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CISM

INTERNATIONAL MILITARY SPORTS COUNCIL
CONSEIL INTERNATIONAL DU SPORT MILITAIRE
CONSEJO INTERNACIONAL DEL DEPORTE MILITAR
المجلس الدولي للرياضة العسكرية

CISM regulations volume 3

Procedures

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APPENDICES

3. the Sports Regulations,
 4. the CISM directory,
 5. the Minutes of the last General Assembly,
 6. the sports calendar of the current year,
 7. general information,
 8. a CISM flag (2m x 3m),
 9. subscriptions of the official CISM Magazine,
 - 10 40 Annual Reports,
 - 11 300 CISM leaflets.
- F. The rights of a member nation to benefit from CISM includes :
1. if CISM studies, clinics and seminars are concerned to :
 - a. participate in all clinics and study days,
 - b. receive the technical brochures,
 - c. take part in all sessions.
 2. if technical sports assistance program is concerned :
 - a. the purchase of sports equipment at advantageous prices,
 - b. advice from experts on the construction of sports facilities,
 - c. the training of staff (sports medicine - training, etc.),
 - d. the planning of a program for the development of sport on a national and/or military level.

Article 1.2. RESIGNATION OR TERMINATION FROM CISM

- A. If a nation has sent written official notice of withdrawal (Policy, art. 1.10.), the Secretary General shall immediately inform the President, members of the Board of Directors and the CISM authorities concerned of such notice.
- B. The Secretary General acknowledges the resignation. He notifies the resigning member nation of the official date it goes into effect by registered mail. He enters the reading of this notification as an item on the agenda of the following General Assembly.
- C. If a nation's membership is cancelled due to its inactive status the General Secretariat will inform the nation concerned of its termination by registered mail and will duly notify the other member nations.

Chapter II

CONGRESS AND GENERAL ASSEMBLY

Article 2.1. SUMMONS - INVITATION

- A. A distinction must be made between summons and invitations which are made as follows:
1. the summons, together with a summary of the agenda, is dispatched to all CISM delegations and agencies by the General Secretariat,
 2. the invitation is extended by the Chief of Delegation organizing the Congress and General Assembly to the CISM authorities, Chiefs of Delegation and agencies as listed in the CISM directory.
- B. A copy of the invitation is sent through diplomatic channels. This formality is essential. If a nation has no diplomatic relations with another nation, the invitation is sent through the General Secretariat.
- C. The invitation should be sent at least four (4) months in advance and comprise the following:
1. the CISM emblem and the organizing nation's coat of arms presented on the cover,
 2. the standard invitation text,
 3. the general program,
 4. conditions of stay,
 5. answer form for the preliminary agreement,
 6. answer form for the final entry.
- D. Observers
1. The organizing nation may invite observers from non-member nations with advance permission from the Board of Directors. An observer is not an official representative and therefore will not be officially recognized by the display of a flag or nameplate.
 2. Representatives from embassies and military attachés accredited to the organizing nation are considered as "observers".
 3. Representatives from sports organizations in contact with CISM may be invited with permission from the Board of Directors.
- E. Press and media
- The organizing nation should invite representatives from the national and international press. The meetings and ceremonies to which they are admitted are stated in the invitation.

Article 2.1. CONDITIONS OF STAY

The invitation will specify the following points:

A. Participation costs

The costs of meals and accommodations will be indicated in a currency that is convertible on the international market.

B. Spouses

The invitation will indicate the conditions of stay for accompanying spouses, if invited by the organizing nation.

C. Assistants

The conditions of stay for possible assistants (aide de camp, press attaché, etc.) will be fixed.

D. Formalities

1. the necessary visas,
2. the requested vaccinations,
3. all other formalities requested by the organizing nation.

E. Uniforms

1. specify the dress code (military or appropriate civilian attire) for each event,
2. indicate winter or summer uniform.

Article 2.3. PREPARATION OF THE CONGRESS AND GENERAL ASSEMBLY

A Congress and General Assembly are prepared such that all delegations, Commissions and Presidents of CISM Sport Committees have participated in its preparation. The objective is to promote, for a maximum number of participants, a full understanding of the agenda and careful study of the issues and required decisions. Thus, it is a long process with two aspects:

A. Material

This aspect includes: lodging, transportation, organization of the rooms, organization of the ceremonies, visits and cultural events.

B. Intellectual

1. Delegates of member nations shall arrive at the meetings in possession of the preparatory documents, which they have taken time to study previously. This means a two-way effort in matters of information:
 - a. Delegation, Liaison Offices to the General Secretariat,
 - b. General Secretariat to delegations, Liaison Offices.
2. In practice, the preparation of the agenda is divided into two phases:
 - a. proposals from delegations and any other CISM functional bodies sent in to the General Secretariat four (4) months before the Congress and General Assembly in English and French together with all covering documents,
 - b. drawing up of the agenda by the Secretary General who shall include all proposals.

Article 2.4. GENERAL PROGRAM

- A. The total duration of the meeting of the Congress and the General Assembly in the host nation is ten days maximum.

- B. Before the start of the Congress and General Assembly, the Chiefs of Delegations complete the accreditation by providing to the secretariat :
1. a list of the attending delegates, stating the name of the Chief of Delegation,
 2. a document of investiture signed by the Minister of Defense or a Chief of Staff, concerning a Chief of Delegation whose appointment has not been yet officially announced to CISM. A delegate unable to present such a document will only be considered as observer.
- C. Each Congress and General Assembly has its own organization and development. Normally, the program is as follows:
1. meeting of the Board of Directors
 2. press conference,
 3. opening ceremony,
 4. meetings of the Chiefs Liaison Offices, Presidents of CISM Sport Committees, Commissions or working groups,
 5. continental meetings,
 6. the Congress (2 or 3 sessions),
 7. one cultural day.
 8. the statutory General Assembly (1 or 2 sessions),
 9. closing ceremony.
 10. meeting of the Board of Directors
- D. The program is generally divided into sessions. Each session normally lasts a half day. The regular sessions are :
1. The first session is dedicated to continental meetings. It allows each Vice-President to complete his own report, make his assessment and present the plan for the coming year.
 2. The Congress (2nd to 4th session) is dedicated to strategic and business planning, discussions and debates, presentations and exchange of information.
 3. The General Assembly (5th and 6th session) is dedicated to reports from the CISM senior leadership, statutory matters, approvals, elections, presentation of the next Congress / General Assembly and miscellaneous points and questions.
- E. The Commission for the Verification of Credentials meets before the General Assembly.
- F. Presentations by economic partners take place during the Congress.

Article 2.5. AGENDA OF THE GENERAL ASSEMBLY

- A. Chronology and main points of the agenda are:
1. Welcome remarks by the President,
 2. Attendance,
 3. Presentation of new members and new officials,
 4. Approval of the agenda,
 5. Approval of the minutes of the preceding General Assembly,
 6. Report of the Commission for the Verification of Credentials and nomination of the ballot tellers,
 7. Reports of the President, Secretary General and Vice-Presidents,

8. Report of the Treasurer General, Presentation of the Balance Sheet, Accounts and Budget,
 9. Report of the auditors,
 10. Approval of reports, strategic/business plans, and proposals,
 11. Statutory elections,
 12. Information on the next Congress and General Assembly,
 13. Miscellaneous items.
- B. Each report may be followed with questions and discussions. The General Assembly votes on the report of the President.
- C. Each proposal may be the subject of general commentary, shall be voted on and the decision recorded by the General Secretariat.
- D. The details of the practical organization of a Congress and General Assembly are contained in the separate document “General information concerning the organization of a Congress and General Assembly” available at the CISM General Secretariat.
- E. A sample plan and a chronological sequence of the sessions and principal points of the agenda is shown below:

Day	Activities	Participants
1	- Arrival	- Secretary General (SG) - Staff of the GS
2	- Preparatory meeting - Arrival	- General Secretariat and Organizing Committee - Board of Directors (BoD) - Treasurer General (TG)
3	- BoD Meeting and wreath laying ceremony - Arrival	- Board of Directors, SG and TG - Presidents of CISM Sport Committees (PCSC) - Members of Commissions
4	- Pres CSC Meeting - Commission Meetings	- SG and PCSC - Commission members
5	- Pres CSC Meeting (morning) - Commission Meetings (morning) - BoD meeting (afternoon) - Arrival	- SG and PCSC - Commission members - BoD, SG and TG - Delegations - Chiefs of Liaison Offices (LO)

Day	Activities	Participants
6	- Continental meetings - Press conference - Opening ceremony - Congress (afternoon)	- Continental member nations - Pres, SG and VP of the continent - All participants - All participants
7	- Congress	- All participants
8	- Cultural day	- All participants
9	- General Assembly (statutory) - Closing ceremony and dinner (evening)	- All participants
10	- BoD Meeting (if necessary) - Departure	- BoD, SG and TG - Delegations, General Secretariat

Article 2.6. OPENING CEREMONY

- A. All ceremonies are held before the beginning of the Congress / General Assembly and normally include:
1. a military ceremony,
 2. protocol visits,
 3. a tribute at a monument.
- B. The military ceremony is conducted according to local customs and procedures and consists mainly of a salute to the flags of the CISM member nations. On this occasion:
1. the CISM flag is hoisted and honored,
 2. the CISM anthem is played,
 3. the most important dignitary present pronounces the traditional phrase: **“I declare theCongress and the General Assembly of CISM open”**.
- C. The choice of protocol visits is left to the initiative of the host authorities. It usually includes :
1. an audience with the head of state:
 - a. all the participants,
 - b. sometimes restricted to the members of the Board of Directors only.
 2. a visit by the Board of Directors to civilian and military authorities (Minister of Defense, Chief of Staff, etc.)
- D. A commemorative ceremony at a chosen monument with possibly the laying of a wreath.

Article 2.7. CLOSING CEREMONY

- A. The closing ceremony normally includes a short military ceremony during which the colors are lowered, a military dignitary declares the General Assembly closed and the

President of CISM expresses thanks to the authorities responsible for the organization and presents them with the traditional CISM souvenirs.

- B. This ceremony may be preceded by a reception or followed by a formal dinner. It may also be enhanced by cultural and artistic displays from the organizing nation.
- C. At least two (2) days in advance, the organizing delegation informs the Board of Directors of procedures involved in the closing ceremony:
 - 1. attending dignitaries,
 - 2. spouses invited or not,
 - 3. special protocol, etc...
- D. In the course of the closing ceremony and dinner, no souvenir gifts are to be exchanged by participating delegations. This is to be done in private.

Article 2.8. PUBLIC RELATIONS

A. Objectives

The organizing delegation and CISM must seize the opportunity presented by the opening of the Congress and the General Assembly to:

- 1. establish official contact between the military and civilian authorities of the organizing nation and the participants,
- 2. enhance CISM's prestige by attracting mass media attention,
- 3. present a broad assessment of CISM activities and expose its philosophy,
- 4. pay homage to the organizing nation by emphasizing its participation in CISM and the success of its athletes.

B. Form

This may take the form of a press conference given by the President of CISM, assisted by the Secretary General, the concerned Vice-President, the chief of the organizing delegation and other senior officials.

C. Guests

The following should be invited to the ceremonies and dinner:

- 1. high ranking military authorities,
- 2. accredited ambassadors and military attachés,
- 3. members of the Olympic committee and sports federations,
- 4. representatives of the media (radio, newspaper, television),
- 5. well-known athletes who have participated in CISM championships.

Article 2.9. CULTURAL ACTIVITIES

- A. The organizing delegation may plan social and cultural activities intended to further relations and share traditional customs and typical sights with the participants.
- B. These activities must however be carried out with a certain degree of restraint in order not to interfere with the important tasks to be accomplished by the Congress and General Assembly.

Article 2.10. DEBATES

- A. Debates will be effective and easy to follow, while avoiding excessive length and repetition.
- B. Delegates should be prepared with the following documents at hand:
 - 1. CISM regulations,
 - 2. minutes of the previous General Assembly,
 - 3. CISM annual report,
 - 4. preparatory documents for the Congress and General Assembly,
 - 5. national and international calendars for those sports about which they are concerned.
- C. Chiefs of Delegations shall be prepared to decide on the following important matters:
 - 1. calendar, organization and participation,
 - 2. elections,
 - 3. annual membership fee, and
 - 4. proposals submitted in the preparatory documents.
- D. All documents drawn up by a delegation or by a member of the Board of Directors will be submitted to the Congress and General Assembly Secretariat, which will make arrangements for their distribution. Delegations may not distribute their own documents.
- E. During debates, parliamentary procedures shall apply as follows:
 - 1. Permission to speak shall be requested from the President, who will decide the order of priority,
 - 2. All motions brought forward by a delegation - except those on the agenda - shall be seconded by another delegation. If need be, the President may request it,
 - 3. Propositions for amendment of a text issued, shall be drawn up, read and commented upon before the General Assembly, before being handed over to the President. Sufficient copies in English and French shall be distributed to all Chiefs of Delegations,
 - 4. Each proposition for amendment shall be submitted to the vote of the General Assembly before proceeding with the vote on the text itself,
 - 5. Any motion or intervention of political character or casting a doubt on a nation not represented will be interrupted by the President and the General Assembly will be consulted on its advisability,
 - 6. Speakers will be clear and concise. The President may at any given moment set a time limit to a speech.

Article 2.11. REPORTS

- A. Reports by the Commissions, the CISM Sport Committees and the Working groups shall be signed by its President.
- B. Any member may attach a "minority" report if he disagrees with a statement or proposition made.
- C. These reports may not be issued to the delegations without approval from the Board of Directors.

Article 2.12. MINUTES

- A. The decisions of the General Assembly are recorded in the minutes that are signed by the President and Secretary General, and transmitted to the member nations. The original copy is maintained in the archives of the General Secretariat, which holds them indefinitely at the disposition of the member nations.
- B. Those decisions are effective as of the date of publication of the minutes unless otherwise specified.

Chapter III SPORT EVENTS

Article 3.1. INVITATION PROCEDURE

A. World championship

The invitation procedures for MWC shall be as follows:

1. Nine (9) months previous to the event the organizing committee has to send a draft of the invitation to the CISM Sport Section;
2. After reviewing the invitation together with the President of CISM Sport Committee (PCSC) concerned the Sport Section will send back to the organizer to finish off;
3. Six (6) months previous to the event the organizing committee has to send the final and official version of the invitation (electronic version) to the Sport Section signed by the Chief of Delegation or other high authority. The invitation file must be in a type of format which is not possible to break;
4. The invitation file will be put on the CISM website together with the calendar;
5. The organizing nation shall inform all its embassies located in the invited countries about the organization of the event to facilitate the visa procedures for the participating nations;
6. The second page of the invitation files has to be dedicated to enlist the invited CISM member nations. Which means that all member nations may reach the invitation from the CISM website;
7. For those sports in which the number of participants is limited by the sports regulations, the concerned PCSC will provide the organizing committee with the list of qualification in due time, and only these countries will be allowed to participate.
8. The invitation has to be sent out by normal post for the following guests:
 - a. the CISM President;
 - b. the Official CISM representative
 - c. the Continental Vice-President;
 - d. the Secretary General;
 - e. the Chief of Liaison Office;
 - f. the concerned President and the members of CISM Sport Committee;
 - g. the International Federation concerned through the Secretary General:

The host nation shall invite the concerned International Federation (IF) through the Secretary General to the world championship. Travel expenses are borne by the individual or the federation concerned while the accommodation and local transportation cost is borne by the host nation. The Secretary General shall send the invitation on the year before allowing the IF put the event on its official calendar.

h. Representative of CISM partners and sponsors:

A nation organizing a military world championship may formally extend an invitation to the representatives of CISM partner firms. Travel and accommodation expenses will be borne by the individual(s) or the partner firms concerned.

i. Any CISM member without Internet access

For any reason if any CISM member does not have Internet access available it may declare anytime to the organizer concerned, which will send a copy of the invitation by post.

B. Continental championship

Any nation organizing a continental championship shall extend invitations to all member nations of the continent at least four (4) months before the date set for the championship. Additional invitations shall be sent to:

1. the CISM Secretary General,
2. the concerned Vice-President,
3. the Chiefs of the continental Liaison Offices,
4. the continental CISM Representative (if any),
5. the President of CISM Sport Committee,
6. the concerned continental federation (if any).

C. Regional championship

Any nation organizing a regional championship shall extend invitations to member nations of the region's Liaison Office and to any member nation outside the region at least two (2) months before the date set for the championship. Additional invitations shall be sent to :

1. the CISM Secretary General,
2. the concerned Vice-President,
3. the concerned Liaison Office Chiefs,
4. the regional CISM Representative,
5. the President of CISM Sport Committee,
6. the concerned national federation (if any).

D. Tournament

Any nation organizing a tournament shall extend invitations to at least two (2) other member nations. An additional invitation shall be sent to the Secretary General.

E. Bilateral competitions

Any nation organizing a bilateral competition shall extend invitations to one other member nation. An additional invitation shall be sent to the Secretary General.

Article 3.2. INVITATION FILE

A. World championship

The invitation file contains at least the following points:

1. particular provisions applying to the championship,
2. program of stay and schedule, including the exact day and time of the preliminary meeting,
3. nations invited,
4. practical information concerning:
 - a. access to the location of the competition (nearest airport, etc),
 - b. customs regulations (arms, ammunition, etc),
 - c. police regulations (passport, visa, etc.),
 - d. health regulations (vaccinations, anti-AIDS test, etc),
 - e. dress regulations (uniforms, etc),
 - f. weather conditions,
 - g. postal address, telephone, fax, E-mail an home page addresses,
 - h. expenses to be met by participants,
 - i. editions of the regulations used,
 - j. any other relevant CISM policies and procedures, particularly policy article 4.2. on anti-doping.
5. registration forms, including a :
 - a. preliminary agreement:
The preliminary agreement gives an overview of the participating mission with particulars of participation by men and women per discipline.
 - b. final entry:
The final entry form specifies the names and ranks of the members of the participating missions, with other relevant and necessary information as appropriate such as the birthday, the weapon numbers, the ammunition amount and/or the best performances.
6. the commitment by the Chief of Mission.

B. Continental championship

The invitation file contains at least the following points:

1. particular provisions applying to the championship,
2. program of stay and schedule,
3. nations invited,
4. if necessary : information concerning customs, police, health and dress, weather conditions, address,
5. registration forms, including a :
 - a. preliminary agreement,
 - b. final entry,
6. the commitment by the Chief of Mission.

C. Regional championship

The invitation file contains at least the following points:

1. particular provisions applying to the championship,
2. program of stay and schedule,
3. nations invited,
4. if necessary information concerning customs, police, health and dress, weather conditions, address,
5. registration forms, including a final entry.

D. Tournament

The invitation file contains at least the following points:

1. particular provisions applying to the championship,
2. program of stay and schedule,
3. nations invited.

E. Bilateral competition

The invitation file contains at least the following points:

1. particular provisions applying to the competition,
2. program of stay and schedule.

Article 3.3. REPLY TO INVITATION

A. World championship

1. The reply to an invitation from an organizing nation of a world championship is made by means of a preliminary agreement and a final entry.
2. The preliminary agreement, informing the organizing nation of the exact number of nations participating and thus representing an important operational basis, is to be returned at least three months prior to the event.
3. The organizing committee should assess the status of participating nations as soon as the replies to the invitations are received.
4. The final entry is to be returned at least one month prior to the event. Upon receipt the organizing nation is to send a copy to the President of CISM Sport Committee so that the level of referees accompanying each mission may be evaluated.
5. Delegations should bear in mind dispatching delays so that these documents may reach the organizing nation within the required time.

B. Continental championship / Regional championship

1. The reply to an invitation from an organizing nation of a continental / regional championship is also made by means of a preliminary agreement and a final entry.
2. The preliminary agreement is to be returned at least two months prior to the start of the championship.
3. The final entry is to be returned at least one month prior to the start of the championship.

C. Tournament

The reply to an invitation to a tournament is made by a final entry to be returned at least two weeks prior to the start of the tournament.

D. Bilateral competition

The reply to an invitation to a bilateral competition is made by a final entry to be returned at least two weeks prior to the start of the competition.

Article 3.4. ARRIVAL - EXPECTED MISSION

A. Early arrival of an expected mission

1. Host nations should specify in the invitation that in all cases, missions arriving too early shall pay the extra accommodation costs to the organizing nation upon their arrival.
2. In case the mission is not able to pay these accommodation costs, the mission will not be allowed to participate in the championship.

B. Late arrival of an expected mission. Unless otherwise specified in relevant Sport Regulations, the following applies:

1. Before the preliminary meeting
Expected missions will have normal participation.
2. After the preliminary meeting (drawing of lots)
 - a. Before the competitions
Expected missions will have normal participation. During the preliminary meeting, the athletes and teams are placed by drawing of lots following the same procedure as the nations present.
 - b. After the start of the competitions
 - Expected missions may be allowed to compete following the planned program. Events in progress or those already completed shall not be repeated or compromised.
 - The drawing of lots of the coming events will not be redone. The teams and individuals of the missions concerned are placed, at the convenience of the technical jury, in those positions which will not affect the drawing of lots.
 - For teams, all matches or events not played are to be forfeited. -
 - For individuals, all events not participated in are lost.

Article 3.5. ARRIVAL - UNEXPECTED MISSION

A. Before the preliminary meeting

1. Unexpected missions arriving before the preliminary meeting (before the drawing of lots) may only be accepted to the competition if the host nation can provide the logistic support.
2. In any case, a sanction will be imposed (Policy art. 1.11).

B. After the preliminary meeting. Unless otherwise specified in relevant Sport Regulations, the following applies:

1. Unexpected missions arriving after the preliminary meeting (after the drawing of lots), may only be accepted to the competitions if the host nation can provide the logistic support.
2. In that case, the Official CISM Representative gathers all the Chiefs of Mission. Participation in events not yet started shall be accepted by the Chiefs of Mission (over 50% of the votes). The planned program is applicable. Events in progress or those already completed shall not be repeated or compromised.
3. The drawing of lots of the coming events will not be redone. Teams and individuals of the missions concerned are placed, at the convenience of the technical jury, in those positions which will not affect the drawing of lots. In collective sports, when the drawing of lots is finished, no other team may be allowed to participate.
4. In any case, a sanction will be imposed (Policy art. 1.11.).

Article 3.6. ABSENCE OF A MISSION WITHOUT NOTIFICATION

If a mission which submits a preliminary agreement and/or final entry is absent without notifying the host nation in time, a sanction will be imposed (Policy art. 1.11.).

Article 3.7. DEPARTURE

- A. As a general rule, missions are required to strictly respect the scheduled departure date(s) fixed in the invitation.
- B. Early departure
 1. No sanctions will be applicable if an athlete or a mission leaves the championship with the approval of the Official CISM Representative because of absolute necessity or in case of emergency (e.g. injuries, flight connection problems, death of a family member, ...).
 2. In all other cases, sanctions will be imposed (Policy art. 1.11.).
- C. Late departure

Host nations should specify in the invitation that in all cases, missions leaving after the fixed date shall pay the extra costs of stay.

Article 3.8. PATRONAGE COMMITTEE

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

Article 3.9. HOST DELEGATION

The Chief of Delegation is responsible for all aspects of the long-term preparation of a competition i.e.:

- A. establishing a financial plan,

- B. establishing an exact calendar (with place and date),
- C. establishing an exact day-by-day program,
- D. establishing the organization chart,
- E. appointing the organizing committee (invitation to interested dignitaries),
- F. informing the President CISM Sport Committee of all sports technical aspects,
- G. sending invitations to CISM member nations,
- H. sending invitations to the Official CISM Representative, the President and Members of the Sport Committee,
- I. sending invitations to the National Federation and through the Secretary General to the International Federations,
- J. sending invitations to partner firms,
- K. ordering CISM certificates, badges and diplomas,
- L. purchasing CISM and other awards,
- M. organizing information conferences, etc.

Article 3.10. ORGANIZING COMMITTEE – COMPOSITION

- A. The host nation establishes an organizing committee.
- B. The organizing committee comprises generally the following sections:
 - 1. The technical section is responsible for:
 - a. organization of the technical secretariat,
 - b. organization of the technical facilities and equipment (stands, sound, equipment, poles and flags, buffet, sanitation, anti-doping control, health care,...),
 - c. the appointment and the mission of the technical personnel (electricians, controllers,...),
 - d. facilities for the jury and for the competitors (one tent per nation,...),
 - e. scoring board (specific, general, individual and team results),
 - f. issue of competitor's starting numbers,
 - g. the printing and dispatching of results,
 - h. if the competition in question includes several events, there may be several competition sub-sections.
 - 2. The public relation section is responsible for:
 - a. general protocol,
 - b. organization of the opening and closing ceremonies,
 - c. music,
 - d. tourist brochures, maps, guidebooks, miscellaneous,
 - e. press coverage, before, during and after the competition,
 - f. release of results to the press, contacts with reporters,
 - g. information and communication,
 - h. organization of tourist activities, cultural day,
 - i. organization of the closing banquet,

- j. information center (including exhibitions of awards, posters, photos, news-stand, souvenirs, banking facilities, mail slots, ...),
 - k. presentation of awards and gifts,
 - l. compiling souvenir-album or video tape for the Chiefs of Mission and the General Secretariat.
3. The financial section is responsible for:
 - a. drawing up the budget,
 - b. assignment of funds,
 - c. management of funds,
 - d. payment of bills.
 4. The logistical section is responsible for:
 - a. organization of local transportation and supervision of traffic, staff cars, fuel, parking,
 - b. security,
 - c. reception and welcoming of officials and missions,
 - d. housing and meals for officials, Chiefs of Mission, teams, additional members of the organizing committee,
 - e. organization of first aid and medical services (mobile and stationary units).
 5. Other sections may be established e.g. for partnership and sponsoring.

Article 3.11. ORGANIZING COMMITTEE - DUTIES

- A. The organizing committee is responsible for on the spot preparation of a competition which includes:
 1. organization of required sections,
 2. organization of the general secretariat of the competition,
 3. information flow to the participating nations.
- B. Before the opening of a championship, the delegation of the organizing nation shall check the following points:
 1. If the host nation lacks competent personnel, it may call upon the General Secretariat, the President of CISM Sport Committee, the Liaison Office, another delegation or the national federation for assistance of qualified technical personnel.
 2. Judges and referees, whose names are not listed with the international federation governing the sport in question, shall not officiate in a CISM event. Exceptions are provided in sport regulations.
 3. Prior to competitions, the organizing committee shall ensure that regulations are respected and that all participants meet identification requirements.

Article 3.12. TECHNICAL JURY

- A. The name and tasks given to this body can vary with each sport (see Sports Regulations).

- B. The President of CISM Sport Committee appoints the President and members of the Technical Jury during the preliminary meeting from the technicians attending the championship with a special knowledge of the appropriate sports matters and regulations.
- C. The Technical Jury is dissolved after the official closing ceremony
- D. Under no circumstance may any member of the Technical Jury belong to the organizing committee.
- E. The Technical Jury is responsible for the satisfactory progress of a competition. They ensure that the performance of the athlete is evaluated as correctly as possible. They are responsible for :
 - 1. overseeing the performance by controllers, judges, time-keepers,....,
 - 2. determining the results.
- F. Prior to the competitions, the Technical Jury makes sure that the equipment and sporting facilities conform to the standards required by CISM and/or International Federation regulations. They report the result of their control to the Official CISM Representative.
- G. The Technical Jury ensures that the technical regulations are properly followed during the competition and it rules as first resort on all protests received.
- H. The Technical Jury controls and ratifies the results. It hands over to the Official CISM Representative for transmission to the General Secretariat all originals of the protests as well as the decisions taken.
- I. Its specific complementary duties are stated in each particular sports regulation.
- J. Each member is entitled to one (1) vote, which is made by ballot. In case of a tie, the President has the deciding vote.
- K. Procedures for handling protests by the technical jury are:
 - 1. Any protest shall be submitted to the President of the Technical Jury in writing and signed by the Chief of Mission or Team Captain according to the timing specified in the specific sports regulation. Each protest shall refer to the articles of these rules on which it is based.
 - 2. Each protest requires a deposit of USD 100. If the protest is refused by the Technical Jury and no appeal is made, the USD 100 will be forfeited and paid to the CISM General Secretariat.
 - 3. The Technical Jury rules as first resort on protests received in accordance with CISM and/or International Federations sports regulations.
 - 4. Decisions are reported in writing to the organizing committee and the Official CISM Representative.

Article 3.13. JURY OF APPEAL

A. Composition

The Jury of Appeal is composed of:

- 1. One (1) president who is the Official CISM Representative,
- 2. Three (3) members who are chosen among the delegates of the participating missions, with a maximum of one per nation,

3. If less than three CISM delegates from different nations are present at the championship, the official representative may invite the Chiefs of Mission to complete the jury, so that it comprises at least the requested three (3) members. The president and chosen members shall have different nationalities. Should there be more than the requested candidates, drawing of lots chooses them.

B. Appointment

The Jury of Appeal is appointed during the preliminary meeting. Its mission ends after the official closing of the championship.

C. Restrictions

The chairman of the organizing committee, the chairman of the technical section, the President of CISM Sport Committee and all members of the Technical Jury may not serve in the Jury of Appeal. Only Jury members attend meetings of the Jury of Appeal, plus, if necessary, interpreters appointed by the organizing nation. The President of CISM Sport Committee attends this meeting as a counselor to the President of the Jury of Appeal but without being entitled to vote. The President of the Jury of Appeal may call for hearing any person whom he believes may be helpful.

D. Duties

The Jury of Appeal intervenes only in the following cases:

1. as a result of a written protest made by a nation dissatisfied with the decision reached by the technical jury,
2. when summoned by the Official CISM Representative,
3. upon request of the chairman of the organizing committee, the President of CISM Sport Committee or the Chief of the host delegation,
4. each member, including the Official CISM Representative, is entitled to one (1) vote, which is made by ballot. In case of a tie, the Official CISM Representative has the deciding vote.

F. Procedure of handling protests to the Jury of Appeal.

1. When a Chief of Mission (or a Team Captain) considers that the technical jury's decision has not rendered justice to his protest, he can submit a protest against the decision of the Technical Jury in writing to the Jury of Appeal.
2. This appeal shall be submitted to the President of the Jury of Appeal within two hours after the written notification of the rejection by the technical jury.
3. The Jury of Appeal rules as a last resort. Its decision does not depend on any precedent and is final. All decisions taken by the Jury of Appeal are transmitted in writing to the organizing committee for dispatch and to the General Secretariat for information. The Chief of Mission will, in all cases, accept the decision made by the Jury of Appeal and will not set and tolerate unpleasant reactions towards the judges and referees, or towards the host nation.
4. If no prior deposit has been made to the Technical Jury, then a deposit of USD 100 shall be made to the Jury of Appeal. If a protest is denied by the Jury of Appeal, the deposit will be forfeited and paid to the General Secretariat.

G. Complaints

All complaints may be referred to the Board of Directors and, if necessary, to the General Assembly. A complaint can not reverse a final decision of the Jury of Appeal.

Article 3.14. ANTI-DOPING COMMISSION

See Policy art. 4.5. and appendix 4.

Article 3.15. REFEREES / JUDGES

A. Procedures

1. Each participating nation shall bring one or more referees / judges depending on the rules described in the sport's regulations.
2. In case a nation is not able to provide the required number of qualified referees / judges, it may request assistance from another nation to obtain them, or pay to the organizing nation the cost of obtaining the complementary referees / judges. This sum may be fixed in the Sports Regulations.
3. The organizing nation or the CSC may request that the relevant international sport federation designate a "chief referee". The chief referee shall not come from one of the participating nations.

B. Qualifications

The referees / judges shall all be of international standard, be currently certified by the international federation and meet the criteria prescribed by the relevant sport regulation.

C. Payment

Each delegation is responsible for paying its referees / judges. The amount is to be negotiated by the international or national federation or the interested party or parties. The organizing nation pays for its own referees / judges and for the chief referee requested from the international federation.

D. Sanctions

Missions that do not comply with the above-prescribed procedures, either in terms of number of referees / judges or their level of competence shall not participate in the championship.

E. Lodging

The organizing nation shall make sure the referees / judges are lodged separate from the teams.

Article 3.16. PROGRAM OF STAY

The program informs the missions about the following:

- A. general calendar,
- B. detailed calendar, schedule of competitions and training,
- C. place and date of the closing and opening ceremonies,
- D. place and dates of the various meetings,
- E. place and date of the closing banquet,
- F. dress regulations for the various occasions,
- G. security matters,
- H. addresses and telephone numbers of the different embassies, military attachés, etc.,

- I. ground description for some of the events (nature, vegetation, profile, etc.) for skiing, cross-country, orienteering, etc... Information and tourist-guides of the region may also complete the file.

Article 3.17. RULES OF STAY

A. General

1. The Chiefs of Mission are responsible for the discipline of their mission. The missions fall under the jurisdiction of the organizing nation. During events, all athletes present on the playing fields are equal before the jury, the referees and to themselves. No one may use his rank to impose his views on sports matters.
2. Civilian members of the missions shall conform to the discipline accepted by all other participants.

B. Military uniforms

1. Unless otherwise approved by the Official CISM Representative, all participants shall wear military uniform during official ceremonies such as the opening and closing ceremony. Individuals without proper uniform will not be allowed to participate in the championship. In this case, the President of CISM will inform by letter the Chief of Staff of the nation's Armed Forces with a copy to the Chief of Delegation.
2. The presentation of medals may be done in sports uniform, if for organizational reasons it is not possible to wear military uniform. This is the case e.g. when the presentation immediately follows a championship sports event.
3. The presentation of medals takes place, in principle, during the closing ceremony. Athletes who had enough time to put on their uniforms but decided to appear in other attire will not receive their medals during the ceremony. The medals will be handed over to the Chief of Delegation during the General Assembly (with an observation).

C. Forbidden actions

In conformity with the statutes and traditions of CISM, any political or religious action during a CISM event, in particular the dissemination of propaganda documents, pictures, brochures, reviews, etc... is strictly forbidden. Any contravention shall result in the exclusion of the mission from further competition and may result in additional sanctions (Policy art. 1.11.).

D. Civilian dress

Civilian dress may be worn on excursions organized by the host nation.

E. Crew members/bus drivers

Although not considered as part of a mission, aircraft crew members and bus drivers are granted free entry to all events and are extended invitations to the various ceremonies.

Article 3.18. FINANCIAL CONDITIONS

A. The expenses involved in hosting a championship are generally divided into two parts:

1. travelling costs to the championship (Policy art. 3.25.),

2. local transportation, accommodation (board and lodging) covered by the host nation. Immediately upon arrival, missions are issued written information with regard to all personal expenses, such as drink, telephone call, laundry, drinks not taken with meals,.
- B. These conditions apply to missions composed according to the regulations for the normal duration of a championship and apply, amongst others, to the Official CISM Representative, the President CISM Sport Committee, and the representative of the International Federation.
- C. If a mission is larger than foreseen, or stays for a longer period of time (early arrival - late departure), the extra costs are to be covered by its nation. The same applies to aircraft crews and bus drivers transporting the missions.

Article 3.19. ACCOMMODATION

- A. Accommodations for missions will be the best available, depending on possibilities at the disposal of organizers and based on ranks of guests. All Chiefs of Mission are officers and shall be treated as such with equal courtesy, regardless of rank.
- B. Representatives from sport federations and observers are to be treated with special courtesy.
- C. Participants are preferably to be accommodated in two categories:
 1. the Official CISM Representative, the President and CISM Sport Committee members, attending dignitaries, Chiefs of Mission, referees / judges, representatives of the International Federation and representatives of Partner Firms (at own expense),
 2. team captains and teams (whether officers, NCO's, coaches, etc...).
- D. Officers who are team members may be accommodated either in groups or individually, in barracks or hotels. Barracks shall have minimum comfort and modern facilities.
- E. All missions, including those of the host nation, shall be accommodated under the same conditions. If the conditions are in accordance with the CISM norms and standards, the missions are expected to accept the accommodation provided by the organizing nation.
- F. Upon his arrival, the Official CISM Representative will inspect the accommodation to ensure its acceptability.
- G. The standards defined below are a recommendation for the minimum acceptable norms for the accommodation of the visiting missions taking part in the various CISM championships. Arrangements should be made for male and female participants on an equal basis:
 1. Officials
Officials are accommodated in single, double or triple rooms under the following standards:

ROOM	AREA	WASHBASIN	SHOWERS, LAVATORY & URINALS
Single	9 m ²	1 per room	1 for 10 people grouped in collective blocks
Double & triple	6 m ² per individual		

2. Athletes

Athletes are accommodated in collective rooms, holding a maximum of 10 individuals according to the following standards:

ROOM	AREA	WASHBASIN	SHOWERS, LAVATORY & URINALS
10 individuals at the most	4.5 m ² per individual	1 for 4 grouped in collective blocks	1 for 10 individuals grouped in collective blocks

3. Fitting of the rooms

All rooms will be provided with a key, thus making it possible to lock the doors. The minimum fitting comprises the following items:

- a. bedding, including one bed with mattress, headrest, a pair of sheets, one or several blankets,
- b. one table for each room (officials) and one for 6 persons (athletes) and one chair for each person,
- c. wardrobe (1 for each) with padlock closing system. The organizer will not provide the padlock. For the officials, wardrobes need not be provided with a lock or system. At least two hangers will be placed in the wardrobes,
- d. trash can, one in each room,
- e. twofold curtains or shutters that make it possible to darken the room,
- f. collective lighting with an individual bedside light for the officials,
- g. heating, varying according to the season (the inside temperature will not be less than 19^oCelsius).

4. Maintenance

- a. For the officials beds will be made and rooms will be cleaned once a day by a service staff appointed by the organizer;
- b. Athletes will make their beds and clean their rooms. The organizer will put the necessary maintenance kit in each room for that purpose, i.e. broom, dustpan, cleaning products, etc.;
- c. The maintenance of the collective blocks, shared premises, corridors and staircases is the duty of the organizer;
- d. Sheets will be changed once a week;

- e. The athlete's sport equipment will be cleaned at the visiting mission's expense.
- 5. Other facilities
The organizer will see to it that the following services are close to the accommodation premises:
 - a. bar, sale of alcohol-free drinks;
 - b. shop (near the bar) for the sale of the following products: food complements, postcards, envelopes, stamps, souvenirs, padlocks, coat hangers, toilet articles, etc...,
 - c. public phones;
 - d. television room;
 - e. games room.

H. Acceptable accommodations

Any mission that does not accept the accommodations provided by the organizing nation will not be allowed to participate in the championship, except as provided in the following article.

I. Unacceptable accommodations

All the Chiefs of mission will meet with the Official CISM Representative. The host nation has 48 hours to resolve the problems in question. If after 48 hours the accommodations is still not acceptable, the following solutions can be applied:

- 1. the mission is accommodated in a hotel at its own expense,
- 2. the mission returns home.

Article 3.20. MEALS AND DRINKS

- A. Meals and drinks shall both be sensible and substantial and meet the requirement of sport dietetics. As much as possible, the following points should be taken into consideration:
 - 1. traditions particular to race and religion;
 - 2. medical requirements and prescriptions;
 - 3. schedule of events.
- B. The host nation shall provide free of charge non alcoholic drinks during meals and water during the competition.

Article 3.21. TRANSPORTATION

Arrangements for the transportation of missions are made by the organizing delegation. However, the latter is not obliged to provide private transportation. All vehicles used by missions will, if possible, bear the name and flag of their nations. Official vehicles will bear, if possible, the CISM flag.

Article 3.22. MEDICAL CARE

- A. It is the responsibility of the host nation to treat in the best possible manner health problems occurring during the course of CISM events.
- B. An evacuation and first aid service shall be organized at the competition site(s) and a medical center shall be provided to care for minor cases. More serious cases will be treated at a hospital equipped to carry out complete examinations. A seriously injured or ill athlete shall be cared for until he can be repatriated.
- C. The costs and provision of medical care are normally the responsibility of the host nation. If not available or provided for free, then the alternative arrangements shall be made clear in the invitation and missions should be prepared to insure their athletes and officials or otherwise pay for any medical care that may be required.
- D. If for any reason the injured athlete's delegation refuses the medical arrangements proposed by the host nation, the costs of hospitalization at another facility will be the responsibility of the delegation.

Article 3.23. SECURITY

The organizing nation is responsible for the security of all authorities, missions and guests.

Article 3.24. INSURANCE

To guard against liability arising from accidents or health risks, the host nation should consider obtaining liability and health insurance during the period of a championship.

Article 3.25. MEETING POINT - CISM CLUB

As one of the major CISM aims is to promote relations between military athletes of all nations, the organizing nation will endeavor to make available a place where the athletes can meet and exchange information. It will include:

- A. an information center (transportation, banking facilities, entertainment, etc...),
- B. a postal office,
- C. a news stand (photos, magazines, etc...),
- D. a notice board for CISM news,
- E. a display of awards and souvenirs connected with the competition (if possible).

Article 3.26. CEREMONIES AND PROTOCOL

- A. All CISM events shall bear a military character and include ceremonies which enhance their prestige. The following rules and recommendations support this purpose and delegations organizing a CISM event are requested to apply them and to use them as an operational basis, with all due respect to the protocol and the military traditions of their nations.
- B. Opening and closing ceremonies
 - 1. Opening Ceremony

The missions, led by their team captains, assemble according to French alphabetical order. 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. The flags of the participating nations are already hoisted in the same order. After the entrance of the missions, the CISM flag is hoisted to the sounds of the CISM anthem. The welcome address is pronounced either by the official representative, or by a dignitary of the host nation. The championship will be opened with the traditional phrase: **"I declare the ... (event) ... of the International Military Sports Council open"**.

2. Closing ceremony

- a. The closing ceremony of a championship is performed in the same practical manner as the opening ceremony, but includes the distribution of medals and awards (if not already done).
- b. As a rule, the national anthem is played and the national flag is hoisted only when the award concerns a team victory. The distribution of awards is made by the national dignitary chairing the event and by the Official CISM Representative.
- c. The closing ceremony ends with the traditional phrase : **"I declare the ... (event) ... of the International Military Sports Council closed"**.

C. Diplomatic representatives

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.

D. Homage rendered by CISM

A commemorative ceremony may be conducted by the missions at a national monument. The Official CISM Representative will lead the missions on this occasion.

E. Closing banquet

1. Tradition requires that all members of the organizing committee and participants in the championship attend the closing banquet. The Official CISM Representative takes the floor on behalf of CISM and therefore on behalf of all Chiefs of Mission present.
2. He presents the traditional CISM gift to the organizing committee.
3. In the course of his final speech (the last to be delivered) the Official CISM Representative is advised to stress the following points :
 - a. the role of CISM in general (its aims and accomplishments, its spirit and its future),
 - b. the host nation's contribution to CISM,
 - c. congratulations to the athletes and organizers.

Article 3.27. OFFICIAL MEETINGS

The various official meetings held during a championship are essential to a sound organization and are largely responsible for the effective conduct of the competition.

They are:

- A. preliminary meeting,
- B. meetings of the Jury of Appeal,

- C. meetings of the Technical Jury,
- D. meeting(s) of the CISM Sport Committee,
- E. meeting of the Anti-Doping Commission,

Article 3.28. SPECIFIC MEETINGS

A. Preliminary meeting

1. Composition

The chairman of the organizing committee holds a preliminary meeting before the beginning of the competition. It is compulsory for the following individuals to participate:

- a. Official CISM Representative;
- b. chairman of the organizing committee, entrusted with the preparation and the technical direction of the competition;
- c. President and Members of the CISM Sport Committee;
- d. Chiefs of Mission of the participating nations or their representatives;
- e. the team captains/coaches (if necessary);
- f. referees/judges;

The chairman of the organizing committee may invite observers and is free to invite other members of the participating missions and of the organizing committee to this meeting.

2. Agenda

- a. Welcome,
- b. Introduction of:
 - the Official CISM Representative,
 - the President of CISM Sport Committee,
 - the chairman of the organizing committee, - other authorities,
- c. Briefing on the general organization of the competition,
- d. Calendar overview of training provisions, competitions, ...,
- e. Calendar overview of meetings, ceremonies, press conference, study day, social activities,
- f. If required, temporary amendments to sport regulations,
- g. Verification of the judges' and referees' qualifications,
- h. Appointment of the Jury of Appeal,
- i. Appointment of the technical jury,
- j. Information on anti-doping regulations,
- k. Final entry of competitors' names and verification of their military status,
- l. Drawing of lots; elaboration of starting lists,
- m. Miscellaneous.

B. Meeting of the Technical Jury (Procedures art. 3.12.)

C. Meeting of the Anti-Doping Commission (Policy art. 4.3.B.)

- D. Meeting of the Jury of Appeal (Procedures art. 3.13.)
- E. Meeting(s) of the CISM Sport Committee (Policy art. 3.11.)

Article 3.29. OTHER ACTIVITIES

A. Other activities: General

During a championship, the following other official activities are organized:

- 1. information (press) conference on CISM,
- 2. study day,
- 3. cultural activities.

B. Other activities: specifics

1. Information (Press) conference on CISM

- a. The host nation shall include in the championship's program an information (press) conference devoted to CISM and its activities. The purpose of this meeting is to promote CISM on a wide scale. It is intended for the benefit of all dignitaries and authorities present, as well as for the press.
- b. It is conducted jointly by: - the Official Representative who chairs the meeting;
 - the chairman of the organizing committee;
 - the organizing committee's public relations officer.
- c. It should aim at considerable impact and may be preferably followed by a drink or cocktail party. It is only one of the many ways of promoting CISM and should be preceded and followed by a proper public relations campaign, including press articles, television spots, radio broadcasts, posters, panels, photographs.

2. Study day

- a. Special sessions for the purpose of studying the different aspects of the sport in question may be planned during each world championship. The subject is stated in advance by the organizing committee in close collaboration with the President of CISM Sport Committee. The audience concerned is clearly defined.
- b. The preparations are made by the organizing committee in liaison with the President of CISM Sport Committee and with the possible financial support of CISM (if requested in writing). In the general program of the championship, these sessions are scheduled to take place during or after the events.

3. Doping control

A doping control is accomplished according to the provisions in the CISM Policy chap. IV and in accordance with the International Federation's and International Olympic Committee's regulations. The practical modalities to each sport (number of tests, choice of athletes,...) are fixed by the Anti Doping Commission.

4. Cultural activities

The cultural aspect of a CISM event is recognized. It is the responsibility of the organizing nation to include at least one cultural or tourist type activity in the general program.

Article 3.30. OFFICIAL MEDALS

A. Attribution

As a rule, official CISM medals are awarded to:

1. the first three (3) teams (gold, silver, bronze - 1 medal per member),
 2. the first three (3) individual competitors (gold, silver, bronze).
- Medals for other team members are specified in the sports regulations.

B. Criteria

The criteria for the attribution of official medals per event are :

Events	Men and mixed participation		Women	
	Athletes	Teams	Athletes	Teams
MWG, World championship: Gold, Silver & Bronze	6 or more	6 or more	6 or more	4 or more
Gold& Silver	5	5	5	
Gold	4	4	4	
Continental championship: Gold, Silver & Bronze	5 or more	5 or more	5 or more	4 or more
Gold& Silver	4	4	4	3
Gold	3	3	3	
Regional championship: Gold, Silver & Bronze	4 or more	4 or more	4 or more	4 or more
Gold& Silver	3	3	3	3
Gold	2	2	2	2

- C. 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 (description in app. 17).
- D. 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.
- E. The official CISM medals are provided at the expense of the host nation.

Article 3.31. BADGES AND CERTIFICATES

- A. The titles awarded during a championship take the form of badges and certificates:
 - 1. certificate awarded to athletes breaking a CISM **record**. This document (app. 11) is presented by the Secretary General as soon as the record is registered;
 - 2. **champion's** (individual or team) badge and certificate (app. 10),
 - 3. **participant's** badge and certificate (app. 9).
- B. The General Secretariat at the request and expense of the organizing nation provides badges and certificates.

Article 3.32. CHALLENGE CUP

- A. Several authorities have donated a trophy or challenge cup to many of the championships. This trophy is to be handed over every year and shall therefore be passed on to the organizing nation by its previous holder.
- B. The trophy or challenge cup presented by a nation is, as a rule, awarded by a representative from that nation (military attaché, Chief of Mission).
- C. New trophies/challenge cups may only be created after approval by the CISM Sport Committee which will establish the specific rules of the trophy/challenge cup and will verify that it contains no elements against CISM rules.

Article 3.33. OTHER AWARDS

In addition to the medals, the organizing nation may present prizes of its own choice.

Article 3.34. FAIR PLAY CUP

To enforce the CISM campaign against violence and encourage sportsmanship, Presidents of CISM Sport Committees shall ensure that the specific regulation of their sport includes an article concerning the attribution of a fair-play award, to an individual or a team, for a particular action towards fair-play during the championship.

Article 3.35. DISTRIBUTION

- A. 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. Wearing of uniform is mandatory on this occasion.
- B. Awards are presented by the national dignitary chairing the event and by the Official CISM Representative, as well as by any high-ranking authority present.
- C. The Chief of Delegation shall select only those officials and athletes who are able to attend the presentation of awards and the closing ceremony. The Official CISM Representative will make the determination in case of an emergency.
- D. When the recipient of a medal is absent:
 - 1. He maintains his position on the list of award winners,

2. The Chief of Delegation will receive the medal during the next General Assembly (with an observation) and he will hand it over to the athlete.

Article 3.36. RECORDS

- A. The following categories of records can be established within CISM :
 1. World record (individual - team - male - female);
 2. Continental record (individual - team - male - female).
- B. Establishment of records
 1. CISM records can be established only at Military World Games, World and Continental championships organized under the cover of CISM.
 2. If an international federation recognizes a record established during a regional championship or tournament, CISM will also register it as a military record.
- C. Anti-doping control
 1. An athlete who achieves a CISM World or Continental Record shall submit to a doping control, in accordance with the current CISM anti-doping rules.
 2. In case of a team record, all members of the team who established the record shall be tested.
 3. The result of the anti-doping test shall be presented to the CISM General Secretariat and will be added to the "Request for ratification of a CISM record" (Form 151.6/e, app. 12).
- D. General procedures
 1. An athlete can establish a record in one event. However, it is not permissible for an athlete to be credited with a record for part of an event if he/she has not accomplished the full event.
 2. The organizing committee of a championship shall ensure that referees/judges, installations and equipment correspond with the respective rules and shall guarantee that anti-doping control can be done if required. It shall be in possession of the necessary number of request forms.
 3. The CISM Sport Committee certifies and updates the list of World and Continental Records in its sport (CSC record list).
 4. The General Secretariat keeps a list of World and Continental records of all sports (CISM record list) based on the CSC record lists.
 5. The General Secretariat will send the record certificate to the concerned Chief of Delegation.
 6. The delegation of the athlete/team hands over the certificate to the athlete/team, preferably during a ceremony.
- E. Procedure when an athlete/team has set a record
 1. If a record is broken, the President of CISM Sport Committee starts the certification procedure by filling in the request form. This form is then handed over to the organizing committee.
 2. The athlete and/or team will be asked by the organizing committee to undergo an anti-doping test. The organizing committee is responsible for completing the form. This form is then returned to the President of CISM Sport Committee before the end of the championship.

3. The President of CISM Sport Committee will verify, also before the end of the championship, if the application conforms with the rules and confirms this with his signature.
 4. The request form together with the annexes is then presented by the President of CISM Sport Committee to the Official CISM Representative who will send it together with his report to the Secretary General.
 5. The Secretary General will fill in the validation part, amend the CISM record list and send the record certificate.
- F. Recognition of a record by a National or International (civilian) Federation
1. The President of CISM Sport Committee is requested to ask the International Federation concerned for recognition of the CISM World or Continental championship, and eventual records that might be set.
 2. If the conditions to recognize a record and all its regulations are followed, the President of CISM Sport Committee shall forward a duplicate of the request form to the National and/or International Federation.
 3. Applications may only be made on behalf of an athlete who is member and under the jurisdiction of a National Federation which is member of the International Federation concerned.

Chapter IV HONORS AND AWARDS

Article 4.1. GENERAL

- A. It is CISM policy to recognize all individuals that have made significant contributions to the ideals and goals of CISM
- B. Eligibility requirements, nomination process, and award procedures for the various honors, decorations, and awards are described hereafter.

Article 4.2. HONORARY MEMBER

- A. The title "Honorary member" is awarded by the General Assembly, on proposal by the Board of Directors, to a Head of State or Government who has proved his fidelity and respect to the values and aims praised by CISM.
- B. The title "Honorary member" may be granted, jointly or independently, to an authority decorated with the Grand Cordon of the CISM Order of Merit.
- C. An "Honorary member" may be invited to participate in a major CISM event. By his presence, he will show his attachment for military sport and CISM.

Article 4.3. ORDER OF MERIT

- A. The CISM Order of Merit may be conferred by the Board of Directors on anyone who, by his or her actions, has demonstrated the ideals and goals of CISM. Generally, the recipient would be:
 - 1. an individual of eminent stature in the field of physical education or sport,
 - 2. an individual who, by personal performance or by contribution to the development of sports in the Armed Forces, rendered exceptional service to the cause of CISM.
- B. The CISM Order of Merit comprises six (6) grades :
 - 1. Grand Cordon,
 - 2. Commander,
 - 3. Grand Officer,
 - 4. Officer,
 - 5. Grand Knight,
 - 6. Knight.

- C. The Board of Directors delegates to the Council of the Meritorious Order of CISM the responsibility and authority to confer the CISM Order of Merit. The Council is composed of six members: the Grand Master is the President of CISM, the Chancellor is the Secretary General; the remaining four are the Vice-Presidents of CISM.
- D. The medal and certificate of the Order of Merit are presented to the recipient by the President of CISM, Grand Master of the Order, or by the following designated representative :
 - 1. Secretary General
 - 2. Vice Presidents
 - 3. BoD members
 - 4. Any other authority exceptionally designated by the CISM President.
- E. At the presentation ceremony, the following proclamation is made:

"Mr. (Rank) in the name of CISM, in recognition of your devotion to the cause of sport, and to the ideals of CISM, I make youin the Meritorious Order of CISM".
- F. The description of the diverse insignia and ribbons is given in app. 13.
- G. Any organizing country of a major CISM event is offered the possibility to award CISM Protocol Flag and/or some CISM authorities with national / military decorations, according to their protocol and military habits.

Article 4.4. ORDER OF MERIT - ATTRIBUTION

- A. The initial request, explaining the reasons (app 14. - form 152.1 e), may be done and addressed to the General Secretariat by the following authorities :
 - 1. member of the Board of Directors,
 - 2. Chief of Liaison Office,
 - 3. Chief of Delegation,
 - 4. President of CISM Sport Committee,
 - 5. Commission President.
- B. The Chancellor reviews the request and recommends:
 - 1. the grade, which may be exceptionally higher than what the regulations permit,
 - 2. who shall finance the cost of the medal (either CISM or the requesting authority),
 - 3. the refusal or the forwarding of the request.
- C. The Council makes the decision and the Board of Directors ratifies the decision before the official proclamation in front of the General Assembly.
- D. The decoration requests are normally done:
 - 1. on the occasion of the organization of a major CISM event,
 - 2. if the requirements of an active member nation have been met,
 - 3. on other exceptional circumstances, but not more than two (2) years after the event or the recipients departure from CISM.
- E. Generally, the organizing nation may request a maximum number of decorations at its own expense. In addition, the Organizing Nation may request maximum number of decorations financed by CISM. The maximum numbers of medals depend on the events they are associated with. Both the number of medals and the events associated are fixed in

the table hereafter presented.

#	CISM Major events	Max. number of medals paid by the Organizer	Max. number of medal paid by CISM
1	Military World Games	5	5
2	General Assembly	3	3
3	World Military Championship	3	3
4	BoD meeting	2	2
5	Continental meeting	2	2
6	Continental Championship	2	2
7	Symposium	1	1
8	Liaison Office meeting	1	1

These decorations will be conferred on political, military and/or sports authorities of a nation organizing a major CISM event.

- F. The cost of the decorations conferred on functionaries (members of the Board of Directors, Presidents of CISM Sport Committees, Secretary General, Treasurer General.) leaving CISM is financed by CISM. Otherwise, the requesting Liaison Office or respective delegation finances the cost.
- G. The Chancellor of the CISM Order of Merit will present to the recipient a "certificate", in proof of the received decoration. The recipient, in accordance with the individual's national uniform code, will wear this decoration on the military uniform.

Article 4.5. ORDER OF MERIT - ELIGIBILITY RULES

- A. Grand Cordon
 - Head of State
- B. Commander
 - 1. Head of government
 - 2. President of CISM (after 8 years)
 - 3. Secretary General (after 8 years)
- C. Grand Officer
 - 1. Ministers of government and their equivalent
 - 2. President of CISM (after 4 years)
 - 3. Secretary General (after 4 years)
 - 4. Vice-President (after 6 years)
 - 5. Treasurer General (after 6 years)
 - 6. Member of the Board of Directors (after 8 years)
 - 7. Chief of delegation (after 8 years)
 - 8. Chief of Liaison Office (after 8 years)

9. President of commission (after 8 years)
10. President of CISM Sport Committee (after 8 years)
11. Detached officer at the General Secretariat (after 8 years)
12. Any military athlete who, upon completion of a military career or retirement from competition, has to his or her credit an Olympic, world or CISM record in individual or team competition which has not been surpassed in a 6-year period.

D. Officer

1. Chief of nation's armed forces
2. President of CISM (after 2 years)
3. Secretary General (after 2 years)
4. Vice -President (after 4 years)
5. Treasurer General (after 4 years)
6. Member of the Board of Directors (after 6 years)
7. Chief of Delegation (after 6 years)
8. Chief of Liaison Office (after 6 years)
9. President of Commission (after 6 years)
10. President of CISM Sport Committee (after 6 years)
11. Detached officer at General Secretariat (after 6 years)
12. Delegate of a member nation (after 8 years)
13. CSC member (after 8 years)
14. Commission member (after 8 years)
15. Member of a Liaison Office (after 8 years)
16. Any military athlete who, upon completion of a military career or retirement from competition, has to his or her credit an Olympic, World or CISM record in individual or team competition which has not been surpassed in a 4-year period.
17. Any military athlete who, upon completion of a military career or retirement from competition, has to his or her credit eight (8) medals won during world military championships, Olympic Games or civilian world championships.

E. Grand Knight

1. Chief of staff
2. Vice -President (after 2 years)
3. Treasurer General (after 2 years)
4. Member of the Board of Directors (after 4 years)
5. Chief of Delegation (after 4 years)
6. Chief of Liaison Office (after 4 years)
7. President of Commission (after 4 years)
8. President of CISM Sport Committee (after 4 years)
9. Detached officer at the General Secretariat (after 4 years)
10. Delegate of member nation (after 6 years)
11. CSC member (after 6 years)
12. Commission member (after 6 years)
13. Liaison Office member (after 6 years)

14. Any military athlete who, upon completion of a military career or retirement from competition, has to his or her credit six (6) medals won during world military championships, Olympic Games or civilian world championships.

F. Knight

1. Chief of Liaison Office (after 1 year)
2. President of Commission (after 1 years)
3. President of CISM Sport Committee (after 1 year)
4. Officer detached at the General Secretariat (after 1 year)
5. Delegate of member nation (after 1 year)
6. Other individuals or organizations contributing to the development of CISM or CISM sports, upon recommendation of the Board of Directors.

Article 4.6. CISM STAR OF SPORTS MERIT

- A. The Star of Sports Merit may be conferred by the Secretary General on military athletes who have competed in CISM Military World Championships. The Star of Sports Merit may be conferred as an honorary title on military sports clubs who have greatly contributed to the development of the Military Sports on a national level.**
- B. The Star of Sports Merit consists of a five-point star measuring 45mm, gold, silver or bronze plated, denoting the CISM emblem in its official colors. It is attached to a 40 mm-white ribbon with two blue bands. The accompanying insignia consist of gold, silver or bronze star mounted on a 40-mm ribbon strip with two blue bands. The award is presented in a case. The description of the Star of Sports Merit is given in app. 15.**
- C. The Star of Sports Merit comprises four grades:**
1. Double Gold Star;
 2. Gold Star;
 3. Silver Star;
 4. Bronze Star.
- D. The attribution procedure is as follows :**
1. **For individuals and team sports:**
 - a. The Chief of Delegation of an active member nation addresses a motivated request to the General Secretariat (using the form 151.3 e, app.16).
 - b.

<u>CATEGORIES</u>	<u>Sports</u>	<u>MOTIVATION</u>
Double Gold Star	All team sports organized every 2 years after a continental preliminary round.	4 participations in CISM WMC / MWG
Gold Star		3 participations in CISM WMC / MWG
Silver Star		2 participations in CISM WMC / MWG

Bronze Star		1 participation in CISM WMC / MWG
<u>CATEGORIES</u>	<u>Sports</u>	<u>MOTIVATION</u>
Double Gold Star	All other category 1 sports	9 years competitions in CISM WMC / MWG
Gold Star		6 years competitions in CISM WMC / MWG
Silver Star		4 years competitions in CISM WMC / MWG
Bronze Star		2 years competitions in CISM WMC / MWG

- c. After verification of the awarding conditions, the Secretary General approves the award. He will inform the Chief of Delegation of his final decision.
- d. The costs of the medals and the shipping charges are the responsibility of the delegation proposing the candidates.
- e. The list of the decorated athletes, classified by sport, is kept updated by the General Secretariat.
- f. A Star of Sports Merit of a given grade may only be presented once and the athlete who is awarded may only wear the highest grade.

2. For Military Sports Clubs:

- a. The Chief of delegation of an active member nation and/or a member of the BoD addresses a motivated request to the General Secretariat. The request must provide specific examples of why the candidate sports club should be recognized.
- b. The Secretary General convenes the Council of Meritorious Order and presents the request. If the Council agrees, the CISM Star of Sport Merit, grade double gold (automatically), is sent to the requesting delegation.
- c. The costs of the medals and the shipping charges are the responsibility of the delegation proposing the candidate sport club.
- d. The Secretary General will maintain an up-to-date list of awarded military sports clubs.

E. The Star of Sports Merit will be presented to the recipient athlete during a special ceremony. At the presentation ceremony, the Chief of Delegation will use the following citation:

"Mr./Mrs./rank (name, surname and titles), in recognition of your outstanding performance and demonstrated excellence in (name of sport), and your fidelity to the ideals of CISM, in the name of the International Military Sports Council, I award you (appropriate level) in the Sports Merit Order of CISM".

Article 4.7. MUSKETEER TROPHY

- A. The Musketeer Trophy is offered to a military or civilian high-ranking personality, to a group of persons, to an institution that has distinguished itself by its exceptional commitment to the military sports world or to circles close to military sport and that has propagated the CISM ideals throughout the world: friendship, loyalty and solidarity.
- B. Any CISM authority may submit the proposals of candidature.
- C. Any proposed candidature is submitted to the approval of the Chancellery, a committee composed of the President, the Vice Presidents and the Secretary General of CISM.
- D. Attribution procedure
 - 1. The Trophy is presented once a year. A plate engraved with the name of the recipient is fixed, each year, on the pedestal of the Trophy. (app. 18).
 - 2. The Trophy is kept at CISM General Secretariat. A miniature, with a diploma, is given to the recipient.
 - 3. The handing-over of the Trophy occurs at the evening of the closing dinner during CISM General Assembly.
- E. The ceremony of CISM Musketeer Trophy includes the following citation:

“Mr/Mrs/Ms/rank” (title, name, surname), in recognition of your particular efficient action for the CISM promotion and for its friendship, loyalty and solidarity ideals, in the name of the International Military Sports Council, I award you the CISM Musketeer Trophy”.

Article 4.8. SOLIDARITY TROPHY

- A. The CISM Solidarity Trophy is offered to an active member nation that has demonstrated in the spirit of friendship, loyalty and assistance, exceptional solidarity actions in favor to one or more other CISM member nations.
- B. The Solidarity Trophy is normally attributed every year. After three attributions to the same member nation, the trophy will be awarded permanently to that nation. Any CISM authority may submit proposals for candidature to the Secretary General.
- C. The Chancellery is in charge of analyzing the proposals and determining the member nation who will receive the Solidarity Trophy. This trophy is presented during the General Assembly by the CISM President to the Chief of Delegation of the concerned member nation.

Article 4.9. FAIR PLAY TROPHY “WILLY FLEISCHER

- A. The CISM overall fair-play trophy is presented to an athlete, a team, or a nation which, during one or more CISM championships, demonstrated an exemplary spirit of friendship and sportsmanship. Any CISM authority may submit proposals for candidature to the Secretary General.
- B. The Chancellery analyzes proposals and determines the recipient of the CISM overall fair-play trophy. This trophy is attributed on the basis of exceptional merit and not automatically every year. The trophy is presented during the General Assembly by the CISM President to the Chief of Delegation of the athlete, team or nation concerned.
- C. The athlete, team, or nation awarded with this trophy can be recommended to the international fair-play commission.