

PROTOCOLS FOR HOSTING THE WORLD TRANSPLANT WINTER GAMES



World Transplant Winter Games

Introduction

The staging of the World Transplant Winter 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 World Transplant Winter 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 World Transplant Winter 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 World Transplant Winter 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 World Transplant Winter Games.

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

The Winter Games – An overview

The Winter Games is a 5 night, 6 day ski resort package which includes the provision and management of various sporting competitions held at the resort. The sporting competition is open to recipients of organ transplants and allows participation from the age of 8 to over 80 years of age. The Games package is sold to both organ recipients competing in the event, as well as any accompanying supporters, doctors, media, donors or Team Managers. The package must include the provision of all meals (breakfast, lunch and dinner), local transport, competitions, ski lift passes and social events. The packages can be designed to offer different inclusions (e.g.: lift pass or lift pedestrian pass). Registrants may bring their own ski equipment or hire locally. During the Games a separate children's Nicholas Cup program is offered for recipients who have never skied before and caters for the ages 8 – 15 years. The program allows the children to all stay together, includes all meals, daily ski lessons and fun and social activities. It ends with the Nicholas Green Race, which is held on the last day of the Games. As a host of the Games, you are required to establish a local organising committee, create, design and manage the packages; facilitate and manage the competition elements, provide basic medical services at the Games and market and promote the games accordingly.

Organisation and Administration

The organisation of the 2020 World Transplant Winter Games can be run in different models.

Option 1. The Local Organising Committee (LOC) manages all responsibilities of the Games with the World Transplant Games Federation (WTGF) offering support and guidance.

Option 2. The Games are run as a "hybrid model" with responsibilities shared by both the World Transplant Games Federation (WTGF) and the Local Organising Committee (LOC)

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 / or executive staffing 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 will provide staffing to manage the responsibilities of the WTGF and who will liaise with the responsible persons 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 World Transplant Winter Games organising committee.

Registration

The WTGF will create and manage the games registration system. The LOC will provide input and feedback on the system.

Administration

A clear administrative organisation needs to be set up. The LOC will have a dedicated office with computer, phone fax and e-mail facilities set up 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.

Liaison with Team Managers

Option 1: The LOC will manage the liaison (telephonic and email) with all Team Managers with regards to their registration, accommodation requirements, sports entries, meal requirements, transportation details and financial elements (invoicing and collecting of monies)

Option 2: In the Hybrid model the WTGF takes on responsibility for all liaison (telephonic and email) with all Team Managers. The WTGF will therefore manage the liaison related to registration, accommodation requirements, sports entries, meal requirements, transportation details and financial elements (invoicing and collecting of monies). The WTGF will then feed through these reports and requirements to the LOC. This will include the final requirements per team including rooming lists, arrival and departure details, meal requirements and sports entries. In this model – the LOC will invoice the WTGF for their fees.

Information Services during the Games

Setting up of a registration desk at the Games Headquarters will be a responsibility of the LOC and needs to be continuously manned over a 12 hour period as competitors arrive and throughout the whole period of the Games. For Option 2 – The Hybrid model - The WTGF will provide help at the Registration desk.

At registration, all entries must be checked, finances concluded, and information packs distributed and any outstanding problems should be resolved.

Emergency and help lines are a responsibility of the LOC and must be available with 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 etc. The content, creation and distribution of these information packs are a responsibility of the LOC.

Accommodation and Catering

Accommodation is supplied by the LOC and part of the registration fee. It 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, e.g. making tea or coffee. Hotel, university or apartment 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.

The LOC is responsible for sourcing, booking and paying for all accommodation. Allocating of the teams to accommodation will be the responsibility of the LOC and when possible, teams should be put with other teams who speak the same language.

All meals - breakfast, lunch and dinner must be provided by the LOC if selected as part of their registration package. Breakfast and dinners should be 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. Public areas are acceptable.

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.

Two free places inclusive of accommodation, transport and meals must be provided to the WTGF for their representatives. These two officials should also be given a mobile phone to use during their stay.

Social and Ancillary Events

These are funded and arranged solely 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. The LOC is to provide the Country Flags for all participating teams. 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 area 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.

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.

Athletes' Oath/Pledge

In the name and on behalf of all the competitors in this World Transplant Winter Games 2020,
I promise the following:

1. That we acknowledge our undertaking to conform to the Athlete Code of Conduct signed by us.
2. That we will take part in these Games :
 - a. Respecting and abiding by the rules which govern them,
 - b. Being thankful to our donors and their families and all this,
 - c. In the true spirit of sportsmanship, for the glory of sport, and the honour of our teams.

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 Board. The local sports representatives for the following day's sports should attend. Only one representative per country may attend with a translator if required. The LOC is to provide a suitable venue and printed materials of the meetings agenda and schedules for the following day should be provided.

Presentation of medals

Presentation of medals can take place at the end of each day, before dinner, or at the competition venues. 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 Board. The WTGF Board, members of the LOC, representatives of donor families and sponsors are invited to present the medals. The design and production of the medals is a cost and responsibility of the LOC. Medals are required for both the Transplant Athletes as well as Donor Athlete events.

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 and repatriation during the period of the Games period. This coverage is provided via the WTGF and the fee must be included in registration fee. It is expected that you should work on a budget of approximately USD 50 per person (TBC based on a relevant quote at the time) . This is provided for all registrants whether an athlete or not.

The WTGF Medical Committee and LOC share a medical responsibility. The WTGF will create the required medical forms and provide them on an online platform for participants to complete. The LOC medical chair is to make certain that the medical certificates are received at least one month prior to the Games, and show a baseline level of acceptable health compatible with participation in the chosen sport. The LOC medical chair must vet all medical forms. In option 2 – The Hybrid model, the WTGF takes responsibility for vetting all medical forms and ensuring they are completed. The completed medical forms are then presented to the Medical Chair in the final format.

Medical Aspects

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

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

Well recognised care at each event must be provided including the below:

- Doctors and physiotherapists in charge of medical security on each sporting venue,
- Ambulance and paramedics (if applicable) with resuscitation equipment on each sporting venue
- Emergency (helicopter) transport
- 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.

Medical requirements for competitors

Entry is open to all recipients of life supporting allografts (heart, intestine, kidney, liver, lung, pancreas) and haemopoetic cell (bone marrow) transplants from other individuals or species which require or have required the use of immunosuppressive drug therapies. Recipient competitors must have been transplanted for at least 1 year, with stable graft function, be **medically fit** and have regularly trained at the events in which they have entered. If a recipient is at least 6 months post-procedure, 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. All competitors must be medically approved by their physician to compete.

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 made available to member countries by the WTGF at least **six months** before the start of the Games. Completed certificates must be vetted.

- In Option 1 – The WTGF creates the medical forms and places them on the online platform. The WTGF then have no more access to the medical data submitted. The LOC Medical chair and team will be responsible for ensuring all forms are submitted, liaising with the Team Managers for all outstanding forms, and will be responsible for vetting the forms. If any data is not satisfactory a competitor may be asked to undergo further medical tests before competing or may be precluded from competing.
- In Option 2 – The Hybrid model – the WTGF takes responsibility for ensuring the medical forms are completed, the vetting of the forms and liaison for any queries or outstanding information. The final medical data is then submitted to the LOC Medical chair.

No competitor may take part in the Games unless their medical certificate is approved. All forms must be completed online and meet all global Data Protection requirements.

Sporting Aspects

Sporting events

The following events should be staged, managed and executed by the LOC

• Slalom	Individual event	Male and Female
• Parallel Slalom	Individual event	Male and Female
• Giant Slalom	Individual event	Male and Female
• Super Giant	Individual event	Male and Female
• Schuss 150m	Individual event	Male and Female
• Team Ski Slalom	Team event	5 competitors
• Ski Parallel Slalom	TMs and officials	Fun event
• Giant Slalom Snowboarding	Individual event	Male and Female
• Parallel Slalom Snowboarding	Individual event	Male and Female
• Cross Country 5km	Individual event	Male and Female
• Cross Country 1 hour	Individual event	Male and Female
• Team Cross Country 3x3km	Team event	3 competitors
• Biathlon	Individual event	Male and Female
• Curling	Team Event	4 competitors
• Snowshoeing 2km	Individual event	Male and Female
• Snow shoeing orienteering	Team event	3 competitors (1 female min.)
• Nicholas Cup Slalom Race		Children's event

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.

Donors should be able to compete in a few select events. They compete in their own category.

Optional events

Up to two extra optional events may be included in the programme, with prior approval 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.

Draft Sporting Schedule

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Arrival Day & registration	Morning events	Morning Events	Morning events	Morning events	Departure Day
	# Giant Slalom (2 rounds)	# Slalom Counting for team slalom 2 rounds # Snowshoes 2km	# Ski Super Giant Slalom # Curling # Snowboard Parallel Slalom	# Snowshoes orienteering # Cross Country Team	# Parallel Slalom # Fun Parallel Slalom TMs & officials
	Afternoon events	Afternoon Events	Afternoon events	Afternoon events	Closing Lunch & Ceremony
	# Cross Country 5 km	# Snowboard Giant Slalom (2 rounds) # Cross Country 1h	<i>Compulsory Biathlon practice</i> # Biathlon # Curling	<i>Free ski or Postponed events</i>	
	Early evening event			Early evening event	
	# Schuss 150m			# Nicholas Cup	
Opening Parade & Opening ceremony					

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 and schuss 150m run and tracks with a difference of height of about 35 m
- e) Cross Country events (1 hour and 5km) run and tracks long of 1kmx5 (ideally) or 2.5kmx2 or 5km, with a difference of height of about 25 m.
- f) Team Cross Country event 3x3km run and tracks long of 1kmx3 (ideally) or 1.5kmx2 with a difference of height of about 25 m.
- g) Parallel Slalom Snowboarding run and tracks with a difference of height of about 75 m.
- h) Giant Slalom Snowboarding run and tracks with a difference of height of about 225 m.
- i) For the Biathlon, Targets and Weapons

- j) Curling area when possible
- k) Snowshoeing Course 2km with a difference of height of about 25m max.
- l) Orienteering Snowshoeing Course by teams with specific orienteering material (chronos, maps, milestones, punching cards, compass, ...)

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.

The LOC must provide athlete bibs and numbers.

The LOC will manage the competitions including the provision of experienced sporting officials.

Rules for the event and Schedules

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

The LOC agrees that all events will be organised according to this document.

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 officials' 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 capitulation 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 organised by the LOC and adequately planned.

Local Transport

Transport at the local level is a responsibility of the LOC and 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 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.

Visas

The LOC will send official invitations to countries to enable them to obtain visas. This letter which will be co-signed by both the WTGF and the LOC. It is the responsibility of each individual to obtain their visas if required. The LOC will supply Visa letters 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.

In Option 2 – The Hybrid model – the WTGF takes responsibility for sending out these letters and offering assistance in obtaining visas.

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.

Medals and Awards

The design, production and cost of all medals / trophies is a responsibility of the LOC. 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). Medals should be provided for any donor events included. These should be different to the athletes medals.

A separate Trophy, the Nicholas Cup will be provided by the LOC's dedicated panel of Judges and presented to the winner of the Nicholas Cup race at the Closing Lunch.

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. The supply of mobile phones is a responsibility of the LOC.

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

Results for each event need to be captured by the LOC and 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. The LOC will capture all results and upload them onto the official website.

Marketing, Publicity and Public Relations

Website

A dedicated website could be created for the World Transplant Winter Games by the LOC. If the LOC prefers, the webpage already exists, www.wtgf.org/wintergames. The LOC will be responsible for managing this website and placement and editing of all content.

In the Option 2 – The Hybrid Model – the WTGF takes responsibility for the website. The LOC will supply the information, however the WTGF will create and manage the content, as well as the responsibility for uploading the official results after the competition.

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 by the LOC 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 representative of the WTGF. Thus, the unified message to which we have all agreed will be both clear and unambiguous.

Promotion

The Games should be promoted by both the LOC and the WTGF. The LOC will promote the Games throughout their local host country through flyers, promotional films, handouts etc as well as their own social media channels. The LOC should appoint relevant staff / media house to manage all social media including the official WTGF Winter Games Facebook Page, WTGF Instagram account and WTGF Twitter Feed.

The WTGF will promote the Games through the website and all other social media channels including the WTGF publication. In Option 2 – The Hybrid model – the WTGF will manage all social media up until 1 week prior to the start of the Games. During the Games, this should be managed by the WTGF and a LOC representative.

Media and Sponsors

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

Sponsors

Raising sponsorship is the responsibility of the LOC.

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.

Any approach to international offices of pharmaceutical companies for corporate sponsorship should be communicated to the WTGF first. All major corporate sponsorship must be discussed jointly prior to the initial approach so as to ensure that confusion does not occur.

Risk Management and Data Protection

The LOC should provide the WTGF with a risk management plan. This includes provision of all competition security and emergency response (SOS)

The LOC is also responsible for ensuring that an approved **General Data Protection Policy** is put in place. The **GDPR** is a regulation in EU law on data protection and privacy for all individuals within the European Union (EU) and the European Economic Area (EEA). It also addresses the export of personal data outside the EU and EEA areas. The GDPR aims primarily to give control to individuals over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

As a Controller of registrants personal and medical data, you are required to put in place *appropriate measures* to implement the data protection principles.

Financial Arrangements

The LOC will create the registration fee categories and costs, including all their responsibilities. The LOC will be responsible for invoicing and the collecting of all fees. The WTGF Capitation fee of USD 80 per person must be included in the final registration packages. The medical and repatriation fee of approximately USD 50 per person (TBC based on a relevant quote at the time) must also be included in the final registration package. The WTGF will invoice the LOC for both fees at the close of the event.

For Option 2 - The Hybrid Model, the LOC will create the initial registration fee categories and costs, including all their provided responsibilities. The WTGF Capitation fee of USD 80 per person must be included in the final registration packages. The medical and repatriation fee of approximately USD 50 per person (TBC based on a relevant quote at the time) must also be included in the final registration package. The WTGF Administration fee of USD 75 per person must also be included in the final registration package. The administration fee is to cover the costs of the website, registration, promotion, and administration costs of the Hybrid Model. The WTGF employs an additional staff member to manage these administration elements.

OPTION 1 - LOC complete management		
LOC to manage all elements related to the delivery of the games.		
Categories	OBLIGATIONS OF THE WTGF	OBLIGATIONS OF THE HOST COUNTRY
ACCOMMODATION		Provision and sourcing of all accommodation = 5 nights
		Contracting with local suppliers, liaison with Team managers, creation of rooming lists, room pairings and special requests, provide keys for check in and information on arrival at the welcome centre.
ADMIN		Set up and management of admin office for Games with adequate staff
AWARDS / MEDALS:	Offer support for handing out of medals if required.	Design and Provision of medals - Gold, Silver and Bronze
		Design and provision of Nicholas Cup Trophy
		Presentation of medals
		Supply of podiums and backdrops for medal ceremonies
BRANDING:	WTGF Branding	Logo Design and cost
		Design and supply of Games branding for all venues
		Meet and Greet desks at welcome centre
		Notice boards at accommodation, welcome centre
CATERING:		Provision of all meals included in registration package - breakfast, lunches and dinners/ LOC to provide any vouchers required
		Compile catering requirements from registration system and liaise with Team Managers
		Warm drinks and water to be provided at ski slopes
COMMUNICATION:	Supply Team Managers contact list and introduce LOC	All liaison with Team Managers prior to the Games
		Mobile phones for Judiciary Committee
		Mobile phones for team doctors and WTGF personell

EVENTS:	Guidance on protocols for events	Management and implementation of all social and ancillary events - including provision of venues, entertainment, décor etc..
		Opening Ceremony & Organ Donation Parade (note Country flags must be provided)
		Closing Ceremony
		Gala Dinner
		Childrens Social Programme
FINANCES		LOC responsible for invoicing and collecting of monies.
FUNDRAISING		All fundraising is the responsibility of the LOC
GAMES HEADQUARTERS		Set up of a welcome centre / games headquarters
		Notice boards
		Welcome desks / information desks
JUDICIARY	WTGF to appoint Judiciary	Must include 1 member of local sports technical team
LOC	WTGF to appoint President & 1 other as ex-officio on LOC	Provide a Local organising Committee with experts across all fields and name the Chairman
LOCAL AUTHORITIES		To co-ordinate with local authorities and Organ Donation / Transplantation associations
MEDICAL:	Creation of medical forms for participants	Creation of medical plan - to be sent to WTGF
		Collection and screening of medical forms
		Medical services provision at all sports and event venues
		Doctors and Physios on site at sporting events
		Night emergency service
		Emergency (helicopter) transport
		Liaison with insurance company for any claims
		Provision of emergency number and helpline
MEETING VENUES:		Team Managers daily meeting
		Judiciary committee & LOC meeting
INSURANCE:	Medical and Repatriation insurance	Special event insurance - \$3 million (Public Liability)
MARKETING & MEDIA	Promotion of Games on WTGF channels - including social media, WTGF magazine, mailings to Team Managers	Creation, design & hosting of official games website. Publishing of results on the website.

		Creation, design and production of games flyers
		All local marketing and publicity
		Creation of local information for volunteers
		Management of all Social media during the games
		Creation and production of Games video
		Local educational conferences / symposium
		Creation of press pack
		Press centre and pre-Games press conference
MERCHANDISE		Creation and sales of event specific merchandise
NICHOLAS CUP		Management and implementation of Nicholas Cup program into the World Transplant Winter Games with the Nicholas Cup race (includes accommodation, meals, supervision, lift passes, ski equipment, nurses, counsellors, activities, transport from / to venue on arrival for unaccompanied children)
PROGRAMMES		Creation of the Games Brochure
REGISTRATION	Creation and management of Games registration system (in collaboration with LOC)	Creation of registration packages - athletes and supporters
		Creation of Nicholas Cup packages
		1 free child per country for Nicholas Cup
		Pulling of reports for accommodation, transport, meals, sports entries and finances etc...
		Supply of information packs - games program, detail of events, meal tickets, maps * local info and maps showing sporting facilities
		Accreditation of participants and media
REPORTS		Pre event report (quarterly).
		Post event report (after event).
RESULTS	Uploading of results onto official website	Results software, capturing of results
		Daily display of results
		Final results file at the completion of the Game
SECURITY PLAN		Risk Management Plan & GDPR policy
SKI EQUIPMENT		Options and vouchers to hire equipment for all athletes and accompanying persons

		Ski equipment must provided for all Nicholas Cup participants
SKI PASSES		Ski Lift passes to be co-ordinated by the LOC and provided at welcome centre
SPORTS	Updating of sporting rules. Support on sports queries.	Provision of all sport venues and sporting disciplines as per protocols
		Supply of sporting reports / entries per sports event to the LOC. Liason with Team Managers on sporting entries. Pairings, seedings etc
		Provision of all officials, Umpires, Referees, Scoreboards
		Venues and options for training days
		Athletes bibs and competitor numbers
TEAM MANAGERS	Introduction of Team Managers to LOC	Liason with Team Managers throughout
		Collection of accommodation requirements, transport schedule, meal requests, sporting pairings etc (Provision of all Front of House "Customer Services".)
		Daily Team Managers Meeting
		Provision of vouchers for meals
		Provision of vouchers for equipment hire
		Regular Team Managers letters / emails
TRANSPORT		Determination of transport requirements from reports on the registration system and liaison with Team Managers.
		Arrival and departure transfers to / from the airport and the Games venue on the deisgnated arrival and departure day.
		Transportation between accommodation and sports venues if required
		Nicholas Cup program - provide transport to / from airport for all unaccompanied children.
WTGF BOARD		LOC to provide 2 x free places for WTGF representatives including accommodation, transport and meals.
VISA's		Provide Visa Letters
		Liaise with local authorities to assist with granting of visa's
VOLUNTEERS		Provision and management of volunteers
		Volunteer thank you meal
		Volunteer registration / accreditation system

OPTION 2 - The HYBRID MODEL

**WTGF to manage all front of house elements related to the Games and liaison with Team Managers.
This is provided at a fee of USD 75 per person.**

Categories	OBLIGATIONS OF THE WTGF	OBLIGATIONS OF THE HOST COUNTRY
ACCOMMODATION	Liaison with Team Managers	Provision and sourcing of all accommodation = 5 nights
	Creation of Rooming Lists - including requirements for accommodation type, additional nights and sharing partners.	Contracting with local suppliers, liaise with WTGF for rooming lists and special requests, provide keys for check in and information on arrival at the welcome centre.
ADMIN	Set up and management of admin office for Games with adequate staff	Management of local admin
AWARDS / MEDALS:	Offer support for handing out of medals if required.	Design and Provision of medals - Gold, Silver and Bronze
		Design and provision of Nicholas Cup Trophy
		Presentation of medals
		Supply of podiums and backdrops for medal ceremonies
BRANDING:	Logo Design and cost	Collaboration on Logo design
	WTGF Branding	Design and supply of Games branding for all venues
		Meet and Greet desks at welcome centre
		Notice boards at accommodation, welcome centre
CATERING:	Compile catering requirements from registration system and send through to LOC	Provision of all meals included in registration package - breakfast, lunches and dinners/ LOC to provide any vouchers required
		Warm drinks and water to be provided at ski slopes
COMMUNICATION:	All liaison with Team Managers prior to the Games	Mobile phones for Judiciary Committee
		Mobile phones for team doctors and WTGF personell
EVENTS:	Guidance on protocols for events	Management and implementation of all social and ancillary events - including provision of venues, entertainment, décor etc..
		Opening Ceremony & Organ Donation Parade (note Country flags must be provided)
		Closing Ceremony

		Gala Dinner
		Childrens Social Programme
FINANCES	WTGF to invoice Team Managers and collect monies	LOC to invoice WTGF for packages
FUNDRAISING		All fundraising is the responsibility of the LOC
GAMES HEADQUARTERS	WTGF to supply a staff to assist at Games Headquarters.	Set up of a welcome centre / games headquarters
		Notice boards
		Welcome desks / information desks
JUDICIARY	WTGF to appoint Judiciary	Must include 1 member of local sports technical team
LOC	WTGF to appoint President & 1 other as ex-officio on LOC	Provide a Local organising Committee with experts across all fields and name the Chairman
LOCAL AUTHORITIES		To co-ordinate with local authorities and Organ Donation / Transplantation associations
MEDICAL:	Creation of medical forms for participants	Creation of medical plan - to be sent to WTGF
	Collection of medical forms	Secondary screening of medical forms if desired
	Vetting by WTGF Medical representative	Medical services provision at all sports and event venues
	Liaise with insurance providers for claims	Doctors and Physios on site at sporting events
		Night emergency service
		Emergency (helicopter) transport
		Provision of emergency number and helpline
MEETING VENUES:		Team Managers daily meeting
		Judiciary committee & LOC meeting
INSURANCE:	Medical and Repatriation insurance	Special event insurance - \$3 million (Public Liability)
MARKETING & MEDIA	Creation, design & hosting of official games website	Creation, design and production of games flyers
	Publishing of results on website	All local marketing and publicity
	Management of official facebook page in co-ordination with LOC	Creation of local information for volunteers
		Assist with Social media during the games
	Promotion of Games on WTGF channels - including social media, WTGF magazine, mailings to Team Managers	Creation and production of Games video
		Local educational conferences / symposium
		Creation of press pack
Press centre and pre-Games press conference		

MERCHANDISE		Creation and sales of event specific merchandise
NICHOLAS CUP		Management and implementation of Nicholas Cup program into the World Transplant Winter Games with the Nicholas Cup race (includes accommodation, meals, supervision, lift passes, ski equipment, nurses, counsellors, activities, transport from / to venue on arrival for unaccompanied children)
PROGRAMMES		Creation of the Games Brochure
REGISTRATION	Creation and management of Games registration system (in collaboration with LOC)	Creation of registration packages - athletes and supporters
		Creation of Nicholas Cup packages 1 free child per country for Nicholas Cup
	Pulling of reports for accommodation, transport, meals, sports entries and finances etc... WTGF to provide assistance at registration	Registration of participants on arrival & throughout entire period
		Supply of information packs - games program, detail of events, meal tickets, maps * local info and maps showing sporting facilities
		Accreditation of participants and media
REPORTS		Pre event report (quarterly).
		Post event report (after event).
RESULTS	Uploading of results onto official website	Results software, capturing of results
		Daily display of results
		Final results file at the completion of the Game
SECURITY PLAN		Risk Management Plan & GDPR policy
SKI EQUIPMENT		Options and vouchers to hire equipment for all athletes and accompanying persons Ski equipment must provided for all Nicholas Cup participants
SKI PASSES		Ski Lift passes to be co-ordinated by the LOC and provided at welcome centre
SPORTS	Updating of sporting rules	Provision of all sport venues and sporting disciplines as per protocols
	Supply of sporting reports / entries per sports event to the LOC. Liason with Team Managers on sporting entries. Pairings, seedings etc	Provision of all officials, Umpires, Referees, Scoreboards
		Venues and options for training days
		Athletes bibs and competitor numbers
TEAM MANAGERS	Liason with Team Managers throughout	
	Collecting of accommodation requirements, transport schedules,	Daily Team Managers Meeting
		Provision of vouchers for meals

	meals requests etc (Provision of all Front of House "Customer Services")	Provision of vouchers for equipment hire
	Regular Team Managers letters / emails	
TRANSPORT	Supply of arrival and departure schedules to LOC from the registration system and liaison with the Team Managers.	Arrival and departure transfers to / from the airport and the Games venue on the designated arrival and departure day.
		Transportation between accommodation and sports venues if required
		Nicholas Cup program - provide transport to / from airport for all unaccompanied children.
WTGF BOARD		LOC to provide 2 x free places for WTGF representatives including accommodation, transport and meals.
VISA's	Provide Visa Letters	Liaise with local authorities to assist with granting of visa's
VOLUNTEERS		Provision and management of volunteers
		Volunteer thank you meal
		Volunteer registration / accreditation system