

BISFed Competition Pathway
Version 2019.01

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This Competition Pathway document has been prepared as a general guide to the context of BISFed-sanctioned competitions and to explain how these events must be organised and managed. BISFed will periodically review the number and format of its sanctioned competitions, always with a view to developing the sport and providing as many competitive opportunities for athletes as possible.

The Host Organising Committee (HOC) for each event will sign a legally binding Hosting Contract which agrees the specific requirements for that event. (In practice this is a standard contract with minor amendments to take account of event-specific agreements. The Hosting Contract should be read in conjunction with this Competition Pathway document, but the Hosting Contract will always take precedence over this Competition Pathway document.)

For more information on BISFed Competition Structure and the different competition types, consult: http://www.bisfed.com/wp-content/uploads/2018/05/BISFed_Competition-and-Ranking-Manual_1.3_2018-05.pdf

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1. COMPETITIONS

1.1. Sanctioned World Ranking Competitions

1.1.1. BISFed's official **Competition System** for the current Quadrennial Can be found at <http://www.bisfed.com/competitions/>. The Competition System will describe all competitions which are sanctioned by BISFed. All BISFed-sanctioned competitions will attract World Ranking points for the BISFed World Ranking List. The Competition System will mature over time to allow as many competitive opportunities for athletes as possible.

1.1.2. Only BISFed Members in good standing are eligible to participate in BISFed-sanctioned competitions.

1.1.3. Paralympic Games: This event is sanctioned by the International Paralympic Committee and also attracts World Ranking Points.

1.2. Sanctioned Non-Ranking Competitions

1.2.1. BISFed will attempt to provide Technical Officials (e.g. Referees and Classifiers) and its expertise for Non Ranking Competitions. Examples of Non-Ranking competitions would be Sub Regional Championships and Youth Games.

1.2.2. Only BISFed Members in good standing are eligible to participate in BISFed-sanctioned competitions.

1.3. Non sanctioned Competitions

1.3.1. In order to promote the growth of boccia, BISFed will endeavour to support other non-sanctioned competitions (for example, National Championships, Invitation Tournaments) by offering technical advice and expertise if there is the resource to do so.

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2. BIDDING TO HOST BISFed-SANCTIONED COMPETITIONS

2.1. Eligibility

- 2.1.1.** Only BISFed members in good standing are eligible to bid to host BISFed-sanctioned competitions.
- 2.1.2.** A member who wishes to bid to host a World Championships (but not for World Open Championships) must have previous experience of hosting a BISFed-sanctioned event.

2.2. Bidding timetable

- 2.2.1.** BISFed will normally invite expressions of interest from members a minimum of 12 month prior to the year in which the competition will be held.
- 2.2.2.** Members who are interested in hosting competitions will normally have three months to respond to the invitation to bid.
- 2.2.3.** All bids must be submitted using the standard BISFed Competition Bid Document published on the BISFed website.
- 2.2.4.** The BISFed Competition Bid Panel will review all bids received by the closing date and make recommendations to the BISFed Board within one month of the bid closing date.
- 2.2.5.** Assuming that BISFed receives at least one competent bid to host an event, the winning bidder will normally be notified and the competition announced on the BISFed website within three months after the closing date for bids, with the aim of publishing the competitions awarded at least six months in advance of the calendar year in which the event is due to take place. .

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3. CONTRACT

- 3.1.** BISFed's standard Hosting Contract will be made available to all bidders at the time of bidding. **Bidders are required to note and include all the requirements of the standard Hosting Contract when preparing their bid.** BISFed Administration will prepare a draft contract which includes any negotiated modifications particular to each bid (if any.) The draft contract will be forwarded to the successful Host Organising Committee (HOC) within one month of the announcement of the successful bid.
- 3.2.** The HOC is required to review the draft contract and provide any comments to BISFed Administration for consideration within one month of the receipt of the draft contract.
- 3.3.** In order to minimise administration and postage, once agreed, the contract may be entered into in any number of counterparts and any party to the contract may enter into the contract by executing (signing) any counterpart. A counterpart constitutes an original of the contract and all executed counterparts together have the same effect as if each party had executed the same document.
- 3.4.** BISFed contracts are prepared in English under English law.

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4. COMPETITION ENTRIES

4.1. Eligibility of Players and Team Officials

- 4.1.1.** All athletes and Team Officials entered to BISFed-sanctioned competitions must be entered by a BISFed Member organisation in good standing.
- 4.1.2.** Where there are two or more BISFed Members in a country, only one of these organisations may enter athletes in any one BISFed-sanctioned competition.
- 4.1.3.** All athletes entered to BISFed-sanctioned competitions must be 15 years of age on January 1 of the year of the competition.
- 4.1.4.** BISFed's policy on the nationality of athletes (as published on the BISFed website) will be applied at all BISFed-sanctioned competitions. BISFed members are solely responsible for ensuring the eligibility of athletes, and athletes' passports will be checked prior to each competition.
- 4.1.5.** The BISFed nationality policy is also applied to the player's assistant in the BC3 classification.

4.2. Period of Entries

- 4.2.1.** The Intention to Compete for BISFed-sanctioned competitions will normally open 4 months prior to the starting date of the competition. (Note that special arrangements for entries will apply to events sanctioned by the IPC and Regional Paralympic Committees.)
- 4.2.2.** First Entry will normally occur 4 months prior to the competition's starting date and Final Entries will normally close two months prior to the competition's starting date.
- 4.2.3.** HOC must use BISFed's authorised Event Entry System (Sport:80) for all BISFed-sanctioned events. This is to facilitate consistency and integrity of data capture (e.g. athlete and team member details, passport and travel details, athlete classification) and to integrate all competition data. Once an athlete has entered a BISFed-sanctioned event, this data will automatically be available for future events. The data will also be used for competition draws, posting of results and calculation and publication of World Ranking Lists.

4.3. Entry Fees

- 4.3.1.** BISFed's policy is to encourage HOCs to charge reasonable entry fees in order to encourage more competitors in events.
- 4.3.2.** The entry fee proposed by the HOC will be part of the bid and is always subject to approval by BISFed. No adjustments to the approved entry fee will be allowed unless BISFed agrees that exceptional circumstances warrant a change.
- 4.3.3.** The HOC may charge:
 - up to £1,500 per country as an 'Intention to Compete' fee (refundable if the country withdraws before the first entry date. An 'Intention to Compete' fee will form part of the total entry fee due.)
 - 30% of the full entry fee as a 'first entry' fee. (See 4.2.2) This payment will be refundable if a player is withdrawn prior to closing of the final entry.
- 4.3.4.** Any outstanding part of the entry fee must be paid in full by the closing date.
- 4.3.5.** No refunds of entry fees will be made after the final entry has closed, other than for approved medical or special circumstances. The validity of refunds will be determined on a case by case basis on production of medical or other relevant evidence. Any refund will be limited to 80% of the full entry fee.
- 4.3.6.** Every entry fee (which will be charged for all accredited athletes and team members) will include a Capitation Fee which the HOC must pay to BISFed on completion of the event.

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5. TECHNICAL OFFICIALS

5.1. Appointment of Technical Officials

5.1.1. Technical Delegate: BISFed will appoint a Technical Delegate for each sanctioned competition within two months of the award of a bid. BISFed will appoint an Assistant Technical Delegate for all events with the possible exception of the Regional Open events. (For Regional Open events, BISFed and the HOC will agree whether an Assistant TD is required.)

5.1.2. Referees: The BISFed Referees' Committee will make a recommendation to the BISFed Board for the referees for each competition. BISFed will maintain a master list of qualified referees, and in making such recommendations, the Committee will check the availability and eligibility of referees at least annually with the relevant BISFed members.

5.1.3. Classifiers: The BISFed Classification Committee will make a recommendation to the BISFed Board for the Classifiers for each competition. BISFed will maintain a master list of qualified Classifiers, and in making such recommendations, the Committee will check the availability and eligibility of Classifiers at least annually with the relevant BISFed members.

5.1.4. Technical Officials for each competition will be appointed according to the following table:

	Paralympic Games	World Championships	Regional Championships	World Open	Regional Open	Notes
Maximum Number of Athletes	As agreed with the IPC	192	80 - 112	80 – 126	40 - 82	See Note 7 below for guidance on team/staff numbers
Competition Courts*	6	12	8-10	8-10	6-8	
Training Courts	6	6-8	4-6	4-5	2-4	
Ideal number of Training Days*	2	2	2	1	1	
Ideal Number of Competition Days*	7	7	5	5	34	
Technical Delegate (TD)	1	1	1	1	1	Appointed by BISFed
Assistant TD	1	1	1	1	1	Appointed by BISFed
Head Referee (HR)	1	1	1	1	1	Appointed by BISFed
Assistant HR	1	1	1	1	1	Appointed by BISFed
Total Number of Referees	12	24	16 - 20	16 - 20–	12 - 16	Total number of International and National Referees
% of BISFed Appointed Int. Ref.	100	100	Minimum of 80%	Minimum of 80%	Minimum of 50%	All IRs must be approved and appointed by BISFed
IR from Host Country	N/A	Up to 6	Up to 40% of the IR	Up to 40% of the IR	Up to 50% of the IR	
National Referees	N/A	N/A	Maximum of 20%	Maximum of 20%–	Maximum of 40%	Nominated and appointed by HOC
International Classifiers	N/A	6	3	3	6	Nominated and appointed by BISFed. Includes the Head Classifier
Liners	12	24	16 - 20	12 – 20	9 – 16	Appointed by HOC
Timers	Recommended 2 per court (minimum 1.5 per court)					Appointed by HOC

Notes:

- The number of courts and referees varies according to type of event.
- The number of Referees required is determined by the number of competition courts (2 per court.)
- The HOC must provide BISFed with the number and names International and National Referees they wish to nominate as part of their bid to host the event, according to the table above. The BISFed Referee Committee has the final decision on appointing all International Referees, including those from the Host Country.
- The number of liners required is 2 per court. At Regional and World Open Events a minimum of 1.5 liners per competition court will be accepted

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6. A reasonable ratio of staff/team numbers (in addition to athletes) is: 1 assistant per athlete; 1 Team manager; 1 BC1/2 Team Coach; 1 BC3 Pair Coach; 1 BC4 Pair Coach; 1 Physiotherapist/Medical staff

5.2. Travel provision for Technical Officials

5.2.1. Travel Class and Payment: The HOC will be responsible (as per the Hosting Contract) for economy class travel from home to the competition venue for all BISFed appointed officials (Technical Delegate(s), Classifiers and Referees). This includes reasonable costs from home to departure airport and return and carriage of reasonable luggage (up to 20kg) if charged as an extra by airline companies. Travel expenses incurred by BISFed-appointed officials must be reimbursed to the official in GBP, Euros or USD during the event on production of the relevant receipts. The HOC is responsible for booking and paying for all such travel, unless agreed otherwise directly with the Officials concerned. If a Technical Official wishes to travel with an accompanying person, any additional costs must be paid for by the Technical Official.

5.2.2. Entry Visas: BISFed appointed officials are responsible for obtaining an entry visa to the relevant country (where necessary.) However, the HOC has a clear responsibility under the Hosting Contract to assist with visa applications (for example by providing letters of invitation in good time.) The HOC is responsible for reimbursing BISFed appointed officials for the cost of obtaining Insurance: BISFed will be responsible for arranging travel and medical insurance cover for BISFed appointed officials and representatives.

5.2.3. Technical Officials with a disability: If a technical official with a disability requires a personal assistant for their personal needs, the HOC must cover the cost of travel for the personal assistant.

5.3. Accommodation and meal provision for Technical Officials

5.3.1. Accommodation and meals must be provided for all BISFed appointed officials from at least one day prior the equipment check and classification until the departure date and time. The Technical Delegate, Head Referee and Chief Classifier may be required to attend for an additional day, depending on the competition.

5.3.2. The Technical Delegate, Head Referee and Chief Classifier must be allocated single rooms.

5.3.3. All other Technical Officials may be allocated shared rooms (but not more than two per room, and in separate male and female rooms.)

5.3.4. Any additional nights outside of the above days must be paid for by the BISFed appointed officials by arrangement with the HOC

5.3.5. Technical Official with a disability: If a technical official with a disability requires a personal assistant for his personal needs, the HOC must cover the cost of accommodation and meals for the personal assistant.

5.4. Daily Allowance for Technical Officials

5.4.1. Technical Officials must be paid a per-diem allowance at the current approved BISFed rate from the day of arrival until the day of departure (both days inclusive.) The per-diem payment must be paid net (free of any local taxes) and can either be paid daily or as a lump sum at the beginning of the competition. The HOC is responsible for any local tax relating to per diem payments.

5.5. Uniforms

5.5.1. The HOC must provide at least two sports shirts for each BISFed appointed official. The shirts should display the approved logos of the competition and the BISFed logo. The design of competition uniforms must be approved by BISFed.

5.6. Technical Delegate Liaison

5.6.1 Due to the extensive list of deliveries the Technical Delegate is responsible for, BISFed requests that the HOC provide a liaison to assist the TD and ATD (if applicable) in all aspects required.

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6. TECHNICAL REGULATIONS

6.1. Technical Delegate Visit

- 6.1.1.** HOC must arrange an inspection visit by the appointed Technical Delegate at least four months before the start date of the competition. The visit should be for two days, and HOC is responsible for economy class travel from home to competition venue as well as all travel, accommodation and subsistence during the visit.

6.2. Competition Rules and Regulations

- 6.2.1.** All BISFed-sanctioned competitions will be run according to the current version of the BISFed Competition Rules as published on the BISFed website.
- 6.2.2.** All BISFed-sanctioned competitions will be organised by the HOC according to the current version of the BISFed Competition Manual as published on the BISFed website.
- 6.2.3.** The BISFed Competition Management System (BCMS) will be used to manage all the information pertaining to the competition (including competition entries, competition draw and results.) HOC will be charged the current standard rate for use of the BCMS software.

6.3. Competition Venue

- 6.3.1. Competition courts:** The number of competition courts and the playing surface specification will be as per the Hosting Contract between BISFed and the HOC.
- 6.3.2. Warm-up area:** HOC must provide at least half as many warm up courts as competition courts in an area separated and secluded from the main field of play
- 6.3.3. Equipment storage:** HOC must provide enough space for each country participating in the competition to store sports equipment securely when it is not in use.
- 6.3.4. Call Room:** HOC must provide a Call Room area adjacent to the competition courts to accommodate all the competitors, assistants, coaches and Referees for each set of matches. (Note: the Call Room space may be used for Classification prior to the completion. In addition:
- The Call Room must provide at least 12 m² per Competition Court with clear dividers between each such area, plus adequate aisle space for wheelchair access;
 - At least one wheel chair-accessible toilet should be in the Call Room or nearby.
- 6.3.5. Technical Delegate Room:** HOC must provide a secure area for the Technical Delegate, with at least two stand-alone desks and chairs and a printer with wireless internet access.
- 6.3.6. Head Referee Room:** HOC must provide a secure room for the Head Referee (this room will also be used in the event of Protests), with at least 2 stand-alone desks and 6 chairs, a working surface and a printer with wireless internet connection.
- 6.3.7. Officials' Lounge:** HOC must provide a room with enough space to accommodate all the Technical Officials for meetings and relaxation. Water, tea, coffee and fresh fruit should be provided.
- 6.3.8. Athletes' Lounge:** HOC must provide a room or quiet space sufficient to accommodate 20% of the athletes participating at any one time together with soft furnishing such as mats or puffs, and a few chairs and tables.
- 6.3.9. Volunteers' Lounge:** HOC must provide a room with sufficient space for the volunteers to hold a meeting and to relax.
- 6.3.10. Spectator Area:** HOC must provide sufficient seats and spaces for wheelchair spectators, including athletes who are not involved in competing.
- 6.3.11. Flags:** All competing countries must be represented by their flag inside the competition venue. Flags must be arranged according to the regulations set out in BISFed Platform

6.4. Host Organising Committee (HOC)

- 6.4.1.** All BISFed competitions will be conducted in the English language, and all HOC officials must be competent in English.
- 6.4.2. The Competition Manager** must be exclusively dedicated to support BISFed Officials for the duration of the competition so as to ensure the smooth running of the event.

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- 6.4.3. The Call Room Manager** must be familiar with the sport of Boccia and the operation the Call Room, and should be confident enough to manage issues which can arise in the Call Room from time to time.
- 6.4.4. General Information Desk:** HOC must provide a General Information Desk (normally near the Reception area in the competition venue.) The manager of the General Information Desk must be familiar with all aspects of the competition (e.g. accommodation facilities, meal times, competition schedules, transport arrangements, local information.)
- 6.4.5.** In order to promote spectator interest in the event, the Competition Venue must be open to the public (subject to any local safety and security requirements) unless it is agreed with BISFed that the event will be ticketed, in which case tickets must be on sale to the general public.

6.5. Volunteers

- 6.5.1.** Volunteers are required for a variety of tasks such as to control access to secure areas (e.g. the Warm-up area, Call Room, Field of Play, Equipment Storage); to help athletes move onto the Field of Play; to sweep courts between matches; and to assist the Technical Delegate and Head Referee as required.
- 6.5.2.** HOC must nominate a Volunteers' Leader (fluent in English) who is able to act as a point of contact for the Technical Delegate and Head Referee.

6.6. Information Technology Provision

- 6.6.1. High Speed Wireless Internet:** HOC must provide (free of charge) reliable high speed wireless broadband internet connection for use by all officials, athletes and teams at the competition venue and at the hotel/accommodation venue.
- 6.6.2. Technical Delegate and Competition Manager Information Technology:** HOC must ensure that an Ethernet connection is available and connected to the Internet via cable for the Technical Delegate / Assistant Technical Delegate to operate the BISFed Competition Management System. For the avoidance of doubt, the scoring and timing computer on each competition court **MUST** be connected to the TD office and the host computer for the Boccia Competition Management System by Ethernet cable. Wifi connection is **NOT** reliable and is **NOT** an acceptable method of connection.

6.7. Live Coverage of Competition Play

- 6.7.1.** At least one competition court must be filmed live by the HOC, and this coverage must be streamed directly to the competition website (or alternatively the BISFed website.)
- 6.7.2.** For BISFed World Championships & Regional Championships (starting in 2021), overhead video coverage will be required on the finals court to provide instant replay evidence for the Head Referee in the case of a dispute or protest.

6.8. Classification

- 6.8.1. Classification Team:** A Classification Panel consists of three classifiers, (Medical doctor, Physiotherapist and Technical Classifier) all appointed by BISFed. For major Regional and World competitions, a Chief Classifier and two classification panels will be appointed by BISFed (six classifiers in total.) For World and Regional Events, one classification panel will be appointed; at these competitions only athletes with N (New) status will be classified and protests on classification will not be allowed.
- 6.8.2. Classification Room:** HOC must provide a separate, private Classification Room which should be the length of a boccia court (12m long) to allow an accurate indication of the throwing ability of the athlete. (Alternatively the classifiers will need to have access to a competition or warm-up court for classification purposes.)
- 6.8.3. Classifiers' Office.** HOC must provide a secure office for the Classification Panel(s) containing sufficient tables and chairs, pens, pencils, wireless internet access and a dedicated printer.

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6.9. Classification Equipment: the following equipment must be provided in the Classification Room:

6.9.1. One set of boccia balls for each Classification Panel

6.9.2. One reflex hammer (patella hammer)

6.9.3. One goniometer

6.9.4. One metric tape measure

6.9.5. A table and 3 chairs

6.9.6. One plinth and pillow

6.9.7. Three clipboards, pens and pencils

6.9.8. Hand sanitiser

6.10. Classification Forms: will be emailed to the HOC in advance upon request.

6.11. Event Insurance: HoC's will be required to demonstrate that they have adequate event insurance in place to cover the event.

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7. DOPING CONTROL AND MEDICAL SUPPORT

7.1. Anti-Doping

7.1.1. BISFed Anti-Doping Code the BISFed Anti-Doping Code is published on the BISFed website at: <http://www.bisfed.com/about-boccia/anti-doping/>

7.1.2. Anti-Doping Requirements at BISFed Approved Competitions

7.1.3. The BISFed Anti-Doping Code applies to all BISFed-sanctioned events.

7.1.4. BISFed requires that at all BISFed-sanctioned Competitions (see Chapter 1 of the BISFed Anti-Doping Code):

7.1.1.1. Random in-competition anti-doping testing will take place.

7.1.1.2. Random out of competition anti-doping testing will take place.

7.1.1.3. All testing at BISFed-sanctioned competitions is conducted in accordance with World Anti-Doping Agency (WADA) Anti-Doping Code and Internacollection (urine and/or blood) at the competition.

7.1.1.4. The HOC should monitor implementation of the Competition medical and safety rules and testing for autonomic dysreflexia and boosting.

7.1.1.5. Any deliberate attempt to induce Autonomic Dysreflexia (i.e., “Boosting”) is forbidden.

7.1.1.6. The BISFed Position Statement on “Autonomic Dysreflexia and Boosting” applies to all BISFed-sanctioned Competitions (BISFed Handbook, Section 2, Chapter 4.3,)

7.1.5. As of 2019, BISFed requires that all athletes participating athletes in BISFed-sanctioned Competitions complete the WADA Anti-Doping e-learning course ALPHA.

7.2. Medical Services

7.2.1. Athletes are responsible for their own physical and mental health and for their own medical supervision.

7.2.2. By entering a BISFed-sanctioned Competition, an athlete specifically releases BISFed from any liability to the extent permitted by law for any loss, injury or damage that he or she may suffer in relation to or as a result of his or her participation in the Competition.

7.2.3. The HOC must use its best endeavours to provide accommodation and competition environments which are compatible with elite level boccia competition.

7.2.4. The HOC must use its best endeavours to ensure appropriate medical monitoring of the athletes. It is further recommended that BISFed Member organisations conduct a periodic health evaluation for each Athlete who will be entered into a BISFed Competition.

7.2.5. HOC must appoint a Medical Competition Director to prepare and co-ordinate the medical services and safety requirements during the competition.

7.3. Medical/Safety Services at BISFed Competition

7.3.1. HOC shall be responsible to put in place medical and safety services that may vary according to the following factors: the size and nature of the competition; the category and number of Athletes participating; the number of Support Staff and spectators; the health standards of the country where the competition takes place; and the prevailing environmental conditions (e.g. climate, altitude, communal disease management). The HOC must provide the TD with a Medical emergency plan.

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8. DISCIPLINARY REGULATIONS AND PROCEDURES

- 8.1. General:** It is an absolute requirement to be a Member of BISFed in good standing (i.e. all fees and dues up to date; no outstanding disputes) in order to bid for, host or participate in a BISFed-sanctioned event
- 8.2. Technical matters, Protests and Appeals:** The BISFed Rules set out the procedures for dealing with technical issues, Protests and Appeals. BISFed Rules are subject to a comprehensive review by the Rules Committee at the end of each Quadrennial Cycle. Exceptionally, the BISFed Rules may be updated or clarified during the course of the Cycle, but any updates or clarifications will be minimised in the year of the Paralympic Games.
- 8.3.** Any non-technical disciplinary violations will be handled by the BISFed Board for appropriate follow up.

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9. CEREMONIES

9.1. The exact format of the ceremonies is flexible, but the HOC must agree the format with BISFed in advance of the Competition (as specified in the Hosting Contract).

9.2. General Principals

9.2.1. All ceremonies should be kept as brief as possible, consistent with the dignity required of the occasion.

9.2.2. The guideline for Speakers is that speeches should not exceed 3 minutes.

9.2.3. BISFed will provide HOC's with official ceremonial music to be used in-conjunction with medal ceremonies

9.3. Opening Ceremony

9.3.1. The Opening Ceremony should be held either on the evening before the start of competition; or at the beginning of the first day of competition.

9.3.2. Athletes of each participating country may either assemble in the venue in advance of the Opening Ceremony, or parade into the venue, depending on the HOC's preference.

9.3.3. Dignitaries and VIPs (including the BISFed representative) should be seated at the front of the venue.

9.3.4. Suitable music should be played to signal that the ceremony is about to begin.

9.3.5. The Master of Ceremonies/Announcer (MC) begins the Opening Ceremony by introducing the Dignitaries/VIPs, and announcing the list of participating Countries. The MC then invites the following speakers:

9.3.1. Principal Guest/Dignitary: who should welcome the athletes and spectators; and

9.3.2. BISFed Representative: who should thank the HOC and sponsors and declare the Competition Open.

9.4. Medal / Closing Ceremony

9.4.1. The Medal ceremony and Closing ceremony will normally be combined, but if the HOC is hosting a closing dinner, the short speeches may be delivered during the dinner. The precise arrangements should be agreed by the HOC with BISFed in advance

9.4.2. The HOC must be aware of Medal Ceremony Protocol and athletes and team officials must be informed.

9.4.3. The MC announces that the Medal Ceremony is about to begin.

9.4.4. All the athletes assemble at the front of venue; Medal Winners assemble separately to one side.

9.4.5. Presenters of the medals should be agreed by the HOC with BISFed before the first day of competition, and will normally include a representative from:

9.4.1. The local governing body (e.g. the Mayor).

9.4.2. The HOC.

9.4.3. A Sponsor.

9.4.4. The BISFed Board.

9.4.6. MC introduces the medal presenters

9.4.7. Medals will be presented in the following order: Bronze, Silver and Gold

9.4.1. BC1 Individual.

9.4.2. BC2 Individual.

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- 9.4.3. BC3 Individual.
- 9.4.4. BC4 Individual.
- 9.4.5. BC1/2 Team.
- 9.4.6. BC3 Pair.
- 9.4.7. BC4Pair.
- 9.4.8. When all the medals for each event (e.g. BC1 Individual) have been presented, the National anthem of the Gold Medal winner should be played and the national flags for Gold, Silver and Bronze winners raised in a prominent position.
- 9.4.9. When all the medals for all the events have been presented, the MC invites:
 - 9.4.1. A representative of the HOC to make a short speech (e.g. Congratulate the athletes; thank the sponsors).
 - 9.4.2. A representative of either a sponsor or the local governing body to make a short speech (e.g. congratulate the HOC; make some relevant local remarks.)
 - 9.4.3. BISFed to Close the Competition. (Thank the Volunteers and athlete assistants; thank the HOC; Declare the Competition closed.)
- 9.5. **Medals**
 - 9.5.1. **Design:** The medals must be approved by BISFed and should contain the name of the competition (e.g. "BISFed 2016 World Open City Name")
 - 9.5.2. Gold, Silver and Bronze medals must be awarded to all athletes who achieve 1st, 2nd or 3rd position in each category (BC1/2 Team; BC3 Pair; BC4 Pair; BC1 Individual; BC2 Individual; BC3 Individual; BC4 Individual.) Note that in the BC3 class, all athlete assistants must also be awarded the appropriate medal.
- 9.6. **Welcome and Farewell Dinner:** HOC may, at its discretion, organise a welcome dinner. A farewell dinner appropriate to the status of the competition is required for all BISFed sanctioned events. The exact format of the dinners should be discussed with BISFed in advance.
- 9.7. **Social Programmes:** If possible, HOC should facilitate visits to local attractions or places of interest for teams and athletes who wish to have some leisure time away from the competition.

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10. COMPETITION RESULTS AND WORLD RANKING

10.1. Competition Results

- 10.1.1.** HOC must use the BISFed Competition Management System for all sanctioned competitions (but not the Paralympic Games and Regional Paralympic Games which are sanctioned by the International Paralympic Committee.)
- 10.1.2.** Competition results will be produced by the BISFed Competition Management System and should be displayed on a prominently located electronic screen in the competition venue. Results will also be published as soon as they are available on the HOC and BISFed websites.
- 10.1.3.** Within 24 hours of the end of each BISFed-sanctioned competition, the Technical Delegate will confirm the final results of the event which will be made available on the BISFed website.

10.2. World Rankings

- 10.2.1.** BISFed will review, and if necessary revise the BISFed World Ranking System immediately following each Paralympic Games
- 10.2.2.** BISFed will publish an updated World Ranking list on the BISFed website in accordance with the approved Competition System (i.e. as soon as possible after the completion of an event or series of events.)
- 10.2.3.** The current BISFed World Ranking List will be used for seeding and competition draws for all sanctioned competitions.

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11. POST COMPLETION REPORTS AND EVALUATION

11.1. General

In order to ensure that BISFed can make continuous improvements to how events are organised and run, a number of reports are required at the end of each event.

11.2. Technical Delegate Report

11.2.1. The Technical Delegate will prepare and submit a report to BISFed within one month of the end of each event. The content headings and format of the Technical Delegate report are maintained on the BISFed website and include the following topics: Competition Results; Competition Venue; Field of Play (FOP); Call Room; Warm-up Area; Classification; Equipment Check; Equipment Storage; Referees; Line Judges; Timers; Volunteers; Quiet Zones and Mixed Zones; Working Areas; Doping Control; Toilets/Adapted Toilets; Accommodation; Meals; Transport; Spectators; Organising Committee; Communication; Health and Safety; Equipment Checklist and suggestions for amendments to the BISFed Boccia Rules

11.3. Head Referee Report

11.3.1. The Head Referee will prepare and submit a report to BISFed within two weeks of the end of each event. The content, headings and format of the Head Referee report are maintained on the BISFed website and include: HOC Communication; Referees; Competition Venue; Competition Field of play (FOP); Call Room; Warm-up Area; Equipment Check; Line Judges; Timers; Volunteers and suggestions for amendments to the BISFed Boccia Rules.

11.4. Classification Report

11.4.1. The Chief Classifier will prepare and submit a report to BISFed within two weeks of the end of each event. The content headings and format of the Chief Classifier report are maintained on the BISFed website and include: The list of athletes that were assessed and observed; their classes and status and comments and recommendations

11.5. Closing Report

11.5.1. HOC must prepare and submit a Closing Report (in English, saved as a Word document) to BISFed in accordance with the Hosting Contract no later than three months after the Closing Ceremony. The Closing Report must describe all the key elements of the Event, including: a record of all participants (Countries, athletes and officials); Event results; media coverage and press reports; Transport; Accommodation; Catering; Field of Play and should include recommendations for improving future competitions.

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12. ADMINISTRATION AND LOGISTICS

- 12.1. Host Organising Committee Structure:** HOC must agree the organisation structure for the event with BISFed. In particular it is important to identify who will be responsible for: Overall project management (this person should also be the primary contact with BISFed); transport and logistics; accommodation; competition management (field of play); volunteers; finances; media; technology and internet.
- 12.2. Secretariat Support:** HOC must provide administrative support (e.g. to facilitate transport arrangements and simple administration tasks such as printing) for senior BISFed officials attending the event.
- 12.3. Event Logo and Uniforms:** HOC must submit event logo and uniform design to BISFed for approval. All uniforms must bear the BISFed logo either on the left breast or the right shoulder. BISFed brand guidelines are available on the BISFed website.)
- 12.4. Competition Budget:** The contract requires HOC to submit a draft budget to BISFed for information. It is the sole responsibility of the HOC to manage the event within the budget.
- 12.5. Airport reception:** All arriving Officials and event participants must be met by an HOC representative on arrival at the airport. HOC must display a prominent sign welcoming participants, and transfer to the hotel accommodation must begin within 30 minutes of clearing customs and immigration.
- 12.6. Accommodation:** The HOC must provide accommodation for all accredited athletes, team officials and BISFed Event Officials for the duration of the Event. The accommodation must be wheelchair accessible and generally suitable for people with a disability. Sufficient double occupancy rooms must be available for the most severely disabled athletes to be accommodated with their carers. All accommodation must be equivalent to at least a three (3) star hotel (European standards.)
- 12.7. Meals:** HOC must provide catering services for athletes, team officials and BISFed Event Officials. These services must include daily breakfast, lunch and dinner and must be available from an agreed date prior to the Opening Ceremony until the date of the Closing Ceremony. Meal services must be provided in wheelchair-accessible facilities and must be offered at optimal times so as to allow athletes and officials to eat appropriately prior to and after competition. A hot meal option for lunch is strongly preferred, and HOC must provide suitable variety of food, appropriate to the cultural and religious make-up of the participants
- 12.8. Competition Transport Plan:** The HOC must provide reliable, wheelchair-accessible transport between all the Event Venues.
- 12.9. Souvenirs:** HOC may provide souvenirs either as gifts or for sale if they so wish.
- 12.10. Intellectual Rights:** The format of all BISFed-sanctioned Events (including the name “Boccia International Sports Federation”, “BISFed” and the BISFed logo) is the exclusive property of BISFed. BISFed will provide the HOC with a copy of its approved logo for use during the Event. The BISFed logo must be prominently displayed inside the competition venue and around the field of play.
- 12.11. Accreditation:** The HOC must provide BISFed with an agreed number of accreditations to access designated spectator seating and VIP lounge (if applicable)
- 12.12. BISFed and partners identification:** The BISFed logo as well as the logo of BISFed commercial partners must be visibly displayed around the Field of Play (FOP) and on all publications and backdrops (mixed zone, press conference).
- 12.13. Competition Handbook:** The HOC must provide a competition Handbook with all relevant logistical and competition information to all teams and officials no later than 2 weeks before the beginning of the competition.

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13. MEDIA AND PUBLICITY

13.1. BISFed Proprietary Rights: The format of all BISFed-sanctioned events is the exclusive property of BISFed, and BISFed owns all rights of whatever kind or nature concerning the event's organisation, exploitation, broadcasting, marketing and reproduction by any means whatsoever including the name "Boccia International Sports Federation" and the BISFed logo

13.2. General: It is essential to the growth and development of boccia that every opportunity is taken to showcase the sport in a positive way. BISFed will work with all of its partners to maximise media coverage of boccia before, during and after sanctioned competitions.

13.3. Event Website: HOC must design and operate an event-specific website which provides as a minimum:

13.3.1. Relevant information for participants; e.g. first and last entry dates, venue information, all competition dates (arrival, departure, equipment check, classification, competition), accommodation options, travel and transfer information

13.3.2. General information of interest about the location

13.3.3. Up to date results

13.3.4. Live stream of at least one match in progress

13.3.5. Link to the BISFed website

13.3.6. Links to relevant social media (e.g. Facebook, Twitter.)

13.4. Event Branding: HOC must submit all event branding to BISFed for approval as per the Hosting Contract.

13.5. Sponsorship: BISFed encourages the HOC to engage sponsors for the event, subject only to the following provisions:

13.5.1. BISFed will publish on its website a list of its strategic sponsors; HOC must not, without BISFed's prior permission engage these sponsors in another capacity. BISFed may require that the HOC display the logos of strategic sponsors as part of the event branding.

13.5.2. Sponsorship which is inappropriate in a sporting context (e.g. alcohol, tobacco) will not be allowed.

13.6. Local Press, radio and television

13.6.1. HOC should attempt to interest relevant local media in the event, for example by offering interview opportunities with athletes and dignitaries and inviting media to attend the event. Coverage of final matches will be particularly important as they should offer the most intense and interesting level of competition.

13.7. Merchandising

13.7.1. HOC must use the approved event marks on any merchandising for the event.

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14. TECHNICAL OFFICIAL TRAINING COURSES

- 14.1.** In order to be able to support the growing international competition schedule, BISFed will plan to provide a training course for International Technical Officials as follows:
- 14.1.1.** International Referees: at least one a year in each Region (Americas, Asia and Europe.)
 - 14.1.2.** International Classifiers: at least one a year in each Region (Americas, Asia and Europe.)
 - 14.1.3.** Technical Delegates: at least one a year
- 14.2.** All courses will be organised by agreement with the relevant Host Organising Committee in the period immediately before a sanctioned competition (usually a World Open event) to minimise costs and so that course participants can attend at least part of the competition in order to put their new knowledge into practice.
- 14.3.** The programme for training courses will be published at the beginning of each year (no later than 15th January.)
- 14.4.** As soon as the programme for the year has been announced, BISFed Members will be invited to nominate suitably qualified individuals to attend the courses which will offer training to International level.
- 14.5.** BISFed will provide approved trainer(s) to lead each course.
- 14.6.** Courses will be limited to a maximum of 12 participants and preference will be given to participants from the Region in which the event is being held.
- 14.7.** Participants will be charged a course fee to cover accommodation; meals; local transport from arrival airport to training venue; training materials; and the cost of providing trainer(s). The course fee will vary depending on the location, and will be published together with the announcement of the course.

For any information regarding this Document, please contact BISFed Office at admin@bisfed.com

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