together with the PCH bid package, after receiving the "letter of intent".
- A.2.5 The IWAS shall receive the completed Bid Form from the national member organisation of the IWAS (Organizer) at least 18 months prior the competition concerned.
- A.2.6 On ground of the bids of nations, the IWAS shall appoint the Organizer of an official IPCH Competition.
- A.2.7 *In case of World Championships and Regional Championships:* IPCH Inspectors may inspect the accommodations, venues and arrangements at least 15 months prior the competition concerned. If the first inspection is reported negative, a second inspection shall be carried out at least 14 months prior the event concerned. If also the second inspection is reported negative, the Organizer isn't allowed to organise the IPCH Competition concerned.
- A.2.8 The contract between the national member organisation of the IWAS (Organizer) and the IWAS shall be signed at least 13 months prior the competition concerned, stipulating the particular rights, duties and responsibilities of the IWAS and the Organizer.

A.3. Regulations

- A.3.1 All IPCH Competitions shall be organised according to these IPCH Organizers Regulations for Competitions, as well as the valid IPCH Competition Regulations, IPCH Game Rules, IPCH Operational Regulations, and according to the Constitutions and Regulations of the IWAS.
- A.3.2 IWAS reserves the right to contractual authorisation of marketing/sponsorship of the event.
- A.3.3 The Organizing Committee undertakes to seek specific IWAS approvals for:
- Medal Design
 - Poster/Publication Design
 - National Filming and Photography
 - Media/Sponsorship and Merchandising
- A.3.4 Organising Committee Members are not allowed to be any part of any participating Team Delegation or Officials Team during the competition concerned

A.4 Unforeseen circumstances

- A.4.1 Anything not provided for in the IWAS and IPCH Regulations shall be decided by the IPCH and if appropriate in cooperation with the Organizing Committee and/or the Participants.

A.5 Exceptions

- A.5.1 Exceptions from the IWAS and IPCH Regulations can only be agreed upon in a written contract between the IWAS and the Organizer.

A.6 Liability

- A.5.1 Organizing liability rests with the Organizer.
- A.5.2 Claims against IWAS or IPCH for compensation will not be accepted.

A.7 Responsibilities of the Organizer

- A.7.1 The Organizer shall install an Organizing Committee consisting of the necessary functions and supporting responsibilities as follows:
- Chairman
 - Secretary
 - Financials
 - Transportation
 - Accommodation and meals
 - Venues and equipment
 - Hosting services
 - Medical services
 - Technical services
 - Public Relations and Promotion
 - Competition, Meeting and Course Programs
 - Ceremonies
- A.7.2 The Organizing Committee works in close cooperation with the IPCH.

B. FINANCIALS

B.1 Organizing costs and income

- B.1.1 The Organizing Committee is responsible for all financial matters concerning the local organisation of the IPCH Competition.
- B.1.2 The income for the Organizing Committee can be arranged by:
- Participation Fee
 - Funding
 - Sponsoring
 - Grants
 - Donations
 - Marketing
 - Other resources
- B.1.3 The Organizing Committee is responsible for any additional finances needed.

B.2. Travel costs of Participants

- B.2.1 **By Participants are meant all the members of participating Team Delegations that has to count of maximum of 26 people, including a maximum of 10 athletes.**
- B.2.2 Travelling to the Competition: Costs for travel from the own nation to the airport or railway station in the nearest city and visa versa, shall be borne by each Participant.
- B.2.3 Local travelling during Competition: The Organizing Committee is responsible for the costs of the local transportation of each Participant to travel from the airport or railway station in the nearest city to their respective accommodation and from their accommodation to the official venues according the official program and visa versa.
- B.2.4 For Team Delegations the Organizing Committee shall pay for all registered persons (max. 26, see IPCH Competition Regulations) for travelling from the airport or railway station in the nearest city to their respective accommodation and visa versa.

B.3. Travel costs of Delegates

- B.3.1 By Delegates are meant the following persons, if officially invited by the IPCH or Organising Committee:
- a) IWAS Representatives
 - b) IPCH Representatives
 - c) IPCH Technical Delegates (**Technical Delegate + Assistant Technical Delegate**)
 - d) IPCH Officials (Jury Members, Referees, Classifiers, Instructors)
 - e) IPCH Inspectors
 - f) IPCH Members
- B.3.2. Travel Costs for Inspections: The Organizing Committee is responsible for the travel costs of a maximum of 2 IPCH Inspectors from their own nation to the airport or railway station in the nearest city and vice versa. They are also responsible for the local transportation of each Delegate to travel from the airport or railway station in the nearest city to their respective accommodation and from their accommodation to the official venues according the official program and vice versa.
- B.3.3 Travel Costs for Drawings: The Organizing Committee is responsible for the travel costs of a minimum 1 IPCH Delegate from their own nation to the airport or railway station in the nearest city and vice versa. They are also responsible for the local transportation of each Delegate to travel from the airport or railway station in the nearest city to their respective accommodation and from their accommodation to the official venues according the official program and vice versa.

B.3.4 Travel Costs for Competition: The Organizing Committee is responsible for the travel costs of Delegates from their own nation to the airport or railway station in the nearest city and vice versa. The Organizing Committee is responsible for the costs of the local transportation of each Delegate to travel from the airport or railway station in the nearest city to their respective accommodation and from their accommodation to the official venues according the official program and vice versa.

B.4 Travel costs of Organizing Committee

B.4.1 The Organizing Committee is responsible for the costs of transportation of the members of the own Organizing Committee.

B.5 Costs of accommodation, meals and refreshments

B.5.1 The Organizing Committee is responsible for the costs of the accommodation and meals of all persons as mentioned in B.2.1. (Participants) and B.3.1. (Delegates) and B.4.1. (Organizing Committee Members).

B.5.2 The Organizing Committee is responsible for the costs of refreshments of Delegates, Organizing Committee Members and medical persons as mentioned in article H.

B.6 Costs of venues and sports equipment

B.6.1 The Organizing Committee is responsible for the costs of the venues and sports equipment as mentioned in article F.

B.7 Cost of recognisable clothes

B.7.1 The Organizing Committee is responsible for the costs of recognisable clothes of the Technical Delegate, Jury Members, Referees, Classifiers, Hosts, Staff Members of the Match Secretariat and members of the Organizing Committee.

B.8 Cost of cups, medals and gifts

B.8.1 The Organizing Committee is responsible for the costs of cups, medals and gifts as mentioned in the IPCH Competition Regulations and according article M of these Organizers Regulations.

B.9. Medical costs

B.9.1 The Organizing Committee is responsible for the costs of the settled number of anti-doping tests as regulated in the contract with the IWAS.

B.9.2 The Organizing Committee is responsible for the costs of medical ‘First Aid’ educated persons and equipment in the arenas during training and competition days.

B.9.3 Each Participant and Delegate are responsible for taking out an own appropriate medical insurance.

B.10. Fees

B.10.1 Capitation Fee: as determined by the IWAS, shall be levied on all official IPCH Competitions.

B.10.2 The Organizing Committee is responsible for collecting the IWAS Capitation Fee from each member of the Team Delegation and shall pay it to the IWAS as mentioned in the contract.

B.10.3 Sanction Fee: as determined by the IWAS/IPCH, shall be levied on all official IPCH Competitions.

B.10.4 The Organizing Committee is responsible for paying the IWAS Sanction Fee as mentioned in the contract.

B.10.5 The amount of Sanction and Capitation Fees are approximately as follows:

Official Competitions	Sanction Fee	Capitation Fee (per member of the Team Delegation)
World Championships	£ 400	£ 60
Regional Championships	£ 300	£ 40
Qualification Tournaments	£ 200	£ 40

World & Regional Cups/Leagues for National Teams	£ 150	£ 40
World & Regional Cups/Leagues for Club Teams	£ 100	£ 10

- B.10.6 Participation Fee: the IWAS shall confirm the Participation Fee suggested by the Organizing Committee.
- B.10.7 At least 2 months before the first day of the Competition, the Participation Fee shall be paid to the Organizing Committee.
- B.10.8 In case of cancellation, the Organizing Committee undertakes to refund all fees paid by member nations for entries.

B.11. Income by funding, sponsoring and marketing

- B.11.1 Additional finances can be generated by funding, sponsoring, grants, donations, marketing and other resources.
- B.11.2 Funds can be applied for by Business Plan with estimate.
- B.11.3 *Possible funds / grants*:
- a) Funds in the nation of the Organizer
 - b) National Organisation of Sports for Disabled (NOSD)
 - c) National Paralympic Committee (NPC)
 - d) IPCH
- B.11.4 *Sponsoring*:
- a) the Organizing Committee is allowed to set up sponsoring for the website, program book, clothing of officials, volunteers and members of the Organizing Committee, venues, boundaries, cups, medals, gifts, etcetera.
 - b) Sponsoring is subject for approval by the IWAS. The Organizing Committee shall inform the IWAS.
- B.11.5 *Marketing*:
- a) Marketing of PCH promotional materials is allowed.
 - b) Marketing is subject for approval by the IWAS. The Organizing Committee shall inform the IWAS.
- B.11.6 Net revenues from contracts relating to television and other media rights shall be shared between IWAS and the Organizing Committee as follows: 70% OC - 30% IWAS, or otherwise as regulated in the contract.

C. ADMINISTRATION

C.1. Invitations and Registrations Concerning Participants

- C.1.1 The IWAS shall send an official announcement to all National Member Organisations of the IWAS at least 12 months prior the event concerned.
- C.1.2 The IWAS shall send the official invitation with Confirmation Information and Confirmation Form to the allocated National Member Organisations of the IWAS at least 15 months prior the event concerned. The IPCH shall forward the information to the National Organisations of PCH.
- C.1.3 The IPCH shall decide the deadline of confirmation of the allocated nations. The confirmation deadline date shall be at least 12 months prior the event concerned.
- C.1.4. The IWAS shall send the official invitation with Confirmation Information and Confirmation Form to the allocated National Member Organisations of the IWAS at least 15 months prior the event concerned. The IPCH shall forward the information to the National Organisations of PCH.
- C.1.5. In case an allocated nation doesn't confirm its qualification slot by the stated deadline the participating rights for this nation expire and the IWAS will allocate the next nation on the IPCH World Ranking List. This allocated National Member Organisation on the IWAS will receive the invitation and confirmation information at least 11 month prior the event concerned. The IPCH shall forward the information to the concerned National Organisation of PCH.

- C.1.6. On proposal of the Organizing Committee, the IPCH shall decide the deadline of entering time of the Participants. The entering time shall be no more than 14 months or less than 7 months prior the event concerned.
- C.1.7. On proposal of the Organizing Committee, the IPCH shall decide the deadline of registration of the Participants. The registration deadline date shall be at least 2 months prior the event concerned.
- C.1.8. The IWAS shall send an official announcement to all National Member Organisations of the IWAS at least 12 months prior the event concerned.
- C.1.9. The Organizing Committee shall send the Entry Form (with payment details) to the National Member Organisations of the IWAS and to the National Organisations for PCH of the nations which intended to participate, at least 2 months prior the stated deadline as mentioned in C.1.1.
- C.1.10. The Organizing Committee shall receive the Entry Forms from the National Member Organisations of the IWAS at least 7 months prior the event concerned.
- C.1.11. The Organizing Committee shall send the final Registration Form (with payment details), to the National Member Organisations of the IWAS, to the National Organisations for PCH and to the Team Managers of the Team Delegations of the nations which entered the IPCH Competition, at least 6 months prior the event concerned.
- C.1.12. The Organizing Committee shall receive the final Registration Forms at least 2 months prior the event from the National Member Organisations of the IWAS. The Organizing Committee shall receive this form together with a digital team photograph and personal photographs of all registered players, coach(es) and team manager.

C.2. Invitations and Registrations Concerning Delegates

- C.2.1 *In case of World Championships and Regional Championships* the Organizing Committee shall invite officially:

At least **18** months prior the event concerned:

- At least **two (2)** IPCH Inspectors

At least 5 months prior the event concerned:

- At least two (2) IWAS Representatives;
- At least two (2) IPCH Representatives (incl. IPCH Technical Delegate);
- At least six (6) IPCH Classifiers
- **Ten (10)** Referees
- **Ten (10)** Jury Members
- WADA Medical persons for anti-doping tests

For drawings:

At least one (1) IPCH Delegate for the drawings (at least 2 month prior the date of the drawing).

In case of other official IPCH Competitions the Organizing Committee shall invite officially, at least 5 month prior the event concerned:

- At least two (2) IWAS/IPCH Representatives (including IPCH Technical Delegate)
- At least three (3) IPCH Classifiers
- Two (2) Referees
- Two (2) Jury Members, of which 1 Jury Member is able to function as reserve Referee as well.
- WADA Medical persons for anti-doping tests

- C.2.2 The Organizing Committee shall receive the final Registration Forms at least 2 months prior the event from all Officials appointed for the competition. The Organizing Committee shall receive this form together with a digital photograph of each Official.**

C.3 Information and Reports

- C.3.1 The Organizing Committee is responsible to share the necessary information of all practical arrangements of the competition concerned.
- C.3.2 Necessary information shall be send to:
- a) National Member Organisations of the IWAS
 - b) National Organisations of PowerChair Hockey
 - c) National Contact Persons of IPCH
 - d) IPCH Officials (Jury Members, Referees, Classifiers, Instructors)
 - e) Team Managers of Team Delegations
 - f) Delegates (incl. IPCH Technical Delegate)
 - g) The IWAS Secretariat
 - h) The IPCH Office
 - i) Media
 - j) Sponsors
 - k) Other people involved/invited
- C.3.3 The Organizing Committee shall send regular progress reports to the IPCH according to the following time schedule in advance of the competition: 15 months, 12 months, 9 months, 6 months, 3 months, 6 weeks
- C.3.4 The Organizing Committee shall at least 15 months prior the competition submit a report to the IPCH, containing the following information (the IPCH Organizers Checklist needs to be used):
- a) Full list of the composition of the Organizing Committee (name, address, phone number and email address of the Chairman and secretary, functions and names of all members).
 - b) Transportation details (distances between the venues and proposed accommodations and a description of the transportation arrangements).
 - c) Accommodation details (locations, addresses, phone numbers, email addresses, number of bedrooms, showers and bath, accessibility, meals, meeting rooms, prices).
 - d) Venue details (locations, addresses, phone numbers of competition halls and practice halls, accessibility, necessary rooms).
 - e) Details of technical arrangements.
 - f) Estimate, budget, Participation Fee.
 - g) Other necessary information.
- C.3.6 The Organizing Committee shall at least 12 months prior the competition submit a report to the IPCH, containing the following information:
- a) Entry details
 - b) Update of the IPCH Organizers Checklist.
 - c) Update of the estimate
- C.3.7 The Organizing Committee shall at least 9 months prior the competition submit a report to the IPCH, containing the following information:
- a) Update of the IPCH Organizers Checklist.
 - b) Update of the estimate
- C.3.8 The Organizing Committee shall at least 6 month prior the competition submit a report to the IPCH, containing the following information:
- a) Full list of participating nations.
 - b) Number and functions of the expected participants and present people of the Team Delegations (Team Managers, Coaches, Players, Team Staff Members).
 - c) Full list of the IPCH Officials: Jury Members, Referees, Classifiers and Instructors.
 - d) Update of the Organizers Checklist.

- C.3.9 The Organizing Committee shall at least 3 month prior the competition submit a report to the IPCH, containing the following information:
- a) Number and functions of volunteers of the Organizing Committee.
 - b) Number and functions of persons of the Match Secretariat.
 - c) First detailed proposal of the competition and practice program.
 - d) First detailed proposal of the meeting program (schedules of time and location of the meeting sessions, agenda and documents).
 - e) First detailed proposal of the course program.
 - f) Description of the opening and closing ceremonies, formalities, time and location.
 - g) Description of expected sponsorships.
 - h) Description of the medals (text, material, size, number).
 - i) Update of the Organizers Checklist.
- C.3.10 The Organizing Committee shall, at least 6 weeks prior the competition, submit a report to the IPCH, containing:
- a) Full list of participating nations and names and functions of all members of the Team Delegations.
 - b) Full list of the IPCH Officials (Jury Members, Referees, Classifiers and Instructors).
 - c) Full list of invited/appointed Delegates: names, organization and function.
 - d) Schedule of Control of the Teams/Players.
 - e) Opening and closing ceremonies, formalities, time and location.
 - f) Final and detailed competition program (match schedule)
 - g) Final and detailed practice program.
 - h) Referee schedule for the first round matches.
 - i) Jury Member schedule for the first round matches.
 - j) Match table staff schedule for the first round matches.
 - k) Final and detailed course program.
 - l) Final and detailed meeting program.
 - m) Meeting schedule of Referees.
 - n) Meeting schedule of Jury Members.
 - o) Meeting schedule of Classifiers.
 - p) Schedule and agenda of Technical Meetings.
 - q) Needed documents and agendas.
 - r) Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
 - s) Meal arrangements (breakfast, lunch and dinner).
 - t) Schedule of press conferences.
 - u) Opportunities for teams/media to set up video cameras, internet possibilities etc..
 - v) Other practical information, like main colours of the jerseys, official formalities before and after each match, most recent PCH World Ranking List and PCH World Top Scorer list.
 - w) Draft of the program book.
 - x) Update of the Organizers Checklist.
- C.3.11 The Organizing Committee shall, at least 4 weeks prior the competition, distribute to the Participants relevant information, containing:
- a) Addresses, telephone numbers and email addresses of the Contact Person, Secretary Office, venues and accommodation.
 - b) Full list of participating nations.
 - c) The total program.
 - d) Final and detailed competition program (match schedule).
 - e) Final and detailed practice program.
 - f) Schedule of Control of the Teams/Players.
 - g) Schedule of the Technical Meetings.

- h) Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
- i) Meal arrangements (breakfast, lunch and dinner).
- j) Schedule of press conferences.
- k) Opportunities for teams/media to set up video cameras, internet possibilities etc..
- l) Other practical information, like main colours of the jerseys, official formalities before and after each match, most recent PCH World Ranking List and PCH World Top Scorer list.

C.3.12 The Organizing Committee shall, at least 4 weeks prior the competition, distribute to the Delegates relevant information, containing:

- a) Addresses, telephone numbers and email addresses of the contact person, Secretary Office, venues and accommodation.
- b) List of participating nations.
- c) List of other relevant Delegates: names, organization and function.
- d) Final competition program (match schedule)
- e) Detailed meeting program, if applicable.
- f) Needed documents and agendas, if applicable.
- g) Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
- h) Meal arrangements (breakfast, lunch and dinner).
- i) Schedule of press conferences.
- j) For media: opportunities to set up video cameras, internet possibilities etc..
- k) Other practical information, like most recent PCH World Ranking List and PCH World Top Scorer list.

C.3.13 The Organizing Committee shall, upon arrival, submit to the Participants and Delegates relevant information, containing:

- a) Addresses, telephone numbers and email addresses of the Secretary Office, the venues and the accommodations.
- b) Room arrangements.
- c) Transportation arrangements.
- d) Meal arrangements.
- e) Accreditations.
- f) Opening and closing ceremonies, formalities, time and location.
- g) Places reserved in the audience areas.
- h) Press conferences and times.
- i) Briefing for the Team Delegations.
- j) Briefing for the Officials (Jury Members, Referees, Classifiers, Instructors).
- k) Briefing for Delegates.

C.3.14 The Organizing Committee shall, upon arrival, submit to Participants, Delegates and spectators, the program book, both in English and the language of the organizing nation, containing at least:

- a) Introduction of IWAS and/or IPCH with personal photographs.
- b) Introduction of the Organizer and/or Organizing Committee with personal photographs.
- c) Introduction of the local host with personal photograph.
- d) Complete list of the participating Team Delegations with team and/or personal photographs of the Team Manager, Coach(es) and Players.
- e) Complete list of the names of the Officials and Technical Delegate with personal photographs of Technical Delegate, Jury Members, Referees, Classifiers, Instructors.
- f) Complete list of the names and functions with personal photographs of the members of the Organizing Committee.

- g) The full program and schedules (matches, practices, meetings, ceremonies).
- h) Advertisements.

C.3.15 After the event the Organizing Committee shall supply IWAS and IPCH with the full results, reports and minutes of the event within 1 months after the competition concerned.

C.4. Accreditations

C.4.1 The Organizing Committee is responsible to accredit all Delegates (art. B.3.1.), Participants (art. B.2.1.) and members of the Organizing Committee by personal identity cards (badges), according to the official registration forms.

C.4.2 The Organizing Committee shall, upon arrival, submit the accreditations.

C.4.3 *In case of World Championships and Regional Championships:*

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.

In case of other IPCH Competitions:

Any Team Delegation may accredit a maximum of 26 persons, including a maximum of 10 athletes.

C.4.4 Personal identity cards (badges) shall include personal picture, name, nation and function.

D. TRANSPORTATION

D.1. General

D.1.1 The Organizing Committee is responsible for the transportation of Delegates and Participants according these Organizers Regulations.

D.1.2 The responsibility of the Organizing Committee for the local transportation of persons starts one day before the official arrival day of the event and seizes the day after the official departure day of the event.

D.1.3 When arrival is chosen more than one day before the official arrival day or departure more than one day after the official departure day of the event, the Organizing Committee is not responsible for the costs and arrangements of the transportation.

D.1.4 The transportation shall be made available by (adapted) vehicles, if the distance between the venue and the accommodation exceeds 1000 meters.

D.2. Transportation timetable

D.2.1 The Organizing Committee is responsible for the transportation timetable.

D.2.2 The travelling time between the accommodation(s) and the venue(s) shall not be more than one hour.

D.2.3 The timetable shall be arranged such, that: Delegates arrive at the venue concerned at least 30 minutes before the start of their program. Team Delegations arrive at the practice hall at least 30 minutes before the start of the practice session and at the match venue at least 60 minutes before the start of their match.

D.2.4 The Organizing Committee is responsible for giving appropriate instructions to drivers and taking care of transportation requirements.

D.3. Transportation of Delegates (see art. B.3.1.)

D.3.1 Travelling to the event:

Each person is responsible to arrange the travel from the own nation to the nearest city and visa versa.

D.3.2 Each person shall inform the Organizing Committee of their travelling plans by sending in, in time, the official Registration Form.

- D.3.3 Local travelling during the event:
The Organizing Committee is responsible to arrange the transportation from the airport or railway station in the nearest city to their respective accommodation and visa versa.
- D.3.4 The Organizing Committee is responsible to arrange the transportation from their accommodation to the official venues according to the official program.

D.4. Transportation of Team Delegations

- D.4.1 Travelling to the event:
Each participating Team Delegation is responsible to arrange the travel from the own nation to the nearest city and visa versa.
- D.4.2 Each participating Team Delegation shall inform the Organizing Committee of their travelling plans by sending in, in time, the official Entry Form and Registration Form.
- D.4.3 Local travelling during the event:
The Organizing Committee is responsible to arrange the transportation, of no more than the officially registered persons of the Team Delegation, from the airport or railway station in the nearest city to their respective accommodation and visa versa.
- D.4.4 The Organizing Committee is responsible for the transportation of each participating Team Delegation from their accommodation to the official venues, to practice sessions and matches according to the official program.

E. ACCOMMODATION AND MEALS

E.1. Accommodation

- E.1.1 **The Organizing Committee is responsible for submitting to IWAS/IPCH a proposal regarding the accommodation for Participants and Delegates.**
- E.1.2 The accommodation shall be of at least 3 star standard and accessible (meaning with at least two lifts if rooms are upstairs, doors and gangways wide enough for wheelchairs, no doorsteps, a sufficient number of electricity sockets, and with dining room, meeting rooms, bedrooms and bathrooms with enough space for electric wheelchairs to move around).
- E.1.3 The Organizing Committee shall arrange accessible bed rooms, accessible beds, accessible toilets, accessible bathes or accessible showers as much as necessary.
- E.1.4 High/low beds shall be offered to registered persons, who officially request by the IPCH Registration Form, at own costs of the registered person.
- E.1.5 The accommodation(s) shall be situated in the city of the event or immediate vicinity.
- E.1.6 The travelling time between the accommodation(s) and the venue(s) shall not be more than one hour.
- E.1.7 **The Organizing Committee shall offer accommodation from the official arrival day up to the official departure day of the event. Exception can be done only in case of force majeure and upon agreement with the Sport Executive Committee, Technical Delegates and Local Organizing Committee.**
- E.1.8 When accommodation not listed by the Organizing Committee or accommodation earlier than one day before the official arrival day is chosen, the Organizing Committee is not responsible for the costs and arrangements of the accommodation.

E.2. Meeting Rooms

- E.2.1 The Organizing Committee shall reserve a meeting room for the Technical Meetings.
- E.2.2 The Organizing Committee shall reserve 3 meeting rooms for the meetings of the Officials (Jury Team, Referees Team, Classifiers Team).
- E.2.3 The Organizing Committee shall reserve a meeting room for the Team Delegations.

E.3. Office

E.3.1 An office with telephone, computer, printer, copy machine, internet connection and other office equipment shall be available.

E.4. Meals

E.4.1 The Organizing Committee shall offer 3 meals per day (including breakfast, lunch and dinner, at least one warm meal) from the official arrival day up to the official departure day of the event.

F. VENUES

F.1. General

F.1.1 The Organizing Committee's responsibility involves:

- a) Ensuring that all competition halls meet the required technical standards.
- b) Ensuring that all practice halls meet the required technical standards.
- c) Ensuring that all playing areas meet the required technical standards.
- d) Ensuring that meeting rooms meet the required standards.
- e) Ensuring that offices meet the required standards.
- f) Appointing staff responsible for the playing areas.
- g) Appointing staff responsible for the match secretariat.
- h) Appointing staff responsible for the security within the venues.

F.2. Competition hall

F.2.1 IPCH Competitions shall be played in venues with the following standards:

- a) The number of competition fields according the official schedule.
- b) The floor type shall be the same for all competition and practice fields.
- c) The free height above each playing field shall be minimal 5 meters, measured from the surface of the playing field.
- d) A minimum length of 30 meters and a minimum width of 22 meters per playing area.
- e) The playing area shall be according article B of the IPCH Game Rules.
- f) The minimum temperature shall be 18°C and the maximum temperature shall be 28°C.
- g) Lighting sources which may disturb the Athletes, Officials or the audience shall be avoided.
- h) The Organizing Committee shall ensure that television lighting equipment does not interfere with the progress of the game.
- i) Spectator's capacity for audience both unaided and in wheelchairs.
- j) At least 2 accessible toilets shall be available.

F.3. Practice hall

F.3.1 Practice venues shall have the following standards:

- a) The number of practice fields according the official schedule.
- b) The floor type of practice fields shall be the same as the floor type of the competition fields.
- c) The free height above each playing field shall be minimal 5 meters, measured from the surface of the playing field.
- d) A minimum length of 28 meters and a minimum width of 20 meters per practice area.
- e) The boarding and goals shall be the same as in the competition venues.
- f) The minimum temperature shall be 18° C and the maximum temperature shall be 28° C.
- g) At least 1 accessible toilet shall be available.

F.4. Changing rooms

F.4.1 *Changing rooms for Team Delegations*

Each Team Delegation shall have its own room, corner or space to change clothes for matches and practice sessions. If possible the changing rooms shall be equipped with adapted sanitary facilities.

- F.4.2** *Changing room for Officials, Match Staff persons and volunteers*
A sufficient number of changing rooms with a shower shall be reserved for Officials, Match Staff persons and volunteers. Females shall have separate facilities.
- F.5. Match Secretariat Office**
- F.5.1 A Match Secretary Office with telephone, computer(s), printer, copy machine, internet connection and other office equipment shall be available for the Match Secretariat.
- F.6. General Office**
- F.6.1 A General Office with telephone, computer(s), printer, copy machine, internet connection and other office equipment shall be available for the Officials, Instructors, Team Delegations, Media and others.
- F.6.2 The access to the communication equipment shall be at a non-profitable cost.
- F.7. Officials Room**
- F.7.1 The Officials Room shall accommodate at least 10 persons.
- F.7.2 The Officials Room shall contain refreshments, like soft drinks, coffee, tea, light meal and snacks.
- F.8. First Aid Room**
- F.8.1 The number of First Aid Room(s) according the official schedule, containing first aid equipment shall be available.
- F.9. Control Room(s)**
- F.9.1 The number of (Anti-Doping) Control Room(s) according the official schedule, containing an accessible toilet shall be available.
- F.10. Technical Room**
- F.10.1 A room with repairing equipment shall be available.
- F.11. Media Room**
- F.11.1 The Media Room shall contain:
- a) reporters pigeonholes.
 - b) desks and writing equipment.
 - c) telephone and internet connection.
 - d) refreshments like soft drinks, coffee, tea, light meal and snacks.
- F.11.2 The access to the communication equipment shall, for the media, be at a non-profitable cost.
- F.12. Press Conferences Room**
- F.12.1 A room or space for Press Conferences shall be available.
- F.12.2 A mixed zone for taking interviews shall be available.
- F.12.3 A zone for photographers shall be available.
- F.13. VIP Room**
- F.13.1 A VIP Room, containing refreshments like soft drinks, coffee, tea, light meal and snacks, shall be available, if possible and necessary for:
- a) VIP's
 - b) Delegates
 - c) Sponsors
- F.14. Meeting Rooms**
- F.14.1 The Organizing Committee is responsible to arrange rooms for meetings in the competition venue, indicated by the IPCH.

F.15. Cafeteria

F.15.1 A central cafeteria open for all people shall be available.

G. HOSTING SERVICES

G.1.1 The Organizing Committee shall provide a host for:

- a) Each Team Delegation
- b) Officials
- c) Delegates and VIP's

G.1.2 The hosts shall be available during the entire event and shall be able to speak at least English.

G.1.3 Hosts shall wear recognisable clothing.

G.1.4 The host shall, upon arrival, submit to all people mentioned in G.1.1. the program book and other necessary information.

H. MEDICAL SERVICES

H.1.1 The Organizing Committee shall put into place and carry out doping controls, including the operation of doping control sample collection areas nearby the competition venue(s) in accordance with the IWAS Anti-Doping Code (WADA) in effect during the time of the competition and as required by the IWAS Anti-Doping Committee.

H.1.2 The Organizing Committee is responsible for medical 'First Aid' present during competition and practice days in the competition venues, as well as in the practice venues.

H.1.3 At least 2 educated medical persons shall be present during each match.

H.1.4 In the immediate vicinity of the match field First Aid staff with stretcher and medical equipment shall be situated.

J. PUBLIC RELATIONS AND PROMOTION

J.1.1 The IWAS flag shall be on display in the main venue, and, if possible, also outside the venues.

J.1.2 The Organizing Committee is responsible to arrange a photographer and videographer during the event.

J.1.3 The IWAS withholds the right to reserve space for advertisements on the walls of the venues. This arrangement shall be agreed with the Organizing Committee.

J.1.4 The IWAS may decide about regulations regarding colours and advertisements on the Official's outfit, to be in charge during the event.

J.1.5 The Organizing Committee is responsible for the following media services:

- a) Information releases prior to the start of the competition both in English and the language of the Organizing nation.
- b) A program book with all information, participating nations, officials, match schedules, etc.
- c) Distributing a daily information release during the event.
- d) Informing the media every day, no more than one hour after the end of each match, of the result of the match and the rankings.
- e) Communication equipment for the press.

K. ORGANISATION OF MEETINGS

K.1 Technical Meetings

K.1.1 The Organizing Committee is responsible to schedule three Technical Meetings. Technical Meetings shall be chaired by the IPCH Technical Delegate.

K.1.2 The Organizing Committee is responsible to arrange one meeting room for Technical Meetings.

K.1.3 The Technical Delegate and/or the Assistant Technical Delegate, the Chief Jury and/or the Assistant Chief Jury, the Chief Referee and/or the Assistant Chief Referee, the Chief Classifier and/or the Assistant Chief Classifier, the Team Manager of each Team Delegation and the Chairman of the Organizing Committee shall attend all Technical Meetings.

- K.1.4 The agenda of the first Technical Meeting, before the day of control, shall include:
- a) General information by the Organizing Committee: transport, accommodation, meals, venues, medical care, total program, ceremonies and media, advertising and marketing information.
 - b) Information by the Chief Jury: Jury Team, tasks on the day of control.
 - c) Information by the Chief Referee: Referees Team, licenses, tasks on the day of control.
 - d) Information by the Chief Classifier: Classifiers Team, players eligibility, classification on the day of control.
 - e) Technical information by the Technical Delegate: control schedule and practice schedule.
 - f) Questions, remarks, any other business.
- K.1.5 The agenda of the second Technical Meeting, before the competition, shall include:
- a) General information by the Organizing Committee: transport, accommodation, meals, venues, medical care, Opening Ceremony and total program.
 - b) Technical information by the Organizing Committee: practice schedule, match schedule first rounds,
 - c) match table schedule, match secretariat, recording match results.
 - d) Information by the Chief Jury: results day of control, final list of athletes and coaches, outfits, colors
 - e) of the teams at each match, jury tasks during the competition, jury schedule, deviations in rules and regulations.
 - f) Information by the Chief Referee: results day of control and referee schedule first rounds.
 - g) Information by the Chief Classifier: results day of control and tasks during the competition.
 - h) Questions, remarks, any other business.
- K.1.6 The agenda of the third Technical Meeting, before the play-offs, shall include:
- a) Information by the Organizing Committee: program and Closing Ceremony.
 - b) Technical information by the Organizing Committee: practice schedule, match schedule
 - c) Play Offs, match table schedule, colours of the teams at each match.
 - d) Information by the Chief Jury: Jury schedule, appointed Referees for the play-offs, Referee
 - e) schedule.
 - f) Questions, remarks, any other business.

K.2. Officials Meetings

- K.2.1 Before and during the competition every present Officials Team (Referee Team, Jury Team, Classifiers Team) shall have regular meetings, to evaluate their experience.
- K.2.2 The Organizing Committee is responsible to arrange one meeting room per team.
- K.2.3 The meetings shall be scheduled by IPCH.

K.3 Changing Meeting Programs

- K.3.1 The Organizing Committee is entitled to request to the IPCH for changes in the timetable till 48 hours before the event starts. The IPCH has the mandate to decide. The persons concerned shall be informed at a justified time before the start of the event.

L. CONTROL AND COMPETITION PROGRAM

L.1. Competition Program

- L.1.1 The competition program includes control schedule, practice schedule, match schedule, jury schedule, referee schedule, classifiers schedule and match table schedule. These shall be drawn up in accordance with the IPCH Competition Regulations and in cooperation with the IPCH.
- L.1.2 The Organizing Committee is responsible to set up the practice schedule, match schedule and match table schedule.
- L.1.3 The IPCH is responsible to set up the control schedule, jury schedule, referee schedule and classifiers schedule.

- L.1.4 The Organizing Committee is entitled to request to the IPCH for changes in the timetable till 48 hours before the competition starts. The IPCH has the mandate to decide. During the event the Technical Delegate has the mandate to decide on recommendation of the Chief Jury. The teams concerned shall be informed at a justified time before the start of the match.
- L.1.5 The Technical Delegate is responsible for the Competition Program from 48 hours before the competition starts until 1 hour after the last match.

L.2. Control schedule

- L.2.1 The Day(s) of Control (of players eligibility and equipment) shall be scheduled before the day of the first match.
- L.2.2 Per team at least 1 hour shall be scheduled.
- L.2.3 Organisation of the Day(s) of Control:
- room to check the official documents (Jury) ;
 - room to check the equipment (Referees);
 - room (playing floor preferable) to check the players eligibility/classification (Classifiers);
 - marking stickers for equipment;
 - files for copies and forms;
 - **speed control equipment.**

L.3. Practice Schedule

- L.3.1 *In case of World Championships and Regional Championships:*
Teams shall be scheduled for at least 60 minutes per day for practice on an officially sanctioned playing area.
- In case of other IPCH Competitions:*
On the day before their first official match, teams are entitled to have at least one practice session of at least 60 minutes in the official competition venue.
- L.3.2 A practice field shall be reserved for the use of one team at a time suiting the competition program.

L.4. Match schedule

- L.4.1 Matches are allowed to be played simultaneously on several playing fields.
- L.4.2 The match schedule shall be set up such that, in the First Round, there is at least 1½ hours between the start of matches being played on the same playing field, in the Play Offs an intermission of at least 2 hours.
- L.4.3 In the First Round, a team shall be scheduled no more than one time as first team of a playing day.
- L.4.4 *In case of World Championships and Regional Championships*
A team shall have no more than 2 matches during one day.
- In case of other IPCH Competitions:*
In the First Round a team shall have no more than 3 matches during one day.
In the Play Offs a team shall have no more than 2 matches during one day.
- L.4.5 Between two matches of a team there shall be an intermission of at least 1½ hours.
- L.4.6 Teams are entitled to warm up at least 10 minutes on the match field before the start of a match.

L.5. Match table schedule

- L.5.1 **Each match shall be scheduled with one Timekeeper, one Scorekeeper, one Assistant for the Class Point Calculator and at least one Match Assistant.**

M. TECHNICAL SERVICES

M.1. Officials

M.1.1 The IPCH shall appoint the Technical Delegate and all Officials (incl. Chief Officials, Assistant Chief Officials and Instructors).

M.1.2 The Organizing Committee is responsible for any additional Referees and Jury Members, if necessary.

M.1.3 The Organizing Committee is responsible for recognizable outfit for the IPCH Technical Delegate and the IPCH Officials (Jury Members, Classifiers and Referees):

- For the Technical Delegates a minimum of 2 black polo T- shirts shall be available.
The IPCH and IWAS logo shall be on the front in at least one colour.
“Technical Delegate” shall be clearly indicated on the back of the polo shirt.
- For each Jury Member a minimum of 2 red polo T- shirts shall be available.
The IPCH and IWAS logo shall be on the front in at least one color.
“Jury Member” shall be clearly indicated on the back of the polo shirt.
- For each Classifier a minimum of 2 green polo T-shirts shall be available.
The IPCH and IWAS logo shall be on the front in at least one color.
“Classifier” shall be clearly indicated 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.
- Clothes shall be provided in the sizes as registered on the Registration Form.

M.2. Playing area

M.2.1 The Organizing Committee is responsible to organise the playing area, inclusively the referee area, team area, penalty/substitution area, audience area and match table according article B of the IPCH Game Rules.

M.3. Match Secretariat

M.3.1 The Organizing Committee is responsible to organise the Match Secretariat.

M.3.2 The Organizing Committee is responsible for recognizable clothing of all staff members of the Match Secretariat. The shirts need to be of different colors than the main color of the shirts of the IPCH Officials.

M.3.3. Tasks of the match secretariat:

- a) The Organizing Committee shall inform the match staff about their tasks.
- b) The tasks of the Timekeeper, Scorekeeper and Match Assistants are mentioned in the IPCH
- c) Match Secretariat Handbook.
- d) Organisation of the Match Days:
- e) The daily schedules of the match staff.
- f) Time- and scorekeeping of each match.
- g) Filling in the Match Forms.
- h) Daily report of the results, i.e. keeping recording statistics during the competition.
- i) Informing the Chief Jury every day, no more than one hour after the end of each match, of the result of the match and the rankings.
- j) Printing and making available for the teams enough Substitution Papers and Time Out cards
- k) Providing a working laptop/tablet/notebook with the latest version of the Class Point Calculator.
- l) Making sure the Class point calculator is correctly filled in with the names and the classes of the Players.

- M.3.4. Staff in the match secretariat:
- a) The Organizing Committee is responsible for a sufficient number of staff members for the match secretariat.
 - b) Per match one Timekeeper, one Scorekeeper and at least one Assistant for the Class point Calculator and at least one additional Match Assistant to check the benches (opening/closing boundaries for substitutions and so on...)
- M.3.5. One match table, min. 2 m. and max. 3 m. in length, shall be placed on the same side of the team areas, at least 1m. outside the playing field, in extension of the centre line.
- M.3.6. At least 5 chairs shall be placed behind the match table for the Time-and Scorekeeper and Class point Calculator Assistenat and one Jury Member. Plus 2 chairs at Speed controls for 1 Referee and 1 Jury Member.
- M.3.7. *Equipment and forms of the match table*
Every match the following equipment and forms shall be present at the match table:
- a) One manual scoreboard.
 - b) Equipment to operate the central, electric scoreboard(s).
 - c) One manual match clock.
 - d) One signal bell with which the Timekeeper can give a clear signal to the Referees.
 - e) At least 5 official match balls per match.
 - f) At least 2 stopwatches.
 - g) At least two Referee whistles as reserve.
 - h) Substitute notepads for the teams to write down the substitutes.
 - i) At least two pencils.
 - j) Tape for the lines and points as reserve.
 - k) One measure tape.
 - l) Valid IPCH Competition Regulations and IPCH Game Rules (inclusively exceptions if valid).
 - m) The explanation of the IPCH Match Form.
 - n) The list of tasks and duties of the Timekeeper, Scorekeeper and Match Assistant.
 - o) The official IPCH Match Form of the match concerned.
 - p) Two official IPCH Penalty Shot Series Forms.
 - q) List of match records and top scorers (information for the speaker).
 - r) Public address equipment connected to the halls broadcasting system.
- M.3.8. *Scoreboards*
- a) A competition venue shall be equipped with at least one central (electric) scoreboard, visible to the Teams, Referees, Jury Members, match table staff, press and spectators.
 - b) A competition venue shall preferably be equipped with two electric scoreboards.
 - c) One manual scoreboard shall be placed on the match table.
 - d) The scoreboards shall display the following information:
 - e) Nationality of the teams (abbreviations of the names), if possible
 - f) The score
 - g) The playing minute (time)
 - h) The period being played, if possible
 - i) Time-outs called by each team, if possible
 - j) The penalty time, if possible
- M.3.9. *Daily report*
The Organizing Committee shall, during the competition, submit to the Technical Delegate, Chief Jury, Chief Referee, Team Managers, and the Media a daily report containing:
- a) Final results of the previous day's matches with scores, names of the scorers and assists.
 - b) Penalties and names of players.
 - c) Details of the present day's matches.
 - d) Names and nationalities of the Officials for the matches of the present day.

- e) Ranking list.
- f) Top scorer list.
- g) Number of spectators.
- h) The next days program.
- i) Other information.

M.4. Repairing equipment

- M.4.1 Material for repairing or replacing goals, boarding or match table equipment shall be kept in a short distance from the playing field.
- M.4.2 The Organizing Committee is responsible to have available 2 extra goals and 1 extra boarding as reserve.
- M.4.3 The Organizing Committee is responsible to have available a compressor, work machines, jack, saw, tape, measure tape, etcetera, at a recognisable place (Technical Room).

M.5. Cups, medals and gifts

- M.5.1 The Organizing Committee is responsible for the cups, medals and gifts as mentioned in article D.3. of the IPCH Competition Regulations.
- M.5.2 The IWAS shall approve the prices by a given description from the Organizing Committee.
- M.5.3 The printing and text of the cups and medals shall be as follows:
 - Printing: IWAS logo
 - Text: Ranking f.e. "1st price" or "1"
 - Full name of the competition, f.e. "IWAS World Championship"
 - "PowerChair Hockey"
 - month + year
 - place + nation
- M.5.4 The printing and text of gifts shall be as follows:
 - Printing: IWAS logo
 - TextFull name of the competition, f.e. "IWAS World Championship"
 - "PowerChair Hockey"
 - month + year
 - place + nation

M.6. Flags and National anthems

- M.6.1 The Organizing Committee is responsible to arrange National flags and anthems of each participating nation and the IWAS flag.
- M.6.2 Flags of all participating nations and the IWAS shall be on display in the venue of the centre court, and, if possible, also outside the venues.
- M.6.3 For the Opening and Closing Ceremonies flags of all participating nations on a pole are needed and the anthem of each participating nation.

N. CEREMONIES

N.1. General

- N.1.1 Ceremonies involves:
 - a) Opening Ceremony
 - b) Protocol of a match
 - c) Closing Ceremony

N.2. Opening Ceremony

- N.2.1 The Organizing Committee is responsible for the Opening Ceremony, (the day) before the first match.
- N.2.2 The Organizing Committee shall arrange speakers' equipment, music and anthems.

N.2.3 The Opening Ceremony shall include a presentation of the IWAS and/or IPCH, the National Organisation of Sports for Disabled, the National Organisation of PCH, the Organizing Committee, the Team Delegations and the Officials.

N.3. Protocol of a match

N.3.1 The Organizing Committee shall arrange a speaker, who shall:

- a) Know the rules of the game.
- b) Be able to communicate in English.
- c) Be close to the match table.

N.3.2 The Organizing Committee shall arrange speakers' equipment and music.

N.3.3 *Prior the first match of the day*

The speaker shall inform the spectators/present people before the first match of the day of:

- a) The results of the previous day.
- b) The teams ranking positions.
- c) The day program.

N.3.4 *Prior each match*

After the teams have marched in and are assembled on the playing area, announce:

- a) The name/nation of the team second mentioned on the match form, the names and numbers of the players.
- b) The name/nation of the team first mentioned on the match form, the names and numbers of the players.
- c) The names of the Time/ and Scorekeeper.
- d) The Referees names and nationalities.
- e) The Jury Members names and nationalities.

N.3.5. *During a match*

After a goal has been scored, announce the following details:

- a) The score.
- b) The scorer of the goal.
- c) The assist of the goal.
- d) The time the goal was scored.

N.3.6 *When a penalty is awarded, announce the following details:*

- a) The name and number of the player receiving the penalty.
- b) The kind of penalty (warning, time penalty or disqualification).

N.3.7 *When an allocated time-out is awarded, announce the following details:*

- a) The name/nation of the team who called for the time out.
- b) If it is the first or second time-out of the team.

N.3.8 *At the beginning of the second half, announce the following details:*

- a) The score.
- b) The Scorekeeper shall inform the speaker during the intermission.

N.3.9 *Directly after each match:*

- a) After each match announce the following details:
- b) The final score
- c) The name/nation of the losing team.
- d) The name/nation of the winning team.
- e) The following match of those teams.

f) The names/nations of the teams and the time of the next match and the kind of match (f.e. first round, play-off, semi-final, final).

N.3.10 *Directly after the last match of the day*

When the last match of the day has finished, announce the program of the next day.

N.4. Closing Ceremony

N.4.1. The Organizing Committee is responsible for the Closing Ceremony, right after the final match.

N.4.2. The Closing Ceremony shall include:

- a) Presentation of the Team Delegations.
- b) Presentation of the Officials (Referees, Jury Members, Classifiers and Technical Delegate).
- c) Presentation of the staff of the Match Secretariat.
- d) Presentation of the volunteers.
- e) A speech of the IWAS and/or IPCH, the National Organizing of Sports for Disabled, the
- f) National Organisation of PCH and the Organizing Committee.
- g) Presentation of the cups, medals and gifts.
- h) National anthem of the winner.