

# INTERNATIONAL MILITARY SPORTS COUNCIL

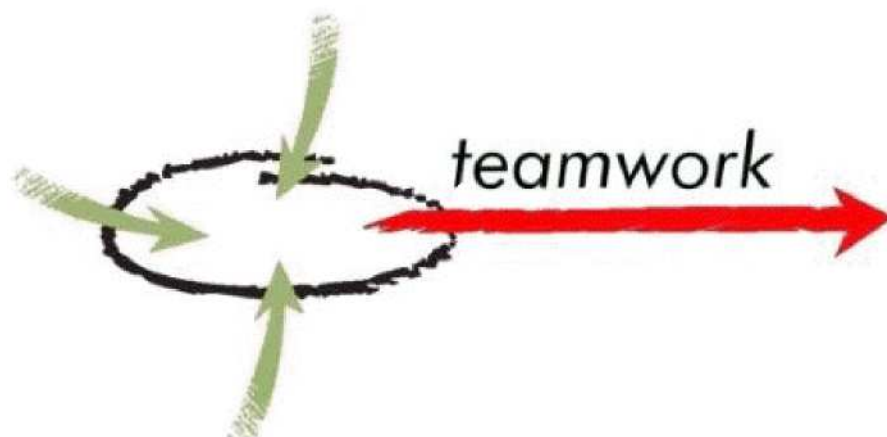
*C I S M*



## Organizers Guidance

Guidelines to the optimal preparation and running of a  
CISM World Military Championship

CISM General Secretariat – Edition 2008.



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Appendix I – Application Form to organize a CISM WMC

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## 1. FOREWORD

a. The objectives of this guidance are:

- Help and advise the organizers on the preparation and follow-up of the CISM World Military Championships, as well as Continental and Regional Championships when applicable;
- Improve the quality of the CISM WMC;
- Exchange and share experiences acquired over the years in CISM events.

b. Some abbreviations used hereafter:

<b>Abbreviations</b>	<b>The name in full</b>
BoD	Board of Directors
CISM HQ's	CISM General Secretariat Brussels
CISM WMC	World Military Championship of International Military Sport Council
CISM S Sec	CISM Sport Section
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

c. Useful Info.

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

[www.cism-milспорт.org](http://www.cism-milспорт.org)

- 1) GENERAL REGULATIONS AND GUIDELINES: CLICK "DOCUMENTATION"
- 2) SPORTS REGULATIONS AND CHECK-LISTS: CLICK "SPORTS"

## 2. HOW TO BE CANDIDATE FOR A CISM WORLD MILITARY CHAMPIONSHIP

a. Eligibility and procedures

Only active CISM member nations may organize CISM WMC;

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

Before presenting their candidacy, the Delegations must consult the concerned PCSC to check the status of the sport in the concerned year.

After consulting the PCSC, the Chief of Delegation shall notify the SG by official document (letter or fax) its candidacy to host the event (with copy to the concerned PCSC). The application file duly filled (see Appendix I) shall accompany this document. You must present the candidature by the end of the GA two years before the year of the Championship.

In case of facing any problem to fulfil the compromise of the organization of the CISM WMC, 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

The PCSC supervises the drawing up of the calendar 5 years in advance. So, take note of this before presenting the candidature;

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 WMC;

Then the CISM S Sec will send a letter (no invitation file) to the concerned International Federation. On this letter, we will request the IF to insert the WMC in their official calendar and to delegate a representative to attend the event. Once this formal procedure completed, in principle, none changes will be allowed.

**CALENDAR SCHEDULE:**

<b>Year</b>	<b>Action</b>
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 championship 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 WMC so, we suggest you to request the CISM S Sec to send you a model of the previous invitations on the concerned sport. See a general template on Appendix II
9 months	Send a electronic draft of the invitation file to the CISM S Sec
ASAP	The CISM S Sec will send you the remarks and advice after discussing with the concerned PCSC.
6 months	Send back to CISM S Sec the final electronic version of the invitation file signed by the Chief of Delegation or other high authority of your country. It will be put immediately on the CISM website; Be aware!!! You have to send by normal post to the follow people: <ul style="list-style-type: none"> <li>➤ the CISM President;</li> <li>➤ the Official CISM representative</li> <li>➤ the Continental Vice-President;</li> <li>➤ the Secretary General;</li> <li>➤ the Chief of Liaison Office;</li> <li>➤ the concerned President and the members of the CISM Sport Committee;</li> <li>➤ representative of CISM partners and sponsors.</li> </ul>

(\*) previous to the WMC

**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 Championship is suggested. Besides the logos, the cover page will show the name of the championship, the dates and the place(s) of the event.

The world championships are called “(NUMBER) WORLD MILITARY (SPORT) CHAMPIONSHIP”.

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

2) Content of the text

***These items are mandatory:***

- Distribution list (CISM member nations and authorities)
- General Schedule
- Composition of the Mission
- Access to the location of the competition
- Condition of stay
- Regulation of the championship

- Anti-doping procedures during the championship
- Uniform/dress/flag/anthem
- Custom and visa requirements
- Whether conditions
- Registration for deadlines
- Correspondence and contact points of the O C

3) Registration Forms.

The only possibilities for an OC to get the information about the nations/athletes who will participate in its WMC 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 concerned PCSC in advance.

Be careful with the preliminary agreement 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 is not realistic as some countries might not have finished their national qualification contests yet. In general, the deadline for the preliminary agreement should be fixed 8-6 weeks before the start of the event and for the final entry 4-3 weeks before. However, be aware on the fact that each sport has its specificities.

When you intend to invite non-member nations in accordance with Art. 3.18, letter B. of the Policy Manual, 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 CISM S Sec in “PDF” format signed by the Chief of Delegation or other high authority. The forms (Preliminary Agreement and Final Entries) you should send in “word” format in order to allow the participants 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 CISM S Sec

a) Preliminary agreement:

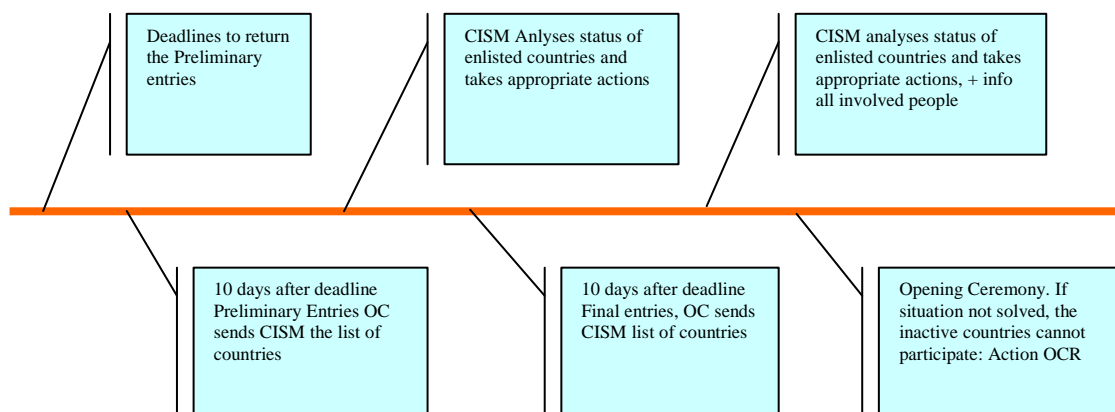
10 days after the deadline, the OC will send the list of participating nations to the CISM S Sec (fax or e-mail).

b) Final entry

10 day after the deadline the OC will send the list of participating nations to the CISM S Sec (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 above is the only way to take actions when an inactive country intends to take part in WMC.



## 4. 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, 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 may 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 Article 3.4. till 3.7. (Procedures Manual)
	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	

**5. 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 Procedures Manual (Article 3.19.) establishes the conditions for accommodations. Anyway, uses your sense to plan the accommodation. Your guests must preferably be accommodated in at least two categories:

- The OCR, the PCSC and CSC members, Chief of Missions and attending dignitaries, referees/judges, representatives of IF and Representatives of Partner Firms (at own expense);
- 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.

**c. CISM Club– Meeting point**

As one of the major CISM aims is to promote relations among military athletes 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).

## 6. OFFICIAL MEETINGS

### a. Preliminary Meeting

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

- Official CISM Representative;
- Chairman of the Organizing Committee;
- President and 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 and members, 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, Jury of Appeal and Anti-doping Commission
- Information on anti-doping regulations
- Final entry of competitors' names and verification of their military status
- 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;
- Anti-Doping Commission.

## 7. 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 championship will be opened with the traditional phrase: "I declare the ... (event) ... of the International Military Sports Council open". It is usually declared by the highest present Authority of the Organizing Country.

### 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 (if not already done). As a rule, the national anthem is played and the national flag is hoisted only when the award concerns a team victory.

The Closing Ceremony ends with the traditional phrase: "I declare the ... (event) ... 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 present 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. Exceptions may occur, in which case it takes place during the championship or the closing banquet, but whenever possible it should be done in public and therefore be planned

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

## **8. CULTURAL / SOCIAL ACTIVITIES**

One of the main CISM sporting events goal is to bring soldier 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. Consult the concerned PSCS to know what would be the right day to plan so.

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.

## 9. TECHNICAL ISSUES

### a. Key Point

As you know, we have a CISM Sport Committee President in each CISM category 1 sport. This PCSC is an expert and experienced adviser. Ask him the Check List on his/her sport, and then, open a communication channel to discuss all technical aspects. Invite him for a pre-visit site. He should advice you about the sport venue requirement, refereeing, results management software (if any), doping tests, etc.

### b. Doping test

The conduct of doping tests is mandatory at all WMC. The mandatory minimal number of tests to be carried out is fixed in the CISM Sport Regulations ruling over each sport as follows:

Sport		Test at least
Aeronautical Pentathlon		5
Basketball		12
Boxing		12
Cross-country		8
Cycling	Cycling	5
	Cyclo-cross	4
	Mountain Bike	4
Equestrian	Humans (1 per discipline)	4
	Horses (2 per discipline)	8
Fencing		8
Football		12
Golf		2
Handball		5
Judo		8
Military Pentathlon		24
Modern Pentathlon		6
Naval Pentathlon		5
Orienteering		5
Parachuting		6
Sailing		4
Shooting		32
Skiing		8
Swimming	Swimming	8
	Water Polo	4
	Diving	2
	Lifesaving	
Taekwondo		8
Track & Field		18
Triathlon		8
Volleyball		10
Wrestling	Free-Style	3
	Greco-Roman	3

An Anti Doping Commission is appointed and is responsible for the organization and proper conduct of tests during the championship. This Commission is always composed by:

- The OCR, who is the President;
- The PCSC, who acts as technical adviser to the OCR;
- The representative of the OC who may be seconded by the authority responsible for the tests

All procedures related to the conduct of tests and the management of the collected samples strictly follows the provision set in the WADA International Standard for Testing. CISM developed a similar document called “anti doping check list” which takes into account the CISM specificities

The OC covers all costs related to the doping control. The tests shall be carried out in a WADA accredited laboratory and the results should preferably be available before the end of the championship. The list of accredited WADA laboratory (ies) can be downloaded from the WADA website: <http://www.wada-ama.org>

The SG is responsible for the entire results managements so the labs shall send the results directly to the General Secretariat as early as possible.

#### c. Referees/judges

Depending on the Sport Regulation, each participating nation shall bring one or more referees/judges. In case a nation is not able to provide the required of qualified referees/judges, it may request assistance from another nation or pay to the organizing nation the cost of that. This sum may be fixed in the concerned Sports Regulation. The OC or the PCSC may request that the relevant IF designates a “chief of referee”, who shall not come from one of the participating nations.

Each delegation is responsible for paying its referees/judges. Missions that do not comply with the prescribed procedures may be refused the participation in the championship.

#### d. Composition and Responsibilities of the Juries

##### 1) Technical Jury

The PCSC appoints the President and members of the TJ during the preliminary meeting from the technicians with a special knowledge of the sport, except anyone belongs to the OC. The tasks given to this body can vary with each sport.

The TJ ensures that the technical regulations are properly followed during the competition and it rules as a first resort on all protests received.

Procedures for handling protests:

- Any protest shall be submitted to the President of TJ in writing and signed by the Chief of Mission of Team Captain according to the timing specified in the concerned Sport Regulation;
- Each protest shall refer to the articles of these rules on which is based;
- Each protest requires a deposit if USD 100. If the protest is refused by the

TJ and no appeal is made, this amount of money is forfeited and paid to the CISM General Secretariat;

- Decisions are reported in writing to the OC and the OCR.

## 2) Jury of Appeal

It is composed by the President, who is the OCR, and three members chosen among the delegates of the participating missions, with a maximum of one per nation. If there are no 3 CISM delegates from different nations, the OCR may invite Chief of Missions. The members of OC, the PCSC and members of TJ may not serve the JA. The PCSC attends the JA meeting as a counsellor but without being entitled to vote.

The JA intervenes in the following cases:

- as a result of a written protest made by a nation dissatisfied with the decision reached by the TJ;
- when summoned by the OCR;
- upon request of the Chairman of OC, PCSC or Chief of Host nation.

Procedures for handling protests:

- When the mission considers that the TJ decision has not rendered justice to his protest, he can submit a protest against this decision in writing to the JA. This appeal shall be submitted to the President of JA within 2 hours after the written notification of the rejection by the technical jury;
- The JA rules as last resort and its decision does not depend on any precedent as is final. The decisions are transmitted in writing to the OC for dispatch and to SG for information;
- If no prior deposit has been made to the TJ, then a deposit of USD 100 shall be made to the JA. If the protest is denied by the JA, the deposit will be forfeited and paid to the GS.

## e. Final Results

The final results of a WMC are one of the most important documents. Most of the individual sports have specific software to make the results easier. The PCSC 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.

## 10. COMMUNICATION

Every year CISM organizes more than twenty world sport championships and many other important events. Several of those events are taken place simultaneously and in different continents. Unfortunately it will not be possible to send from the CISM Communication Section personnel to each event.

The Communication and Marketing Section has the intention to give each of the organizers appropriate media coverage both on our website and in our official CISM sports magazine.

Therefore, I invite you to support the communication section.

We must ensure that we are able:

- To pay tribute to the organizers;
- To produce CISM's website and Sport International Magazine, in taking into consideration a matter of quality and deadline.

Together, to achieve our common goals and benefits, we have to keep in mind and respect three very important guidelines:

- Prior to the competition – announcement, introduction and information;
- During the competition – regular and precise reporting, intermediate results and highlights, background information;
- After the competition – final report (including pictures and articles) and overall result to be forwarded to us as soon as possible, appreciation of the organization, friendship through sport (CISM values).

More into details, it is vital for us to receive the material in a good standard quality, so that it can be used for forthcoming publications:

- Invitations, articles and reports must be sent in electronic version;
- Paper or digital photos must be accompanied with their description (who, what, when, where);
- Digital photos must reach a 300 DPI definition in order to be exploitable afterwards.

We are particularly interested in receiving photos from diverse participating countries or athletes, especially on their first appearance and not only the winners.

It will be easily done by your team. Nevertheless, it is important for use to have the material in a quality that can be used for further publications. For that, electronic versions of results, articles and pictures (with subtitles) are important for us. A broadly diversified reporting with pictures of all participating nations is particularly important. The speeches of the high authorities and personalities during the opening and closing ceremony are just as important for us.

Please send your daily pictures and articles to [info@cism-milспорт.com](mailto:info@cism-milспорт.com) during the competition

## 11. GENERAL ISSUES

### a. Organizing Committee

The host nation should establish an Organizing Committee to conduct all events held in the framework of a CISM WMC. The OC comprises generally the following sections and tasks:

Section	Tasks
Technical	<ul style="list-style-type: none"> <li>- organization of the technical secretariat,</li> <li>- organization of the technical facilities and equipment (stands, sound, equipment, poles and flags, buffet, sanitation, anti-doping control, health care, ....),</li> <li>- the appointment and the mission of the technical personnel (electricians, controllers, .....),</li> <li>- facilities for the jury and for the competitors (one tent per nation,.....),</li> <li>- scoring board (specific, general, individual and team results),</li> <li>- issue of competitor's starting numbers,</li> <li>- the printing and dispatching of results,</li> <li>- if the competition in question includes several events, there may be several competition sub-sections.</li> </ul>
Public Relation	<ul style="list-style-type: none"> <li>- general protocol,</li> <li>- organization of the opening and closing ceremonies,</li> <li>- music,</li> <li>- tourist brochures, maps, guidebooks, miscellaneous,</li> <li>- press coverage, before, during and after the competition,</li> <li>- release of results to the press, contacts with reporters,</li> <li>- information and communication,</li> <li>- organization of tourist activities, cultural day,</li> <li>- organization of the closing banquet,</li> <li>- information centre (including exhibitions of awards, posters, photos, news-stand, souvenirs, banking facilities, mail slots...),</li> <li>- presentation of awards and gifts,</li> <li>- compiling souvenir-album or video tape for the Chiefs of Mission and the General Secretariat.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>- drawing up the budget,</li> <li>- assignment of funds,</li> <li>- management of funds,</li> <li>- payment of bills</li> </ul>
Logistical	<ul style="list-style-type: none"> <li>- organization of local transportation and supervision of traffic, staff cars, fuel, parking,</li> <li>- security,</li> <li>- reception and welcoming of officials and missions,</li> <li>- housing and meals for officials, Chiefs of Mission, teams, additional members of the organizing committee,</li> <li>- organization of first aid and medical services (mobile and stationary units).</li> </ul>

b. Main Authorities of a WMC

<b>Authority</b>	<b>Mission</b>
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 Article 2.15. and 2.16. Policy Manual.
President of CISM Sport Committee	The PCSC is an expert in each of CISM sport. See its missions and responsibilities on the Article 2.19. Policy Manual.
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 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.

c. Recomendations for Medical Care

1) Generalities

The following is a list of items, to consider the provisions of effective sports medicine coverage for a CISM 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 hosts all over the world.

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 athletes' 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 sport 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 athletes 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 physician 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 triathlon, marathon, cycling, biathlon and cross country running, the athletes often compete on courses which take them considerable distances from the start and finish areas. In such events it is important that medical personnel is 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 athletes 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 athletes will be taken and by what route;
- 8) **Communication network**

The medical team covering the event should have a communication system such as those athletes 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 cross country runners perform multiple short loops rather than one large loop. With multiple loops, the athletes 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 athletes;

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. For example, in cycling events, the competitors should be required to wear helmets. 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) Sports medicine lecture

Whenever possible, the event organiser should arrange an educational presentation on some aspects of sports medicine for the coaches, team captains, chiefs of mission and the athletes (study day). These presentations should last approximately one hour and the topic should be of practical interest to the audience. Topics in the past have dealt with issues such as running-related injuries, the importance of hydration and sport nutrition.

17) 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.

d. Joint Report

The Joint Report 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 – President CISM Sport Committee.

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 are included:

CISM Joint Report Content – CHECKLIST.	
Participants	<ul style="list-style-type: none"> <li>➤ Complete list of participants in electronic version</li> <li>➤ Preliminary Agreement and Final Entry of the nations which did not respect their commitments</li> </ul>
Sport	<ul style="list-style-type: none"> <li>➤ Complete book of results</li> <li>➤ Request for the ratification of a CISM Record (when necessary)</li> <li>➤ Reports on a protest + decision of the Technical / Appeal Jury (+ money when necessary)</li> </ul>
Anti Doping Information	<ul style="list-style-type: none"> <li>➤ Record sheets of Each athlete tested</li> <li>➤ Copies of the medical certificates presented by the athletes (when occurred)</li> <li>➤ Complete address of the Laboratory (IOC/WADA Accredited) and name of the responsible doctor.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>➤ CD-Rom with pictures and Press files</li> </ul>