

PROTOCOLS FOR HOSTING THE WINTER WORLD TRANSPLANT GAMES



July 2016

Winter World Transplant Games

Introduction

The staging of the Winter World Transplant Games (WTG) is a complex and expensive exercise. However, many positive aspects can be obtained, particularly promoting the benefits of transplantation and organ donation in the host country.

The Winter World Transplant Games (WWTG) is a recommended 6 days and 5 nights multi-disciplinary skiing or other winter sporting event, held every 2 years under the auspices of the World Transplant Games Federation (WTGF). The Games are 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 be medically fit with no significant complications of chronic organ failure or immunosuppressive therapy. They should have trained and be competent in the events they have entered.

The Winter World Transplant Games have a recognisable shape and form which is crucial both for media and sponsorship purposes. Whilst it has been memorably and fruitfully varied in the different countries by the different local cultures, nevertheless it should and does remain recognisable as a well known international event. For this reason certain aspects such as the logo and format of the various ceremonies must be executed within certain rules and regulations. There is nevertheless a great deal of room for the LOC to impose its own needs, practices and desires and thus stamp the Games with its own local and national characteristic.

The Nicholas Cup is staged as an integral part of the Winter World Transplant Games. This event, in honour of Nicholas Green, a 7 year old boy who was murdered in Italy in 1995 and whose organs were donated to save six lives, is organised to give children from all over the world a week of fun on the snow, courtesy of the host country. The Nicholas Cup race is usually held on the last day of the Winter World Transplant Games.

This handbook sets out the regulations and protocols to be followed by the Local Organising Committee staging the Games.

Bidding for the Games

This document discusses the following points in preparing a bid to host the Winter World Transplant Games:

1. Bidding Procedure and Timetable
2. Organising Committee
3. Skiing or other winter sporting facilities and administration
4. Accommodation and catering
5. Social events
6. Transport
7. Medical aspects
8. Public relations and media coverage
9. Communications
10. Medals and prizes
11. Police and local authorities
12. Team liaison

Bidding Procedure

The procedure for bidding on the Winter World Transplant Games is described in the accompanying document "Winter Games Bidding and Evaluation Process".

Organisation and Administration

General Organisation

Local Organising Committee (LOC)

The WTGF member organisation whose country is chosen to host the Games shall submit to the Council for their approval the name of the person to be Chairman of the Local Organising Committee. This committee will consist of as many members co-opted by its Chairman as may be decided necessary for the effective administration of the Games. The President of the WTGF and one member of the Council shall be nominated as ex-officio members to the LOC.

The committee should consist of members with responsibilities for various aspects of the Games. Amongst these are:

- Sporting events and facilities
- Fund raising and finance
- Publicity and media
- Transport
- Accommodation
- Social Events
- Communications

Medical aspects
Medals and prizes
Memorabilia
Team relations and liaison

The WTGF Council will appoint liaison officers responsible for particular aspects of the Games (e.g. transport, accommodation). They will communicate with their opposite number on the LOC and give help and advice when necessary.

Co-ordination with local civic authorities, Police, Press, Radio, TV and various sporting experts is necessary and is a duty of the LOC.

The LOC should relay all pertinent information to the next Winter World Transplant Games organising committee.

Administration

A clear administrative organisation needs to be set up. There should be a dedicated office with computer, phone fax and e-mail facilities at least 6 months before the Games are scheduled. As English is the official language of the WTGF, it is important to ensure that at least one representative of the LOC be fluent in English.

During the Games, a centrally located Games Headquarters is required. This must be within easy access of the sporting facilities and accommodation and should not be more than 15 minutes either from one of the main sporting facilities or hotel accommodation.

Information Services during the Games

A registration desk at the Games Headquarters needs to be continuously manned over a 12 hour period as competitors arrive and throughout the whole period of the Games. The WTGF will provide help at the Registration desk.

At registration, entries are checked, finances settled, information handed out and outstanding problems resolved.

Emergency and help lines must be available and phone numbers publicised to both team captains and competitors.

On arrival, each participant and accompanying person should be given an information pack which should include a Games programme, details of events, meal tickets, maps and local information, maps showing sporting facilities and cycle/mini marathon circuits etc.

Accommodation and Catering

Accommodation should be adequate without overcrowding. Maximum of 2 persons per room, each with their own bed, is recommended. Toilet and shower in room strongly preferred. Facilities should be available in rooms for simple refreshments, eg making tea or coffee. Hotel or university type accommodation is acceptable. Ideally, all competitors should be accommodated at the same site or hotel. If this is not possible, all venues used should be closely situated, allowing social interaction.

Accommodation is to be booked through the LOC. When possible, teams should be put with other teams who speak the same language.

Breakfast is taken by each participant in the hotel he/she stays. Lunches ideally should be provided at the competition venues; if impractical, carryout lunches should be available at breakfast or at a convenient central location. Early breakfast hours should be arranged for those who have early competition schedules. As the competitors are transplantees of many nationalities, a wide and varied choice of meals and beverages, including special dietary requirements, should be available.

There must be lounge rooms and bars where all competitors may mix and socialise.

It is required to have a plentiful supply of hot drinks (tea, coffee, chocolate) at the bottom of the slopes or other winter event sites.

Social and Ancillary Events

These are funded by the LOC and should include:

- a) *Ceremonies*
 - 1) Organ Donation Parade and Opening ceremony on first evening
 - 2) Closing ceremony on the last day.

- b) *Social Events*
 - 1) A welcome drink after the opening ceremony and before the first dinner
 - 2) A torch light ski descent could be organised, on one evening, with the participation of willing competitors.

 - 3) Other evening parties could be organised in the hotel
 - 4) Children's Social Programme to include Nicholas Cup participants
 - 5) Gala Dinner or Closing Lunch on the final day with Trophy awards

- c) *Ancillary Events*
 - 1) A daily Team Managers' meeting (required)
 - 2) Meeting of LOC with the Judiciary Committee to be held the day before the Games begin

Organ Donation Parade and Opening Ceremony

The opening ceremony commences with the Organ Donation Parade in the hosting village of all competing nations. Each nation's team is preceded by a name plaque and its national flag. As this parade takes place at night, torch lights are held by participants and by children of the ski resort. Nations then line up on the field facing the main grandstand.

Ceremonies are then governed by national considerations and desires of the host nation.

Before any displays however, brief opening speeches and addresses should be made. It has become traditional for the President of the World Transplant Games Federation (WTGF) and the Chairman of the Local Organising Committee (LOC) to make speeches/addresses. The WTGF flag is then paraded

into the stadium and raised. The Games are then declared open usually jointly by a local dignitary, e.g. President, Governor, Minister of Health together with the President of the World Transplant Games Federation.

An oath of fair play is read by a representative of the host nation.

Displays, usually of a national or winter specific character, may then take place. They should be reasonably brief, given prevailing weather conditions.

This ceremony takes place on the first day of the Games before the actual competitions start. It has become traditional to follow it with a social event, e.g. a welcome drink.

The Closing Ceremony

The closing ceremony takes place on the last day of the Games. Mandatory requirements of the ceremony include:

- Transmission of the WTGF flag which is taken by the Chairman of the LOC and handed through the President of the WTGF to the Chairman or representative of the next host resort. Closing speeches first by the Chairman of the LOC and then by the President of the WTGF.
- A Gala Dinner or Closing Lunch on the last day where Trophy Awards are presented. A podium or raised platform is necessary.

Team Managers' Meetings

A Team Managers Meeting must be held every day. The LOC may not cancel any of these meetings without the permission of the WTGF. They are a valuable means of communication between the Team Managers and the LOC. The meetings should be jointly chaired by a representative of the LOC (with an interpreter if required) and a representative of the WTGF Council. The local sports representatives for the following day's sports should attend. Only one representative per country may attend with a translator if required.

Presentation of medals

Presentation of medals should take place at the end of each day, before dinner. When the medal winners mount the podium, times and distances should be announced. National Anthems should not be played during the ceremony. However, if any music is to be played, it should be brief and a suitable piece must be chosen in consultation with the WTGF Council. WTGF Officers and Councillors, members of the LOC, representatives of donor families and sponsors are invited to present the medals.

Insurance

Although individuals compete at their own risk, the LOC must obtain public liability insurance coverage of at least \$3,000,000 US which names the World Transplant Games Federation as an additional insured. A copy of the insurance agreement covering this liability must be sent to the WTGF one year prior to the holding of the Games. The LOC must inform WTGF member countries of the specifics of its liability insurance so that they can consult with their own insurance advisers as to what complementary insurance their teams will require.

In addition, each individual attending the Games will be provided mandatory repatriation insurance so that he/she is covered for medical expenses, cancellation costs, theft etc. during the time interval between departure from their home country and return to their home country. This coverage is provided via the WTGF and the fee is added to the registration fee.

The LOC medical responsibility is to make certain that the medical certificates received at least one month prior to the Games show a baseline level of acceptable health compatible with participation in the chosen sport.

Medical Aspects

Adequate emergency cover must be organised at all sporting venues while competition and training is in progress. The LOC medical representative will take charge of planning and instituting the following procedures:

- Ensure that all medical certificates have been properly screened and reviewed prior to acceptance of each competitor.
- Well recognised care at each event.
 - Doctors and physiotherapists in charge of medical security on each sporting venue,
 - Ambulance and paramedics with resuscitation equipment on each sporting venue
 - Regional intensive care unit informed
 - Mobile phone for every doctor,
 - Phone number of the doctors billboarded at administration desk of the sporting venues and reception desk of the hotels
- Night emergency service

Medical venues and staff must be clearly identified and be able to cope with all emergency problems which may occur with transplant athletes. The local hospital and transplant unit will also need to be on stand-by for any major transplant and medical problems.

The Medical Plan for the Games must be submitted in writing to the WTGF for its approval at least 90 days before the Games.

Medical requirements for competitors

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 doctor in charge of the country. The Team Manager is to be notified that the form has been completed and sent.

Sporting Aspects

Sporting events

The following events should be staged by the LOC

- | | |
|-------------------------------------|----------------------|
| • Super Giant | Male and Female |
| • Giant Slalom | Male and Female |
| • Slalom | Male and Female |
| • Parallel Slalom | Male and Female |
| • Cross Country 5km | Male and Female |
| • Cross Country 1 hour | Male and Female |
| • Biathlon | Male and Female |
| • Team Slalom | 5 competitors / Team |
| • Team Cross Country 3x3K | 3 competitors / Team |
| • Nicholas Cup Slalom Race | Children's event |
| • Team Managers and officials event | Male and Female |
| • Giant Slalom Snowboarding | Male and Female: |
| • Curling | Male and Female |
| • Snowshoeing 2K | Male and Female |
| • Snowshoeing Orienteering | Male and Female |

If there are fewer than three entrants, the event will be cancelled, except in children's events.

In all Team events there can be up to two teams per country. Each team must consist of members from one nation only.

Optional events

Up to two extra optional events may be included in the programme, with the approval of the Council of the World Transplant Games Federation. However, these should be events in which all can participate, not too highly technical or potentially dangerous sports.

Open event

An open event such as Cross Country 1 hour event, or a winter fun run which would include entrants from donor families, medical staff, pharmaceutical company representatives, etc. may be considered for inclusion.

Sporting Facilities

The LOC will provide the following ski facilities:

- a) Super Giant run and tracks with a difference of height of about 350 m.

- b) Giant Slalom run and tracks with a difference of height of about 225 m.
- c) Slalom run and tracks with a difference of height of about 125 m
- d) Parallel Slalom run and tracks with a difference of height of about 35m
- e) Cross Country events (1 hour and 5 km) run and tracks long of at least 2 KM if possible with a difference of height of about 25 m
- f) Targets and Weapons for the Biathlon
- g) Snowboarding run and tracks with a difference of height to be stipulated—suggested 250m.
- h) Curling area
- i) Snowshoeing Course
- j) Orienteering Snowshoeing Course

Similar runs will be available for warming up and training during the Games, before the competition. Methods of training have to be indicated by the LOC.

A good PA system must be available at each sporting venue. Background music is acceptable.

Rules for the event and Schedules

The events are organised following the rules written in the attached document “**Rules for the Events**” .

Event schedules must be available 1 day before the Games start. (as the weather is absolutely key at winter games and can change the decision at the last moment)

Fun events, e.g. Team Managers' and doctors' races to be programmed appropriately, viz. towards the end of the day rather than being isolated at the beginning.

WTGF Nicholas Cup

The WTGF Nicholas Cup is an integral part of the Winter World Transplant Games and must be incorporated into the Games by the LOC. One transplanted child from each WTGF member country who cannot ski will receive free accommodation and ski lessons from D2 to D6 morning of the Games, culminating in the Nicholas Cup Slalom race and the presentation of a separate Nicholas Cup Trophy (all other participating children will pay the full registration fee). Parents and siblings of Nicholas Cup participants will pay the full registration fee. No capitation fee will be payable by transplanted participating children 17 years and under.

Transport

Travelling to the Games

Transportation from home to the Games venue is the financial responsibility of each competing nation. Concessionary fares arranged by the host country with its own national airlines are desirable. Airport or train transfers from the point of arrival to the venue must be addressed and adequately planned.

Visas

The LOC should send official invitations to countries to enable them to obtain visas. It is the responsibility of each individual to obtain their visas if required. The LOC must send an official invitation letter to individuals who have properly registered and whose identity is endorsed by the Team Manager of the country concerned so that they can satisfy the authorities of the host country to the authenticity of the purpose of their visit. The LOC must take all possible steps to work with their country's immigrations 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 Winter World Transplant Games.

It is helpful if the LOC warns their country's customs authorities that many of the competitors will be travelling with quantities of personal medication and the likely nature of such medication.

Local Transport

Transport at the local level is dominated by local circumstances, but there should be arrangements for both mass and small transfers of competitors from hotels to competition sites and between competition sites. Transport should also be available for training prior to the commencement of the Games proper as well as for training during the Games. Coaches for mass transfers are advisable but with mini buses or radio controlled cars as back up.

Provision should be made for transport for people attending official meetings which end late.

Medals and Awards

Gold, silver and bronze medals will be awarded for the 1st, 2nd and 3rd placed in each age group for each event. At medal ceremonies, times and distances should be announced. For children's events, medals may be awarded for all places but they will not be counted in the overall medals table.

There should be a commemorative medal struck and given to all competitors and officials (local and team).

A separate Trophy, the Nicholas Cup will be provided by the LOC and presented to the winner of the Nicholas Cup race on the last afternoon of the Games.

Judiciary Committee and Disputes

The WTGF will appoint a Judiciary Committee of at least three persons to arbitrate any dispute arising in conjunction with competition. One member of this Committee shall be a member of the Sport Technical for the Games. The Judiciary Committee should meet with the LOC and sports organisers the day before the Games and as required during the Games.

The Judiciary Committee will liaise with the LOC Sports' Chairman and clarify the rules of competition. The members of the Judiciary Committee **must** be issued with mobile phones from the date of their arrival and for the duration of the Games.

On his/her arrival at a venue, the member of the Judiciary Committee should make him/her self known to the officials at the venue. At the start of each sports event, where possible, a member of the Judiciary Committee must be present and will be introduced to the competitors at the same time

as the medical representative, ambulance staff and a member of the LOC. This should be very brief and should take no longer than five minutes.

In the event of a serious breach of discipline, the Judiciary Committee has executive powers to suspend an athlete immediately and refer the matter to the next Council Meeting or to an Extraordinary Council Meeting. The Judiciary Committee has the power to suspend the athlete for the rest of the Games.

Protests

The procedure to be followed to make an official protest concerning a sport or event is found in the "Rules for the Events".

Results

The day's results should be given each evening to all Team Managers. Final results and medal table should be published at the end of the Games. At the end of the Games, a full set of results should be given to each Team Manager.

Publicity and Public Relations

A central theme of the transplant games is to promote organ donation and success of transplantation. Media coverage is thus of the greatest importance. Thus effective (usually professional) measures to ensure maximum coverage of the Games by press, TV and radio are vital components.

A press pack should be developed and be distributed to the media, both nationally and internationally.

Much of the media handling is clearly a local issue which will be handled entirely by the LOC. However, the major international and national outlets will be handled in close collaboration with the media representative of the WTGF. Thus the undiluted message to which we have all agreed will be both clear and unambiguous.

WTGF Logo/Nicholas Cup Logo

The WTGF logo will be incorporated in all letterheads and other insignia (flags etc). A sister logo designed by the LOC is displayed in parallel with the WTGF logo the dimensional relationship between the two being 3:2 approximately. All communications bearing logos must include that of WTGF as well as the LOC.

The Nicholas Cup logo can be incorporated appropriately and if possible on all official communication.

Media and Sponsors

The WTGF will be closely involved in any commitments made to sponsors as well as negotiations with the media.

Sponsors

As has been previously organised, the various sponsorship opportunities are divided into their "sponsorship values" and these are related according to the value of the sponsor's contribution.

The approach to the international offices of pharmaceutical companies for corporate sponsorship is a responsibility of WTGF after prior discussion with the LOC. All major corporate sponsorship must be discussed jointly prior to the initial approach so as to ensure that confusion does not occur.

07/16