



IWAS
Olympic Village
Guttman Road
Aylesbury
Bucks HP21 9PP
UK

T. +44 (0)1296 436179
F. +44 (0)1296 436484
E. info@iwasf.com

www.iwasf.com

Appendix 1

GENERAL RULES, PRINCIPLES & POLICIES FOR IWAS OFFICIAL & SANCTIONED EVENTS

These General Rules, Principles and Policies will apply for all IWAS Official and Sanctioned competitions, if not otherwise stated in the Sport Specific Rules.

Official competitions are events where IWAS holds the sole rights to seek Organisers. **Sanctioned competitions** are events under IWAS governance whereby Organisers seek sanction for the event to be included on the IWAS calendar and technical/classification assistance to ensure the event complies with IWAS standards, rules and regulations. Results are recognised for both sanctioned and official events.

Upon "Award of a bid" by IWAS the Organising Committee has an obligation to submit their formal Invitation letter to IWAS for approval before distributing to Nations. General Rules for their competition in accordance with the following rules must also be submitted.

GENERAL RULES:

1 Eligibility

Only member countries that are in good standing with IWAS are eligible to enter athletes.

2 Entry Procedure

2.1 The dates for sending out entry forms and receiving final entries should be determined in co-operation with IWAS HQ.

2.2 Entry forms must be returned by the agreed deadline date. Any change to the entry must be made by email. No verbal changes will be accepted.

2.3 Entry changes may be permitted where sex, class and event are identical with those of the competitor to be replaced. These changes have to be made according to the rules of the sport.

2.4 Entries will not be accepted after the closing date on the Entry Form.

2.5 Entry Fee deposits should be mandatory.

2.6 Entry withdrawals may be permitted in exceptional cases or for medical reasons. Notification with proof must be made to IWAS by the IWAS member organisation.

2.7 Refund of entry fee paid in relation to 2.6 will be at the discretion of IWAS in consultation with the organising committee.

3 Competition Rules

3.1 A competitor may only be withdrawn from an event during the competition period in exceptional cases or for medical reasons. Notification must be made to the officials of that sport as per the rules of the sport.

3.2 Smoking and consumption of alcohol are not permitted in sports areas. Any individual found to be affected by alcohol or a prohibited doping substance will be immediately removed from the competition area.

3.3 In the IWAS Games programmes, the Organising Committee has to conform to the minimum technical requirements of each sport on the program. Services to be undertaken by each sport in support of the Organising Committees will be included in the Contract.

4 Classification

4.1 Competitors must have at least a national classification prior to entry into IWAS events.

4.2 Classification will be conducted by international classifiers appointed by the sports and authorised by the IWAS and according to the classification rules of each sport.

4.3 All classification protests must be made in accordance with the rules of the sport.

5 Doping Control

5.1 Doping Control will be conducted in accordance with the IWAS Anti-Doping Code under the terms and conditions of a signed Anti-Doping Agreement between IWAS and the host organising committee.

5.2 All results shall be forwarded in the first instance to the IWAS Secretariat

5.3 Result management will be conducted by IWAS in accordance with the IWAS Anti-Doping Code.

6 Political Protests and General Behaviour

6.1 The competition, including Opening and Closing Ceremonies, must not be used as a forum for political protest of any kind.

6.2 Any athlete, official or team member who:

- fails to comply with the rules governing the sport
- contravenes the spirit of fair play
- offends official(s), referee(s) or members of IWAS Committee(s) or the Organising Committee in the course of their official duties
- Behaves in a manner which discredits IWAS or the Organising Committee may be penalised.

Such penalty shall be in the form of a fine and/or suspension/disqualification, if not otherwise stated in Sport Specific Rules.

6.3 Any athlete, official or team member has the right of appeal to the IWAS Executive Board as per **Internal Regulation M.3.**

6.4 Any national organisation failing to endorse the sanction/penalty applied, shall be deemed in default and may be dealt with in such manner as the IWAS Executive Board deems fit.

7 Medals & Ceremonies

7.1 Medal designs shall require IWAS Executive Board approval

7.2 All medal winners must participate in medal ceremonies.

7.3 Any competitor receiving a medal shall be properly dressed indicating the country he/she represents.

7.4 The medal ceremony constitutes part of the competition.

8 Insurance

8.1 It is the responsibility of Team members to ensure they have personal medical and accident insurance for the entire length of their stay.

8.2 Organising Committees must provide detail regarding liability insurance as outlined in the bid procedures

9 Security

Teams are advised to insure equipment and personal belongings.

10 Staff Ratio

The LOC will have the option to set minimum ratio for staff in consultation with IWAS.

11 Protocol & Precedence

11.1 At all official IWAS Events, the President of IWAS, or his representative, shall take precedence and is followed by the IWAS Executive Board members.

11.2 An IWAS Flag must be flown at all official events.

12 Media Filming & Photography

12.1 The IWAS policy in this regard will prevail. All Organising Committees shall seek permissions and approvals from IWAS relating to TV and other media rights. Contracts in this respect will require prior approvals from IWAS Executive Board and will become integral to the Contract.

12.2 This article applies to all IWAS official events

13 Advertising & Publicity

13.1 All publication designs and text must be done in consultation with IWAS

13.2 The IWAS logo, motto and name are the exclusive property of IWAS and should be used on all publicity and advertising material for an official event.

13.3 The host use of the IWAS logo and trademarks is subject to prior written approval by IWAS. In order to obtain approval, the host must submit to IWAS a copy of text, graphics and description of the proposed medium for its use.

14 Media/Sponsorship and Merchandising

IWAS holds all rights to the Games, Championship and Official programmes of IWAS Sports, including Regional and Junior Games.

The OC will need to put in place procedures to ensure that IWAS permissions are applied for the use of:

- Title rights by sponsors
- Media rights by prospective TV or video camera crews
- Games logo and medal design
- Merchandising designs
- Photography

15 Cancellation

In the case of event cancellation, the Organisers undertake to refund all monies paid by member countries for entries.

16 Meetings

Countries will be advised of any relevant IWAS Meetings to be held in conjunction with the event.

17 IWAS Secretariat/Office

Provision should be made for an IWAS Secretariat office with volunteer support and equipment/communications link provided as itemised in Appendix 4 to Bid Stage 2, Requirements for IWAS Office/Meetings Rooms.

18 Child Protection Policy

In the case of IWAS Under 23 World Games or junior age groups in the IWAS World Games, organisers will be required to put in place Child Protection systems and detail these in Invitation and Entry Forms.

19 Principles & Policies

Prior to either bid or sanction being awarded, applications will be considered from both a technical and non-technical perspective and procedures are laid down in accordance with bid, sanction and contractual policies of IWAS:

19.1 For official sanction events, a call for bids will be sent out from the IWAS HQ. IWAS maintains a 2 stage bid policy as laid down by the Executive Board.

19.2 For sanctioned and official events, IWAS HQ will supply application forms to interested parties.

19.3 Each official event shall be named according to its official name as determined by the IWAS Executive Board and specified in the Bidding documentation.

- Sport Specific Official events (Championships, World Cup) will be named IWAS (name of sport) (status) (year).
- IWAS Games will be named either IWAS Under 23 World Games including under 18 and under 23 age groups. IWAS World Games will include under 23, Open class and Masters (40 years and above).

19.4 IWAS Rights to official events (naming, filming, photography, research) will be applied and subject to separate negotiation and application with IWAS Executive Board approval

19.5 Fees shall be applied for both official and sanctioned events and clearly declared on the bid and/or sanction application documentation

19.6 Site visits for official events will be conducted and carried out by officially authorised personnel appointed by IWAS

19.7 Conflict of interest throughout the bidding process shall be declared and avoided at all costs

19.8 The respective rights, responsibilities and authorities of both IWAS and Organising Committees will be declared

19.9 Contracts will cover award of event conditions, OC and IWAS rights and obligations, technical and classification appointments and financial undertakings

19.10 Official IWAS events will be conducted under the overall control and direction of IWAS

19.11 The acceptance of a bid and designation of a host does not become official until an Event Contract and Anti-Doping Agreement has been executed between the host and IWAS

IWAS and the prospective Organising Committee have certain rights and obligations within a Contract situation and these will include, but not necessarily be limited to, the following:

20 IWAS Rights and Obligations

20.1 IWAS has the right to call for bids for IWAS official events

20.2 IWAS holds the naming, image, photography, filming and media and design approval rights to these events

20.3 IWAS is responsible for all matters directly related to the conduct and production of the Event, including the competition format and applicable rules, regulations and policies for participation and competition

20.4 IWAS will supply relevant sample documentation to Organisers

20.5 IWAS has the right and responsibility to work with OCs in respect to official event merchandise.

20.6 IWAS reserves the right to potential sale of merchandise at the event.

20.7 IWAS and the OC shall negotiate the specific relationship with respect to the sale of such merchandise

20.8 IWAS will supervise the technical aspects of the Event

20.9 IWAS will verify that all relevant technical personnel appointed to the Event are properly accredited

20.10 IWAS will verify that all participating competitors have a current valid membership of the IWAS through the appropriate national member organisation

20.11 IWAS will provide administrative support to entry control, advice and support in general event organisation, a centralised information resource to its membership, IWAS sport sections and affiliated sports and the Organising Committee

20.12 IWAS will provide a current listing of national organisations in its membership for invitation

20.13 IWAS will maintain liaison with OC on all preparations for the event

20.14 IWAS will provide event management expertise to the Organising Committee by virtue of representation on the OC

20.15 During the Event, IWAS will meet daily with the Organising Committee to make final decision on all technical and policy matters relevant to the Event.

20.16 IWAS will identify individuals and organisations with technical expertise

21 Organising Committee Rights and Obligations

21.1 The OC is awarded the right to work with IWAS to deliver a successful event

21.2 The OC may create a programme for raising sponsorship for the event. The programme must be submitted in advance for IWAS review and approval. The OC agrees that it will not enter into final negotiations or make any irrevocable commitments with any potential sponsor prior to obtaining IWAS approval. IWAS will not unreasonably withhold its approval. IWAS will, where possible, approach sponsors regarding promotional tie-ins, advertising support and other marketing services to assist in promoting the event

21.3 The OC may grant title sponsorship to the event with prior approval by IWAS

21.4 The OC has the right to enter into contract with appropriate suppliers, consultants, service providers and agents, providing that the OC adheres to the IWAS rights, rules and regulations regarding event name, logo and medals; sponsorship; trademarks; event merchandise and media, and seek prior approvals from IWAS before entering into such contract(s)

21.5 The OC will provide sufficient manpower and provide all necessary equipment and service identified in the minimum requirements set by the individual sport during the event as agreed upon

21.6 The OC will identify and seek approval for adequate accessible accommodation in proximity to the venue(s) and airport

21.7 The OC will assume responsibility for costs and arrangements for hotels, meals and transportation (including local and flights) for a number of IWAS appointed technical, classification personnel and officers to be determined

21.8 The OC will assume responsibility for costs and arrangements for hotels, meals and local transportation for event support staff (officials, volunteers, administrators etc.) sufficient to ensure the event is run at the required standard

21.9 The OC will assume responsibility for costs and arrangements of a local shuttle transportation system to and from airport/accommodation(s) and to and from accommodations to arenas/venues for classification, training and competition days for participating national teams and for appointed international personnel

21.10 The OC will provide timely and adequate information on transportation arrangements/schedules, including maps, for all event participants and international personnel

21.11 The OC will assume responsibility for cost and delivery of the prescribed Anti-Doping provision outlined by IWAS

21.12 The OC will make available one physician and one physiotherapist to be present at venue(s) on training and competition days. The OC will additionally provide an emergency first aid facilities and first aid supplies on site during all training and competition sessions

21.13 The OC will be responsible for producing and publishing an Event programme

21.14 The OC will be responsible for designing and production of event logo and medals subject to IWAS Executive Board approval

21.15 The OC will provide personnel, including volunteers, to adequately organise and run the event. These will include, but not be limited to, providing all auxiliary personnel such as hostesses, score keepers, runners and administrative staff etc.

21.16 The OC will be responsible for providing an appropriate Opening Ceremony to welcome all participants and an appropriate Closing event

21.17 The OC will provide IWAS with an agreed number of VIP accreditations for access to all facilities and best seating categories, including some with floor access. IWAS will control the distribution of such accreditations

21.18 The OC agrees to indemnify IWAS, its officers, agents and employees of, from any and all claims, demands and causes of action, including the costs of litigation arising out of anything done, or alleged to have been done by the OC or any of its agents

21.19 The OC agrees to provide opportunities for venue access for all accredited media as well as all information required by all types of media

21.20 The OC agrees to the provision of PR service to the media in conjunction with IWAS HQ

21.21 The OC agrees to apply and collect the prescribed capitation fee as outlined in the contract from each registered team member on behalf of IWAS and transfer this to IWAS as set out in the contract. Further to this a per

capita Sport Entry Co-ordination fee of £15 is charged as this function is performed by the IWAS Secretariat. This charge is only applicable for athletes

21.22 The OC agrees to supply in conjunction with each IWAS appointed TD a Results service to the event and provide each participating team and IWAS HQ with a full results set in electronic and printed format

21.23 The OC undertakes to abide by the Contract stipulations as negotiated and agreed

21.24 The OC may arrange for the production and sale of IWAS official event related merchandise for sale at the event, after design approval by IWAS