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**World Transplant Games 2021
Bid Manual**

July 2016



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OVERVIEW

The World Transplant Games Federation (**WTGF**) is recognized as a Multi-Sports for All Organisation by the International Olympic Committee. It is a not-for-profit organisation with a head office in the UK governed by 11 Councillors from across the world representing more than 60 member countries.

WTGF stages the summer World Transplant Games every two years for people who have undergone either solid organ or bone marrow transplants. The Games comprise seven days of competition for a number of sports ranging from high exertion through to low impact. Between 800 and 1,200 transplant athletes participate the Games with an additional 700 to 1,000 supporters. The 2017 Games aim to increase the number of participants to 2500, with the 2019 games targeting even higher numbers.

This Bid Manual relates to the World Transplant Games 2021 (**Games**), which will be awarded through a competitive request for Bids. Any legal entity is eligible to apply to WTGF to host the Games (**Applicant**). Bids from member countries with strong government or local support will be viewed favourably by WTGF.

This Bid Manual contains all the relevant requirements for Applicants wanting to bid to host the Games, and is divided into the following 10 key criteria:

1. Host City Capability
2. Games Vision and Legacy
3. Governance and Structure
4. Sports and Scheduling
5. Venues and Operations
6. Ceremonies and Functions
7. Accommodation and Logistics
8. Health and Safety
9. Financial Arrangements
10. Government Support

In submitting an applicant to host the Games (**Bid**), Applicants are required to answer the questions and provide the information as specified under each criteria in this Manual. This is mandatory. In addition, this Bid Manual specifies additional documentation an Applicant should consider for preparation and provision with Bids. Best practice structures, policies and documentation is rewarded through the bid evaluation scoring system ranging from poor (0) to excellent (5). The weighting of raw scores highlights the particular importance of governance, venues, health and safety and financial arrangements.

Detailed hosting and sport operational requirements for the successful Applicant are covered in the Host Country Manual, which has been made available to Applicants. Some key areas include requirements and relevant timelines around registration and accreditation, accommodation, transportation and catering, meetings, technology, and sports results. Applicants need to understand that, if successful, it would need to adhere to these operational requirements, timelines and corresponding costs.

All Bids will be assessed in accordance with the WTG Bidding and Evaluation Process document and the successful Applicant (**Host**) is required to enter into the Hosting Agreement with WTGF.

1. HOST CITY CAPABILITY

WTGF wants to have a thorough understanding of the Host City and its capacity and capability to successfully host the Games.

Q1.1 Provide relevant information about the proposed Host City

Q1.2 Provide proposed dates for the Games

Q1.3 Provide an analysis of weather during the proposed Games period

Q1.4 Confirm the capacity and capability of the Host City to stage the Games, including details of any proven event hosting experience

2. GOVERNANCE AND STRUCTURE

In order for the Games to have long-term sustainability and the capacity for growth, it needs to have appropriate underlying governance and organisational structures. This ensures Games are staged effectively, safely and in accordance with best practice.

Amongst other areas, good governance should incorporate:

- a skills based organising committee
- business plans, including sponsorship and marketing strategies
- realistic and comprehensive budgets and cash flow statements
- risk identification and management policies, including emergency management, contingency planning, incident resolution and insurance
- accountability and reporting mechanisms
- compliance with contracts and key legal obligations, including workplace health and safety.

The successful Host will be required to obtain insurance policies, including US\$5 million public liability noting WTGF as an additional insured.

Q2.1: Provide an overview of proposed governance structure for the strategic planning and operational delivery of the Games

Q2.2: Provide Local Organising Committee Organisation Chart

Q2.3: Provide summary resumé details of known key staff

Optional Documentation:

- Project Plan
- Risk Management Plan

3. GAMES VISION, LEGACY AND MEDIA

WTGF objectives for the Games are to:

- (a) encourage transplant recipients to seek full rehabilitation and undergo exercise and fitness to maintain their health;
- (b) utilise organised sport to achieve health and well-being outcomes;
- (c) provide a mechanism for transplant recipients to thank donors, carers and health care professionals; and
- (d) allow for the promotion of the need for more people worldwide to consider organ and tissue donation.

WTGF will work closely with the Host to deliver a Games that meets these objectives.

Q3.1: Provide vision for the hosting of the Games

The Games should be embedded within the local community to foster community pride outcomes and to drive community advocacy. This community engagement could be at many levels, including:

- active volunteerism to facilitate the operations and staging of the Games
- attendance at the Games to create atmosphere and build excitement

- participation in the Games
- business for local hotels, restaurants, cafes and other traders
- bringing people together, giving enjoyment and a sense of identity and belonging

Q3.2: Provide overview of proposed community engagement plans

It is important to WTGF that there is continual improvement in the staging of the Games. The Games can grow and achieve more through enhanced capability and performance. The staging of the Games in the Host City should build capacity through improved infrastructure and facilities and by building critical skills and the knowledge base of the Host and local community. This is particularly vital as the Games relies heavily on volunteers. To this end, WTGF will be implementing knowledge share and capacity building initiatives.

Q3.3: Provide overview of proposed education or legacy initiatives from the hosting of the Games

It is essential that local transplant organisations play an active role in the Games in order to create awareness for the need for organ donors and showcase the success of sport post transplant.

Q3.4: Provide an overview of your proposed engagement with the local transplant sport and organ and transplantation societies.

WTGF is responsible for building the reputation and recognition of the World Transplant Games worldwide. The Games need to grow in stature, with the corresponding benefits of increased attendance, expanded media profile, and additional sponsorship. Accordingly, a single purpose logo promoting the Games is paramount.

WTGF will provide Host with a licence to use the Games logo, including for use on merchandise and licensing. WTGF must approve any use of the WTGF logo on any merchandise and the logo can be used only in accordance with Brand Guidelines.

The central theme of the Games is to promote the success of transplantation and to promote organ donation. Consequently, media coverage is of the greatest importance to WTGF. It raises awareness and promotes the need for more people worldwide to consider organ and tissue donation.

Q3.5: Provide information around plans to maximise media coverage

4. SPORTS PROGRAMME

The Host must stage the following compulsory sports. The sports must be made available for both males and females, unless expressly specified.

SPORT	DIVISION
BADMINTON	Singles Doubles (male, female and mixed)
BASKETBALL 3 on 3	Teams (mixed teams allowed)
CYCLING	5km time trial 20km roadrace
DARTS	Singles Teams (mixed teams allowed)
GOLF	Singles Teams (mixed teams allowed)

PETANQUE	Singles Doubles
ROAD RACE	5 km
SQUASH	Singles
SWIMMING	Freestyle – 50m, 100m, 200m and 400m Breaststroke – 50m and 100m Backstroke – 50m and 100m Butterfly – 50m 200m individual medley 4 x 50m medley relay 4 x 50m freestyle relay
TABLE TENNIS	Singles Doubles (male, female and mixed)
TENPIN BOWLING	Singles Doubles (male, female and mixed)
TENNIS	Singles Doubles (male, female and mixed)
TRACK AND FIELD	100m 200m 400m 800m 1500m 3km racewalk (females) 5km racewalk (males) 4 x 100m relay 4 x 400m relay (males) Long jump High jump Shotput Discus Javelin Cricket Ball Throw Road Race – 5km and Team
VOLLEYBALL	

The WTGF allows Donor Families and Living Donors to participate in selected sports events. Participation is per gender in one open category. These selected events include: 50m Freestyle swimming, 5km Road Race, Athletics Ball Throw, Athletics Long Jump and Athletics 100m sprint.

Q4.1: Provide confirmation that all compulsory sports will be staged during the Games. If not, please provide detailed reasoning

Hosts have the option to add up to two additional sports to the programme. These will require the approval of the WTGF Council and should be sports in which everyone could participate and that are not too highly technical or potentially dangerous.

Q4.2: Provide any proposed additional sports

Q4.3: Provide an overview of how technical sporting officials, referees and umpires will be sourced.

Q4.4 Provide an overview on the capturing and recording of sports results during the games.

Optional Documentation:

- Letters of support and assistance from national and/or local sporting bodies to assist in the delivery of the sports and the supply of technical officials
- Draft competition schedule by sport and venue

5. VENUES AND OPERATIONS

Any venue to be used in the Games must comply with the Venue Minimum Standards (see **Annexure A**). Each venue must be available for training two days before commencement of the applicable event.

Q 5.1: Provide a list and photographs of each venue to be used for each sport, together with its location, distance from proposed accommodation and seating capacity. Please ensure the venue caters for the required number of courts, fields, lanes etc. as defined in Annexure A.

Optional Documentation:

- Evidence of venue hire or letters of support

6. CEREMONIES, EVENTS AND MEETINGS

The Host must stage an Opening Ceremony, Closing Ceremony, Cultural Evening and Gala Dinner.

The format of the ceremonies and compulsory functions and meetings are governed by the Host Country Manual provided to the successful host. In essence, the Opening Ceremony commences with a march into a venue by all competing nations. Each nation's team is preceded by a name plaque and national flag. The Closing Ceremony takes place on the final day of the Games and includes an assembly of all the competitors with their national flags. The Cultural evening should be a celebration and showcase of the hosts local culture. The Gala Dinner is held on the last evening of the Games. It is open to all registered competitors and accompanying persons and officials.

Q6.1: Confirm the staging of Opening and Closing Ceremonies, the Cultural evening and Gala Dinner and proposed venues

In addition to these compulsory events, an Applicant may host other functions to recognise donors, to celebrate local life or to enhance visit experience to the region.

Q6.2: Provide details of any proposed donor recognition events

The Games requires a Games Headquarters which will act as the central meeting point and information hub for the Games. Registration and all required meeting venues as laid out in the Games Manual should be hosted at the Games Headquarters.

Q6.3 Provide venue for the Games Headquarters and a list of meeting rooms available.

Catering needs to be provided throughout the games. Breakfast, lunch and dinner will form part of the Registration package provided. The official package includes dinner from day 1 through to breakfast on day 8.

Q6.4 Provide information of the type of catering supplied and the locations for dining.

7. ACCOMMODATION AND LOGISTICS

Hotels or accommodation facilities must be of equal standard, at least equivalent to the Accommodation Minimum Standards and located as close as possible to venues to facilitate ease of transportation and logistics.

The Accommodation Minimum Standards are:

- (a) at least 3* or equivalent
- (b) bed and breakfast basis
- (c) single or twin share
- (d) bathroom and shower in room
- (e) wifi and internet available
- (f) laundry service available
- (g) team or meeting room available
- (h) Option for a child to utilise a rollaway bed in parents' room

Additional, desirable standards include pool or spa (for recovery), gym, and close proximity to hospital or medical centre. Wherever possible, country participants should be in the same accommodation. Both competitors and supporters register with the set packages to attend the Games.

University-style accommodation (with three or four rooms with ensembles clustered together around common kitchen and living) can be considered.

Family-style accommodation should also be provided with a reduced family registration fee for families of more or more.

WTGF Officers and Councillors are to be treated as VIP's. Accommodation must be supplied and funded by the Host for the duration of the Games plus three extra nights.

Q7.1: Provide a list of proposed hotels for WTGF delegation, competitors and supporters

Transportation from home country to and from the Games is the financial responsibility of each competitor or that competitor's nation. The Host should provide basic information around the airport and airlines.

Q7.2: Provide information around the international and domestic airports and proximity to venues and accommodation

Host must provide local transportation between hotels, venues and functions from the day preceding the Opening Ceremony (the day before Day 1) through the duration of the Games until the day after the Closing Ceremony (Day 8). This includes airport transfers. Transport at the local level is dominated by local circumstances, but there should be arrangements for both mass and small transfers of competitors to and from hotels to venues and between venues, including for training purposes.

Transport must be provided for the WTGF President (a car) and WTGF Council (at least two minibuses).

Q7.3: Provide information regarding the proposed transport system that will be used during the games.

Optional Documentation:

- Letters of support from hotels
- Draft Transportation Plan highlighting how competitors will be transported to and from hotels to venues and functions

8. HEALTH AND SAFETY

The health and safety of Games competitors and supporters is paramount to WTGF. Many competitors are taking immune-suppressant medication leaving them vulnerable to communicable diseases. Accordingly, a first class medical structure and plan is essential to hosting the Games.

Entry is open to all recipients of life supporting allografts and hemopoetic cell transplants from other individuals or species that require or have required the use of immunosuppressive drug therapies. Competitors must have been transplanted for at least one year, with stable graft function, be medically fit and have trained at the sports in which they have entered. No competitor may take part in the Games unless his or her medical certificate is approved.

The Host must establish an LOC Medical Committee, appoint a Games Chief Medical Officer (**GCMO**) and develop a Medical Plan that complies with the Minimum Medical Standards (see **Annexure B**). The GCMO must organise medical standards and emergency cover at all sporting venues whilst competition and training is in progress.

It is the responsibility of the LOC Medical Committee to continuously monitor the safety of the Venues, Sports, weather conditions, volunteers, community members, transportation, and social events during the Games and to promote avoidance of risk taking behaviour such as excess alcohol, recreational drugs and extreme fatigue.

Q8.1: List the location of the nearest hospitals and medical centres to the sports venues and accommodation

Q8.2: List members of LOC Medical Committee or other medical experts

Q8.3: Confirmation of compliance with Minimum Medical Standards (Annexure B)

Q8.4: Provide information around Games safety and security plans

Optional Documentation:

- Medical Plan, including medical supplies and equipment, medical facilities, emergency management and communications protocol.

9. FINANCIAL ARRANGEMENTS

The sustainability and long term growth of WTGF and the Games is crucial. By way of reference, previous World Transplant Games have been staged with an approximate budget of US\$1.5 million. The Host must pay WTGF a hosting fee of US\$165,000 (which is divided into different tranches) and a further US\$80 per registered participant.

Please note that there are 3 different suggested registration rates:

1. Adult athlete and supporter participation rates (referred to as the set fee) – 2019 rate is \$1100 per person. Please note we will allow for a small inflation on the 2019 fee. An early bird registration fee must be offered to encourage early registration. This normally allows for a 10% discount for a period of 1 month.
2. Junior participation rate - Age 12 – 17 (athletes and supporters) – Suggested fee is +/- 80% of the set fee
3. Junior participation rate – Age 4 – 11 (athletes and supporters) – Suggested fee is +/- 50% of the set fee

Children 3 and under are generally noted as free of charge.
Families often travel to the games and it is therefore advisable to have family friendly accommodation and more affordable packages to cater for the larger families.

Annexure D details the recommended registration fees and cancellation policy.

Q9.1: Provide a draft Budget for the Games adopting the Games Budget Template (Annexure C) and listing key assumptions. Please ensure you clearly show all 3 listed registration prices as detailed above.

WTGF is mindful of the investment involved in staging the Games and wants to assist the Host to maximise commercial revenue streams. To this end, WTGF will grant the Host the following exclusive commercial rights for the Games:

- (b) media rights, including all forms of broadcasting, mobile, radio, internet, data and related rights (whether known now or devised in the future);
- (c) sponsorship (provided no conflicts with nominated WTGF sponsors);
- (d) hospitality, catering, pourage, concession and vending rights;
- (e) merchandising and licensing rights;
- (f) publication and film rights; and
- (g) advertising, promotion and marketing.

The Host may retain all revenue generated to offset costs for the staging of the Games. If there is a surplus at the end of staging the Games, a 20% royalty of that surplus is payable to WTGF to assist in the attainment of objectives around organ donation. Both the host and WTGF agree to discuss the use this surplus, including for the aid of the organ donation and transplantation.

Q9.2: Provide information around actual or potential sponsorship

Optional Documents:

- Sponsorship Strategy

10. GOVERNMENT SUPPORT

Tangible government or council support is important to the success of the Games and this can be either through cash and/or value in-kind products or services. This support creates direct buy-in from government and provides financial stability for the Games.

In-kind support is goods, services or other assistance provided free of charge, which must be budget relieving for the Games. Some examples include:

- promotion of the Games in local government publications or on websites
- city dressing banner program
- discounted or free venue hire or office space
- operational support such as waste disposal

- traffic and pedestrian management, including road closures
- incident management plan, including first aid arrangements
- public safety, including lighting and power
- temporary infrastructure such as temporary stands for spectators

Q10.1: Provide information around actual or potential government financial support or grants

Given the international focus of the Games, national government assistance is required in three key areas:

- (a) immigration and visa entry
- (b) customs and quarantine, especially for importation of medical products and equipment
- (c) health, including foreign doctors and vaccination requirements

The Host will be required to send official invitations to international competitors to enable them to obtain visas. The Host must take all possible steps to work with their country's immigration and customs authorities to insure the successful issuance of visas and/or any other necessary documents to permit the transplant recipients of the world to compete in the Games. It is also helpful if the Host advises its country's customs authorities that many of the competitors will be travelling with quantities of personal medication and the likely nature of such medication.

Q10.2: Provide an overview of visa, customs and quarantine laws and regulations as it relates to the staging of the Games in the Host City

Optional Documents:

- Government Guarantees around visa, customs and quarantine

Annexure A: venue minimum standards

A good PA system must be available at each sporting venue, as well as adequate seating for spectators.

SPORT	VENUE MINIMUM STANDARDS
BADMINTON	10 – 12 courts
BASKETBALL 3 on 3	3 full courts (6 half courts)
CYCLING	Policed road to be well signposted and marshalled. The course must be completely closed to traffic for the duration of the race until the last cyclist has finished the course.
DARTS	20 Tournament Quality Dart Boards
GOLF	18 hole golf course
ROAD RACE	5km, Policed road to be well signposted and marshalled. The course must be completely closed to traffic for the duration of the race until the last runner has finished the course.
PETANQUE	20 Petanque pitches
SQUASH	6 courts
SWIMMING	International standard 50 m pool with 8 lanes Electronic timing
TABLE TENNIS	16 – 20 tables
TENPIN BOWLING	35 lane facility
TENNIS	10 – 12 courts
TRACK AND FIELD	Enclosed facility with at least 8 lanes, 400m track with jumping pits, throwing areas Automatic timing
VOLLEYBALL	6 – 8 courts

ANNEXURE B: MEDICAL MINIMUM STANDARDS

Medical organisation and GCMO

- Host must establish a formal administrative structure to include the appointment of following:
 - Games Chief Medical Officer (**GCMO**) who will have knowledge of transplantation medicine, healthcare organisation, sports medicine, emergency care and contagion
 - emergency medical officers for daily duties
 - paramedics, ambulance services, hospital emergency services and transplant services in adjacent hospitals
 - general practice clinics and physiotherapy services for competitors
- Ensure that all medical certificates have been properly screened and reviewed prior to acceptance of each competitor
- Create a mechanism for gathering of Team Doctors' remarks and their suggestions
- Identification badges which enable people to pick out the doctors of the various Teams
- Establish well recognised care at each Sport
 - Doctors and physiotherapists in charge of medical care at each sporting venue
 - Ambulance with resuscitation equipment at each sporting venue with easy access
 - Regional intensive care unit informed
 - Mobile phone for every doctor
 - Distinct and specific clothing for doctors and physiotherapists in charge of the safety at the sporting venues,
 - Phone number of the doctors given to all the TM and billboarded at administration desk of the sporting venues and reception desk of the hotels
- Night emergency service
- The organisation of Medical experts meetings
- Completion of a Medical assessment report after the WTG

Medical services and staff must be clearly identified at the Venues. All staff should be able to cope with all emergency problems which may occur with transplant athletes. The local transplant unit must be requested to be on stand-by for any major transplant and medical problems. It is necessary to provide comprehensive information about the Games to the Transplant Unit well in advance of the Games.

The GCMO should provide a protocol to ensure easy access to sources of universal immunosuppressive therapies in case of emergencies and a protocol for a response to a contagion such as chicken pox.

The GCMO will also provide supervision to ensure that all appropriate carers are in position prior to the start of the events and sufficient staff are present to allow lunch breaks and attendance after the completion of the events.

Medical Plan

A Medical Plan for the Games must be submitted in writing to the WTGF for its approval at least 120 days before the Games. The Medical Plan must include a medical communications protocol that must be activated immediately on the occurrence of a serious illness, accident or athlete hospitalisation. The protocol will include immediate notification of the GCMO who will then be responsible for immediately advising the LOC Chair, the WTGF President and the insurance company. The information transmitted should be accurate, complete, well documented with a proforma including information on witnesses and family. The communications protocol should include strategies for preventing, controlling, and managing contagion. The appropriate protocol for the consideration of cancellation of the Games must be adhered to by the LOC.

The GCMO should organise such protocols above to ensure that the GCMO remains available at all times for contact and discussion. Therefore, the GCMO should not be directly involved in managing any ill or injured athlete. However, the GCMO should be prepared to be involved in triage in the event of a disaster.

Competitors' Requirements

Entry is open to all recipients of life supporting allografts and hemopoetic cell transplants from other individuals or species which require or have required the use of immunosuppressive drug therapies. Competitors must have been transplanted for at least 1 year, with stable graft function, be **medically fit** and have trained at the events in which they have entered. If a potential competitor has been transplanted for at least 6 months, with stable graft function, has been training and has permission from his own doctor, his entry may be considered by the WTGF Medical Committee and be allowed.

Before competing, each competitor must have completed a medical certificate signed by his/her own transplant specialist, giving details of blood count, graft function, blood pressure, medications and any complications of chronic organ failure or immunosuppressive therapy.

This medical certificate must be sent to member countries by the LOC at least six months before the start of the Games. Completed certificates will be vetted by the LOC Medical Adviser and confirmed by the Medical Adviser of the WTGF. If not satisfactory, a competitor may be asked to undergo further medical tests before competing or may be precluded from competing.

No competitor may take part in the Games unless their **medical certificate is approved**. These must be signed by the competitor's primary care doctor. The Team Manager is to be notified that the form has been completed and sent.

It is each competitor's responsibility to provide personal supplies of drugs, dressings, and other required medical supplies. The LOC Medical Committee is responsible for ensuring that the competitors and supporters are fully aware of this requirement. The LOC must also provide sufficient reserves for extreme conditions. Ice and bottled water must be provided at all venues.

The GCMO must ensure that the competitor's **accreditation pouch** must be worn at all times. The contents must include details of the competitor, the competitor's team manager, the nature of the transplant, the medication, allergies, next of kin, anti coagulation, any other serious co morbidity. (E.g. diabetes and events)

Medical Research

It is the responsibility of the LOC Medical Committee to liaise, consent, inform and supervise competitors in any research conducted during the Games.

ANNEXURE C: GAMES BUDGET TEMPLATE

Games Budget Template should be completed based on a few scenarios (Example: 900 competitors, 500 supporters, 100 juniors = 1500 / 1200 competitors, 650 supporters, 150 juniors = 2000 / 1400 competitors, 800 supporters, 200 juniors = 2500) and a 10 day Game period (2 days before, 7 days of competition and 2 day after).

WTGF will meet the costs associated with Games brand and registration system.

	\$ EX GST	LOC OBLIGATIONS & COMMENTS
REVENUE		
Registration Fee – Adult Athlete		2017 Games fee is \$1100 pp & includes the US\$80 pp (remember early bird fee)
Registration Fee – Junior 12 - 17		80% of Adult Athlete fee
Registration Fee – Junior 4 - 11		50% of Adult Athlete fee
Government Grants		
Sponsorship		Include cash and budget relieving VIK
Merchandise		Estimated net sales
Other		
EXPENSES		
Free Junior registrations		One Free junior registration per country should be granted and budgeted for
Accommodation		Cost per room twin share with breakfast based on 7 nights. Note three extra nights for WTGF Delegation
Catering		For Competitors, WTGF Delegation and LOC staff (Breakfasts, lunches and dinners), water and ice
Ceremonies and Functions		All events, Include trophies and awards
Commercial Programme		Include servicing costs
Ground Transport		Teams pay for own travel to and from Host City. LOC meets local transportation between airport, hotels, venues and social functions
Hosting Fee	US\$165,000	
Inspection Visits		Accommodation and meals for WTGF Delegation for five inspections at 40 nights
Insurance and Legals		
Marketing and Media		Include any website costs, PR costs, branding
Medical		
Office and Administration		Include LOC meeting costs, team managers, sport directors meetings, registration and accreditation
Safety and Security		
Sport Operations & Equipment		equipment, officials, athlete number bids
Technology		Results system Mobile phones for WTGF Delegation and LOC
Venue Hire and Operations		
Volunteers		
Wages (Staff and Officials)		

ANNEXURE D: RECOMMENDED CANCELLATION POLICY

The below dates are based on a Games which commences on 25th June. The policy would be amended to suit you selected dates to host the games, however the same timeframes would need to be adhered to.

Registration Dates:

- Registration Opens - 1st December 2020
- Early Bird Registration Fees applicable from **01 Dec 2020 – 15 Jan 2021** (6 weeks)
- Normal Registration Fees applicable from **15 Jan 2021 – 16 April 2021**(3 months)
- Registration closes **16th April 2021** (10 weeks prior to the games)

Medical Certificates

- Forms should be on the website from registration opening (**01 December 2020**)
- Forms can only be completed by your Transplant Follow up Doctor from 6 months prior to the games (**25th December 2020**)
- They must reach the Medical LOC by close of registration (**16th April 2021**)
- They will then be vetted by the medical LOC and response will be given to athletes prior to **28th May 2021** (4 weeks prior).

Cancellation Policy

- Cancellations made on or before **16th April 2021** (10 weeks prior) will receive a 100% refund (less bank charges)
- Cancellations made between **16th April 2021** and up to and including **14th May 2021** (6 weeks prior) will receive a 70% refund.
- Cancellations made on or after **15th May 2021** will not receive any refund.

Please note if the Medical LOC does not approve your medical certificates and denies you participation in the games, you will be granted a 100% refund so long as you have met the deadline date of 16th April 2021. Should you be forced to cancel your own attendance at the games for medical or personal reasons, the normal cancellation policies will apply. It is essential that you take your own travel insurance to assist with cancellation charges.