

OPERATIONAL GUIDELINES

OF

INTERNATIONAL ISLAND GAMES ASSOCIATION

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Operational Guidelines of International Island Games Association

Section 1 - Duration of the Games

The duration of the Island Games (hereafter called 'the Games') shall not exceed 7 days, inclusive of the days of the Opening and Closing Ceremonies. A Host Island, Island Games Association (hereafter called 'the Host Island') shall advise the Membership of the duration of their proposed Games at the time of their Bid.

Section 2 – Programme of Sports & Events

- 2.1** The permitted sports shall be the 18 sports named in Section 1 of the Sports and By-laws of the International Island Games Association (hereafter called the 'IIGA') from which a future Host Island can select a maximum of 14 and a minimum of 12 for their particular Games.
- 2.2** No sport will be included in the Games unless entries are received from at least 6 Member Island Associations (hereafter called 'Member Islands') as indicated in their Island Entry by Number Forms.
- 2.3** The Organising Committee of the Host Island (hereafter called the 'Organising Committee') will at the Annual General Meeting (hereafter called the AGM) of the IGA to be held 2 years before the Games confirm to Member Islands the actual Sports and disciplines/events that will make up their Games Programme.
- 2.4** No event within a sport shall be included in the Final Programme unless there are 6 entrants from at least 4 Member Islands. In the case where insufficient entries for an event to be staged have been received by an Organising Committee by the closing date for Individual Entries (Entry by Name) (i.e. 2 months before the Opening Ceremony) each Member Island shall be notified by that Organising Committee that the event has been cancelled, by email, within 2 weeks after the closing date for receipt of Entries (Entry by Name).
- 2.5** Any event, which has been included in the proposed programme of a sport following the Entry by Name deadline and has not been cancelled but subsequently fails to have 6 entrants from 4 Member Islands, may only take place with the approval of the IIGA Executive Committee (hereafter called 'the Executive Committee'). Medals to be presented are detailed in Section 15.3 of the Operational Guidelines.
- 2.6** No sports competitions shall begin prior to the Opening Ceremony without the approval of the Executive Committee.
- 2.7** A Member Island wishing to add a new sport to those approved for the Games in Section 1 of the Sports and By-laws shall satisfy themselves that:
1. the sport has a wide geographical distribution within Member Islands of the IIGA.

2. the sport meets the demands of the Objects of the IIGA (within the IIGA Constitution), particularly with regard “to foster and encourage friendship through sporting activities between Island communities and to provide opportunities for sportsmen and sportswomen to participate in international sport”.
- 3 A resolution to add a new sport to the Approved List shall then be placed before the AGM by the Member Island for approval by the membership

Section 3 - Events Schedule

- 3.1 The timetabling of events shall be determined by the Organising Committee and approved by the Executive Committee.

Section 4 – Advertising and Clothing

- 4.1 The Official Title of the Games as determined from time to time by the Executive Committee and which in any event must contain the name of the main Sponsor shall be preferably reproduced on the left breast of every piece of outer clothing to be worn by a competitor and official at any ceremony held at the particular Games.
- 4.2 The Games must be staged in a dignified manner and without excessive commercialisation. Advertising signs inside the stadium or at any other sporting venues, or on clothing, equipment or medal ribbons used officially at a Games shall only be permitted with the approval of the Executive Committee. All markings on competition wear shall be in accordance with the regulations of the International Federation governing the sport concerned, provided that any further regulations that maybe imposed by the IIGA shall take precedence.

Section 5 – Invitation, Responses and Forms

- 5.1 Invitations to take part in the Games shall be sent out by the Host Island to each Member Island at least 2 years before the Games commence and shall be drawn up in the following terms:

"The International Island Games Association, having chosen the Island of (Name) for the celebration of the (name of the IIGA main sponsor) Island Games (number), the (Island) Island Games Association invite you to participate in the competitions and celebration of the (name of the IIGA main sponsor) Island Games (number) to be held at (place) from the (date) to (date) (year) ".
- 5.2 At least 18 months before the Opening Ceremony of a particular Games all Member Islands shall notify the Organising Committee of their intended participation in sports and disciplines/events.
- 5.3 At least 12 months before the Opening Ceremony of its Games the Organising Committee shall distribute to all Member Islands:

- i) a draft programme of disciplines/events for each sport and
- ii) information on travel to and from its Island and accommodation and food at the Games.

- 5.4** At least 7 months before the Opening Ceremony of its Games the Organising Committee shall distribute to all Member Islands confirmed prices for transport within the Island, accommodation and food.
- 5.5** At least 5 months before the Opening Ceremony of its Games the Organising Committee shall distribute to all Member Islands a final confirmed programme of disciplines/events for each sport.
- 5.6** All documents, invitations, entries, entrance tickets, programmes etc printed for the Games, as well as all medals and badges distributed, must bear the Title of the Games i.e. (name of main IIGA Sponsor) Island Games (number) and the name of the Host Island.

Section 6 - Conditions for Representing a Member Island

To represent a Member Island, a competitor may qualify either by:

- 6.1** having been born on that Member Island.
- 6.2** A competitor may be considered to have been born on a Member Island if the mother was normally resident on that Island immediately prior to the birth and returned to the Island soon after.
- 6.3** Having been resident on that Member Island for the period of 12 consecutive months prior to the date of the Opening Ceremony of the Games to be entered.
- 6.4** Any person wishing to gain qualification under 6.3 shall be deemed to be a permanent resident for the purpose of qualification if they are not residing on that Member Island because they are following a programme of study or involved in military service out of the Member Island.

Any competitor not complying with the above shall be subject to an automatic disqualification from the Games.

Section 7 - Eligibility to Compete

A competitor to be eligible to compete in a Games shall comply with Section 6 and shall:

- 7.1** Where there is no conflict with the Constitution, Operational Guidelines and Sports By-laws of the IIGA comply with the Rules and Regulations laid down by the International Federation governing their sport.
- 7.2** Not be currently under disqualification or suspension under the Rules of the relevant International Federation or their own member Sports Association.

Section 8 - Regulations for Staging a Games

- 8.1** The Host Island must establish an Organising Committee that shall be responsible for the organisation of the Games.
- 8.2** For all technical arrangements of the sports in the Games, the Organising Committee should, where possible and applicable, consult the National Governing Bodies within its own territories, which are duly recognised by the relevant International Federation.
- 8.3** The Organising Committee shall ensure all sports operate under the IIGA Constitution, Operational Guidelines and Sports By-laws and where there is no direct conflict they shall also operate under each Sport's International Federation Rules.
- 8.4** Wherever possible the Host Island shall try to establish a Games Village atmosphere and ensure that all sporting venues shall be situated on one Island as close as possible to the Games Village.
- 8.5** The Host Island shall assist participating Member Island in obtaining suitable accommodation for their competitors and officials for the period beginning 3 days before the Opening Ceremony and ending 2 days after the Closing Ceremony.
- 8.6** The Host Island shall make medical facilities available to all Member Island Teams. The Organising Committee shall appoint a Medical Official to supervise the medical arrangements that shall be available throughout the whole period of the Games. Everything shall be done to minimise medical expenses which shall be clearly set out by the Host Island in its Bid documentation.
- 8.7** The Host Island shall adhere to Games traditions by ensuring participating Member Island Teams are treated fairly and without discrimination, preventing external influences from affecting the rights of a visiting Member Island to represent its sovereignty and are given access to the facilities, accommodation and transport as enjoyed by the other participating Member Islands.

Section 9 – Medical

- 9.1** Every Member Island shall appoint an Anti-Doping Education Officer who shall be responsible for ensuring that the Member Island, its Officials and Competitors receive such education on drug issues as required from time to time by the World Anti Doping Association (WADA)
- 9.2** The Organising Committee shall appoint a Medical Official to supervise all medical arrangements that shall be available throughout the whole period of the Games. The Official shall keep the Honorary Medical Adviser of the IIGA fully informed of all arrangements being made and shall obtain his approval for such arrangements.
- 9.3** The Organising Committee shall ensure that full medical care not including physiotherapy but including hospitalisation, dental and dispensary services (herein

referred to as Medical Services) are available to all Teams and officials. Emergency medical treatment should, wherever possible, be available at all competition venues. A list of countries/islands that have reciprocal medical agreements with the Host Island shall be distributed together with any charges that may be applicable for these facilities to Member Islands, 6 months before the Opening Ceremony of a Games.

- 9.4** Each competitor shall be responsible for ensuring that they are aware of the classes of substances and methods deemed prohibited by their respective Sports Governing Bodies and in particular the WADA Code of prohibited classes of substances and prohibited methods..
- 9.4.1 Each competitor and Member Island shall comply with the IIGA Anti-Doping Rules.
- 9.4.2 The Host Island and the Organising Committee shall use all reasonable endeavours to carry out at their expense during the Games drug testing of competitors for banned substances in accordance with these Guidelines and the IIGA Anti-Doping Policy . The tests shall be carried out by a WADA Accredited Authority.
- 9.4.3 Doping is strictly forbidden and is an offence under the Constitution. Any competitor refusing to submit to the tests shall be eliminated from the Games.
- 9.4.4 The Host Island Organising Committee shall report to the International Island Games Association Court, (IIGA Court) the case against any competitor refusing to submit to the test and the IIGA Court will act in accordance with the provisions of Section 16 of the Constitution of the IIGA
- 9.4.5 In the event of a person reported to the IIGA Court not being satisfied with the decision of the IIGA Court following a hearing he or she may appeal to the IIGA Anti-Doping Appeal Court constituted under these Guidelines and consisting of a quorum of 3 Honorary Life Members (HLM's) as appointed by the Executive Committee provided the appeal is lodged in writing with the IIGA General Secretary within 24 hours of the decision of the IIGA Court. The IIGA Anti-Doping Appeal Court can appoint independent qualified Legal and Medical persons to act as its advisers in dealing with such appeal. The IIGA Anti-Doping Appeal Court shall hear the appeal and shall have the power to set aside the decision of the IIGA Court or dismiss the Appeal and either confirm or vary the penalty imposed for breach provided that such new penalty is prescribed under the provisions of section 16 of the Constitution of the IIGA.

Section 10 - Accreditation and Games Entry Fees

10.1 Accreditation Categories:

10.1.1 Category 1:

Accreditation gives Full Access to the Games village, all sporting venues, opening and closing ceremonies, all restricted competition areas and use of the Games Transport to:

- a. Host Island Organising Committee Fee: Free of Charge

- | | |
|---|----------------------------------|
| b. IIGA Executive Committee and Officials | Fee: Free of Charge |
| c. Main Sponsor x 2 | Fee: Free of Charge |
| d. Medical Personnel | Fee: £30 NOT subject to 20% rule |
| e. General Team Managers | Fee: £30 and subject to 20% rule |
| f. Chairman and Secretary of Member Island IGAs | Fee: £30 and subject to 20% rule |

10.1.2 Category 2:

Accreditation gives Full Access to the Games village, all sporting venues, own sports restricted competition only areas and use of the Games Transport to:

- | | |
|--------------------------|--|
| a. Competitors | Fee: £30 |
| b. Sports Team Officials | Fee: £30 and subject to 20% rule |
| c. Technical Officials | Fee: £30 or discretion of Host Island OC |

Note: The number of team officials permitted per Member Island Team is 20% of the total number of competitors (Operational Guidelines 10.2.3). This excludes Medical personnel i.e. doctors and physiotherapists

10.1.3 Category 3:

Accreditation gives Full Access to the Games village, all sporting venues and use of the Games Transport to:

- | | |
|-------------------------|--|
| a. Media | Fee: £60 or discretion of Host Island OC |
| b. Crew/Technical Staff | Fee: £60 or discretion of Host Island OC |
| c. Volunteers | Fee: Discretion of Host Island OC |

Accreditation gives Full Access to the Games village, all sporting venues, opening and closing ceremonies and use of Games Transport to:

- | | |
|--|---------------------------------------|
| d. Future Host Island OC and Sports Co-ordinators | Fee: Discretion of the Host Island OC |
| e. VIPs | |
| • IIGA Honorary Life Members | Fee: Free of Charge |
| • Main IIGA Sponsor | Fee: Free of Charge |
| • Major Local Sponsors | Fee: Free of Charge |
| • 2 Senior Government Politicians and 1 Nominated Family Member (spouse / partner) | Fee: Free of Charge |
| • All other Family Members | Fee: £30 and subject to 20% rule |
| • Additional VIPs | Fee: £30 and subject to 20% rule |

Note: If numbers need to be restricted each Member Island IGA must prioritise their Islands VIPs in consultation with the IIGA General Secretary and the Host OC.

- 10.1.4 Category 4:
Accreditation gives Access to all sporting venues, opening and closing ceremonies
and
use of the Games Transport to:
a. Spectators Fee and availability: Discretion of the
Host Island OC

10.2 Games Entry Fee

- 10.2.1 This Games Entry Fee will be agreed at the AGM 2 years before the Games. The Games Entry Fee will be confirmed in the currency of the Host Island at the AGM the year before the Games and thereafter all fees will be quoted in that currency.
- 10.2.2 The fee for non-team sports shall be paid at least 5 months prior to the date of the Opening Ceremony (8 months for team sports). No competitor may take part in the Games until the Games Entry Fee has been paid.
- 10.2.3 For each Member Island the total number of General & Sports Officials (not including Doctors and Physiotherapists) and VIPs, shall be no more than 20% of the total number of competitors.
- 10.2.4 The Games Entry Fees will be collected and retained by the Organising Committee.
- 10.2.5 In the event of the number of participants for a particular Member Island reducing below the number entered 6 months before the Games the payment in respect of the reduced number is forfeited to the Organising Committee.
- 10.2.6 In the event of the number of participants for a particular Member Island increasing beyond the number entered 6 months before the Games the Games Entry Fee of such excess entry number shall be double the original fee payable at least 2 months prior to the date of the Opening Ceremony.
- 10.2.7 The Organising Committee shall, after the 2 month deadline but before the Opening Ceremony, in exceptional circumstances and subject to the approval of the Executive Committee, have the power to accept late entries at the fee mentioned in 10.2.7.
- 10.2.8 The Organising Committee shall, if Member Islands withdraw competitors after the Individual Entry deadline, i.e. 2 months prior to the Opening Ceremony, have the discretion to charge an additional penalty fee up to a maximum of the original fee to cover administration costs.
- 10.2.9 The Executive Committee shall have the discretion to prevent any sports team i.e. basketball, football, volleyball from participating in the Games that has withdrawn late (after the 6 month entry deadline) from a previous Games.

10.3 Declaration:

By no later than 2 months prior to every Games each competitor must sign a

declaration containing the following statement which should be provided to the Organising Committee prior to the Opening Ceremony of the Games:

“I, the undersigned, declare that I am eligible to compete according to the eligibility rules of the International Island Games Association (“IIGA”) and where applicable of the International Federation controlling my sport. I confirm that I have used or will use all best endeavours to ensure that I have adequate insurance to cover health, baggage, equipment, third party liability, travel and any other perceived risks during the Games. I consent and agree to comply with and be bound by all of the provisions of the IIGA Anti-Doping Policy, and in particular I agree to submit to the anti-doping tests as referred to in such rules. I agree that my name, date of birth (not including year of birth) image and likeness (‘the Images’) may be photographed, filmed, broadcast or otherwise recorded during the competition or any other events incidental to my participation in the Games, I give my unconditional and irrevocable consent to the Host Island and/or the IIGA or anyone authorised by them to record Images during the Games, and to copy, publish, broadcast, distribute and communicate the Images to the public by any means, in any format and on any media without payment to me. I also consent to the use of the Images for all other current or future purposes authorised by the Host Island and/or the IIGA including marketing and promotional activities in connection with the Games. I also release and discharge the Host Island and the IIGA from all claims whatsoever in connection with the use of Images and my rights in them.

I acknowledge and agree that the decisions of IIGA Anti-Doping Appeal Court shall be final and enforceable, and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.

I have read and understood this declaration.”

A senior Member Island Official must countersign this declaration and in the case of a child competitor under the age of 18 years it must be counter signed by the competitor’s legal guardian. In the event of the Organising Committee not having received such a declaration from a competitor that person shall not be allowed to compete in the Games.

10.4 Change of Entries

In the event of (a) a competitor becoming ill or sustaining an injury after their entry form has been accepted and before the Opening Ceremony, providing that a medical certificate is obtained to this effect, or (b) other exceptional circumstances, the substitution of the competitor may be permitted at the discretion of the IIGA Executive

Committee, on receipt of a duly completed entry form, signed by the competitor and the duly authorised official of the Member Island IGA concerned.

10.5 The Games Fee

- 10.5.1. The Host Island will pay a fee (Games Fee) to the IIGA for hosting the Games.
- 10.5.2 This Fee shall be determined by the IIGA and notified to the Host Island at the AGM 2 years prior to the holding of the Games.
- 10.5.3 The Games Fee should be paid by the Host Island in two instalments: -
 - a 50% by 31st December in the year prior to the holding of the Games;
 - b 50% no later than 1 month prior to the Opening Ceremony of the Games

Section 11 - Transportation

- 11.1 Transportation on the Host Island shall be provided free of charge for all accredited Team Members, Officials, and Technical Officials from the point of entry to their place of accommodation as assigned by the Organising Committee and back to the point of departure and during the Games from the closest convenient location from their place of accommodation to the sporting venues and back to their accommodation. The Host Island OC shall not be responsible for providing any other additional transportation to sports venues either during the Games, before the Opening Ceremony or after the Closing Ceremony (including, but not limited to, training purposes.)
- 11.2 Accreditation cards or passes should, if possible, give the right to free use of the Host Island's public transport.

Section 12 - Attachés

An Attaché may be appointed to each Member Island Team in order to assist the General Team Manager in the travelling and housing arrangements for his/her Team, and in general, help in the work of both the Team Management and the Organising Committee to ensure good co-operation and understanding of each other's position.

Section 13 - Advertising and Official Report

- 13.1 Advertising at sporting venues, on competitor garments and competition numbers shall be in accordance with the regulations as laid down by the International Federations, provided that any further regulations that may be imposed by the IIGA shall take precedence.
- 13.2 The Host Island shall ensure that an official report shall be produced by the Organising Committee within 3 months of the closing of a Games and shall be sent to the Executive Committee, Honorary Life Members, Member Island IGAs and the IIGA main Sponsor.
- 13.3 Commercial advertising should be kept to a reasonable level and should not detract from the Games and the competitions.

- 13.4 The Executive Committee shall approve advertising at the competition venues and such advertising shall meet with the regulations as laid down by the International Federation of the sport at which venue the advertising is to be displayed, provided that any further regulations that may be imposed by the IIGA shall take precedence.
- 13.5 An Organising Committee shall not enter into any agreement nor sign any contract with regards to advertising without first informing the Executive Committee.

Section 14 - Symbols and Flags

- 14.1 The Organising Committee of a Games shall be responsible for the co-ordination of all flags at the Opening and Closing Ceremonies, Sports Venues and Medal Ceremonies.
- 14.2 Prior to the Opening Ceremony, a representative of the Organising Committee shall ensure that the Ceremonial Flag of the IIGA (hereafter referred to as 'the Games Flag') is in his/her possession in order that it may be handed to the escort party to be paraded at the Opening Ceremony, where the Games Flag will be raised.
- 14.3 A flagpole shall be provided in a prominent place within the main stadium for the Games Flag, which shall be flown during the period of the Games.
- 14.4 Each Organising Committee must and each Member Island may incorporate the symbol of the IIGA along with a design of its own choosing to make its own emblem. Such emblem shall be approved by and registered with the Executive Committee. The IIGA symbol shall not be used commercially.
- 14.5 Each Host Island may, if so desired, design and produce their own flag and/or symbol for use during the period of the Games and such shall be approved by the Executive Committee.
- 14.6 The Games Flag and Flags of Member Islands which are required for the Opening and Closing Ceremonies are the property of the IIGA and will be made available to the Host Island for use at its Games. At the termination of the Games, these flags will be handed over to the next Host Island to be retained by them on behalf of the IIGA until the termination of their Games.
- 14.7 Any flag or flags being the property of the IIGA that are missing at the conclusion of the Games shall be replaced with one of the same size, design and quality at the expense of the Host Island at which the last Games were held.
- 14.8 Each Host Island will also use their best endeavours to pass over free of charge all other flags of Member Islands used in connection with the Games to the next Host Island.

Section 15 - Medals

- 15.1 The prizes for Competitors at a Games shall be provided by the Organising Committee and shall consist of medals and where appropriate 'Small Island Certificates' which will be provided by the IIGA.

- 15.2** In Individual and Team events the 1st prize shall be a Gold medal, the 2nd prize shall be a Silver medal and the 3rd prize shall be a Bronze medal.
- 15.3** Should the IIGA Executive Committee approve an event to go ahead with less than the minimum requirement i.e. 6 entrants from 4 Member Islands (see Operational Guideline 2.5) medals shall only be awarded for a competition that has been completed and on the following scale:
- 5 or more entries: Gold, Silver and Bronze.
 - 4 entries: Gold and Silver only.
 - 3 entries: Gold only
- 15.4** The Organising Committee shall be responsible for the production of the prize medals which shall contain the Title of the Games, the symbol of the IIGA and the number of the Games. The Organising Committee shall choose its own design for the prize medals and such design shall be submitted to the Executive Committee for approval.
- 15.5** Each medal shall be attached to a chain or ribbon of suitable length for presentation purposes. The ribbon or chain shall be the design of the Organising Committee and such shall be approved by the Executive Committee.
- 15.6** Team Officials **shall not** receive a prize medal.
- 15.7** The Organising Committee shall provide the General Secretary of the IIGA with 1 set (Gold, Silver and Bronze) of prize medals and any commemorative medals for display at the IIGA headquarters.
- 15.8** Small Island Certificates will be awarded to competitors competing for a Member Island of under 10,000 population at the time of the Games if 3 or more Small Islands compete in a competition subject to:
- 4 Member Islands must compete to award Gold, Silver and Bronze
 - 3 Member Islands must compete to award Gold and Silver
- Any competitor receiving a medal in an event is still eligible to be awarded a Small Island Certificate which will be awarded after the Games.

Section 16 - Commemorative Medals

- 16.1** The Organising Committee may, if it so chooses, provide all Officers, Executive Committee Members, Honorary Life Members, Competitors, Team and Technical Officials and all members of its Organising Committee with a commemorative medal.
- 16.2** The production of such a commemorative medal shall be at the discretion of the Host Island. It may choose its own design for both sides of the medal. The front face shall incorporate the Title of the Games, the symbol of the IIGA and the number of the Games. and shall clearly indicate that it is a commemorative medal. The medal design shall require the approval by the Executive Committee.

Section 17 - Accreditation Cards

- 17.1** Accreditation cards issued to all competitors and Team Officials shall be of such design as to easily distinguish them from other categories. Such accreditation cards shall give the right for competitors and Team Officials to enter appropriate restricted areas such as the Games Village and sporting venues and to such free transport as provided by the Organising Committee.
- 17.2** Accreditation cards issued to persons other than competitors and Team Officials shall be governed by such regulations as laid down by the Organising Committee and approved by the Executive Committee (see Section 10.1) but as a minimum shall provide free access to sporting venues and to such free transport as provided by the Organising Committee to Team Members, Officials and Technical Officials.

Section 18 - Recommended Order of Precedence

During the Games the recommended order of precedence shall be agreed by the Executive Committee and the Organising Committee.

Section 19 - Receptions at a Games

- 19.1** Only the following receptions, if organised, shall be classed as "Official Receptions".
Receptions organised on behalf of: -
- Royalty or by Head of State of the Host Island.
 - The Chief Citizen of the Host Island.
 - The Officers of the IIGA
 - The Host Island Games Association/Organising Committee
 - The Island Games Association of the next Host Island.
 - Farewell party given by the Host Island
 - The Main Sponsor
- 19.2** The Organising Committee, shall keep a list of receptions, official and unofficial, and shall do all in its power to prevent clashes of dates, times and places.
- 19.3** A candidate Host Island bidding for the rights to stage the Games, shall not, prior to the Annual General Meeting at which their bid is to be placed, hold a reception or offer any inducement by way of payment of expenses or gifts to the Membership.

Section 20 - Responsibilities Relating to the Hosting of a Games-

20.1 Preview Visit

Approximately 12 months before the Games the Host Island and/or the Organising Committee should assist the Executive Committee to:

- 20.1.1** Organise food and accommodation for the Executive Committee Members, the Officials and the General Secretary to visit the Island approximately 12 months before the Games. The duration of the visit will be a maximum of 7 days (but usually less).

The purpose of this visit is to permit the Executive Committee to evaluate the preparations being made for the Games and to advise/assist the Organising Committee on all issues relating to the Games.

20.1.2 Organise a meeting room for the exclusive use of the Executive Committee.

20.2 The Responsibilities of the Organising Committee during the lead up to the Games shall be as follows:

20.2.1 Provide copies of all correspondence circulated to Member Islands, General Team Managers, Technical Committees and International Federations to the General Secretary together with the Minutes of all meetings of the Organising Committee

20.2.2 If it appears to the Organising Committee or the Executive Committee to be necessary for additional visits of Members of the Executive Committee, during this period the Organising Committee must meet any expenses incurred.

20.2.3 To draw up a list, including the names and status, of such persons that they think worthy of the honour to present a medal and shall submit the list to the Executive Committee for approval as soon as possible. Care should be taken to ensure that no commercial publicity could be gained from the presentation of the medals. Members of the Executive Committee and Life Members should be included on the list of presenters of medals.

20.2.4 Provide space in the Souvenir Programme for the Chairman's welcome and a photograph of Executive Committee.

20.2.5 Early approval of social functions must be requested from the Executive Committee.

20.2.6 Request early approval of sponsorship agreements and the design of Games medals from the Executive Committee.

20.3 The Responsibilities of the Organising Committee at the Games shall be as follows:

20.3.1 To assist the Executive Committee to organise accommodation for the Executive Committee (3 elected officers and 3 elected members and the Officials of the Association) and the General Secretary to attend the Games. The duration of the visit will be a maximum of 11 days.

20.3.2 To provide on arrival at the Games, for each member of the Executive Committee:

- copies of all sports and other programmes,
- a contact list, including telephone numbers, detailing all key persons in the Organising Committee and their areas of responsibility,
- maps of the island showing all of the competition and other venues associated with the Games,
- accommodation details of all the Island Teams together with contact details of the person(s) in charge of the Island Teams.

20.3.3 To assist with the provision of a suitable office/meeting room:

20.3.4 To provide sufficient transport to permit the members of the Executive Committee to

efficiently move from venue to venue.

- 20.3.5 To provide a section of VIP seating for EC members, Life Members, agreed guests and sponsors at both the Opening and Closing Ceremonies.
- 20.3.6 To ensure a daily consultation with the Games Director during the Games.
- 20.3.7 To assist with obtaining a suitable room for the AGM of the IIGA and any other meeting that might involve representatives from the Member Islands Associations.
- 20.3.8 To assist with the organisation of lunch for the delegates, the Life members and the Executive Committee before, during or after the AGM.

20.4 The Tree Ceremony

- 20.4.1 The Executive Committee shall at each Games, provide and plant a tree to commemorate the Games.
- 20.4.2 The Organising Committee shall select a suitable site, tree and time for the tree planting ceremony.
- 20.4.3 The Executive Committee shall pay for the tree and the plaque that will be placed before it. The wording on the plaque shall read:

“To the people of (name of Host Island), from the International Island Games Association, in appreciation of their kindness and hospitality, at the (name of the IIGA main Sponsor’s name) Island Games (number) (month, dates and year of Games).”

20.5 Within 3 months of the Closing Ceremony the Organising Committee must:

- 20.5.1 Produce a detailed report of the Games and forward it to the Executive Committee.
- 20.5.2 Provide the Executive Committee with a draft set of Accounts relating to the staging of the Games

20.6 Within 6 months of the Closing Ceremony the Organising Committee must provide the Executive Committee with a full and detailed set of accounts relating to the staging of the Games.

Section 21 – Games Entries Timetable

1. 24 MONTHS – Organising Committee (OC) sends out invitations to take part and a form to complete by the Member Islands (MI).

2. 18 MONTHS– Member Islands (MI) return the form showing the intended participation in sports and events. Although these are provisional numbers it is important that they are as accurate as possible as the OC will need to make plans for accommodation, transport etc. MI’s should obtain a firm commitment from their Sports Associations.

3. 12 MONTHS– OC send out a draft programme of events for each sport.

4. 9 MONTHS– OC send out the full approved programme of events.

5. 8 MONTHS– **ENTRY BY NUMBER (Team Sports)**

MI's enter their Basketball, Football and Volleyball teams and pay the Games Entry Fee before the deadline of 30 SEPTEMBER. If on 30 September too many teams wish to enter a competition a draw will be made by the OC e.g. a maximum of 16 Football Teams can participate in the Football Competition. Only teams that have paid the Games Entry Fees by the deadline will be entered into the draw. Should there be spaces still available after the deadline, or any team do later withdraw, further entries will be allowed at the discretion of the OC.

6. 6 MONTHS – ENTRY BY NUMBER (Non-Team Sports)

MI's to enter all their competitor numbers into the Games Entry System. The System will be closed after the deadline and further entries will only be accepted in exceptional circumstances and the Games Entry Fee will be doubled. This is a firm commitment to entering the events and paying the Games Entry Fee. THE OC will send out invoices as soon as possible and these should be paid in full **5 months before**.

If the numbers reduce after the **6 months deadline** the payment is forfeited to the OC.

7. 5 MONTHS – OC send out the final programme of events and a list of cancelled events.

8. 2 MONTHS – ENTRY BY NAME

MI's to enter the names of their competitors and officials in the Games Entry System. The System will be closed after the deadline and late entries will only be accepted in exceptional circumstances. If a competitor becomes ill or sustains an injury after the 2 month deadline and before the Opening Ceremony a substitution is allowed at the discretion of the OC. A Medical Certificate is required. If a competitor is withdrawn after the 2 month deadline the OC may charge a penalty fee which will be the same as the Games Entry Fee.

Section 22 - The Opening Ceremony

- 22.1** The selection of the person who is to be offered the honour of opening the Games is a decision to be made by the Organising Committee. The Executive Committee must be consulted and their approval given before a formal offer is made to the individual.
- 22.2** The Chairman of the IIGA shall accompany the invited Honoured VIP Guest to the official stand within the stadium, wherein are assembled the Officers and Executive Committee Members, the General Secretary, the Officials, the Chairman of the Host Island Games Association, the Chairman of the Organising Committee, Distinguished Guests and Honorary Life Members of the IIGA and the IIGA Main Sponsor's representatives.
- 22.3** Each Member Island Team shall then, in alphabetical sequence according to the English language, march into the stadium and pass the official stand, except for the Member Island which staged the last Games who shall lead the parade. The Host Island shall be the last Team to enter the stadium.

- 22.4.1** Each Member Island Team, all dressed in appropriate uniform, shall be headed by a placard bearer, who shall be appointed by the Organising Committee, carrying the name of the Member Island; followed by the flag bearer, who shall be chosen by the Member Island, the General Team Manager, and competitors.
- 22.4.2** The flags of the participating Member Islands shall be supplied by the Organising Committee from details supplied by the various Member Islands and shall all be of equal size. The Organising Committee shall likewise provide the placards.
- 22.5** The 'Water Ceremony' will be an integral part of the Opening Ceremony. A representative from each participating Member Island will add water brought from his or her own Member Island to a prominent Water Feature. An appropriate person will also add the water that was collected from the Water Feature at the Closing Ceremony of the previous Games.
- 22.6** A fanfare will be sounded and a party consisting of eight people from the Host Island shall bring the Games Flag into the stadium past the official stand to the main flagpole where it will be duly raised.
- 22.7** The Chairman of the local IGA or his nominee shall speak and welcome the Member Islands. The Chairman of the IIGA shall speak and then invite the Guest to address the assembled Teams and to declare the Games open. No other speeches shall be permitted and the total time for all 3 speeches shall not exceed 10 minutes.
- 22.8** An anthem selected by the Organising Committee may be played as the Games Flag is raised.
- 22.9.1** Immediately afterwards, the Oath shall be taken on behalf of the competitors. The flag bearers of each Member Island shall form an arc in front of and facing the official stand.
- 22.9.2** A representative of the competitors of the Host Island will advance and with his/her right hand raised will pronounce the Oath on behalf of the assembled competitors:
- 22.9.3** When the Games are held in a Member Island where the national language is not English, another competitor will accompany the flag bearer and will repeat the Oath in the national language.
- 22.9.4** The Oath to be taken shall be as follows:
"We declare that we will take part in the (name of the IIGA main Sponsor) Island Games of (year) in the spirit of true sportsmanship, recognising the rules which govern them and desirous of participating in them for the honour of our Island and for the glory of sport".
- 22.10** Entertainment of not more than 30 minutes duration, as approved by the Executive Committee, will take place.
- 22.11** The Member Island Teams will then march out of the stadium in the same order in which they entered, again passing the official stand.
- 22.12** When the last Member Island Team has left the stadium, the official party will retire.

22.13 Note:

- 1 The Organising Committee must make every effort to reduce to a minimum the time that Team Members are on their feet. Contingency plans should be prepared for the Teams assembly to be under cover in the event of inclement weather. Arena markings should be clearly set out and marshals appointed to ensure that the Teams line up in front of the main stand.
- 2 No changes shall be made to these Guidelines unless approved in writing in advance by the Executive Committee.
- 3 The total time for the Opening Ceremony shall not exceed 2 hours and shall not start before 6pm nor continue after 10pm (Host Island time).

Section 23 - The Victory Ceremonies

- 23.1** The winner's medals shall be presented by the Chairman of the IIGA or by his nominee.
- 23.2** Each Victory Ceremony shall take place as soon as possible after each event and preferably at the place where the competition took place.
- 23.3** 6 months before the date of the Opening Ceremony, each Member Island shall inform the Organising Committee of its victory anthem (which need not necessarily be its national anthem) and details of its flag.
- 23.4** Medal winners shall wear either their competition or their Island Team uniform.

Section 24 - The Closing Ceremony

- 24.1** The manner in which the Closing Ceremony is carried out will depend upon the venue available, which will dictate the format by its size. However, whilst it is to be a less formal occasion than the Opening Ceremony, certain parts of the Ceremony shall be conducted with decorum. No commercial advertising shall be permitted in the Ceremony and its format shall be submitted to the Executive Committee for approval. Speeches shall be restricted to the Chairman of the Host Island IGA, the Chairman of the IIGA and the Chairman of the IGA of the next Host Island and the following format shall be strictly adhered too. The total time for all 3 speeches shall not exceed 10 minutes.
- 24.2** The Closing Ceremony shall take place as soon as possible after the finish of the last event.
- 24.3** Arrangements shall be made for all Team Members and Officials to be accommodated within the venue where the Closing Ceremony is held. It shall not be necessary for Team Members to be seated in order of sequence of their respective Member Islands.
- 24.4** The Placard Bearers, Flag bearers, General Team Managers and competitors will be ready to form up for the final parade. (The Flag Bearer should, if possible be a medal winner).

- 24.5** The Chairman of the IIGA will proceed to the dais, together with the Chairman of the Host Island IGA and/or the Chairman of the Organising Committee and the Chairman of the next Host Island IGA, to close the Games.
- 24.6** Flag bearers from the respective Member Islands, led by a band or to the accompaniment of marching music, shall enter the arena. A placard bearer for each of the participating sports will be followed by the competitors and Officials of that sport. All those in the parade shall march past the dais. The participants of each sport shall form up in front of the main stand in a similar configuration as at the Opening Ceremony.
- 24.7.1** The Flag bearers shall form an arc in front of the dais.
- 24.7.2** The special Water Container that was provided by Aland in 1991 shall be handed by a representative of the current Host Island to a representative of the next Host Island who shall ensure that it contains the sample of the mixed waters and that it will be available at the next Opening Ceremony.
- 24.7.3** The Chairman of the Host Island IGA shall then "return the flags of the Islands" with the words:
- 24.7.4** "As Chairman of the Island Games Association of (Island) I hand back to you the flag of your Island both in token of our friendship and goodwill towards you and as a memento of the (name of the IIGA Main Sponsor) Island Games (number) held here in (name of Host Island) in (year)"
- 24.8** The Chairman of the IIGA shall then ask that the Games Flag be lowered. The Games Flag shall be marched to the front of the official stand by its escort party of eight, where it will be folded and handed to the Chairman of the IIGA. The Chairman of the IIGA will then present it to the Chairman of the next Host Island IGA, with the following words:
- 24.8.1** "As Chairman of the International Island Games Association, I entrust this Ceremonial Flag to your care and I ask that you will ensure that the Flag is raised in (name of the next Host Island) at the start of the (name of the IIGA Main Sponsor) Island Games (number)."
- 24.9.1** The Chairman of the next Host Island IGA shall speak to extend a welcome to all Member Islands to compete in the next Games and the Chairman of the IIGA shall then address the gathering and officially close the (year) Games, finishing with the words:
- 24.9.2** "In the name of the International Island Games Association, I declare the (name of the IIGA Main Sponsor) Island Games (number) (place) (year) closed, and I call upon the sportsmen and sportswomen of the Member Island Associations to assemble in two years time in (next Host Island) to celebrate the (name of the IIGA Main Sponsor) Island Games (number) so that the spirit of true sportsmanship may be continued with courage and honour to all who participate."

24.9.3 At this stage, all competitors and Officials will be invited to join in the festivities.

Section 25 – Bidding for a Games

- 25.1** The timetable for submitting a Bid to Host a Games is set out in Section 21 of the Constitution
- 25.2.1 A Bid to Host a Games must be submitted in the format as agreed from time to time by the Executive Committee namely the “Bid Document”. The Bid Document is annexed hereto at Appendix A and is available to view or download on the IIGA website.
- 25.2.2 Within each sport in the Bid Document the Bidding Island is to identify each discipline and or event it proposes to stage.
- 25.3.1** The completed Bid Document to be forwarded to the IIGA Secretary in accordance with Section 21 of the Constitution.
- 25.3.2 On receipt of the completed Bid Document the Executive Committee will evaluate each Bid on a discretionary basis by identifying the strengths and weaknesses of each Bid within defined areas and assigning degrees of importance to those areas by way of a weighting mechanism.
- 25.3.3 The areas and weighting as mentioned in 25.3.2 may vary from time to time as agreed by the Executive Committee but priority will be given to adequate provision of sports facilities, travel, accommodation, organisational capabilities and finance and may also incorporate other areas
- 25.3.4 Bidding Islands will be made aware of the relevant areas applicable to their Bid after the
formal request has been received in accordance with 21.2.2 of the Constitution.

Section 26 - Conduct at a Games:

- 26.1** Every person whether a Competitor or Official representing a Member Island at a Games shall be honour bound to act and behave in a reasonable manner during the whole period that they are visiting the Host Island for the purposes of the Games and they shall not do anything or omit to do anything which would bring the Games into disrepute.
- 26.2** The Member Island IGA shall be responsible for ensuring the good conduct of all persons attending a Games and representing such Member Island and in the event of one or more of their representatives being found guilty of bad behaviour and bring the Games into disrepute the Member Island IGA shall be held responsible for bringing the Games into disrepute and shall be responsible and liable to sanction for the behaviour of their representative or representatives.

Appendix A

THE BID DOCUMENT

A FORMAL APPLICATION TO BID FOR THE NATWEST ISLAND GAMES IN

BASIC DETAILS

Name of Bidding Island

Population of Island

Size of Island sq. miles.....sq. kms.....

Main Language Currency

Name of Principal contact

Contact details for above:

Address

Telephone number

Mobile telephone number

E-mail address

Proposed dates for Inspection visit by Executive members

Proposed dates for the Games

Proposed date for the prior year AGM.....

Normal range of temperature during the above proposed dates to Centigrade

Humidity levels at this time of year% Monthly rainfall at this time of year inches

Please mention any adverse weather patterns which may occur during the above proposed dates:

.....

.....
Please state reasons for wishing to host the Games
.....
.....
.....

Please attach the following:-

1. Map of the Island showing sports venues, main accommodation areas, medical and media centres and probable transportation routes as well as distances and times involved.
2. Map of main town showing what you consider to be important information
3. Structure chart of bidding/organising Committee giving names, responsibilities and experience (see below also)
4. Letter from your Government/Local Authority confirming that they fully support this Bid Document and that they shall make available to the Organising Committee the Income amount particularised at page 9 of this Bid Document (please note that a copy of the relevant minute of Government/Local Authority approving such financial support should be attached),

Please answer the following questions so that the Master Contract can be prepared for signature following the AGM at which the Games are awarded:-

1. Is your Island Association prepared to accept the Master Contract in its draft form?
.....

2. If awarded the Games will your Organising Committee be a limited company?
.....

3. What will be the official name and address of the Organising Committee?
.....

4. Who will be signing the Contract on behalf of your Government of your Island or the Local Authority (please provide documentary evidence as to their position held and authority to sign the Contract).
.....
.....

By signing this application you confirm that:-

1. You confirm that you have used all reasonable endeavors to identify and confirm that there are no laws, customs or regulations in the Host Island, which would limit, restrict or interfere with the Games in any way, in particular that there are no such laws, customs or regulations which would prevent any Member Island from participating and competing in the Games under each Member Islands own name/identity, own flag and anthem.
2. You recognise the International Island Games Association has overall responsibility and control of the Games programme.
3. You guarantee that the Games will be conducted properly and in accordance with the Constitution and customs of the IIGA
4. During the years preceding the staging of the Games, the Executive Committee and where appropriate, Member Island Associations of the IIGA will be kept properly informed of all actions, planning and preparations taken in respect of the staging of the Games.
5. You confirm that the relevant bodies will enter into the Master Contract with the IIGA or specify what amendments to such Contract are requested.

SPORTS AND FACILITIES

The proposed list of Sports to be held is as follows:

Also indicate which disciplines/events are to be held in Athletics and Shooting.

Details of the proposed Sports venues and facilities should be completed on the Sports Section of the Bid Document and attached.

In completing this application form we were conscious of the following comments:-

- A Bidding Island must have in place, or have approved plans for sufficient venues suitable for staging all the sports, disciplines and events included in the Bid. A copy of the plans for proposed facilities is to be provided to the Inspection Team together with confirmation of funding in relation to anticipated capital costs for new/upgraded sports facilities (as identified at page 10).
- That the individual facilities are in accordance with the technical requirements of the sports, disciplines and events concerned. If not then due consideration has been given as to what improvements will be necessary to these existing facilities and these improvements will be made known to the Inspection Team.
- Are all the sports venues situated on one Island? If not, please indicate travel arrangements.
- For each of the sports facilities you propose to offer, please give the following details: -
 - Competition area
 - Spectator seating
 - Present status of facility
 - Organisational capability of the Sport
 - Details of what has to be achieved to ensure the sport/discipline/event takes place
 - Any additional comments

BID COMMITTEE

Please give names of your Bid Committee together with area of expertise, experience and any other relevant information which will be useful

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ORGANISING COMMITTEE

Please give details of the likely structure of your Organising Committee

.....

.....

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.....

TECHNICAL OFFICIALS

Please supply the following information regarding sports Technical Officials

	Sports to be offered	Number of Officials needed	Number currently Available	Number to be trained locally	Number to be imported
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total					

Additional Comments (if any):-

.....

.....

.....

.....

.....

TRAVEL

Air Travel

Is there an Airport on your island? Yes/No (please delete)

If YES:

Please state Airport name

.....

Please list main destinations for regular flights together with approximate present cost:-.

.....
.....
.....

Please state the maximum number of passengers permitted per flight

If NO:

Please state the nearest major Airport

.....

Please state distance and travel time for competitors to reach your island from this Airport

.....
.....

Sea Travel:-

Please give a brief summary of sea travel to your Island including time taken

.....
.....

Land Travel:-

Please give a brief summary of methods of travel by land to your Island and time taken

.....
.....

Customs / Immigration Implications:

.....

.....
Internal Transport: –

Please give a brief summary of how you would envisage moving competitors around your Island?

.....
.....
Number of hire cars available. And approximate cost Per week

ACCOMMODATION

Is a Games Village planned Yes / No (delete)

If YES please state where it would be situated
.....

Do you propose Athletes being accommodated by Island or Sport or a mix Island / Sport/ Mix

(Based on today's bed, breakfast and evening meal rates and using numbers available for the Games)

Hotels:

No containingbeds with prices ranging from to per night

Guesthouses:

Nocontaining beds with prices ranging from to per night

Bed & breakfasts/Holiday lets:

No containing beds with prices ranging from to..... per night

Campsites:

No with Tent sites with prices ranging from to per night

Cruise ship:

Will a cruise ship be required? - Yes/No (please delete)

Cancellation Policies:

Please state accommodation cancellation policies:
.....
.....

Food Arrangements at Hotels and Venues (please give indications of typical food and drink prices and details of any voucher system you may be using)
.....

.....

FINANCES

Please only include revenue costs, not Capital costs.

INCOME

Local currency and / or £'s

Government/ Local Authority of the Island confirmed contribution	/
Sponsorship in cash	/
Sponsorship in kind	/
Competitor/Spectator Accreditation fees	/
Sale of merchandising/programmes	/
Other Income	/
TOTAL ANTICIPATED INCOME	/

EXPENSES

Administration - salaries, accommodation etc	/
Communications - Results, Media Centre etc	/
Events - Opening, Closing, parties etc	/
Marketing - Advertising, TV/Radio etc	/
Sports - Running costs, technical officials etc	/
Transportation - Internal, AGMs, car rental etc	/
Volunteers - Clothing, food etc	/
Drug testing	/
Miscellaneous – Insurance, Games fee, IIGA costs, etc	/
Contingency sum - for unknowns	/
TOTAL ANTICIPATED EXPENDITURE	/

CAPITAL COSTS

Expected total of Capital costs for new/upgraded Sports Facilities
.....

Are Guarantees in place to ensure facilities will be ready for the Games Yes/No (delete)
(please provide details of such guarantees)

If no what contingency plans will be in place in the event that for any reason you are unable to host any of the sports identified at page 3.

Please give fuller details of contingency sports in the Sports Section (see attached)

OTHER INFORMATION

Results:-

Do you propose using the existing Administration & Results service? - Yes / No (delete)

If No:

Please state reason and alternative solution:

.....
.....

Medical: – (please state what facilities are available, what charges will be made, and what Insurance you would recommend Islands taking out if no reciprocal arrangements in place)

.....
.....

Drugs testing - Please confirm that you will make every effort to arrange an appropriate drug testing programme through a WADA approved National Anti-Doping Agency (NADO) that has access to approved laboratory facilities

.....
.....

Political –

.....
.....

Volunteers

.....
.....

How do you propose encouraging local support for the Games?

.....
.....

What do you see as the biggest legacy of holding the Games?

.....
.....

Please give brief details i.e. year and numbers involved of other large events that your Island has organised:

.....
.....

Give details of your local Media – TV, Radio and Newspapers – Will you be involved with TV coverage and if so please give likely coverage details

.....
.....

Give details of proposed media centre and how you would assist other Islands media

.....
.....

Give details of websites covering useful information – Local IGA, Local Sports Bodies, and Tourism etc.

.....
.....

How do you propose Communicating with Member Islands

.....
.....
.....

Any Other Comments –

.....
.....
.....
.....

Signed by Print name

On behalf of Island Games Association Position held

Signed by Print name

On behalf of Bid Committee Position held

Signed by Print Name

On behalf of Government/Local Authority of the Island

Position held

APPENDIX 2

The Victory Ceremonies and presentation of medals shall be conducted in accordance with the following guidance notes.

Procedure for Victory Ceremonies

- a The Victory Ceremony Coordinator and the Competition Director will decide upon the timing of the Victory Ceremony.
- b The Victory Ceremony Coordinator, after confirmation of the results will:
 - Ensure that the Announcer and music handler has been given the correct National Anthem/Victory Anthem and the names of the Medal winners and their Islands.
 - Ensures that the correct Medals are placed upon the Presentation cushions and that the Medal Maids are in position. (Gold, Silver & Bronze).
 - Ensures that the Medal winners for the event are present and that they are in position to march on behind the Medal Maids. (Gold, Silver & Bronze).
 - Ensures that the VIP is ready to accompany the Presentation Team into the arena.
 - Ensures that each member of the Presentation Team is aware of the procedure for the Medal Ceremony and that they know what positions to take up at the podia. i.e. The Medal winners will stand behind their respective podium, 1st Place in the centre, 2nd Place to the right and 3rd Place to the left when viewed from behind the podia. The Medal Maids will stand in line at the left-hand side of the podia, facing inwards. The VIP will stand on the right of the podia facing inwards. (When viewed from the rear of the podia).
 - Ensure that the Assistant Victory Ceremony Coordinator is present to lead the Presentation party into the arena.
- c When all are in position, the Coordinator will issue the instructions to the Announcer & music handler to commence the Fanfare.
- d After the Announcer has stated: "Ladies & Gentlemen, the Victory Ceremony for the (name of main IIGA Main Sponsor) ISLAND GAMES (Event) will now take place. The Medals for this event are to be presented by (name and title)".
- e After the commencement of the Marching music, the Presentation party will march into the arena and take up their respective positions, at which time he/she will ensure that the music is faded down.
- f When the music has stopped and the applause has died down, the Announcer will commence: "The winner of the Bronze Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) is (1st name and surname). Representing (Island)."
- g The Assistant Coordinator will instruct the Winner to mount the podia.

- h The Bronze Medal Maid will move forward and present the VIP with the Bronze Medal as the VIP presents the Medal, the Medal Maid will step back into line.
- i After the applause has died down, the Announcer continues: “The winner of the Silver Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) is (1st name and surname). Representing (Island).”
- (j) The Assistant Coordinator will instruct the Winner to mount the podia.
- k The VIP will move forward to the podia, as he/she does, the Medal Maid will also move forward and present the Silver Medal to the VIP. As the VIP presents the Medal, the Medal Maid will step back into line.
- l After the applause has died down, the Announcer continues: “The winner of the Gold Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) OR if a new Games record has been established in a New Games Record time of (time) / record distance of (distance) / record score of (score) is (1st name and surname). Representing (Island).”
- m The Assistant Coordinator will instruct the Winner to mount the podia.
- n The VIP will move forward to the podia, as he/she does, the Medal Maid will also move forward and present the Gold Medal to the VIP. As the VIP presents the Medal, the Medal Maid will step back into line. The VIP will then step back into line as the applause dies down.
- o The National Anthem or Victory Anthem of the Winner’s Island will be played whilst his/her National Flag is being raised.
- p When the Anthem has finished, the Assistant Coordinator will instruct the Medal winners to dismount and ensure that the Gold Medallist leads the march-off as the music commences. The Presentation Party will then leave the arena and return to the assembly area where the Victory Ceremony Coordinator will conduct the VIP back to his or her seat.
- q The Assistant Victory Coordinator will collect the National Anthem/Victory Anthem music from the Announcer and the medal presentation cushions and liaises with the Victory Ceremony Coordinator and prepare for the next Victory Ceremony.

Duties - Victory Ceremony Coordinator

The Victory Ceremony Coordinator is responsible for all aspects and procedures in the conduct of the Victory Ceremonies for the Games. He/She shall:

- Liaise with the Competition Director who shall be the person responsible to decide the exact timing for the Victory Ceremonies.
- Ascertain from the Competition Director the name of the VIP who is to present the Medals for a specific event and ensure that the VIP is at the venue and where he or she is sitting.
- Ensure that the National/Victory Anthem for the Gold Medal Winner is available and ready to be passed to the Announcer/music handler for each ceremony.
- Ensure that he/she has in his possession all the Medals for the events which are to

have presentation ceremonies, and that the presentation cushions are available.

- Ensure that the correct Gold, Silver and Bronze Medals are placed upon the presentation cushions and that the Medal Carriers are suitably instructed on their duties.
- Ensure that the Medal Winners are made known and that they know the location of the assembly area.
- Ensure that the Victory podium is correctly set up at the venue and that the music playing equipment is operational.
- Ensure that there are sufficient National Flags at the venue to accommodate the medal ceremonies during the competition.
- Ensure that the correct National flags are attached to the flag raising system prior to the commencement of the medal ceremony.
- Ensure that before each ceremony takes place, all members of the Presentation Party are present at the assembly area and that they are briefed on procedure of the ceremony, such as positions for march-in, where to stand when at the podia and when to carry out their duties and finally on the march-out.
- Appoint an Assistant Victory Ceremony Coordinator and shall ensure that the person appointed is fully conversant with all the procedures.
- After the Victory Ceremony has been completed, conduct the VIP back to his or her seat.
- Ensure that the music of the Gold Medal Winners National Anthem is returned to his/her care.
- Ascertain the time of the next ceremony and ensure that the assistant and other members of the presentation party are made aware of the time, which they are to assemble.

Duties - Assistant Victory Ceremony Coordinator

The Assistant Victory Ceremony Coordinator is to understudy the duties of the Victory Ceremony Coordinator and be prepared to take over those duties if required. He/She is to:

- Act at all times under the direction of the Victory Ceremony Coordinator.
- Ensure that the podia are correctly placed in the arena.
- Ensure that the Medal cushions are available and handed to the Medal Maids who shall be present ten minutes before the commencement of the ceremony.
- Lead the presentation party into the arena as instructed by the Victory Ceremony Coordinator, and shall ensure that the party line up at the podia in their correct positions.
- After the name of the medal winner and his/her Island has been announced shall instruct the person to mount the podia.
- At the beginning of the National Anthem/Victory Anthem the coordinator shall instruct the flag raising team to raise the National flags of the medal winners.

- After the Winners Victory Anthem/National Anthem has been played, instruct the Medal winners to dismount from the podia with the Gold Medallist in the lead position followed by the Silver and Bronze Medallists then instruct them to march-off followed by the Medal Maids and finally accompany the VIP back to the assembly area.
- Collect the Victory Anthem Music from the Announcer/music handler and retain it for safekeeping.
- Collect the National Flags and retain them for safekeeping.
- Report to the Victory Ceremony Coordinator that all has been accounted for and await instructions for the next Victory Ceremony. On being advised of the time of the Ceremony, ensure that the Medal Maid are made aware of the time which they have to report to the assembly area for the next ceremony and ascertain where they will be sitting.

Victory Ceremony Information Sheet

EVENT	
MEDAL PRESENTER	
GOLD MEDAL WINNER IS TIME/DISTANCE/SCORE *NEW GAMES RECORD?	YES / NO
FIRST NAME & SURNAME (BLOCK CAPITALS)	
REPRESENTING (ISLAND)	
SILVER MEDAL WINNER IS TIME/DISTANCE/SCORE	
FIRST NAME & SURNAME (BLOCK CAPITALS)	
REPRESENTING (ISLAND)	
BRONZE MEDAL WINNER IS TIME/DISTANCE/SCORE	

FIRST NAME & SURNAME (BLOCK CAPITALS)
REPRESENTING (ISLAND)
NATIONAL/VICTORY ANTHEM TO BE PLAYED?

*THIS INFORMATION WILL ONLY BE APPLICABLE TO CERTAIN SPORTS. PLEASE ENSURE TO CHECK IF A NEW GAMES RECORD HAS BEEN ESTABLISHED AND IF SO, NOTE ACCORDINGLY.

IMPORTANT NOTICE: THIS FORM MUST BE CHECKED BY THE COMPETITION DIRECTOR & THE RESULT RECORDER, AND DULY SIGNED.

SIGNED

Competition Director