



IWAS POWERCHAIR HOCKEY
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ORGANISERS REGULATIONS

IPCH Events

PowerChair Hockey

Edition 2014

Responsibilities and regulations to organise:

**Sport Assemblies
Development Events
(Officials) Courses
Demonstration Events
..... and other IPCH Events**

A. General

- A.1. IPCH Events
 - A.2. Bidding procedure
 - A.3. Regulations
 - A.4. Exceptions
 - A.5. Liability
 - A.6. Responsibilities of the Organiser
-

B. Financials

- B.1. Organising costs and income
 - B.2. Travel costs of Participants
 - B.3. Travel costs of Delegates
 - B.4. Travel costs of Organising Committee
 - B.5. Costs of accommodation, meals and refreshments
 - B.6. Costs of venues and sports equipments
 - B.7. Costs of recognisable clothes
 - B.8. Costs of gifts
 - B.9. Medical costs
 - B.10. Fees
 - B.11. Income by funding, sponsoring and marketing
-

C. Administration

- C.1. Invitations and Registrations
 - C.2. Information and Reports
 - C.3. Accreditations
-

D. Transportation

- D.1. General
 - D.2. Timetable
 - D.3. Transportation
-

E. Accommodation and meals

- E.1. Accommodation
 - E.2. Meals
-

F. Venues

- F.1. Playing Area
 - F.2. Changing rooms
 - F.3. Office
 - F.4. First Aid Room
 - F.5. Meeting Rooms
-

G. Hosting services

H. Public Relations and Promotion

I. Organisation of (Officials) Courses

J. Organisation of Meetings

- J.1. IPCH Sport Assemblies
 - J.2. Other IPCH Meetings
 - J.3. Changing of meeting programme
-

K. Organisation of Matches

L. Ceremonies

- L.1. Opening of the event
- L.2. Closing of the event

A. General

A.1. IPCH Events

A.1.1. The IWAS Committee of PowerChair Hockey, called the IPCH, is responsible for the organisation of IPCH Events 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 IPCH sanctioned events, if not otherwise stated in the IPCH Sport Specific Rules.

A.1.4. By IPCH Events are meant:
IWAS EWH Sport Assemblies, IWAS EWH Development Events, IWAS EWH (Officials) Courses, IWAS EWH Demonstration Events and other IPCH Events, sanctioned by the IWAS, not concerning official IPCH Competitions.

A.1.5. IPCH Events shall stage in date accepted by the IPCH, in order to prevent any case of contemporary event with other IPCH Events and Competitions or with events/competitions considered with priority by the IPCH.

A.1.6. 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 an official IPCH Event.
The IWAS logo and the name "IWAS" shall be in the title/logo of all official IPCH Events.

A.2. Bidding procedure

A.2.1. Any national member organisation of the IWAS (Organiser) may apply to organise an IPCH Event. The Organising Committee (OC) shall have the endorsement of its national member organisation of the IWAS for official sanctioning of the event.

A.2.2. A signed "letter of intent" to organise an official IPCH Event must be send to the IWAS secretariat, written in English, by the national member organisation of the IWAS (on behalf of an Organising Committee) at least **18 months (1,5 years)** prior the event concerned, by email with hard copy by fax or post.

A.2.3. The IWAS will forward the Bid Form to the national member organisation of the IWAS (Organiser), together with the EWH bid package, after receiving the "letter of intent".

A.2.4. The IWAS shall receive the completed Bid Form from the national member organisation of the IWAS (Organiser) at least **15 months** prior the event concerned.

A.2.5. On ground of the bids of nations, the IWAS shall appoint the Organiser of an official IPCH Event, at least **14 months** prior the event concerned.

A.2.6. The contract between the national member organisation of the IWAS (Organiser) and the IWAS shall be signed at least **13 months** prior the event concerned, stipulating the particular rights, duties and responsibilities of the IWAS and the Organiser.

A.3. Regulations

A.3.1. All IPCH Events shall be organised according to the IWAS and IPCH Rules and Regulations.

A.3.2. IWAS reserves the right to contractual authorisation of marketing/sponsorship of the event.

A.3.3. The Organising 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 event concerned

Unforeseen circumstances

A.3.4. Anything not provided for in the IWAS and IPCH Regulations shall be decided by the IPCH and if appropriate in cooperation with the Organising Committee and/or the Participants.

A.4. Exceptions

A.4.1. Exceptions from the IWAS and IPCH Regulations can only be agreed upon in a written contract between the IWAS and the Organiser.

A.5. Liability

A.5.1. Organising liability rests with the Organiser.

A.5.2. Claims against IWAS or IPCH for compensation will not be accepted.

A.6. Responsibilities of the Organiser

A.6.1. The Organiser shall install an Organising Committee consisting of the necessary functions and supporting responsibilities as follows:

- a. Chairman
- b. Secretary
- c. Financials
- d. Transportation
- e. Accommodation and meals
- f. Venues and equipment
- g. Public Relations and Promotion
- h. Medical services
- i. Technical services
- j. Hosting services
- k. Programme(s)
- l. Ceremonies

A.6.2. The Organising Committee works in close cooperation with the IPCH.

B. Financials

B.1. Organising costs and income

B.1.1. The Organising Committee is responsible for all financial matters concerning the local organisation of the IPCH Event.

B.1.2. The income for the Organising Committee can be arranged by:

- a. Participation Fee
- b. Sponsoring
- c. Funding
- d. Grants
- e. Donations
- f. Marketing
- g. Other resources

B.1.3. The Organising Committee is responsible for any additional finances needed.

B.2. Travel costs of Participants

B.2.1. By Participants are meant:

- a. Course Participants
- b. Nation Representatives, Observers and Interpreters for Sport Assemblies
- c. Coaches, Players and Team Assistants
- d. Personal Assistants

B.2.2. *Travelling to the IPCH Event*

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 IPCH Events*

The Organising 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 programme 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 Delegate
- d. IPCH Officials (Jury Members, Referees, Classifiers, Instructors)

B.3.2. *Travelling for Inspection, drawing and the IPCH Event*

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.

B.3.3. *Local travelling for Inspection, drawing and the IPCH Event*

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 Organising Committee

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

B.5. Costs of accommodation, meals and refreshments

B.5.1. The Organising Committee is responsible for the costs of the accommodation and meals of all Delegates, Participants and members of the Organising Committee.

B.5.2. The Organising Committee is responsible for the costs of refreshments of Delegates and members of the Organising Committee.

B.6. Costs of venues and sports equipments

B.6.1. The Organising Committee is responsible for the costs of the venues and sports equipments.

B.7. Cost of recognisable clothes

B.7.1. The Organising Committee is responsible for the costs of recognisable clothes of Delegates, Participants and members of the Organising Committee.

B.8. Cost of (memory) gifts

B.8.1. The Organising Committee is responsible for the costs of (memory) gifts for Delegates, Participants and members of the Organising Committee.

B.9. Medical costs

B.9.1. In case of events with matches/practice the Organising Committee is responsible for the costs of medical 'First Aid' educated persons and equipment in the arenas during practice and match days.

B.9.2. Each Participant and Delegate is responsible for taking out an own appropriate medical insurance.

B.10. Fees

B.10.1. **Sanction Fee**, as determined by the IWAS, shall be levied on all official sanctioned IPCH Events.

B.10.2. The Organising Committee is responsible for paying the IWAS Sanction Fee as mentioned in the contract.

B.10.3. The amount of Sanction Fees is approximately as follows:

Sport Assemblies	£ 0
Development Events	£ 100
Officials Courses (f.e. Referee Course, Classifiers Course)	£ 50 + Licence Fee p/p £ 10
Athletes and Trainers/Coaches Courses	£ 50
Demonstration Events	£ 0

B.10.4. The IWAS shall confirm the **Participation Fee** suggested by the Organising Committee.

B.10.5. At least 2 months before the first day of the IPCH Event the Participation Fee shall be paid to the Organising Committee.

B.10.6. In case of cancellation, the Organising 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. *Possible funds / grants:*

- a. Funds in the nation of the Organiser
- b. National Organisation of Sports for Disabled (NOSD)
- c. National Paralympic Committee (NPC)
- d. IPCH

B.11.3. *Sponsoring*

- a. The Organising Committee is allowed to set up sponsoring for the website, programme book, clothes of Officials, volunteers and members of the Organising Committee, venues, boarding's, gifts, etcetera.
- b. Sponsoring is subject for approval by the IWAS. The Organising Committee shall inform the IWAS.

B.11.4. Marketing of EWH promotional materials is allowed.

B.11.5. Net revenues from contracts relating to television and other media rights shall be shared between IWAS and the Organising 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. On proposal of the Organising Committee, the IPCH shall decide the dead line of registration of Participants in the IPCH Event. The registration deadline date shall be at least 2 months prior the event concerned.
- C.1.2. The IWAS, in cooperation with the IPCH, shall send the official invitation and Registration Form (with payment details) to the National Member Organisations of the IWAS at least 12 months prior the event concerned. The IPCH shall forward the information to the National Organisations for EWH.

Concerning Delegates

- C.1.3. The Organising Committee shall send invitations to all necessary Delegates.
- C.1.4. In case of an IPCH Event the Organising Committee shall invite:
- At least one (1) IWAS and/or IPCH Representative
- C.1.5. In case of an IPCH Course the Organising Committee shall invite:
- One (1) IPCH Technical Delegate
 - A sufficient number of IPCH Instructors and Jury Members, indicated by IPCH

C.2. Information and Reports

- C.2.1. The Organising Committee is responsible to share the necessary information of all practical arrangements of the IPCH Event concerned.
- C.2.2. Necessary information shall be send to:
- a. National Member Organisations of the IWAS
 - b. National Organisations of PowerChair Hockey
 - c. The IWAS Secretariat
 - d. The IPCH Secretariat
 - e. IPCH Officials
 - f. Participants
 - g. Delegates
 - h. Media
 - i. Sponsors
 - j. Other people involved/invited
- C.2.3. The Organising Committee shall send regular progress reports to the IPCH according to the following time schedule in advance of the IPCH Event:
15 months, 12 months, 9 months, 6 months, 3 months, 6 weeks
- C.2.4. The Organising Committee shall at least 15 months prior an IPCH Event submit a report (IPCH Organisers Checklist need to be used) to the IPCH, containing the following information:
- a. Full list of the composition of the Organising Committee (name, address, phone number and email address of the Chairman and secretary office, 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. Entry details.
 - h. Other necessary information.

- C.2.5. The Organising Committee shall at least 12 months prior an IPCH Event submit a report to the IPCH, containing the following information:
- a. Update of the IPCH Organisers Checklist.
 - b. Update of the estimate
- C.2.6. The Organising Committee shall at least 9 months prior an IPCH Event submit a report to the IPCH, containing the following information:
- a. Update of the IPCH Organisers Checklist.
 - b. Update of the estimate
- C.2.7. The Organising Committee shall at least 6 months prior an IPCH Event submit a report to the IPCH, containing the following information:
- a. Update of the IPCH Organisers Checklist.
- C.2.8. The Organising Committee shall at least 3 month prior an IPCH Event submit a report to the IPCH, containing the following information:
- a. Number and functions of the expected participants and delegates.
 - b. Number and functions of members/volunteers of the Organising Committee.
 - c. First detailed proposal of the programme (schedules of time and location).
 - d. Description of the opening and closing formalities, time and location.
 - e. Description of expected sponsorships.
 - f. Description of the gifts.
 - g. Update of the IPCH Organisers Checklist.
- C.2.9. The Organising Committee shall, at least 6 weeks prior an IPCH Event, submit a report to the IPCH, which also shall be distributed to the Participants and appointed Delegates containing:
- a. Full list of participants.
 - b. Full list of IPCH Officials (Technical Delegate, Jury Members, Referees, Classifiers and Instructors).
 - c. Opening and closing, formalities, time and location.
 - d. Final and detailed (meeting) programme(s).
 - e. Needed documents and agendas.
 - f. Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
 - g. Meal arrangements (breakfast, lunch and dinner).
 - h. Opportunities for teams/media to set up video cameras, internet possibilities etc..
 - i. Other practical information.
 - j. Update of the IPCH Organisers Checklist.
- C.2.10. The Organising Committee shall, at least 4 weeks prior an IPCH Event, submit a report to the Participants, containing:
- a. Addresses, telephone numbers and email addresses of the Contact Person, Secretary Office, venues and accommodation.
 - b. List of participants.
 - c. List of IPCH Officials (Technical Delegate, Jury Members, Referees, Classifiers and/or Instructors).
 - a. Final (meeting and/or course) programme.
 - b. Needed documents and agendas.
 - c. Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
 - d. Meal arrangements (breakfast, lunch and dinner).
 - e. Opportunities to set up video cameras, internet possibilities etc..
 - f. Other practical information.

- C.2.11. The Organising Committee shall, at least 4 weeks prior an IPCH Event, submit a report to the Delegates, containing:
- a. Addresses, telephone numbers and email addresses of the Contact Person, Secretary Office, venues and accommodation.
 - b. List of participants.
 - c. List of other relevant Delegates: names, organization and function.
 - d. Final (meeting) programme.
 - e. Needed documents and agendas.
 - f. Transportation arrangements: transportation schedule between airport (arrival and departure) and accommodation and transportation schedule between accommodation and venues.
 - g. Meal arrangements (breakfast, lunch and dinner).
 - h. Opportunities to set up video cameras, internet possibilities etc..
 - i. Other practical information.

- C.2.12. The Organising Committee shall, upon arrival, submit to the Participants and Delegates information, containing:
- a. Accreditations.
 - b. Addresses, telephone numbers and email addresses of the Head Office, the venues and the accommodations.
 - c. Room arrangements.
 - d. Transportation arrangements.
 - e. Meal arrangements.
 - f. Places reserved in the audience areas.
 - g. Press conferences and times.
 - h. Briefing for the IPCH Officials

- C.2.13. After the event the Organising Committee shall supply IWAS and IPCH with the full results, reports and minutes of the event within 1 months after the event concerned.

C.3. Accreditations

- C.3.1. The Organising Committee is responsible to accredit all Delegates, Participants and members of the Organising Committee by personal identity cards (badges), according to the official registration forms.
- C.3.2. The Organising Committee shall, upon arrival, submit the accreditations.
- C.3.3. Personal identity cards (badges) shall include personal picture, name, nation and function.

D. Transportation

D.1. General

- D.1.1. The Organising Committee is responsible for the transportation of Delegates and Participants according these Organisers Regulations.
- D.1.2. The responsibility of the Organising 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 then one day before the official arrival day or departure more then one day after the official departure day of the event, the Organising 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. Timetable

- D.2.1. The Organising Committee is responsible for organising 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 Participants and Delegates arrive at the venue concerned at least 30 minutes before the start of the programme and, in case of matches, at the match venue at least 60 minutes before the start of the match.
- D.2.4. The Organising Committee is responsible for giving appropriate instructions to drivers and taking care of transportation requirements.

D.3. Transportation

D.3.1. Travelling to the event:

- a. Each person is responsible to arrange the travel from the own nation to the nearest city and visa versa.
- b. Each person shall inform the Organising Committee of their travelling plans by sending in, in time, the official Registration Form.

D.3.2. Local travelling during the event:

- a. The Organising Committee is responsible to arrange the transportation from the airport or railway station in the nearest city to their respective accommodation and visa versa.
- b. The Organising Committee is responsible to arrange the transportation from their accommodation to the official venues according to the official programme, and visa versa.

E. Accommodation and meals

E.1. Accommodation

- E.1.1. The Organising Committee is responsible for selecting (accessible) accommodation to Delegates and Participants.
- 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. 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.1.4. The accommodation(s) shall be situated in the city of the event or immediate vicinity.
- E.1.5. The travelling time between the accommodation(s) and the venue(s) shall not be more than one hour.
- E.1.6. The Organising Committee shall offer accommodation from one day before the official arrival day up to one day after the official departure day of the event.
- E.1.7. When accommodation not listed by the Organising Committee or accommodation earlier then one day before the official arrival day is chosen, the Organising Committee is not responsible for the costs and arrangements of the accommodation.

E.2. Meals

- E.2.1. The Organising Committee shall offer 3 meals per day (including breakfast, lunch and dinner, at least one warm meal) from one day before the official arrival day up to one day after the official departure day of the event.

F. Venues

F.1. Playing Areas

- F.1.1. Matches and practice shall be played in venues with the following standards:
- a. The number of playing fields according the official schedule.
 - b. The free height above each playing field shall be minimal 5 meters, measured from the surface of the playing field.
 - c. A minimum length of 30 meters and a minimum width of 22 meters per playing area.
 - d. The playing area shall be according the IPCH Game Rules.
 - e. The minimum temperature shall be 18°C and the maximum temperature shall be 28°C.
 - f. Lighting sources which may disturb the Athletes, Referees, Officials or the audience shall be avoided.
 - g. Spectator's capacity for audience both unaided and in wheelchairs.
 - h. At least 1 accessible toilet shall be available.

F.2. Changing rooms

- F.2.1. *Changing rooms for players*
Players shall have room to change clothes for matches and practice sessions.
- F.2.2. *Changing room for Officials*
A sufficient number of changing rooms with a shower shall be reserved for IPCH Officials. Females shall have separate facilities.

F.3. Office

- F.3.1. An office with telephone, personal computer(s), printer, copy machine, internet connection and other office equipment shall be available.

F.4. First Aid Room

- F.4.1. A First Aid Room containing first aid equipment shall be available.

F.5. Meeting Rooms

- F.5.1. The Organising Committee is responsible to arrange rooms for meetings in the match/practice venue, indicated by the IPCH.

G. Hosting services

- G.1.1. The Organising Committee shall provide a host for:
- a. Participants
 - b. Delegates
- G.1.2. The hosts shall be available during the entire event and shall be able to speak at least English.
- G.1.3. The host shall, upon arrival, submit to all people mentioned in G.1.1. the programme and other necessary information.

H. Public Relations and Promotion

- H.1.1. The IWAS flag shall be on display in the main venue, and, if possible, also outside the venues.
- H.1.2. The Organising Committee is responsible to arrange a photographer and videographer during events.

- H.1.3. The IPCH withholds the right to reserve space for advertisements in the venues (f.e. on the walls). This arrangement shall be agreed with the Organising Committee. The IPCH has the right to impose restrictions on the advertisements rights of the Organising Committee.
- H.1.4. The IPCH may decide about regulations regarding colours and advertisements on the Official's outfit, to be in charge during the event.
- H.1.5. The Organising Committee is responsible for information releases prior to the start of the event, both in English and the language of the organising nation, with all information, participating nations, participants, delegates, officials, schedules, agenda, etcetera.

I. Organisation of (Officials) Courses

- I.1.1. By IPCH (Officials) Courses are meant:
- a. Technical Delegates Course
 - b. Jury Members Course
 - c. Referees Course
 - d. Classifiers Course
 - e. Instructors Course
 - f. Coaches Course
 - g. Trainers Course
 - h. Athletes Course
- I.1.2. The Organising Committee is responsible to arrange a sufficient number of Playing Areas and Course Rooms, indicated by IPCH.
- I.1.3. The IWAS/IPCH shall appoint the IPCH Technical Delegate, Instructors and needed IPCH Jury Members officially.
- I.1.4. At least one IPCH Instructor will be appointed per course. Per 16 course participants at least one IPCH Instructor will be appointed.
- I.1.5. The Organising Committee shall invite:
- At least one (1) IWAS and/or IPCH Representative
 - One (1) IPCH Technical Delegate
 - A sufficient number of IPCH Instructors and Jury Members, indicated by IPCH.

J. Organisation of Meetings

J.1. IPCH Sport Assemblies

- J.1.1. Organising Committee shall arrange a meeting room with meeting equipment (computer, beamer, screen, extension lead, name plates) and refreshments.
- J.1.2. An office with telephone, printer, copy machine, internet connection and other office equipment shall be available.
- J.1.3. For all sessions of the Sport Assembly the Organising Committee is responsible to arrange (a) minutes writer(s) with thorough command of the English language.
- J.1.4. The Organising Committee shall send the minutes of the Sport Assembly to the IPCH Secretary within 1 month after the Sport Assembly.

J.2. Other IPCH Meetings

- J.2.1. The Organising Committee shall arrange a meeting room with meeting equipment (computer, beamer, screen, extension lead, name plates) and refreshments.

J.2.2. An office with telephone, printer, copy machine, internet connection and other office equipment shall be available.

J.3. Changing Meeting Programmes

J.3.1. The Organising 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.

K. Organisation of Matches

K.1.1. The Organising Committee is responsible for the match programme including practice/warming-up schedule, match schedule, referee schedule and match table schedule. These shall be drawn up in cooperation with the IPCH.

K.1.2. The Organising Committee is responsible to arrange the playing area(s), inclusively the referee-, team-penalty/substitution, audience area and match table according the IPCH Game Rules.

K.1.3. The Organising Committee is responsible for repairing equipment to repair goals, boarding, wheelchairs and sticks. These shall be kept in a short distance from the playing field.

K.1.4. The Organising Committee is responsible to have available 2 extra goals, 1 extra boarding and a sufficient number of playing balls as reserve.

K.1.5. The Organising Committee is responsible for medical 'First Aid' present in the playing areas. At least 1 educated, English speaking, medical person shall be present.

L. Ceremonies

L.1. Opening of the IPCH Event

L.1.1. The Organising Committee is responsible for the formal opening of the event.

L.2. Closing of the IPCH Event

L.2.1. The Organising Committee is responsible for the formal closing of the event

L.2.2. The closing shall include:

- a. Presentation of the Participants.
- b. Presentation of the Officials.
- c. Presentation of the Organising Committee volunteers.
- d. A speech of the IWAS or IPCH, and/or other delegates.
- e. Presentation of the gifts, certificates etc..