

INTERNATIONAL MILITARY SPORTS COUNCIL

**Official
CISM
Representative
during
a MWC**

CISM Secrétariat Général

26, rue Jacques Jordaens

B-1000 Bruxelles

Belgique

Tél : 32-2-647.68.52

Fax : 32-2-647.53.87

E-Mail : cism@cism-ilsport.com

www.cism-milспорт.org

Edition January 2007.

GUIDELINES TO THE PREPARATION AND RUNNING OF THE MISSION AS CISM OCR



**Friendship
through Sport**

Guidelines to the preparation and running of the mission as Official CISM Representative (OCR)

FOREWORD:

CISM Policy Manual, Chapter II, Article 2.15.

“The Official CISM Representative represents CISM at a military world championship or other CISM events. Being always assigned a place of honor by the organizers, he takes precedence over all other CISM officials, except the President of CISM.

To fulfill his threefold mission (protocol-discipline, sports matters, information), the Official CISM Representative must be perfectly familiar with the rules governing the organization of a championship and the duties of its main officials (President Technical Committee, President of the Technical Jury as well as the chairman of the organizing committee, etc.).

Without encroaching upon the attributions of the organizing nation, the Official CISM Representative endeavors to help the chairman of the organizing committee to resolve any problems of a disciplinary or protocol nature. He arbitrates any issue and makes all necessary decisions in a spirit of objectivity, co-operation and understanding.

He is the final disciplinary authority on any incidents occurring during a championship, on or off the field of competition.”

The main objective of this document is to summarize all points which must be taken into consideration when preparing and running a CISM MWC as Official CISM Representative. It must be read in conjunction with the latest edition into force of the CISM Regulations.

The following paragraphs were formulated after a careful analysis of all the problems encountered over the past years during the CISM Military World Championships.

That analysis was based on the Official Joint Reports on the Championships which are, so far the only working tool at the disposal of the CISM General Secretariat to be informed on the running of a CISM MWC.

REFERENCES:

CISM Policy Manual, Art. 2.14, 2.15, 2.16 & 2.17

LANGUAGES:

According to CISM Policy Manual, Art. 1.6.D, the championships are conducted in ENGLISH and the local host language.

SOME ABBREVIATIONS USED HEREAFTER

OCR	Official CISM Representative
CISM SG	CISM Secretary General
BoD	Board of Directors
OC	Organizing Committee
PCSC	President CISM Sport Committee
CISM HQ	CISM General Secretariat
CSC	CISM Sport Committee

A. BEFORE THE CHAMPIONSHIP.

A championship well prepared is a championship half run. It is obviously of utmost importance to put all assets by your side before arriving to the championship place.

A.1. In November of the year before the MWC (X-1).

The BoD member participates in the BoD meeting and informs the CISM SG on its possibilities to act as OCR during the next year.

The CISM Secretary General analyses all the information and proposes a first list according to the proposals taking into account the seniority of the BoD members and the senior Officers at the CISM General Secretariat. The list can be completed after the first BoD meeting of the year X and also after the election of new BoD members at the GA of the year X.

A.2. In January of the year of the MWC.

The CISM SG sends an official letter of appointment to the Chief of the Organizing Delegation, with a copy to the concerned OCR, the President CSC, and the Chief of Delegation of the OCR.

If the OCR is not available, he must inform immediately the CISM Secretary General.

The OCR must contact the Pres. CSC to request the latest version into force of the concerned sports regulations.

The Chief OC must send an official invitation to the OCR, as well as all information necessary to the running of his mission.

A.3. on the date of the deadline for the preliminary agreements.

The OCR shall request the overview of the intentions of participations to the OC.

In collaboration with the CISM HQ, the list will be analyzed to check that no inactive member nation intends to participate.

The OCR will check the IOC Accredited status of the Laboratory which will perform the Anti Doping analysis.

A.4. On the date of the deadline for the final entries.

The OCR shall request the overview of the participating countries to the OC. In collaboration with the CISM HQ, the list will be analyzed to check that no inactive member nation intends to participate.

The OC will inform the OCR on the protocol program

B. DURING THE CHAMPIONSHIP

For practical reasons, both the OCR and the Pres.CSC are advised to plan their arrivals one or two days before the official start of the Championship in order to have enough time to settle the last minute questions.

B.1. Before the start of the competitions

B.1.1. Kick-Off meeting

Participants: OCR, Pres.CSC (+ present CSC members), Chief OC and key members of the OC (heads of sections), Chief Referees, Medical responsible.

The OCR inspects the quality of the accommodation sites for the athletes and mission members and check their conformity with the CISM Regulations and standards.

The participants review the general program of the championship

The OCR and Chief OC plan the schedule of all official events starting by the Opening Ceremony. All CISM events shall bear a military character and include ceremonies which enhance their prestige.

The Sports regulations are modified when necessary.

The Anti Doping Commission is set with the OCR as chairman.

An efficient system to check the military status of the participants has to be set up. The best way is to require a copy of the military ID card or passport to each military athlete who shall present himself in uniform at the accreditation center. In case one athlete misses either his military ID card, or his uniform, he must not take part in the championship.

B.1.2. Preliminary Meeting (Proc. Manual Art 3.28.A)

Participants: OCR, Pres.CSC (+ present CSC members), Chief OC, Chief Referees, Chiefs of Missions, Team Captains.

Military status of the athletes is reported (Pol.Man. Art 3.19.D)

The OCR informs the participants on any program change decided

The OCR reminds the Chiefs of missions all protocol events they must participate in. He also reminds that ALL PARTICIPATING ATHLETES have to be PRESENT IN UNIFORM at the Opening and closing Ceremonies (Proc.Man. Art 3.17.B)

The OCR confirms the establishment of the Technical Jury (Proc.Man. 3.12) by the President CSC and established the Jury of Appeal (Proc.Man. 3.13).

The OCR supervises the drawing of lots.

The OCR must collect any medical certificate concerning the take of any prohibited substance by an athlete.

The OCR shall ensure that the host country has the correct flags of every participating nation. Likewise, he will invite every chief of mission to check that the recorded version of his national anthem is correct.

B.1.3. Anti Doping Commission meeting.

The OCR is Chairman of the Commission

The Commission confirms:

- the number of tests to be performed according to the Sports Regulations.
- the distribution of the tests (test plan).
- Who to be tested when

The Commission drafts the notifications and the OCR keeps the sealed envelopes with the selected rankings.

In no case the participants selected to be tested will be informed about their selection.

B.2. Opening Ceremony.

The OCR attends the Ceremony and represents CISM. He, or a high authority of the host nation, chairs the Ceremony. He, or a high authority officially opens the Championship. The ceremonies must respect the CISM and the Host country protocols. All military participants have to be in uniform. The following opening ceremony programme is just an example, which can be useful for your championship.

TIME	ACTIVITY
00.00	Departure countries and liaisons to take the position for opening ceremony
00.45	Countries take their place. Flagcarrier is athlete of country. Nameplate of the countries are carried by Soldiers
00.55	Liaisons officers take place on tribunes

01.01	Marching on of countries.(The military greet will be saluted by the VIPs to every National flag which passes the tribune)
01.10	All countries are set behind their country name sign. Flag in holder.
01.11	Announcing of arrival by Parade Commander to Authority
01.12-01.20	2 times welcoming speech: 1. Military authority 2. OCR
01.20	Parade Commander asks countries to take a seat
01.25-01.45	Opening show
01.46	CISM-flag is presented to Parade Commander
01.47	Parade Commander hands over flag to flaglifters. They put up the flag while music corps plays the CISM Anthem. Everybody stands and salutes
01.51	Official opening by CISM-authority
01.52	National Anthem of the country (everybody stands and salutes)
01.55	Announcing of departure of the VIPs by Parade Commander to Authority
01.55	VIPs leave tribunes
01.59	Parade Commander dismisses delegations.
02.00	End of opening ceremony

B.3. During the Competitions

The OCR participates in ALL protocol events

The OCR attends as many sport competitions as possible

The OCR attends the CSC enlarged meeting

The OCR Chairs the Anti Doping Commission, and as Chairman, he may decide (upon advice by the Pres.CSC) on any additional test to be performed in case of suspect behavior of an athlete/team.

The OCR appoints a member of the Anti Doping Commission to notify the team captains on the athlete who must present himself for a test.

The OCR Chairs the Jury of Appeal

The OCR deals with the respect of the CISM Regulations, and may, in this sense disqualify an athlete or a team in case of unacceptable behavior.

B.4. Closing Ceremony and Dinner

The OCR attends the Ceremony and represents CISM. The OCR, or a high authority of the host nation, chairs this Ceremony. The OCR, or a high authority of the host nation, officially closes the Championship. The ceremonies must respect the CISM and the Host country protocols. All military participants have to be in uniform. The following closing ceremony programme is just an example, which can be useful for your championship.

Time	Action
00.00	Departure countries and liaisons to take position for closing ceremony
00.30	Countries take place. Flag carrier is athlete of country. Nameplate of the countries are carried by Soldiers
00.40	Liaisons officers take their places on tribunes
00.45	Marching on of countries(The military greet will be saluted by the VIPs to every National flag which passes the tribune)
00.54	All countries are set behind their country name sign. Flag in holder.
00.55	Report by Parade Commander to highest Military Authority
00.56	Speech of Military Authority
01.01	Speech Official CISM representative
01.06	Start of price giving ceremony. (check all anthems in advance)
01.45	End of price giving ceremony
01.46	Lowering flag of CISM while listening to CISM Anthem
01.49	CISM flag is given to Authority
01.50	CISM flag is given to OCR
01.51	CISM flag is given to organisation of next MWC
01.53	National Anthem (standing and salute)
01.55	Announcing of departure of the VIPs by Parade Commander to Authority
01.56	VIPS are leaving

02.00	Parade Commander dismisses all participants
02.15	End of Closing ceremony

C. AFTER THE CHAMPIONSHIP.

C.1. Joint Report.

The OCR must collect the two other parts of the Joint Report (Pres. CSC and Chief OC).

The OCR must attach the results to the Joint Report.

The OCR must ask the Doping Record Sheets to the Medical responsible and attaches all the sheets to the Joint Report.

The OCR sends the complete package to the CISM HQ.

The OCR may ask for a special hearing to the SG in case of serious infringements to the CISM Regulations.

The OCR must be available for discussion with the SG on the Championship.

D. SPEECHES AND CISM INFORMATION.

On several occasions, the OCR will have to pronounce speeches. even if a certain liberty and creativity is left up to the OCR, some points need to be inserted in these speeches. Hereby you can find some useful quotes, which can be used during opening and closing ceremonies during the Military World Championship.

1. “It is my honour to address you, my dear military friends, in the name of our 127 member states.”
2. “One of the most important things to know is that the first article of our regulations says - CISM wants to bring together soldiers from all continents on the sports-field (instead of the battlefield), in order to contribute to universal peace.”
3. “For example, this year during the 4th Military World Games in India, CISM will bring together 100 countries – 6000 soldiers, in friendship and harmony. And that is really extraordinary, because, as we all know, if 6000 soldiers gather somewhere, it is mostly for other reasons than for ‘Friendship through Sport.’ ”
4. “CISM is a multi-sport organization. In 2006, we were able to organize 24 Military World Championships. We can be proud of that. No other international sports organization is able to achieve it.”
5. “Speaking about the level of performance of our athletes, we can be sure of a really high quality. Every Summer and Winter Olympic Games military athletes are able to win around 25% of Olympic medals.”

6. Try to include in your speech a special value, which CISM gains thanks to the organization of the Military World Championship in this country (of course, without a political statement).

In addition to these points, it will always be highly appreciated by the host country's authorities to mention some good sports achievements of their military athletes or of their countries. Do not hesitate to contact the CISM Sports Section to get some useful statistics on this issue.
