

INTERNATIONAL MILITARY SPORTS COUNCIL

C I S M



General information concerning the organization
of a CISM World Cadet Games

CISM General Secretariat – Edition 2011

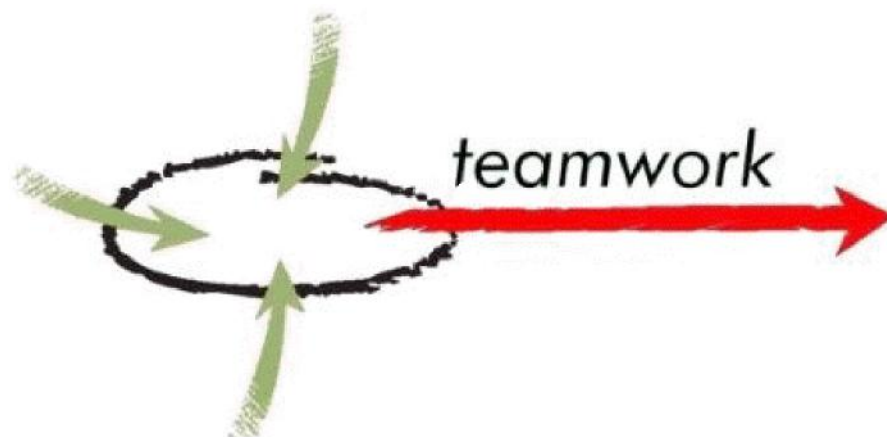


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1. FOREWORD

a. The objectives of this guidance are:

- Help and advise the organizers on the preparation and execution of the CISM World Cadet Games;
- Improve the quality of the CISM WCG;
- Exchange and share experiences acquired in CISM World Cadet Games.

b. Some abbreviations used hereafter:

Abbreviations	The name in full
CISM BoD	CISM Board of Directors
CISM HQ's	CISM General Secretariat Brussels
CISM WCG	World Cadet Games of International Military Sport Council
CDel	Chief of delegation (of a CISM member nation)
CSC	CISM Sport Committee
GA	General Assembly
IF	International Federation
JA	Jury of Appeal
OC	Organizing Committee
OCR	Official CISM Representative
PCSC	President of CISM Sport Committee
SG	CISM Secretary General
TJ	Technical Jury
WCG PM	World Cadet Games Project Manager

c. Useful Info.

You can find and download all CISM Regulations, Forms and Guideline on CISM Website:

www.cism-milsport.org

2. HOW TO BE CANDIDATE FOR A CISM WORLD CADET GAMES

a. Eligibility and procedures

Only active CISM member nations may organize CISM WCG;

The candidacy may be done at any time during the year, particularly during the General Assembly;

The Chief of Delegation shall notify the SG by official document (letter or fax) its candidacy to host the event. The application file duly filled (see Appendix I) shall accompany this document. You must present the candidature at the latest, by the end of the GA two year before the year of the Cadet Games.

In case of facing any problem to fulfil the compromise of the organization of the CISM WCG, the Delegation shall inform the SG immediately. A Delegation may be subject to disciplinary action if withdrawing from the organization after having sent out the invitation.

b. Calendars

For practical reasons, the host Delegation has to define the exact dates (arrival, opening ceremony, competitions days, closing ceremony and departure) and inform the CISM HQ's till General Assembly of the year before of the CISM WCG;

CALENDAR SCHEDULE:

Year	Action
Y – 2	The organizer must present the candidature (letter/fax + application file) by the end of the GA.
Y – 1	The organizer has to define the exact dates (arrival, opening ceremony, competition days, closing ceremony and departure) and inform the CISM Headquarters till General Assembly.
Y	Organization of the Championship.

3. INVITATION FILE

The invitation file is the first impression on the quality of a world event and the first idea on the professionalism of the Organizing Committee. It is therefore important to pay attention both to the content and to the “cosmetics” of the invitation file. The points detailed hereafter will help you to have a good invitation file

a. Preparation Schedule

TIME (*)	ACTIONS
1 year	Do not forget that you are not the first one in organizing a WCG so, we suggest you to request the WCG PM to send you a model of the previous invitations on the concerned sport. See a general template on Appendix II.
10 months	Send an electronic draft of the invitation file to the WCG PM.
ASAP	The WCG PM will send you the remarks and suggestions.
9 months	Send back to WCG PM the final electronic version of the invitation file signed by the Chief of Delegation or other high authority of your country. The invitation shall be co-signed by the CISM President. You can organize a ceremony for signing this document in your country. After the President's signature, it will be put immediately on the CISM website; Be aware!!! You have to send by normal post to the following people: <ul style="list-style-type: none"> ➤ the CISM President; ➤ the Continental Vice-President; ➤ the Secretary General; ➤ the concerned Presidents and the members of the CISM Sport Committees;

(*) previous to the WCG

b. Guidance for preparing an Invitation File (See Appendix II)

1. Cover Page and preliminaries

A beautiful cover page displaying the CISM logo and the logo of the Cadet Games is suggested. Besides the logos, the cover page will show the name and number of the Cadet Games, the dates and the place(s) of the event.

CISM World Cadet Games are called “(Number) CISM WORLD CADET GAMES (CISM LOGO)”, e.g. 2nd CISM WORLD CADET GAMES.

Immediately after the cover page comes a table of contents and the letter of invitation signed by a high authority of the Organizing Delegation and/or by the Chief of Delegation himself and the CISM President.

2. Content of the text

These items are mandatory:

- Distribution list (CISM member nations and authorities)
- General Information (purpose, concept of the Games, etc)
- Regulation of the Games
- Access to the location of the competition
- Composition of the Mission
- Condition of stay
- Medical support
- Uniform/dress/flag/anthem
- Custom and visa requirements
- Whether conditions
- Events
- Sport facilities
- General schedule
- Program and info per event (discipline)
- Registration forms
- Correspondence and contact points in the host country and in CISM HQ

3. Registration Forms

The only possibilities for an OC to get the information about the nations/athletes who will participate in its WCG are the registration forms. It is therefore important that when you prepare these forms, you foresee any possible problem. The following official registration forms are mandatory:

- Preliminary agreement
- Final entry + Composition of the mission + Commitment of the Chief of Mission

4. Some aspects to be considered

- Discuss the technical aspects with the WCG PM in advance. Be careful with the preliminary and final entry deadlines. If the deadlines are fixed too shortly before the start of the competitions, it leaves you very little time to react in case of problem. On the other hand, if it is fixed too long in advance, it might be not realistic. Usually, the deadline for the preliminary agreement should be fixed **4-3 months** before the start of the event, and for the final entry **1 month** before.
- If you intend to invite non-member nations in accordance with *Art. 7.20, letter B. of the CISM Regulations*, you should be aware of the fact that they may only participate in CISM events where no elimination is foreseen.
- Send the final version of the invitation file (main text) to WCG PM in “PDF” format signed by the Chief of Delegation or other high authority. The entry forms (Preliminary Agreement and Final Entry) should be sent in “word” format in order to allow the participants to fill them out by computer.
- Ask your guests a telephone/fax number and e-mail address for contact. Put this request on the preliminary agreement and final entry forms.

5. Information to be sent to WCG PM

a. Preliminary agreement:

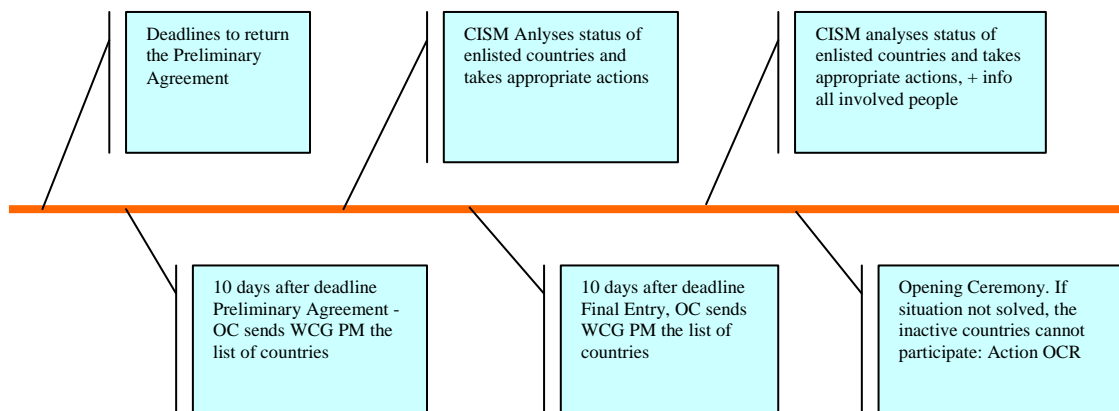
- 10 days after the deadline, the OC will send the list of participating nations to the WCG PM (by fax or e-mail).

b. Final entry

- 10 days after the deadline, the OC will send the list of participating nations to the WCG PM (by fax or e-mail).

c. Note

The participants do not send a copy of these forms to the General Secretariat any longer, so the information below is the only way to take actions when an inactive country intends to take part in WCG.



4. CUSTOMS AND IMIGRATION FORMALITIES. WEAPONS AND AMMUNITION PROCEDURES

- Recommend the participants to contact the Host country Embassy in their own country;
- Provide practical information concerning:
 - Access to the location of the competition (nearest airport, tax regulation, etc)
 - Custom procedures (passport, visa, relieved formalities, dedicated lines, etc.).
 - Police regulations (passport, visa, etc.)
 - Health regulations (vaccinations, etc.)
- If the competition requires that the participants to bring weapons and ammunitions, indicate clearly the procedures to be met in order to import these goods in your territory;

5. ARRIVAL AND DEPARTURE

a. Guidance about arrival and departure of the participants

- Confirm the arrival data by calling or e-mailing your guests.
- Make a transport planning to pick up the people on the arrival point (airports or train/bus stations). Take into account the number of incoming people and the luggage;
- Set a helpdesk on the Airport to the Arrival and Departure days;
- We advise you to confirm the departure data immediately upon arrival of the participants, while they are at the airport.
- As soon as the missions arrive you shall delivery them a **Booklet** containing:
 - General information about the host city (transport, map, etc.);
 - Detailed program (date, time, activities, dress code, etc.);
 - Condition of stay;
 - Technical information about the event (ground description, type of the balls, etc.)
 - Other useful information (banking facilities, postal office, etc.)

b. Problems you might face in this occasion

You have to be prepared to face the following situations:

SITUATION		ACTIONS
Arrival of expected delegations	Early arrival	Take a look on the <i>Article 8.4. - 8.7</i> <i>CISM Regulations</i>
	Late arrival (3 situations)	
Arrival of unexpected delegations	Before the preliminary meeting	
	After the preliminary meeting	
Absence without notification	After receiving the agreements	
Departure	Early departure	
	Late departure	

6. BOARD AND LODGING

a. Accommodation

Participants are accommodated either in hotels or barracks, in groups or individually according to the facilities at your disposal. *The CISM Regulations, Article 8.19* establishes the conditions for accommodations. Your guests must preferably be accommodated in at least two categories:

- Attending dignitaries, referees/judges, representatives of IF and Representatives of Partner Firms (at own expense);
- OCR, Chiefs of Missions, PCSC's, team captains and teams (whether officers, NCO's, coaches, etc.);

b. Meals and drinks

The following points should be taken into consideration:

- particularities to races and religion (indicate the type of meat for all dishes);
- medical requirements and prescriptions;
- schedule of events;
- non alcoholic drinks shall be provided free of charge during meals and water during the competition;
- tradition requires the Closing Banquet.

d. CISM Club– Meeting point

As one of the major CISM aims is to promote relations among cadets of all nations, the OC should endeavour to make available a place where the athletes can meet and exchange information. It might include:

- an information centre;
- a postal office;
- a news stand (photo, magazines, etc.);
- a notice board (results, useful info, etc.);
- Internet point (very recommended).

7. OFFICIAL MEETINGS

a. Preliminary Meeting

The various official meetings held in the frame of a CISM World Cadet Games are essential to conduct the competition. The most important for you, organizers is the Preliminary Meeting. You must provide a suitable conference room with enough number of places and equipment for presentations (screen, projector, microphones, etc.). This meeting is compulsory for the following individuals:

- Official CISM Representative;
- Chairman of the Organizing Committee;
- President/members of the CISM Sport Committees;
- Chiefs of Mission of the participating nations or their representatives;

- The team captains/coaches (if necessary);
- Referees/judges.

The following general agenda is suggested:

- Welcome
- Introduction of the OCR, PCSC, the Chairman of OC, other authorities
- Briefing on the general organization of the competition
- Program overview of training provisions, competitions, ceremonies, meetings, etc.
- Appointment of the Technical Jury and Jury of Appeal
- Final entry of competitors' names and verification of their cadet status and age limit
- Drawing of lots, elaboration of starting lists
- Miscellaneous

b. Others Meetings

You also have to provide the necessary facilities (room, supplies ...) for those meetings (when it is required):

- Technical Committee;
- Technical Jury;
- Jury of Appeal;

8. CEREMONIES

a. Generalities

All CISM events shall bear a military character and include ceremonies which enhance their prestige. The ceremonies must respect the CISM and the Host country protocols. All military participants have to be in uniform.

In order to lend CISM events a more official character and to encourage friendly relations between the governments of member nations, it is highly recommended that diplomatic representatives from all participating nations be invited.

b. Opening Ceremony

The sequence of the Opening Ceremony is as follows:

- 1) The missions, led by their team captains, assemble according to French alphabetical order;
- 2) The ceremony is followed by the entrance in the stadium and the parade of the teams to the CISM march. The team of the host nation is the last to enter the stadium;
- 3) The flags of the participating nations are already hoisted in the same order (or they are carried by anyone leading each team);
- 4) After the entrance of the missions, the CISM flag is hoisted to the sounds of the CISM anthem;
- 5) The welcome address is pronounced either by the OCR or by a dignitary of the host nation;

- 6) The Games will be opened with the traditional phrase: "**I declare the ...World Cadet Games... of the International Military Sports Council open**". It is usually declared by the highest present Authority of the Organizing Country or by the CISM President.

c. Closing Ceremony

The Closing Ceremony is performed in the same practical manner as the Opening Ceremony, but it includes the distribution of medal and awards.

The Closing Ceremony ends with the traditional phrase: "**I declare the ... World Cadet Games... of the International Military Sports Council closed**", by the highest local present authority.

d. Others Ceremonies

You may also schedule a commemorative ceremony at a national monument.

During the Closing Banquet a short ceremony is prepared when the OCR takes the floor on behalf of CISM and all Chiefs of Missions to thank the OC. At that time he presents the traditional CISM gift to the Chairman of the OC. At that time is also taken the opportunity of changing gifts among the missions (teams).

The ceremony to the presentation of awards takes place during the closing ceremony. The authorities who will hand the awards over should be chosen and informed previous to the beginning of the ceremony.

9. CULTURAL/SOCIAL ACTIVITIES

One of the main CISM WCG goals is to bring cadets together to achieve the motto: "**FRIENDSHIP THROUGH SPORT**".

The traditional Cultural Day is conducted by the organizers to promote and to allow the following:

- A relaxed moment to the participants;
- A break on the competition giving a necessary rest time due to physiological reasons;
- To show the culture and traditions of the organizing country.

It is often scheduled in between of the competition days or in the last day.

Do not be long and bored. It is suggested that you schedule something in the morning finishing with a traditional food for the lunch. The afternoon will be free.

10. EDUCATIONAL CONCEPT

The cadets represent in all the countries of the world the heirs of a long military tradition. They are the military leaders of tomorrow and they need to be correctly educated in this sense. The ideals of CISM and the values of sports in general have a role to play in this education process of our youngsters.

Therefore, from the very beginning, CISM wanted to give a special meaning to the CISM World Cadet Games, a kind of added value for these participating cadets. In this view, the CISM World Cadet Games are also deeply connected to a specific *educational concept*. Workshops, forums, educational seminars will be integrated in each edition of the CISM World Cadet Games to offer to all the participants the possibility to exchange some concepts of military training, to inspire and get inspired by the programs of other military academies, to acquire valuable theories that they will use for their future commitments...to sum-up...to become better cadets, better soldiers and better leaders.

The CISM Cadet Games are also seeking to build and plant the seeds of “*friendship through sport*” in the minds and spirits of the young generations of Armed Forces. Additionally, The CISM World Cadet Games will be one of the motivational goals in front of the cadets of military academies in order to encourage them to be involved in sport themselves but also to be the educators of this message.

11. TECHNICAL ISSUES

a. CISM Terms and Policy

The sports events of the CISM WCG will be governed by the CISM status and the most recent CISM Regulations.

The organization of the WCG will be under the auspices of the Host Nation (HN) Minister of Defense or delegated, and in accordance with the most recent CISM Regulations.

b. Rights

CISM governs all CISM events, and the CISM World Cadet Games are the exclusive property of CISM which owns all rights thereto, in particular, the rights relating to their organisation, staging, exploitation, broadcasting and reproduction by any means whatsoever;

The CISM Name, CISM Logo and concept of CISM World Cadet Games are deposited licensed Trademarks. Any proposal of use of these names, for any other subject than those directly linked to the promotion of the Xth CISM WCG shall be subjected to the authorization of the CISM SG. Any infringement to this prescription shall result in judicial prosecution.

From a formal manner the CISM Name, CISM Logo and concept of CISM World Cadet Games shall never be associated, with any political propaganda.

c. Dress

In accordance with the CISM Regulations, CISM rejects all forms of discrimination towards a nation or a person on the basis of race, religion, political belief, and any other discriminatory practice.

Therefore, any mission member deliberately displaying such discriminatory practices through his clothes will be automatically sent off the championship.

- **Competitions:** National suits as approved by the concerned international sports federations. Competitors are not permitted to wear other nation's dress.
- **Ceremonies:** Military uniform.
- **Free time:** Casual or national sports suits.

d. Sport Technical Regulations

- The CISM regulations will serve as basis for the technical conduct of the WMCG.
- The CISM regulations have to be read in conjunction with the respective International Federations technical rules for the conduct of every competition.
- A Technical Jury shall be established in accordance with the *CISM Regulations, article 8.12*. The Technical jury is to be considered as the supreme technical authority during the conduct of the CISM World Cadet Games.
- A Jury of Appeal shall be established in accordance with the *CISM Regulations, article 8.13*.
- As you know, we have a CISM Sport Committee President in each CISM category 1 sport. The concerned PCSC's are experts and experienced advisers. Ask them the Check List on their sports, and then, open a communication channel to discuss all technical aspects. They should advice you about the sport venue requirement, refereeing, results management software (if any), etc.

e. Final Results

The final results of a CISM WCG are one of the most important documents. Most of the individual sports have specific software to make the results easier. The PCSC's may help you by recommending or providing you with the most up-to-date version. Do not forget to type the correct rank and name of the athletes on the List of Results.

12. GENERAL ISSUES

a. Main Authorities of a CISM WCG

The CISM Official Representative is to be considered as the supreme authority of the Championships.

Authority	Mission
Official CISM Representative	The OCR represents CISM as its highest authority on the WMC. He takes the precedence over all CISM officials, except the President of CISM. See its missions and responsibilities on the <i>Article 2.13. and 2.14.- CISM Regulations</i>
Presidents of CISM Sport Committees	The PCSC's are experts in each of CISM sport. See their missions and responsibilities on the <i>Article 2.16.- CISM Regulations</i>
Chairman of the Organizing Committee	The Chairman of the OC has under its responsibility all organization of the event. He is the key point of contact to resolve any administrative and technical problems. He has to be in close contact with the OCR and the PCSC's before and during the event.

The competitions may be placed under the patronage of a high authority or a patronage committee if the organizing nation wishes so. It consists generally of governmental, military and sports authorities of the host nation.

b. Organizing Committee

The host nation should establish an Organizing Committee to conduct all events held in the framework of a CISM WCG.

The organizing committee must have as its primary objectives:

- Observe and comply with the CISM Regulations and the Technical Regulations of each concerned sport organized in the frame of the CISM WCG, with the aim of allowing competitors, referees and officials to achieve their best results in the most favourable conditions.
- Provide the best possible conditions to the officially registered personnel of the participating CISM Member Nations.
- Provide the right atmosphere of welcome and friendship through sport to all VIPs, authorities, competitors and officials within the CISM Spirit.

In order to fulfil the objectives, the Organizing Committee must have a complete, competent and efficient structure. Whilst each organizer will face its own specificities and particular situation, the following list of recommended departments is provided to your attention as it has proven its efficiency in the previous organization :

- A General Secretariat
- A Human Resources Department
- A Budgeting and Financial Department
- A PR , Images and Media Department
- A Marketing and Sponsoring Department
- A Sports and Technical Regulations Department

- A Venue and Infrastructure Management Department
- A Transport and Security Department
- A Accommodation and Meals Department
- A Protocol Department
- A Communication, IT Department

c. Financial Aspects

1. General

All matters concerning finances, marketing and sponsoring are to be negotiated in detail with CISM. The Organizing Committee must insure against all claims for loss, injury or damage to goods and individuals arising from the holding of the World Cadet Games.

2. Board and Lodging / Payment

The Organizing Committee must ensure that enough rooms/beds are available for all the participants. During the CISM WCG, accommodation is foreseen in military and/or civilian facilities.

d. Place and date

The CISM WCG must be organized in a place:

- a) Where sufficient sports infrastructures are present that meet international standards.
- b) Where cadets and officials can be accommodated.
- c) Where mass media are well represented on the national and international levels.
- d) Where the conditions guarantee the organization of a maximum of the CISM WCG sports disciplines as well as high level results.

The choice of the dates shall be made after close coordination and consultation with the CISM Secretary General.

e. Sports disciplines

Emphasis is put on disciplines that are specific to military academies and are of interest to the sports promotion program of the CISM and Host City or Host Nation. The Organizing Country can only organize sports, which are practiced in CISM on a worldwide scale.

1. Selection of the sports

A minimum of 5 sports disciplines have to be organized. Here are the mandatory disciplines for 2012:

- **Military Pentathlon** – obstacle courses, M + F;
- **Orienteering** (Middle/Long distance course M + F, team and individual)
- **Shooting** (Air rifle and Air pistol, M + F)
- 1 team sport (**Volleyball**) M ;
- **Track and Field** (100m, 200m, 400m, 800m, 1500m, 5000m, 4x400m, long jump, M + F, 4x100m Men, High Jump Men, Shot Put Men)

At least 1 more sport chosen from a list of **optional sports** might be organized. This sport shall be selected by the Organizing Committee in consultation with CISM.

f. Participants and Age limit

Every CISM Delegation, in active status has the right to participate in the CISM WCG. The up-to-date list of active/inactive CISM Member Nation may be obtained upon request to the CISM HQ's.

The CISM World Cadet Games are opened to only the current military students/cadets of the Military Academies (Land Force, Naval, Air Force, Gendarmarie/Carabinieri Academy or other equivalent military academies).

All participants must hold the official cadet ID card from their respective Military Academy (or at least a copy) or a form of verification (in English) of military status with passport. Any cadet who fails to present such a cadet card or form will not be authorized to take part in the CISM World Cadet Games and the Organizing Committee shall not have any obligation toward this individual (no board and lodging).

Following the CISM basic principle of universality of its Military Games, the participants **must be aged between 17 and 28 years**. There is absolutely no discrimination against sex, religion, races or political origins. Participation of women is strongly encouraged.

All competitors must satisfy the following conditions:

- Be a national of the country they represent;
- Be at least 17 and less than 28 years of age on January 1st in the year of the Cadet Games.

g. Composition of a mission

Teams sent by their countries to participate in the Cadet Games are called "missions". Delegations are required to strictly respect the standard composition of a participating mission. No additional member may be included in the mission without special authorization from the organizing country. In all cases where the composition is not respected, missions must pay the extra accommodation costs. The organizing committee has neither financial nor organizational obligations towards people who are not included in the mission (relatives, spectators, etc.).

The officials:

The maximum number of officials in a mission participating at the WCG will also take into account the number of competitors as follows:

1. Chief of Mission.

The countries shall designate a Chief of Mission (who is preferably the Chief of Delegation) who shall be entitled to represent his country.

2. Foreign authorities

The Organizing Committee can invite foreign authorities, such as Ministers of Defense, Chiefs of Staff, etc.

3. Competitors and sports officials

The number of these people will directly depend on the sports programmed at the WCG. The number of these people will be communicated in accordance with the sports programmed by the OC of the host nation.

4. Other People

All other people, such as spectators, relatives, friends, etc. are welcome to the Games and have to organize themselves their board, lodging and local transport.

h. Games emblem, mascot and logo

The Organizing Committee will create the emblem, the mascot and the logo for the Games, which shall be submitted to CISM for approval.

i. Awards and titles

❖ General

Individual titles will be awarded to the winner of every competition, for men and women. Team title will be awarded only if it is possible to establish 5 or more teams for each competition.

❖ Awards.

1. Official CISM Medals.

As a rule, official CISM medals are awarded to :

- the first three (3) teams (gold, silver, bronze - 1 medal per member);
- the first three (3) individual competitors (gold, silver, bronze).

Medals may be ordered from a CISM partner firm or from a manufacturer in the organizing nation. They shall conform in terms of size and quality with the traditional CISM medals, i.e. the CISM insignia shall be on the front and the official title and year of the championship inscribed on the reverse side. For individual events, the medal is 50 mm in diameter and for team events it is 40 mm in diameter. The medal is attached to a half blue, half white ribbon. The official CISM medals are provided at the expense of the host nation.

2. Awards presented by the organizing country

The organizing country is entitled to present further prizes in addition to the official medals and cups as follows:

- One cup or prize to teams placing second and third in any of the various competitions
- Mementos to all participants (choice of gift is to be at the discretion of the host nation)

3. Fair-play Cup

The organizing country must award a Fair-play Cup to an individual or a team for a particular action towards fair-play during the Games. The final choice shall be conducted by the official CISM representative, the Chairman of the Organizing Committee and the concerned PCSC's. The choice of the Fair Play Cup is to be at the discretion of the host nation.

j. Joint Report

The Joint Report (see appendix III) is the most useful document to the CISM General Secretariat. All necessary information comes from this document (statistics, disciplinary actions, evaluation and development of each sport, improvement of the quality of the CISM events, etc).

It consists of 3 parts and each one of that under the responsibility of:

- 1st Part – Chief of Organizing Committee / Chief of Delegation;
- 2nd Part – Official CISM Representative;
- 3rd Part – Presidents CISM Sport Committees.

The authority responsible for the collection of all the information and the forwarding to the CISM General Secretariat is the Official CISM Representative. This report must be filled in by the 3 involved authorities separately. The information will be carefully analyzed, and any of the involved above signed authorities will be kept informed on any further possible action.

Before sending this report and the foreseen attachments, we recommend you to use the following checklist to make sure that all the information which must be sent to the General Secretariat is included:

CISM Joint Report Content – CHECKLIST.	
Participants	<ul style="list-style-type: none">➤ Complete list of participants in electronic version➤ Preliminary Agreement and Final Entry of the nations which did not respect their commitments
Sport	<ul style="list-style-type: none">➤ Complete book of results➤ Request for the ratification of a CISM Record (when necessary)➤ Reports on a protest + decision of the Technical / Appeal Jury (+ money when necessary)
Miscellaneous	<ul style="list-style-type: none">➤ CD-Rom with pictures and Press files

13. COMMUNICATION AND MEDIA COVERAGE

- Submit information on the actions that will be undertaken to have an extensive coverage of the Games by television, radio and press;
- Specify the functioning of the Main Press Centre and the Sports Press Centres.
- Give an idea of the radio- and telecommunication capacities of the City.

14. SPONSORING AND MARKETING

- Work together with CISM ;
- Submit an overview of the sponsor display capacities;
- Certify that all stadiums that will be used are completely free from all advertisement and franchise rights so that they can be filled up with Host Entity/CISM publicity.
- Give your marketing plan and your detailed experience in this matter.

15. RECOMMENDATIONS FOR MEDICAL CARE

1. Generalities

The following is a list of items, to consider the provisions of effective sports medicine coverage for a CISM multi-sport event. The recommendations are general in nature as it would be impossible to cover every potential individual problem that could occur in the wide variety of events that CISM Cadet Games hosts.

2. Event physician

The host country should appoint a physician, preferably with sports medicine experience, to ensure that the appropriate medical preparations are made with respect to the cadets' safe participation in the event. Ideally this person should be a member of the event's organizing committee;

3. Medical preparations

The event physician should be familiar with the relevant sports and its potential hazards. Using this information, the event physician must decide what medical emergencies his or her staff should prepare to handle arising problems, to have the necessary supplies, equipment, and personnel. This could include such problems as spinal injury, hypothermia, heat exhaustion, heat stroke, dehydration, myocardial infarction, limb fractures, joint dislocations, drowning, lacerations and head injuries;

4. Inform medical support staff

Ensure that the staff of the hospital/clinic to which you will send injured cadets is aware of the event you are hosting and the date of the competition. This will avoid any surprises and will allow the hospital/clinic to make in time any necessary preparations;

5. On-site medical coverage

As a minimum, all events should have a doctor and an ambulance on-site during the competition. Ideally, there should be also present an appropriate number of medical orderlies and other medical support personnel. These experts should have the skills and equipment necessary to handle the potential sport-related emergencies that can occur in a given event. In events such as orienteering, the cadets often compete on courses which take them considerable distances from the start and finish areas. In such events it is important that medical personnel are stationed along the course to identify and assist athletes having problems;

6. Medical treatment area

There should be a centrally located, easily accessible and readily identifiable medical treatment area at the competition site. In many cases it should be most appropriately located at the finish line;

7. Injury evacuation capability

An ambulance or appropriate vehicle should be available on-site to evacuate cadets who sustain serious injuries. There should also be an ambulance on stand-by in case the on-site ambulance is in action. The organizers should have an evacuation plan which outlines the facility to which injured cadets will be taken and by what route;

8. Communication network

The medical team covering the event should have a communication system such as those cadets who are injured can be rapidly located, evacuated and treated. The technical system will vary depending on the complexity of the event and the distances over which it is held. Radios and cellular phones are two options to consider;

9. Medical team identification

The medical team covering an event should be readily identifiable. One option: to wear commonly recognized medical symbols such as the Red Cross or crescent;

10. Medical coverage briefing

A briefing outlining the medical coverage of the event should be provided at the team captains meeting. This would allow each country to become familiar with the available medical coverage and gives them the opportunity to identify and resolve potential problem areas or concerns prior to the competition;

11. Course design

The medical safety of the athletes is a critical factor that should always be considered by the event organizers when they design the course for a competition. For example, in an extremely hot environment, it makes more sense to have the track & field runners perform multiple short loops rather than one large loop. With multiple loops, the cadets can be observed more closely to ensure that they are not getting into trouble with heat-related injuries. In addition, on a multiple loop course, it takes less time to locate and evacuate injured cadets;

12. Liquids and nutrition

Sufficient volumes of liquids and energy replacement food should be readily available at the competition site. The provision of liquids is an especially important issue in competitions conducted in warm environments. During endurance events, particularly those conducted in hot weather, water and sponging stations should be available on the course at intervals as specified in the international rules governing the conduct of such events. Failing to make these simple

provisions could put some competitors at unnecessary risk of serious and potentially fatal injury;

13. Safety regulations

The organizers should know and enforce the safety regulations that exist for the event they are hosting. Enforcing these rules can substantially reduce the incidence of serious athletic injuries;

14. Venue inspection

Prior to the competition, the venue at which the event is being held should be carefully inspected in order to identify potential safety hazards. Damaged equipment, holes in the turf, loose twigs, etc. are examples of common problems that can lead to injury. Any problem that could represent a danger to the competitors should be corrected before the competition. If the problems are extensive and the necessary repairs are expensive, consideration should be given to select a new competition site;

15. Insurance coverage

In some countries, government policy does not extend medical coverage to athletes from foreign nations who require medical attention in civilian facilities. Event organizers should determine their country's policy in this matter and if such protection is not available, insurance coverage should be purchased for the duration of the event to ensure that this coverage is obtainable;

16. Note

This check list is by no means all inclusive. Event organisers and physicians should tailor their medical coverage plan to their specific circumstances in their relevant sport.