

ISF HANDBOOK

GYMNASIADE



"We are school sport"

Published by ISF

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INTRODUCTION

The International School Sport Federation (ISF) is recognised by the International Olympic Committee and promotes the values and interests of Education through Sport.

Our Gymnasiade, the Gymnasiade – School Summer Games, aims to encourage young people towards: mutual understanding, volunteering empowerment, peace, non-discrimination, healthy lifestyle, social inclusion and gender equality. Fundamentally, it aims at supporting the educative paths of the young people to empower them as citizens of the world. ISF pursues its goals independently from political, religious or racial considerations. Sport can contribute incredibly to the physical, social and intellectual development of youngsters. Sport is a prevailing tool for the promotion of respect, peace and tolerance. The power of sport can break down cultural, religious and ideological barriers, no matter how large these are.

The ISF Gymnasiade is organised on a two-year basis. Every year, The Gymnasiade is a wonderful and unique multi-individual sporting Gymnasiade aimed at school sport athletes.

The Gymnasiade is the greatest ISF sporting and cultural Gymnasiade in the world, bringing together the best school athletes in individual sports from all continents of the world in one place, dedicated to sport performance, cultural exchange and educational programme.

It is a chance for young athletes to compete in a multi-sport environment with an international dimension. The high standards reached and cooperation with international federations can be the pinnacle of their sporting careers. The Gymnasiade offers the young athletes a once in a lifetime opportunity for high level competition in their respected disciplines with added educational value, unique in the world.

The Gymnasiade must be staged as a separate entity. If possible, other international sporting Gymnasiades or festivals shall neither take place in or near the host city during ISF Gymnasiade, nor immediately prior to the Gymnasiade.

Only the following may take part in the ISF Gymnasiade:

- An affiliated ISF member;
- In case of non-affiliation;
 - A country whose Olympic Committee can take part in the Olympic Games;
 - A country, although not recognised by the IOC, affiliated to the international sport federation concerned. The ISF Executive Committee will take a decision for each sport in which the country wishes to participate.

Only competitors who satisfy the following conditions may take part in the ISF Gymnasiae:

- All competitors must have enrolled in a school since the beginning of the academic school year or the year of the Gymnasiade;
- Students aged between 13 and 18 must attend a school providing general education;
- For the participation conditions, see *infra* the chapter on sport regulations’;
- All participants must be nominated by the country’s official entity responsible for school sport.

Accredited participants will stay for the whole period: from the arrival date until the departure date as established in the (provisional) programme.

The dates will be fixed at least 2 (two) years in advance, according to the calendar of IFs and approximate weather conditions.

ABBREVIATION

ESC - Gymnasiade Supervision Committee
ETC - Gymnasiade Technical Commission
ECC - Gymnasiade Control Commission
EDC - Gymnasiade Disciplinary Commission
EAJ - Gymnasiade Appeal Jury
LOC - Local Organising Committee
IF – International Federation
ISF – International School Sport Federation
SO(I) - Special Olympics (International)
SSE - School Sport Entity
HoD - Head of Delegation: Person in charge of the country delegation
EC - ISF Executive Committee
ISF-Delegate: ISF representative for the Gymnasiade, nominated by the EC
Marcom - ISF Marketing & Communication Department
MC - Management Committee
MoU - Memorandum of Understanding

DEFINITIONS

Communication Manager: LOC representative for the Gymnasiade
Evaluation visits: visit by ISF persons prior to the attribution
Inspection visits: visit by ISF persons prior to the Gymnasiade
Head Manager: LOC responsible for the Gymnasiade
Head of Delegation: Person in charge of the country delegation
ISF-Delegate: ISF representative for the Gymnasiade, nominated by the EC
Representative MoU: person nominated by the ISF under the MoU
Technical Commission: Commission of the ISF for technical members in charge for each sport

SUMMARY

INTRODUCTION (p.2)

ABBREVIATION (p.3)

SUMMARY (p.4)

GENERALITIES (p.6)

OBLIGATIONS (p.7)

- Attribution (p.7)
- Contract (p.7)
- Finances (p.7)
- Local Organising Committee obligations (p.8)
- LOC Insurances (p.8)

GYMNASIADE PREPARATION (p.11)

- Structure of the Gymnasiade (p.11)
 - LOC structure (p.11)
 - Organisational chart (p.11)
 - Colour code (p.12)
 - Committee and commission (p.13)
- Human Resource (p.14)
 - Delegate (p.14)
 - Technical Commission (p.15)
 - ISF Staff (p.15)
 - Gymnasiade Control Commission (p.17)
 - Gymnasiade Disciplinary Commission (p.17)
 - Gymnasiade Appeal Jury (p.17)
- Liaising with ISF (p.18)
- Meetings (p.18)
 - LOC meeting (p.18)
 - Inspection visits (p.18)
 - Additional visits (p.19)
 - Gymnasiade meeting (p.19)
- Venues requirements (p.19)
- Registration and accreditation (p.20)
 - Registration (p.20)
 - Accreditation (p.21)
- Gymnasiade manual (p.21)

GYMNASIADE REGULATIONS (p.22)

- Boarding and lodging (p.22)
 - Room policy (p.22)
 - Services (p.22)

- Food and beverage (p.23)
- Transport (p.23)
 - Arrival and departure (p.23)
 - Delegation (p.24)
 - Dedicated (p.25)
 - Transportation conditions (p.25)
 - Transportation information (p.25)
- Info point (p.26)
- Protocol (p.26)
 - Opening Ceremony (p.26)
 - Awarding Ceremony (p.27)
 - Closing Ceremony (p.28)
 - Charity Gala Dinner (p.29)

SPORT REGULATIONS (p.30)

- Generalities (p.30)
- Venues (p.30)
- MoU (p.30)
- Competition (p.30)
 - Participation (p.30)
 - Other ISF Gymnasiades (p.30)
 - Results (p.31)
 - Records (p.31)
 - Competition schedule (p.31)

MEDICAL AND SAFETY REGULATIONS (p.32)

- Medical services (p.32)
 - General (p.32)
 - Medical manager (p.32)
 - Basic hygiene (p.32)
- Anti-doping (p.32)
- Security (p.33)

EDUCATION REGULATIONS (p.34)

- Young leader programme (p.34)
- Cultural day (p.34)
- Cultural festival (p.34)
- Learn and share (p.35)
- Observer (p.35)

COMMUNICATION REGULATIONS (p.36)

- Press and media (p.36)
 - Facilities (p.36)
 - Photographers (p.38)
 - Accreditation (p.38)
- Social media (p.38)
 - Digital platforms (p.38)
 - Guidelines for posting (p.39)
 - Website requirements (p.40)
 - Copyright and trademark (p.40)
 - Virtual private network (p.40)
- Broadcast (p.41)
 - Host broadcaster (p.41)
 - World feed (p.41)
 - Individual feed (p.41)
 - IBC (p.41)
 - OB Van (p.41)
 - Satellite (p.41)
 - ENG crew (p.41)
 - Highlights & news (p.42)
 - Commentary position (p.42)
 - Archiving (p.42)
 - Internet social media live broadcasting (p.42)
 - International distribution (p.43)
- IT support (p.43)
 - Services (p.43)
 - Internet (p.43)
 - Network (p.43)
- Internal communication (p.43)

SPONSORSHIP REGULATIONS (p.44)

- Sponsoring (p.44)
 - Sponsoring rights (p.44)
 - Advertising space (p.44)
 - Sponsoring activation (p.45)
- Revenues & Compensation (p.45)

GYMNASIADÉ BRANDING REGULATIONS (p.46)

- Visual identity (p.46)
- Production (p.46)
 - Items to produce (p.46)
- Advertising (p.47)

MERCHANDISING REGULATIONS (p.48)

- Goodies (p.48)
- Areas (p.48)
- Ticketing (p.48)
- Revenues (p.48)

REPORTS (p.49)

- Statistics (p.49)
- Progress report (p.49)
- Evaluations (p.49)

GYMNASIADÉ TIMELINE (p.50)

GENERALITIES

When reading the ISF Regulations and these guidelines, you will notice that collaboration between all the stakeholders and, particularly; the LOC, the ISF and the Sports federation, form the key to a smooth and successful set up of the Gymnasiade. Pursuant to ISF regulations and technical regulations from the International Federation (IF), close co-operation is requested for all international matters and sports-related technical aspects, The SSA of the organising country may delegate its duties to a LOC, which must work in conjunction with this member. The President of the SSA or his representative will be a member of the LOC.

The SSE is directly responsible towards the ISF and will report to the Executive Committee of the ISF.

The LOC entrusted with the arrangements for the Gymnasiade is responsible for making all the necessary arrangements for the Gymnasiade in the spirit and in accordance with the ISF regulations and its rules of application.

All the arrangements must always be approved and ratified by the ISF.

The ISF ensures that all countries are kept fully informed of all the necessary technical arrangements and other requirements, and that the entry forms are supplied within a reasonable period to be completed and returned by the closing dates.

The LOC shall contract, at its own costs and expenses, an appropriate general liability insurance covering the risks of any liabilities or damages arising out of the organisation of the Gymnasiade and any act of the LOC, its mandatories and employees, from its constitution to its dissolution. This insurance will cover, except in cases of local legal constraints, without limitation, all claims for loss, injury, damage to goods and individuals, attributable to the Gymnasiade. The LOC is required to submit to ISF the appropriate certificate of insurance.

The LOC must make the necessary commitments with the appropriate authorities to guarantee the security of all the participants in all activities associated with the holding of the Gymnasiade.

It is required that the Gymnasiade be named as mentioned in the contract.

The intellectual property of ISF includes all copyrights, patents, registered and unregistered trademarks, registered designs, know-how and all other intellectual property as defined in Art.2 of the Convention Establishing the World Intellectual Property Organisation of July 1967.

The following and their derivatives are the exclusive property of ISF:

- ISF Anthem;
- ISF Logo;
- ISF Brand;
- ISF Gymnasiade designations and acronyms;
- ISF emblems of ISF Gymnasiade;
- Communication, Marketing, audio-visual and broadcasting rights.

OBLIGATIONS

The Gymnasiade should comply with the educational objectives of the ISF. In addition to the sport competitions, there should be friendly and educational meetings to encourage social and cultural exchanges. Within the programme, there should also be opportunities to become acquainted with the culture of the host country (Please refer to the Education Regulation's chapter).

Attribution

The mandate of holding an ISF Gymnasiade shall be entrusted to an active school sport entity of ISF.

The ISF Office informs the SSE in due time about the application deadline.

The ISF Office validates the conformability of the application form and inform the Executive Committee Member of the bidding cities.

The Evaluation Commission will be in charge of visiting and evaluating the bidding cities. A strict code of conduct and evaluation scale applies to all the evaluators who shall not be implied in any conflict of interests.

The cost of the evaluation (transports, visa procedure and full board accommodation) visit shall be borne by the bidding city.

The bidding city shall produce detailed but time-limited presentation to defend their project in front of the Executive Committee.

The organisation of ISF Gymnasiade shall be determined by the ISF Executive Committee

Contract

At the latest, one month after the attribution, the contract must be signed by all the parties; ISF and the designated organiser of the Gymnasiade.

Finances

Delegation obligations:

Along with the first entry, each country must pay a deposit per person, which amounts to the payment of two (2) night's stay, as confirmation of the entry. The deposit must be sent as a single payment for the whole delegation by the SSE. The sum of the deposit will be deducted from the total cost of participation. This deposit is non-refundable in the Gymnasiade of non-participation of the whole or part of the delegation, unless the country has informed the organisers in time (date to be fixed by the EC) or in a case of force majeure. The latter will require the approval of the MC.

The balance (including the ISF contribution) will be payable in Euros by any means of payment proposed and accepted by the LOC.

LOC obligations:

The organisation fee shall be paid three (3) months after the attribution.

The LOC has the right to collect from the participating countries a participation fee per night and per person, in Euros, as determined by the EC.

The participation fee covers all the aspects of the Gymnasiade, from the arrival date until the departure date, including but not limited to accommodation, catering, transports, anti-doping control and all the requirements mentioned within this handbook.

Payment:

The balance sheet of the Gymnasiade must be sent back to the ISF Secretariat at the latest fifteen (15) days after the end of the Gymnasiade.

The payment must be done, at the latest, thirty (30) days after conclusion of the Gymnasiade.

The payment will be operated in EUROS (€) and all the bank charges and currency exchanges must be borne by the LOC.

EC member and staff:

An EC member, visiting the Gymnasiade, will pay the same amount per night as an accredited participant.

Local Organising Committee obligations

On behalf of the host country, the SSE and the Local Organising Committee undertake to comply with the ISF statutes and adhere to the regulations of the Gymnasiade, to ISF competition rules and the contract, including but not limited to:

- Obtain formal guarantees from their political authorities that they will provide the necessary co-operation for the success of the Gymnasiade;
- Obtain formal guarantees from their government that all competitors and officials from all countries entitled to participate in the Gymnasiade will encounter no difficulties when attending the Gymnasiade or when leaving afterwards;
- Give formal guarantees that throughout the Gymnasiade no political meetings or demonstrations shall be held in the stadium or other playing grounds used for the Gymnasiade, nor in the competitors' housing area. In connection to this obligation, they shall not use the Gymnasiade for any purposes other than those in the interests of school sport;
- Ensure exclusive rights to ISF concerning the Gymnasiade television broadcasting and/or all other technical means of transmission;
- Pay to ISF the fees for the organising rights and respect the television broadcasting and marketing rights, as determined in the attribution contract;
- Obtain formal guarantees from their political authorities that they will provide the necessary co-operation for the security of all participants during the Gymnasiade;
- Comply with the ISF rules concerning the marketing of the Gymnasiade;
- Be a signatory of the WADA code and have ratified the UNESCO International Convention against Doping in Sport.

LOC Insurances

1. Regarding responsibility and insurance: the ISF shall not be responsible for any claim or loss, injury or damage arising out of the holding or cancellation of any ISF Gymnasiade.
2. Each participating country is required to provide for insurance for each member of its delegation. The insurance should cover, at least, civil liability, material damage and medical costs.
3. Insurance

The key components of such insurance are as follows:

General Liability (Civil and Product liability)

This policy is critical to the overall Gymnasiade's insurance programme and it should cover all the risks that the organisation can cause to third parties:

- Bodily injury (injury sustained for example by athletes, volunteers or spectators etc.),
- Property Damage (damage to third party buildings, equipment, assets etc.),
- Financial Loss (non-respect of an exclusive contract signed with a sponsor, non-respect of a contractual obligation in a contract signed with a supplier).

These three types of liability risks may cause serious consequences, such as high claims that are disproportionate to the money invested into the Gymnasiade (e.g. a bodily injury may have terrible consequences to the physical integrity of the victim with extremely large financial consequences – millions of euros).

The policy requirements are as follows:

- The policy period should cover the preparation period of the Gymnasiade, (including Test Gymnasiades), the Gymnasiade itself and the post Gymnasiade, dismantling / run down period of the Gymnasiade;
- The policy should be on a specialised sports Gymnasiade liability wording, on an "All Risks" basis and only contain a minimum number of exclusions;
- The policy should have an adequate sum insured to cover serious losses – limit of liability should be no less than 5 million USD (or local currency equivalent);
- The policy should have a deductible (excess) in line with the local organising committee;

- The policy should consider the different liabilities attached to the Organising Committee due to the variety of activities undertaken;
- ISF should be named as an “Additional Insured” within the policy;
- The Insurance Company providing for recovery should be subject to approval by ISF;
- The Policy wording should be subject to approval by ISF;

Directors and Officers Insurance (D&O):

Directors and Officers Liability Insurance (often called D&O) is liability insurance payable to the directors and officers of a company, or to the organisation(s) itself, as indemnification (reimbursement) for losses or advancement of defence costs in the Gymnasiade an insured suffers such loss because of legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defence costs arising out of criminal and regulatory investigations/trials as well. (Often civil and criminal actions are brought against directors/officers simultaneously).

The policy requirements:

- The policy should cover all the Organising Committees directors and officers for the liability they may incur due to a wrongful act and to whom personal liability may attach in their capacity as directors or officers.
- The policy period should be calculated considering the preparation period, the operating period and the dismantling period of the Gymnasiade.

Personal Accident (PA) and Assistance / Repatriation:

This type of Insurance Policy covers the damage to persons who participate in the Gymnasiade; the athletes, the volunteers, and the organisers. A PA policy provides for financial benefits to an injured party in the following Gymnasiades:

- In the Gymnasiade of death, it will pay an indemnity to the family of the victim;
- In the Gymnasiade of permanent disability, it will pay an indemnity to the injured party;
- It will pay for all the medical expenses of the injured party in addition to, or in the absence of, any social benefit / protection systems that may be applicable;
- It will pay for all specialist medical transport costs resulting from the accident.

A PA policy is not a duplication of the liability policy but rather an additional coverage which has two advantages; It acts without delay (since it will pay the claim once the medical document is verified), attesting the accident, the expenditure and eventually the disablement (disablement requiring some time as the insurer will only pay once the injury is consolidated), and it is aggregated with any similar insurance taken out; for example, directly by the injured party, (such as insurance contained in a travel policy or credit cards), thereby providing additional benefits.

The policy requirements are:

- Policy/policies for the protection of all persons associated with the Gymnasiade.
- The Personal Accident / Medical Expenses policy should provide a capital benefit in the Gymnasiade of death / serious injury and / or cover for any medical expenses incurred following an accident.

The different categories of people to be covered should include:

- Athletes / Competitors in addition to their own policy.
- Team officials and other team personnel.
- Technical Officials.
- Volunteers.
- Representatives and staff of ISF.

The Assistance Insurance Program (Repatriation) should provide coverage for:

- Repatriation in case of accident or illness.
- Repatriation of the body in case of death.
- Cost of the coffin.
- Medical including hospital expenses not covered by the Personal Accident cover.

Cancellation and Abandonment:

Cancellation or Abandonment of an Gymnasiade can result in a significant financial risk. This type of policy is becoming more important in the world of sport and Gymnasiades.

The policy requirements are;

- A policy to cover partial or complete cancellation of the Gymnasiade (unrelated to the risks covered by the Property policy under the business interruption section.)
- The policy should cover costs / expenses incurred and /or loss of revenue of the Organising Committee.
- Typical perils insured should include:
 - o Terrorism incident;
 - o Natural Perils (Earthquake, Flood, Hurricane etc.);
 - o Communicable Disease (Foot and Mouth, SARS etc.).

Automobile insurance:

This type of insurance is a legal obligation in a lot of countries in the world. More than anything, the fleets of major sporting Gymnasiades can be numerous.

- The policy should comply with all local legislation.

Material Damage:

Property Insurance policy covering the assets of the Organising Committee should be purchased.

The policy requirements are:

- The policy should be on an “all risks” basis of cover and include the risk of business interruption including advance loss of profits.
- The sums insured of this policy should be determined by the value of each site necessary for the organisation but needs to consider in addition to owned assets, those in the care, custody and control of the Organising Committee.

Incident/accident and claims management reporting and investigation policy:

The handling of any accidents / incidents is very important to protect, not only the finances of the organising committee, but also potentially its reputation. It is important that during the Gymnasiade;

- detailed procedure be prepared for how incidents / accidents will be recorded, reported and investigated.
- The procedure should include how the information will be reported to insurance brokers / insurance companies.
- A detailed Crisis Management Plan be prepared on how to deal / respond to major incidents.
- A central data base be created of all incidents / accidents.

• **STRUCTURE OF THE GYMNASIADÉ**

LOC Structure

The structure of the LOC shall be displayed to clearly define the tasks and duties of the LOC members. Departments in the following fields of activities could be created (can be partially combined, with ISF approval):

field of action			
Finance	Communication	Marketing	Competition
Accommodation	Catering	Transportation	Accreditation
Human resources	Security	Medical	Education
Observer	Hospitality	International Relations	Protocol
Volunteers	Anti-doping	Hospitality	Broadcasting

Organisational Chart

For each field of action, the ISF shall receive, at least 6 months before the start of the Gymnasiade, the contact reference details for the manager overseeing each field of action.

Field of action	Description	Contact
Accommodation	The manager works in collaboration with the protocol manager to provide for rooms in accordance with the standards.	Name: Email: Phone:
Catering	The manager will have knowledge on the arrival/departure and programme to ensure that meals are scheduled properly. The manager is also responsible for the quality and ingredients chosen.	
Transportation	The manager checks the transportation system from points of arrival to venues, special Gymnasiades and departure for participants in the Gymnasiade.	
Accreditation	The manager follows the validity and prepares the accreditation.	
Finances	The manager works closely with the accreditation manager and ISF office to work out the deposit, fees and settles all the payments.	
Human Resources	The manager oversees all the volunteers and works closely with the hospitality manager. The manager is the one appointing people in each category.	
Competition	The manager is responsible for the planning, coordination, management and delivery of the entire competitions and trainings.	
Medical	The manager ensures that the doping control room is ready and fully equipped, as well as the necessary staff to be fully trained and ready to work. He oversees the first-aid staff on-site and coordinates the communication with the closest hospitals.	
Sports	The manager works actively with the TC presidents, Technical coordinators and delegates to ensure the correct sport running of the Gymnasiade, from material, draw, weigh-in, etc.	
Referee	The manager looks after the needs of the technical officials and the TC members.	
Education	He supervises the educational activities and entertainment of all the participants.	
Marketing	The manager respects the guidelines of the ISF and the promotion needed during the Gymnasiade. This person works in compliance	

	with the ISF Marketing Director (or representative) guidelines and schedule.
Communication	The manager deals with social networks, Press releases, Gymnasiade exposure and Gymnasiade promotion, including both indoor and outdoor advertising. This person works in compliance with the ISF Communication Director (or representative) guidelines and schedule.
Protocol	The manager oversees the VIP and all the ceremonies held during the Gymnasiade.
Broadcast	The manager oversees all relationships and setup procedures regarding TV broadcasting and lives TV. This person works in compliance with the ISF Communication Director guidelines and schedule.
Hospitality	The manager is responsible for the communication with the delegations throughout, via an efficient system of communication such as Info Point, Bulletin.
Security	The manager is responsible for all security and safety measures. Must be in direct contact with all security on location, police or private firm, to regulate access and safety.
IT	The manager is in charge for completing all technical check lists and ensuring that the correct requested equipment is in place and functioning in each venue.
Observer	The manager oversees providing a special programme to the future and potential organisers of the Gymnasiade.

The members of the LOC should have good motivational skills, speak fluent English and have experience of organising a Gymnasiade. The names and contact details of the managers (heads of department) shall be communicated to the ISF office in due time for the ISF to have a contact person.

The colour code

It is requested that the group wear outfits of the following colours to assure a good visual recognition for the participating delegations.

Referees, umpires, judges: dark colour

Local Organising Committee: the same colour for everyone to be recognisable

Volunteers: the same colour for everyone to be recognisable

Media: the same colour for everyone to be recognisable

And any other grouping shall also have a distinctive colour

Committees and Commissions

Position	People	Duties of the Committees or Commissions
Gymnasiade Supervision Committee (ESC)		
Chair	ISF President	With the co-operation of the ISF staff, the ESC shall be responsible for: <ol style="list-style-type: none"> The supervision and smooth running of the Gymnasiade, The interpretation of the regulations of the ISF, Settling any dispute, which does not concern any other committee or jury, Examining and dealing with any complaints or protests of a non-technical nature, Impose immediate sanctions against teams or individuals that violate the regulations of the Gymnasiades, Deciding any other matters not covered in these requirements, To supervise the organisation of the Protocol ceremonies, To supervise the implementation of ISF communication & marketing guidelines.
Members	President of TC President of LOC Delegate of SSE CoCom	
Gymnasiade Control Commission (ECC)		
Chair	CoCom	<ol style="list-style-type: none"> Checking of the participants details (names, dates of birth with individual identity card or individual passport) after the head of delegation has paid the remaining fees. Checking the school lists, on which the school management confirms that the students have attended the participating school since the start of the academic school year. For national selected teams, individual documents concerning attendance at a school must be presented. The ECC shall decide on the admission of a school team/individual competitor to the Gymnasiade.
Members	ISF technical members LOC members	
Gymnasiade Appeal Jury– each sport		
Chair	President/delegate of the sport concerned	<ol style="list-style-type: none"> The EAJ shall deal with all protests of a technical sporting nature and/or violations of the respective international regulations governing the sport. All protests must be submitted by the HoD or Coach in writing, in English and within a fixed period as written down in the respective rules of competition. Each protest shall be accompanied by a sum fixed by the EC. The LOC will retain this sum if the Jury rejects the protest. If the protest is upheld, the full sum is refunded. Decisions of the Jury shall be handed in writing to the official in charge of the competitor's team. There is no appeal against decisions of the Jury. If one of the members of the EAJ is a citizen of the country making the protest, he/she may not take part in the Jury's deliberation.
Members	Member of the LOC Head of referee	
Gymnasiade Disciplinary Commission (EDC)		
Chair	ISF President	The EDC shall, in accordance with the pedagogical principles of the ISF, deal with all incidents and violations of the ISF statutes, the rules of procedure, the general rules for competition and, in general, the disciplinary behaviour during an ISF Gymnasiade, insofar as they do not concern the technical regulations of the sport concerned.
Members	President/Delegate of the TC concerned President of LOC	

Gymnasiade Technical Commission (ETC)

Chair	Presidents of TC	a. A technical meeting with the technical representatives of each delegation to confirm the list of participants, to approve the detailed programme of the competition, to relay to the delegations' information on technical matters. b. A meeting with judges and referees to confirm judging and refereeing systems, to prepare the competition and to appoint judges/referees c. Take responsibility for the satisfactory running of the competition. d. Assess if the spirit of the ISF is respected. e. Investigate and deal with all complaints and protests of a technical nature. f. Take responsibility for the interpretation of the general and the specific competition rules. g. The ETC shall govern the organisation of competitions and take the necessary decisions for the satisfactory organisation of the Gymnasiade.
Members	Sports coordinators IF Technical delegate Competition manager Sport manager	

For any commission, the rules for decisions are as follows: Decisions will be taken by a simple majority of the members being present. Absent members may not delegate their mandates. In cases of equality of votes, the Chair shall have a casting vote.

- **HUMAN RESOURCES**

ISF Delegate

At every Gymnasiade, the ISF President is the ISF-Delegate. The duties of the delegate are to follow up the event from the start. The delegate is accompanied by the CoCom.

The delegate supervises all resolution processes for issues that may occur, thus take the responsibility for the satisfactory running of the Gymnasiade.

The Delegate is appointed by the Executive Committee 2 (two) years prior to the Gymnasiade, whose duties are:

1. Presence at the preparatory phase of an Gymnasiade

- a) Signature of the contract and protocol visit
- b) First and last Inspection visits with CoCom.
- c) Attend the Gymnasiade managers' seminar.
- d) Ensure that the ISF Communication/Marketing/Broadcasting/Merchandising requirements are respected.
- e) Stay in contact with the LOC to follow up the progress.

2. Presence at the Gymnasiade

- a) The ISF-Del must be present two (2) days before the start of the Gymnasiade.
- b) The ISF-Del stays until the last day of the Gymnasiade.

3. Specific tasks during the Gymnasiade

- a) Represent ISF in official meetings and public communication.
- b) Ensure that these requirements are strictly complied with.

- c) Take responsibility for the satisfactory running of the Gymnasiade.
- d) Take responsibility for the interpretation of internal rules.
- e) Be the Chairman of the ESC and of the EDC.
- f) Resolve any disputes, which do not fall within the remit of another jury or Commission.
- g) Scrutinise the non-sport elements of the Gymnasiade (accommodation, food, transport, protocol, information, damage, internet, etc.) along with Coordination Commission.
- h) Investigate and dealing with all complaints and protests of a non-technical nature.
- i) Resolve all political problems or other complaints and protests in consultation with the TC president of the TC concerned.
- j) Act as an intermediary between the LOC and the HoDs.
- k) Check adherence to the ISF regulations.
- l) Preside at meetings with HoD.
- m) Ensure that the ISF is represented on all special occasions such as opening and closing ceremonies and state or civic receptions, official banquets.
- n) Support the visibility of ISF and its sponsors, communication matters and implementation of aside activities.
- o) Check the accreditation process and be present.
- p) Confirm the balance sheet.
- q) Oversee the attribution of the Joy of Moving Trophy for Fair-Play.
- r) Make sure that the delegations comply with their obligations.
- s) Check the Anti-doping policy.
- t) Pass the Flag on to the next organiser.
- u) Be present to solve any dispute and be the final decision-maker.

4. Specific tasks after the Gymnasiade

- a) Send a report to the General Secretary of the ISF within thirty (30) days following the Gymnasiade.
- b) This report should be written in English.
- c) Present the report to the EC at the meeting.

Technical Commission

The Technical Commission discusses and decides on all technical matters and the running of the Gymnasiade after agreement with the IFs.

The Technical Commission co-operates with the referee, sport and competition manager.

The Technical Commission shall make sure that their sport is widely promoted, that they follow up the performance of the competitor, have a live scoring system and use the live streaming. It is requested that the TC works on the programme, with the communication team, to ensure fair visibility.

Co-operate with the IF concerned.

In the preparatory phase of the Gymnasiade two (2) or three (3) days before the start of the Gymnasiade:

- Initial meeting where agreements of cooperation are produced, and tasks are assigned.
- A meeting with the ESC.
- A meeting with the ISF Staff.

In the active phase of the Gymnasiade:

- A technical meeting with the technical representatives of each delegation to confirm the list of participants,

to approve the detailed programme of the competition, and to relay information on technical matters to the delegation.

- A meeting with judges and referees to confirm judging and refereeing systems, to prepare the competition and to appoint judges/referee
- Take responsibility for the satisfactory running of the competition.
- Ascertain compliance with the spirit of the ISF.
- Investigate and deal with all complaints and protests of a technical nature.
- Take responsibility for the interpretation of the general, and the specific, competition rules.
- The ETC shall govern the organisation of competitions and take the necessary decisions for the satisfactory organisation of the Gymnasiade.

After the Gymnasiade

- The TC President shall send a report within thirty (30) days following the Gymnasiade to the Secretary General of the ISF. The report must be written in English. The report will be presented to the EC.

ISF Staff

The ISF staff members present at an ISF Gymnasiade will oversee supporting the LOC and ensure that all the aspects of the handbook are respected. It is highly recommended to consult the ISF staff in advance to validate your programme (marketing, broadcasting, communication plans, protocol, branding, logos, etc). This will avoid the staff having to amend any part of the programme at the last minute.

Mostly, the staff will oversee facilitating the communication or clarifying any doubts that arise throughout the Gymnasiade. The ISF staff will be strongly involved in the CoCom.

Communication with the LOC

- Preparing the Gymnasiade
- Following up the preliminary visit
- Going through the requirements of the handbook
- Validating procedure, protocol and conjointly amend the programme
- Question-answer-support

Communication with the TCs

- Setting up the best communication plan (livestreaming – scoring – best players, ISF records)
- Going through the presentation of HoD & TC meetings
- Collaborate to get the work done in time (results, programme, changes)

Communication towards the delegations

- Digital communication
- On site

Communication towards ISF

- Report a SWOT analysis

There shall always be a meeting with the Head of LOC, TC presidents, Delegate and ISF Staff to make sure that the communication is well established before the start of the Gymnasiade.

The Staff member shall arrive two days in advance. All the travelling costs are being borne by the ISF. It is courtesy that the LOC covers the board of the staff member – if negative, the ISF coverage amounts to 50€/night, of a single room.

Gymnasiade Control Commission

The ECC shall be responsible for:

- a) Checking of the participants (names, dates of birth with individual identity card or individual passport) after the head of delegation has paid the remaining fees.
- b) Checking the school lists, on which the school management confirms that the students have attended the participating school since the start of the academic school year. For national selected teams, individual documents concerning attendance at a school must be presented.

The ECC shall decide on the admission of a school team/individual competitor to the Gymnasiade.

The following documents must be presented to the ECC in Latin script:

- a) A collective list of the school team, including names and dates of birth, on which the schools' head master confirms that the students have attended the participating school since the start of the academic school year. For selected teams, individual documents concerning attendance at a school must be presented,
- b) Individual identity card or passport of the students,
- c) A recent photo, if not uploaded in the electronic registration system,
- d) The qualification of umpires, referees, judges and other sport experts.

The ISF staff will check if the ISF specific requirements (including communication and marketing) are respected.

The Gymnasiade Disciplinary Commission

The EDC shall deal, in accordance with the pedagogical principles of the ISF, with all incidents and all violations of the ISF statutes, the rules of procedure, the general rules for competition and, in general, with the disciplinary behaviour during an ISF Gymnasiade, insofar as they do not concern the technical regulations of the sport concerned.

Composition of the EDC:

- a) The ISF President.
- b) The President of the TC or IF of the sport concerned.
- c) The President of the LOC.

Any measure or decision taken by the EDC during an ISF Gymnasiade must be brought to the attention of the ISF EC.

The Gymnasiade Appeal Jury

The EAJ shall deal with all protests of a technical sporting nature and/or violations of the respective international regulations governing the sport.

The EAJ is composed of three members:

- a) A representative of the TC or IF.
- b) A representative of the LOC.
- c) A representative of the Referees/Umpires/Judges or if there are no judges or referees, one coach appointed during the first technical meeting.

All protests must be submitted by the HoD or Coach in writing in English within a fixed period written down in the respective rules of competition.

Each protest shall be accompanied by a sum fixed by the EC. The LOC will retain this sum if the Jury rejects the protest. If the protest is upheld, the full sum will be refunded.

Decisions of the Jury shall be handed in writing to the official in charge of the competitor's team. There is no appeal against decisions of the Jury.

If one of the members of the EAJ belongs to the country making the protest, he/she may not take part in the deliberation of the Jury.

- **LIAISING WITH ISF**

- a) The LOC is set up and runs efficiently at least twenty-four (24) months before the Gymnasiade.
- b) ISF will be provided with an organigram where all the names of the positions mentioned in the structures shall be listed.
- c) The most up to date contact list of all the main LOC managers and their mobile telephone numbers and email address communicated to the ISF as soon as possible.
- d) The main address of the secretariat of the Gymnasiade to deliver sponsoring materials.
- e) Each request or question from ISF must be addressed in a timely and efficient manner; within three (3) working days.
- f) The LOC follows the Marketing/Communication guidelines and schedule, and is in regular contact with the ISF before producing any material supports.
- g) A progress report compiled by the ISF is at the disposal of, and to be used by, all the teams involved in the LOC and the staff to follow up own progress.

- **MEETINGS**

LOC Meetings

An Gymnasiade Manager is appointed, and a Communication Manager Seminar is organised by the ISF Office approximately twenty (20) months before the Gymnasiade. Any other member up to 6 are welcome to join to the seminar, as long, as they are involved operationally in the organisation.

The meeting deals with all aspects of the organisation and communication before, during and after the WSC.

It is important that the operational persons for the general management and communication and marketing be present. All managers must be able to speak English fluently.

The ISF team will lead you through the whole process, discuss the communication tools and will deal with all your questions about the organisation of an ISF Gymnasiade and communication.

Inspection Visits

A first Inspection Visit shall take place 18 (eighteen) months prior to the start of the Event with a maximum of 5 (five) delegates. A second Inspection Visit shall take place 12 (twelve) months before the Event with a maximum of delegates equal to the number of sports at the Event plus 2 (two). A third Inspection Visit shall take place between 6 (six) and 3 (three) months prior to the Event with a maximum of 5 (five) delegates.

The LOC shall also cover the costs of the Event, including but not limited to: accreditation, accommodation, venue arrangements, transportation, opening and closing ceremony, cultural programme, medical services, security, medals, branding, sponsoring and communication requirements, anti-doping control and all the requirements set out in the Handbook and the present Agreement.

Additional visits

ISF Staff members may operate an additional visit with the LOC for a progress working session in view of the implementation of all ISF requirements.

They will visit the facilities (venues, hotels), review compliance with the Gymnasiade manual, and make recommendations for improvement, if required.

The international travel expenses, local travel expenses and the costs of the stay of the ISF representatives are covered by the LOC.

Gymnasiade meetings

Prior to the start of the Gymnasiade, the following meetings shall take place:

- Meeting with LOC – TCs – ISF Delegate and ISF Staff to introduce the teams and go through the state of affairs.
- Meeting with the volunteers for an explanation of the coding and flow of the Gymnasiade.

Once the delegations have arrived, the Heads of Delegation meeting shall be scheduled as soon as possible to inform on the whole programme and introduce the organising team. This meeting shall be followed by the coaches meeting to provide the technical rules and technical information.

A separate meeting with the officials shall take place to confirm, and inform about, the officiating system.

HoD meetings and Coaches meetings must be renewed after 2 days of competitions to exchange about issues, doubts and uncertainties.

The volunteers shall have meetings in the late evening or the early morning every day to be well informed and convey the latest updates to the respective delegation they oversee.

• VENUES REQUIREMENTS

LOC Secretariat	The LOC Secretariat should be located with an easy access for the delegations.	<ul style="list-style-type: none">• Fast Printer• Photocopying equipment – up to A3 size copies• Enough space for the delegation to sit• Tea and coffee machine• WIFI• Tables and chairs
ISF Office	A space, within the LOC Secretariat, should be dedicated to the ISF staff to liaise with the organisation.	
Accreditation Office	The accreditation can take place in the LOC secretariat but it is better to have a separate room to allow the LOC Secretariat a quiet place to work.	<ul style="list-style-type: none">• Laptops/PCs• Printers• Digital cameras/webcams• Laminators• A reliable broadband internet connection in the accreditation centre• Volunteers for the accreditation centre• The accreditation card, according to the templates• WIFI
TC Offices Official Offices	Please refer to the Technical Specificities of the sport concerned. WIFI	

- **REGISTRATION AND ACCREDITATION**

Registration

The ISF develops the registration system in accordance with the needs of the Gymnasiade.

- Create user-accounts for registration system administrators of LOC;
- Provide technical support to LOC;
- Provide training for LOC staff, who will be dedicated to the registration and accreditation functions, the volunteers, and local staff who will operate during the preparation of the Gymnasiade;

LOC

- Use all the data entered in the system for all logistic arrangements including visa applications, accommodation booking, international and local transportation arrangements, meals, certificate etc;

SSE

- Enter and validate all the information requested for the registration of their delegations (athletes, HoDs, etc..) within the deadline set for the process;
- Verify that their participants registered for the Gymnasiade are eligible;

Accreditation

Without accreditation, no participation or defined access is permitted to the Gymnasiade, including the competitions.

Accreditation must function continuously from the arrival of the first delegation to the last. A roster of volunteers may be required for the different checkpoints because the process may be spread out over a period in excess of 24 continuous hours.

Principal accreditation check points are:

- a) The LOC Secretariat: Checking the composition of the delegation.

The head of delegation reports on his/her delegation to the LOC secretariat for the Gymnasiade, who records possible changes to the composition of the delegation and explains the circuit of administrative and financial formalities to be completed.

- b) Finance: Settlement of the participation charges for the whole delegation.

The HoD then settles the balance (less the deposit paid) of participation costs in accordance with the current ISF rate (including ISF contribution and participation fees) in Euros or by such other payment method agreed by the LOC.

- c) Control Commission (ECC): Checking the eligibility of a delegation's teams for each discipline.

This commission decides on the eligibility of the teams for the Gymnasiade. It checks participants before the start of the competitions but after the head of delegation has paid the balance of participation fees for this Gymnasiade.

The ECC must check the following documents with the presence of the HoD:

- For each athlete: a document certifying that they are enrolled at a school from the beginning of the school year.
- The passports or identity cards will be used to check the age of each student.
- For each referee, judge, and umpire: his or her qualification.
- The document certifying the insurance coverage.
- The document of use of image and the anti-doping consent forms.

Once the documents listed have been checked, the ECC will hand out to the students' individual accreditation cards. Each adult in the delegation: HoD(s), coaches, referees and additional adults, and, if applicable, bus drivers, will also receive an accreditation card giving the bearer free access to the Gymnasiade.

On completion of the accreditation, often after a long journey, the LOC will pay particular attention to the conviviality of their initial welcome and should extend friendly hospitality to the delegations in a suitable relaxed location away from the accreditation site.

- **GYMNASIADE MANUAL**

1. The LOC will prepare, under the supervision of the ISF office, an Gymnasiade manual for the participating delegations, officials, and referees. This material shall be finished three (3) weeks before the Gymnasiade and validated by the TC President and ISF Staff.
2. The Gymnasiade manual to be placed in a welcome package and must be distributed to the delegations, officials and referees on the day of their arrival.
3. The Gymnasiade manual shall include:
 - a) Foreword by the LOC;
 - b) General Organisational Chart;
 - c) Technical Organisational Chart;
 - d) List of members of the LOC and International Referees;
 - e) List of the names of liaison persons and interpreters for each team;
 - f) Meeting schedule;
 - g) Map of cities with location of hotels, competitions venues, training venues (with address, telephone numbers) and transportation (for teams, officials and referees);
 - h) Medical services and controls (including address, telephone numbers of the clinic engaged for emergencies);
 - i) Opening and closing ceremonies programme;
 - j) Cultural Gymnasiade programme;
 - k) Detail Educational programme
 - l) Specific Competition Regulations;
 - m) Participating teams & pools;
 - n) Competition schedule;
 - o) Possibilities for spectators to attend the World Schools Championship.

• BOARD AND LODGING

The LOC must provide the participants with accommodation in facilities approved by the ISF (hotels, villages, campus, etc.). The service level and cleanliness of the facilities shall be in conformity with the international standards.

The facilities shall be chosen in accordance with:

- Their geographical location, in relation to each accommodation facility and the competition venue. In principle, the facilities shall not be more than 30 minutes away from the competition venues.
- Their capacity, in relation to the optimisation of the number of delegations accommodated in the same facilities (athletes, coaches must be in the same accommodation).
- All teams shall be accommodated in the same hotel or separated in several hotels with the same general conditions, such as hotel services, distance to competition venue, etc.
- If the Technical Members are accommodated separately, it shall be close to the delegations' hotel and the LOC secretariat.
- VIPs shall be boarded in an upper standard hotel apart from the delegation with ISF EC members.
- High-speed Wifi shall be available for free in any accommodation.

Room policy

- The HoD will be accommodated at the same location as their delegation for which s/he has complete responsibility. If this is not possible, they will be accommodated nearby (maximum five (5) minutes). They shall be boarded in a single room.
- The HoD deputies will be lodged maximum two (2) persons in a room with single beds in, preferably, the same hotel as the delegation.
- Coaches and referees/judges/umpires will be lodged maximum two (2) persons in a room with single beds in the same hotel.
- Mixing of nationalities is to be avoided.
- Mixing gender is prohibited.
- Mixing minors and adults is strictly prohibited.
- There should be a maximum of four (4) students per room.
- Sanitary arrangements (bathroom and toilets) shall be located in the room.
- Every room must be provided with hand towels and bath towels, and vanity kit.
- The room shall be regularly cleaned by the lodging cleaning service.

Services

The LOC should ensure that the following services are available for the participants in the selected facilities:

- Recreation areas and socialising areas
- Internet (in the lobby and in the rooms)
- Fitness area
- 24/7 medical service
- Mineral water
- Relaxation area with sauna and massage area
- Laundry

Additionally, Information boards will be prominently displayed in each facility, containing; the Gymnasiade Programme, announcements, changes, transport timetable, weather reports, etc.

The facilities shall also offer adequate parking space for all vehicles foreseen in the transportation plan (i.e. shuttle buses, private cars, etc).

The facilities should have English-speaking personnel able to answer all the requests from the participants.

• FOOD AND BEVERAGE

The LOC must provide 3-meal catering services (breakfast, lunch, dinner) to all participants, in the accommodation facility or in a dedicated area close to their facility. Regarding lunch and dinner, the LOC is also required to provide services at the venue during competition days, especially for working staff, technical officials and competitors.

1. For the composition of meals, the LOC should take into consideration a choice that will enable the students, irrespective of their cultural or religious backgrounds, to absorb the number of calories necessary for high-level sport performance.
2. The competition programmes should be taken into consideration when determining the duration and location of the meals to allow the students sufficient time for digestion and warming up.
3. Opening and closing hours of the restaurant must be in accordance with the specific sport programme, allowing for sufficient pre- and post-competition time.
 - Quality meals (three (3) meals per day: breakfast, lunch and dinner (preferably buffet format) in sufficient quantities for the participants (players and team officials, ISF staff, staff and referees), based on their competition and training schedules. The ISF-Del shall approve proposed menus.
 - Meals must be diverse from day to day and be of high quality.
 - Special diets should be requested by participating countries at the time of 3rd bulletin entry (ERAS).
 - To avoid doping cases related to consumption of meat products contaminated with prohibited substances. Meat/Fish that is used for meals should not contain any steroids, hormones, etc.
 - The catering places shall be sufficiently big to have everybody seated.
 - On the first day, the lunch and/or the dinner will be provided in accordance with the delegations' arrival schedule. Delegations starting with a lunch will end with breakfast on departure day; delegations starting with dinner will end with lunch or packed lunch on departure day.
 - Light refreshments such as cold/warm drink and snack must be available during the Gymnasiade of late arrival (night).
 - A sufficient supply of mineral water per person should be available for the teams at meals, along with a sufficient quantity of free tea/coffee.
4. Mineral water and healthy snacks shall be provided to all competitors and officials throughout the day at all venues. It is not possible to provide any snacks which are produced by competitors' companies of the ISF partners.
5. All expenses related to food and beverage as outlined above shall be borne by the organiser.
6. All extra meals and extra services required should be provided and the expense borne by the requesting team.

• TRANSPORT

Arrival and departure

Before the arrival, the delegation should have been informed by e-newsletter of the following items:

- Where to find the LOC Info Point at the arrival, branded with the logo of the Gymnasiade.
- Who to reach in case of problem, delay, cancellation.
- How the transport from the arrival ports will work.

The LOC must set up a visible point at the arrival to be easily recognisable.

A first document shall be distributed to HoD with general items:

- Accreditation (the documents to bring, the timetable and location)
 - Early training system
 - Communication/Social Media/ Broadcasting information
 - WIFI access
 - Catering (location and timetable)
 - Head of Delegation and Coaches meeting (timetable and location)
1. The staff should speak fluent English and the language of the host country. They should be able to provide all the information required for the arrival process and for transportation to the hotels.
 2. A record of all the arrivals shall be kept for the LOC to follow up.
 3. In case of delayed flights, the LOC shall establish communication procedures among the staff, the transportation manager of the LOC and the accommodation manager of the LOC.
 4. Regarding the departure procedure, each participant and guest must receive, together with his/her welcome package, a personal reminder on specific time and date they will be picked up from the accommodation facility for departure.

Delegation

1. The LOC shall be responsible for the organisation of the local transportation related to the official programme for each delegation participating in the Gymnasiade from the day of their arrival (from the ports of arrival) until the day of their departure (to the ports of departure).
2. The organiser shall fix a sufficient number of buses with drivers for the delegations. The buses should be branded with the Gymnasiade logo.
3. The vehicles shall have the following conditions:
 - Vehicles shall be clean and air-conditioned (if necessary).
 - At the front of each vehicle, the logo and the destination shall be visible.
 - No one may travel in these vehicles without the permission of the LOC.
4. The delegation transportation includes:
 - Pick-up at place of arrival (e.g. train station, airport) and transfer to the hotel Transfer to/from the accommodation to/from the venues (training, competitions) for the Gymnasiade.
 - Transfer to/from the different venues (competitions, training, anti-doping rooms, etc)
 - Transfer to/from the hotel to/from the venues for the non-sporting activities such as opening and closing ceremony, cultural events, etc.
 - Transfer to the place of departure (e.g. train station, airport).
5. The organiser will prepare a transportation plan in accordance with the competition and Gymnasiade schedules.
6. The transportation will provide, and be organised by the LOC, in such a manner that it will deliver the participants to venues at least 1 hour prior to the official starting time and collect them from fields within 30 minutes of the conclusion of the final game

Dedicated

1. The LOC shall provide transportation for all officials (ISF representatives, VIPs, ISF staff, TC members and referees) from the day of their arrival until the day of their departure.
 - Transportation includes mini-vans (number based on the location of the sport venues and the schedule) for the Technical Commissions and bus for the officials
 - Private cars (a minimum of 10) with driver at the disposal of the ISF Staff and a VIP van with a driver for the ISF President/Secretary General/VIPs
 - The vehicles shall have the following conditions:
 - Vehicles shall be clean and air-conditioned (if necessary).
 - On the front of each vehicle in a visible position shall be an accreditation with the ISF logo.
 - Apart from security, no one may travel in these vehicles without the officials' permission.
 - Transportation of the dedicated persons includes:
 - Pick-up from place of arrival (e.g. station, airport) and transfer to the hotel.
 - Transfer to/from the hotel to/from the venues for competition/training venues.
 - Transfer to/from the hotel to/from the venues for the non-sporting activities such as opening and closing ceremony, cultural events, catering, meetings, etc.
 - Transfer to departure place (e.g. station, airport).

Transportation conditions

Insurance:

The LOC shall ensure that all types of transportation have the necessary insurance cover.

Drivers:

Car drivers for the Gymnasiade should be of appropriate age, sufficient maturity and have driving experience. They should know the basics of English and have a good knowledge of the region. In case of non-English speaking drivers, the LOC should provide a clear plan of transportation and an English-speaking transportation manager's contact details.

Volunteers can be used as drivers insofar they fulfil the requirements above.

For the buses, it is recommended that professional bus companies will be used which will supply their own professional drivers.

Transportation Information

Each delegation shall receive a printed transportation schedule detailing all their transportation needs for the day. The volunteers shall also be aware of the precise transport schedule. The timetable should be clearly displayed at the info point in the lobby of each accommodation.

The cars/buses require dedicated parking areas very close to the venue. If required, passes should be distributed to the cars and buses.

The VIPs shall be informed individually of their transport schedule.

The LOC will arrange staffed and event branded welcome desks to provide information and transportation services at the port of arrival, in the venues, and at all official hotels for all participants.

- **Info points**

An Information Point must be available at the arrival place of the delegations at which a volunteer shall be present to answer the participants' questions. It aims to avoid people disturbing the administration. Only the volunteer at the Info Points shall be in liaison with the administration. Daily bulletins, results and announcements shall be published in due time at Info Points for consultation.

An Info point must be at each official venue to allow liaison with the administration.

The main Info Point should be located at the accommodation lobby. At least one (1) person, who is capable solving majority of problems arising or answering any question in English, shall be at the point at any time. Next to the Info Point, there will be an information board that will always be up-to-date with the following information:

- a) Competition programme
- b) Training programme
- c) Transportation schedule - shuttle bus service timetable
- d) Technical Meeting programme
- e) Daily bulletin of previous match days
- f) Organiser contact
- g) HoD special information

- **PROTOCOL**

Opening Ceremony

The Opening Ceremony shall be rehearsed several times and shall feature:

The recommended maximum duration of ninety (90) minutes;

- a) Official part (maximum 40 minutes): Parades of counties (in English alphabetical order with the host country parading last), speeches (the highest representative hierarchically from the hosting country and the highest authority in ISF), oaths*, anthems (ISF and national country), flag raising of ISF and declaration of the Gymnasiade open.
- b) Artistic part (maximum 50 minutes): music, dances, shows reflecting the culture of the hosting country.

The official part shall be cut with various artistic parts to avoid too long official phases which disconnect the interest of the audience.

**Oath of the athlete: "We, the participants at the ISF <Gymnasiade> <year>, promise to compete in a fair and friendly manner in the spirit of ISF. We agree to accept the rules, respect the decisions of the referees and officials, respect our opponents and their supporters, be modest winners and good losers to meet our engagements towards ISF."*

Oath of the official: "On behalf of all the judges and officials, I promise that we will fulfil our tasks impartially, respect and uphold the rules and act in a spirit of sportsmanship."

The LOC provides one or more moderators who are highly proficient in English and have experience in this matter.

They will make all announcements only in English on the Opening and Closing Ceremony, during the Gymnasiade and the various award ceremonies.

The following materials are requested:

- An efficient sound and video system;
- Up to two (2) big screens to project videos and presentations;
- An efficient and strong Internet access;
- The LOC will install a temporally Internet access for all participant in the sport venues during the opening and closing ceremony and during the competition;

- Seats dedicated to VIPs
- A cocktail for VIPs
- Live translation for native speaking speech.

Awarding Ceremony

These ceremonies need to be dynamic and must be carefully prepared and rehearsed.

The awarding ceremony podium needs to be set up at the competition venue or any alternative venue approved by the ISF-Del.

The stage needs to be set up in a way to be used for individuals or team presentations according to the competition format.

The full design of the awarding ceremony area needs to be submitted to ISF-Del for approval.

The LOC should present to ISF-Del the concept for the medal/certificate/trophy/giveaways designs and subsequently produce them after approval. The designs shall include the Gymnasiade 's logo and Gymnasiade name, the Host City's name, the year as well as the name of the sports/discipline.

Components to be prepared for Awarding Ceremony:

- Table with the trophies/medals/Certificates in order
- Protocol English speaking officers
- VIPs/personalities invited in the various medal giving and award ceremonies (with names and titles clearly identified).
- Hostesses to welcome and guide the VIPs (at least 15 minutes before the ceremony)
- ISF anthem
- Lighting
- Audio
- Speaker
- TV broadcasting
- DJ / band

Order of the Ceremony

- a) The medals will be presented at the end of the competition by the selected VIPs/personalities
- b) It is strictly necessary to organise the ceremony with no delay between proceedings.
- c) If possible, the medal ceremony should take place immediately after the last competition and at the same venue as the competition, in the following order:
 - Opening music (ISF Anthem). No national anthems. No national flags.
 - Before the announcement, the medalling athletes shall be placed behind their respective podium position in the following order: 2nd place (left), 1st place (middle), 3rd place (right). Each athlete having won a medal must be present at the ceremony.
 - Announcement of the "Medal Award Ceremony for (name of the sport and the discipline)"
 - The medals will be presented by the protocol officer(s) as follows:

BRONZE MEDAL		
Bronze medal (name of student or team)	The bronze medal will be presented Mr/Mrs	The bouquet (or trophy) will be presented by Mr/Mrs
SILVER MEDAL		
Silver medal (name of student or team)	The silver medal will be presented Mr/Mrs	The bouquet (or trophy) will be presented by Mr/Mrs
GOLD MEDAL		
Gold medal (name of student or team)	The gold medal will be presented Mr/Mrs	The bouquet (or trophy) will be presented by Mr/Mrs

- Concluding music (Gymnasiade music or ISF anthem)

d) Other awards

A certificate of participation in the ISF Gymnasiade shall be awarded to all members of the different delegations and to those accredited at this Gymnasiade before they depart – The ERAS.

The LOC is responsible for the production and distribution of certificates to all participating students, coaches, delegation members and referees. The final layout of the certificates must be approved by the ISF-Del.

Other prizes and presents from the LOC are to be approved by the ISF-Del and can be given at the medal ceremony.

Closing Ceremony

1. The time and the programme of the Closing Ceremony shall be announced to the participants in advance at the Head of Delegations Meeting.
2. A certain number of seats will be reserved for VIPs.
3. It is highly recommended to have a rehearsal of the Closing Ceremony.
4. All teams and officials are required to attend the Closing Ceremony.
5. The Closing Ceremony will contain the following items in the following recommended order:
 - Festive show and entertainment;
 - Playing of the national anthem of the host country;
 - Entrance of the flags of participating countries (same order as for the opening ceremony);
 - Closing speech of the highest representative from the Local Organising Committee;

- Closing speech of the ISF-Del who concludes; *“I declare the (number and name of the Gymnasiade) closed and, in accordance with tradition, I summon the athletes of the school world to come together in ...(name of the place and year of the next Gymnasiade) to celebrate school sport with us.”*
- Playing of the ISF anthem and lowering of the ISF flag;
- The Highest representative of the LOC hands over the ISF flag to the ISF-Del who will hand it to the next organiser of the Gymnasiade;
- Interactive presentation of the next Gymnasiade (with a video);
- All entertainment showing the culture of the next organiser.

6. All the participants are invited to celebrate the end at a farewell party.

7. A cocktail is offered to the VIPs

Charity Gala Dinner

1. Dinner

A Charity Gala Dinner will be organised during the Gymnasiade with a committee dedicated to the success of that Gymnasiade. The Gala dinner can take place at any day during the Gymnasiade. The Gala dinner is supposed to be the fanciest moment for various persons to meet and for a good cause. Several fundraising systems can be organised such as auctions, tombola, selling dinner table. Please refer to the Gala Dinner Kit.

The team dedicated to that must work with the protocol manager and ensure that all VIPs are included. Invitations, table plans, taking notes, an accountable person, logos and sponsors shall be all included.

HoDs and additional guests will be invited to the Charity Gala Dinner, organised by the LOC, and will be asked to pay an extra contribution of 50€ per person for taking part. The LOC will then deposit the collected money on the Foundation’s account.

The Gala Dinner is an appropriate moment to exchange or to give the “souvenirs/gifts”.
The Gala dinner is an occasion to invite politicians and local authorities.

2. Local donation

Participating delegations are invited to bring sport materials to donate to a local cause. This cause will be chosen by the LOC and promoted during the Gala Dinner. This is a real tradition of the Gymnasiade.

The donation shall take place at any moment during the Gymnasiade with a few participants to educate them and make them realise the impact small donations can make on other’s lives. It is requested that the cause, that will receive the donation, be informed in advance and invited to the Gala Dinner. The donation shall take place in a simple environment in which the children are directly involved in receiving the donations.

SPORT REGULATIONS

- **GENERALITIES**

Competitions will be run accordingly to current ISF regulations (sport-specific rules and General Competition Rules) and the rules of the IF concerned. Updated versions of the ISF sport-specific rules and General Competition Rules can be downloaded from the ISF website.

In the framework of keeping good relationships with the IFs, the Gymnasiade bulletins shall be sent by the ISF office to the IF concerned. After the World School Championship, the official results and an Gymnasiade report shall be sent to the ISF concerned.

- **VENUES**

Competition venues shall conform with international standards and technical venue specifications set out by the ISF Technical commission and the concerned IF. The ISF technical venue specifications can be requested from the ISF secretariat prior to the choice of the venue for the Gymnasiade concerned.

Training venues shall be provided. During the inspection visit, the suitability of training venues shall be confirmed by the TC President/IF Delegate.

A reliable Wi-Fi internet connection shall be available at all venues (the playing field does not necessarily require an internet connection) and be accessible to delegations and the audience.

Whilst following the sport-specific guidelines described in the ISF Technical Venue specifications, the LOC shall provide the following elements for the Gymnasiade:

- A video screen to display scores, graphics and videos.
- An appropriate audio system.
- One/two speaker(s) providing announcements in English and in the local language. Announcements shall not disturb ongoing competitions.
- Appropriate music shall be played during breaks between competitions.

- **MOU**

MoUs are documents expressing a common agreement between two or more parties on different topics. The ISF has signed several MoUs with different IFs. The implementation of MoUs brings mutual benefits for the ISF, the IF and the LOC: in specific cases, MoUs may allow the LOC to ask for the support of the IF concerned in terms of visibility, communication, ambassadors, technical officials, etc.

The LOC will be informed of existing MoUs in due time and is requested to closely co-operate with the IF concerned to ensure that the guidelines included in the agreement are implemented.

- **COMPETITION**

Participation

The Gymnasiade is open for national selected competitors.

Specific participation conditions are outlined in the ISF General Competition Rules.

Specific sport formats for selected teams shall be described in the Gymnasiade bulletins.

Results

The LOC is responsible for providing the results of competitions. The results distribution system must be sustainable: hard copies of the results shall only be distributed if necessary. The following provisions shall be implemented:

- Live scoring and results: the LOC shall provide online live scoring and results for all competitions accessible to everyone on a platform indicated by the ISF. If no platform is indicated by the ISF, the LOC shall provide the live scoring and results on a platform of their choice, accessible to everyone.
- Electronic results shall be distributed at the end of each competition day to all delegations, judges and referees, the Main Press Centre, the ISF Office, and the Gymnasiade Secretariat.
- Access to electronic results shall be made available in the following areas; The Main Press Centre, the athletes' accommodations, the Gymnasiade Secretariat, and the ISF Office.
- A full hard copy of the results shall be distributed to each delegation before their departure.

The competition results only become official after being duly checked and signed by the TC president at the end of each competition. An original, signed copy of the results must always be delivered to the ISF Office.

Records

The LOC, if applicable, shall take the necessary steps to have any records (ISF records, national youth records, etc...) officially recognised.

Competition Schedule

The Gymnasiade competition manager shall draft the competition schedule. The schedules must be approved by the TCs/IF delegates concerned. It has to be ready at least 4 (four) months in advance.

- **MEDICAL SERVICES**

General

The LOC must provide sufficient medical treatment during the Gymnasiade. Arrangements must be made with a nearby hospital for emergency treatment. The hospital(s) should be reachable within 15 minutes. In addition to this, ambulances (fully equipped according to medical emergency international standards, i.e. with oxygen mask, spinal boards, etc.) should be on stand-by for transporting injured personnel to a hospital from all sport venues.

Ambulances must be parked at their appointed locations, at least 15 minutes before the start of the warming up/competitions. The start of the competition will be delayed until the ambulance(s) is/are on site.

It is highly recommended that the organisation assigns a 24-hour on-call doctor to provide medical advice.

There must be a dedicated First-Aid team per venue. Locate the First-Aid team in an area that is clearly visible and easily accessible from all over the venue.

The participating countries shall contract, at their own cost, an appropriate (worldwide) medical insurance for all accredited persons in the delegation, covering all health issues during the Gymnasiade.

Medical information and the financial responsibilities shall be announced during the HoD meeting and each delegation must receive information in written form (e.g. welcome package) regarding all the medical arrangements and hospitals in the area.

Medical Manager

The LOC must appoint Medical Manager who will be responsible for all medical matters. He/she should be experienced and an expert in this field. He/she should appoint sufficient certified medical doctors, nurses, massage therapists and first aiders to deal with any medical matters during the Gymnasiade. Medical staff and equipment must not be visible in any of the cameras. Preferred placement should be behind TV cameras.

Basic hygiene

All venues/spaces must be cleaned properly after installation and in advance of the start of the competition. They should also be cleaned after each day activities have taken place. All toilets should have adequate stocks of toilet paper, soap and hand drying facilities.

The access to the toilets shall be free.

- **ANTI-DOPING**

The LOC shall be responsible, at their own cost, for the rooms and materials for anti-doping control in collaboration with the official authorities of the host country. The LOC will provide the staff with the essentials to take the samples, as established by the rules of the ISF. The analysis of specimens shall be performed at an accredited laboratory approved according to the CODE provisions.

Please refer to the document approved by WADA

<http://www.isfsports.org/wp-content/uploads/2016/05/ISF-Anti-Doping-Rules.pdf>

The doping control rooms must ensure the athletes' privacy and must be used solely for the purposes of doping control for the entire duration of the sample collection sessions. Therefore, it shall:

- Be accessible exclusively to authorised personnel, in accordance with the ISF anti-doping rule and marked clearly with signs.
- Be secured properly to store sample collection equipment.
- Be located within or as close as possible to the competition venue, but away from overcrowded areas such as corridor, media, bleachers, etc.

A location which is not within short walking distance and which requires dedicated shuttle vans for the transportation of people involved is not recommended and should be avoided when possible.

The doping control station includes three separate but interconnected areas:

1. A waiting room is provided with the following equipment:
 - Chairs for a suitable number of persons to accommodate athletes, athlete's representatives, sample collection personnel, chaperones, etc., who will occupy the area.
 - A table for allowing athletes to check-in upon arrival at the doping control room.
 - Individually sealed, non-caffeinated and non-alcoholic beverages, which includes a mix of natural mineral water and soft drinks.
2. An administration / processing room is provided with the following equipment:
 - Table and chairs to accommodate 5 persons.
 - A large garbage bin.
 - A lockable fridge to store the samples.
3. Adjacent toilet facilities should be large enough for the witness and should be equipped with:
 - Facilities to allow the athlete to wash their hands.
 - Soap or hand wash, toilet paper and paper towels.

- **SECURITY**

A security system plan must be established by the LOC to ensure that all participants and spectators are provided with adequate security for their health and well-being. This plan should be focused on the principles of high visibility and quick response, and may have to be approved by the ISF-Del and the appropriate police authorities before implementation.

An emergency call number shall be available and visible from the time of arrival of the delegations.

Measures to be implemented:

- The LOC may also provide security and access control services at all accommodations, venues and additional facilities used during the Gymnasiade.
- Restriction of intoxicated people with alcohol or drugs, or visibly unstable persons from entering the venue;
- Spectator inspection (weapons, fireworks, alcohol, glass, laser devices);
- Evacuation plan of the venue duly approved by local authorities (i.e. police, fire department, emergency response).
- Expedite investigation and action regarding any illegal action. Establishing counterterrorism measures and immediate response to any legal violation;
- Accommodation facilities, rooms or transportation of participants should not be marked with their national flags to best prevent any undesirable activities.
- Extra safety procedures to protect Special Guests attending the Gymnasiade (politicians, celebrities, personalities in general) against any attacks.

• YOUNG LEADER PROGRAMME

The Gymnasiade shall be regarded as an opportunity of education and inclusion. It is highly recommended to have young volunteers being included in the process of the Gymnasiade. We encourage

the LOC to collaborate with schools and NGO's to create a soft skills legacy. Hereby we suggest a few scopes of intervention in which young leaders can be responsible for:

- Young artist: logo design, hymn of the Gymnasiade, design of the podium, medals, trophy, dances for ceremonies, speakers for entertaining.
- Young reporter: daily bulletin, interview, photos, video-editing, translation.
- Young first aid assistant: medical assistance.
- Young team leader: liaison between the delegation and the LOC.
- Young official: officiate matches.
- Young cooker: learn with professional how to cook for high level sport performers.
- Young activity programmer: propose various activities that enhance culture, knowledge and fun.
- Young volunteers: help for any kind of assistance.

• CULTURAL DAY

Delegations should receive an impression of the way of life of the host country. A cultural trip must be organised and, if possible, visits to families and local schools should be encouraged.

The participants should discover the historical, artistic and cultural heritage of the host city. The LOC will use an innovative and interactive approach to raise the curiosity of the participants.

The cultural day shall be arranged in the middle of the Gymnasiade to allow a day off from competition and to encourage the exchange among the competitors. It is strongly encouraged to mix the delegations.

• CULTURAL FESTIVAL

Delegations will have the possibility to participate in a socio-cultural experience and to present their country to other delegations through a performance on stage, of maximum four (4) minutes. Each delegation has the choice to either perform or not (free podium).

The young people are invited to present and promote their country and culture in an original way. This presentation can be done with leaflets, video, CD, pictures or any other original ideas. Each delegation will organise a stand in a "Tourist Fair". The delegation could bring some typical culinary specialties (dishes, drinks) and goodies.

The allocated place shall be large enough to allow passage and provide for sufficient space with sound check and a good viewing placement for the audience.

We advise to start with the "tourist fair" to avoid issues (temperature and distraction for the show), and follow up with the performance.

The cultural festival shall take place around the middle of the Gymnasiade to foster international meetings.

- **LEARN AND SHARE**

The LOC will invite children from the local schools to attend the competition and to discover school sport disciplines. The LOC should include additional educational activities related to the sport concerned for young participants and coaches such as: Youth forum, stands or workshops about fair-play, anti-doping, inclusion, gender equality, non-discrimination, volunteering in sport, but also cultural activities such as traditional hand-crafting or traditional cooking menu.

Interaction with high ranked athletes is encouraged to pass on knowledge and share their common passion.

These activities aim to be coherent with the aim of “Education through Sport” through ISF Gymnasiades. These activities should be based on non-formal education. The ISF-Del will be informed about the plan of these activities since the beginning of the preparation.

Other Friendship games should be considered to include underprivileged groups. The ISF-Del, the TC President and the ISF office shall be informed.

- **OBSERVER**

All along the Gymnasiade, the LOC must assist the observers to pass on the know-how and ISF legacy. A special meeting would be appreciated to answer concerns or questions they may have to understand and implement the best way possible the ISF requirements at the next ISF Gymnasiade.

COMMUNICATION REGULATIONS

The communications process of the Gymnasiade focuses on the following parameters:

- **Transparency:** All communication related to the Gymnasiade shall be forthcoming and proactive; at the same time, a reflection of the truth deserves priority above controversies and bad press.
- **Respect:** No official communication can be deemed to have hurt the sentiments or sensibilities of a person, community or organisation.
- **Promptness:** All information before, during and after the Gymnasiade must be communicated with speed and accuracy.
- **Ease of access:** Access to official communication for the media shall be easy, well- defined and swift to promote unprecedented good standards of governance and organisation.

The general requirements encompass:

- A professional moderator will regularly announce that the participants can visit the ISF social media platform during the Gymnasiade
- ISF Social Media markings/signalisation will be displaced in strategic places of the hotel, lobby, restaurant, and sport venues to facilitate the interaction of participants with ISF.
- Planning a high-speed Wi-Fi available in the sport venues and everywhere in all the accommodations.
- Dedicating a team to all the aspects of communication of the Gymnasiade (Photos, interviews, videos). The ISF strongly encourage the LOC to involve, as much as possible, young people in the communication team to support the professional staff. The tasks of the young team shall meet the requirements of the ISF to achieve the Communication objectives.

The LOC needs to prepare a crisis communication plan in case of any major issue (cancellation, terrorism, accident...) and approve it with the ISF. In case of crisis, the LOC and ISF will decide together the appropriate way to communicate, with ISF having final decision.

- **PRESS AND MEDIA**

Facilities

The LOC should provide adequate facilities to enable the accredited media to report objectively and fairly on the Gymnasiade.

The following standards should be met:

- Area in the Gymnasiade venue;
 - Have a clear line of sight on the playing field.
 - Have a good view on the playing field.
 - Have wireless access.
- The Mixed Zone
 - Dedicated area set up after the Flash Interview Zone where the non-rights holders media (press, radio, news websites, other TV channels) get access to the athletes for post-competition interviews.
 - The area must be organised in such a way that the athletes must pass through the zones as they exit the competition area.
- A press and media centre;
 - Be set aside in an easily accessible area in the event venue.
 - Have a reception area for receiving accredited media.
 - Allow access to all accredited media, regardless of status as non-rights holders or video journalists.
 - Provide adequate seating for all the international and local media present.

- Have a clean and sanitized work environment for all media and staff.
 - Have adequate number of large screens set up to provide live feed of all events for the benefit of the assembled media.
 - Have live scoreboards of all the events for the benefit of the assembled media.
 - Provide high-speed wireless Internet connectivity for assembled media.
 - Provide LAN cables for connectivity to each accredited journalist at the provided workstations.
 - Provide Internet ports next to each desk for the media.
 - Provide adequate number of electrical points at each desk, along with international power adapters.
 - Provide separate printing areas with adequate number of printers, the services of which may be monetised.
 - Provide a welcome media kit for each accredited journalist/media personnel. This kit should consist of information on the event consolidated in the Media Guide.
 - Consist of an adequately sized room for seating non-rights holder video journalists.
 - Provide live feed of events to video journalists in designated room.
 - Have an adequate number of restrooms and toilets to cater to the accredited media and staff.
 - Have an adequately sized parking space for the accredited media.
 - Provide separate areas for live broadcast for rights holders.
 - Have a separate room with at least 5 workstations and computers with free Internet access for use by accredited media personnel.
 - Provide adequate food and beverage for the accredited media personnel free-of- charge all through the day.
 - Provide lockers for the accredited media to store their equipment in.
 - Provide at least 1 lounge area for accredited media to conduct interviews in, at their disposal, eventually with event branding in the background.
 - Provide adequate lighting for interviews in the specified interview/conversation lounges.
 - Provide adequate number of staff and volunteers to assist the accredited media with their queries and requests.
 - Have a separate social lounge for accredited media, where services may be monetized.
 - Consist of a public announcement system for relaying information to accredited media.
- A Conference room;
 - Located close to the Gymnasiade venue.
 - Easily accessible area close to the Gymnasiade venues.
 - Seating capacity for a minimum of 40 people.
 - Head table with a seating capacity of 6 people maximum.
 - Translation services in agreed upon languages for the benefit of the accredited media (if relevant)
 - Interview area with appropriate lighting and branding in background.
 - Adequate lighting focused on the head table for TV broadcast (if relevant).
 - Branded backdrops behind head table.
 - Event-standard AV system.
 - Video screens.
 - Plug-in power connections and related cabling.
 - Projectors (if screens are used).
 - 1 screen or TVs for audiences.
 - 2 floor reverse-monitors for speakers.
 - Wireless microphones for audience
 - Microphones for head table & mediator/facilitator
 - Technical Support for AV system, lighting and sound
 - Raised stage for head table.
 - Audio mixer for assembled media.
 - A reception desk to receive invited media.
 - A holding room to store guest media belongings (coat room)
 - A podium at the back of the room, big enough to accommodate TV non-rights holders (if relevant).
 - Adequate power supply and power points.
 - Power supply at the back of the room, close to the podium for TV cameras (if relevant).
 - Master of ceremony/ moderator for press conferences. (if relevant)
 - Separate dining area for food and beverage.

- Press Boxes;
 - These are the viewing areas inside the stadiums/venues which shall be used by accredited media, including non-rights holders for accessing the action and reporting on the same.
 - These areas have to necessarily adhere to the following standards:
 - Have a clear line of sight towards the field of play.
 - Have adequate seating with desks to accommodate the accredited media.
 - Have wireless and cabled Internet connectivity next to the desks.
 - Have adequate power supplies next to the desks.
 - Have adequate television screens with live feed and scoreboards.
 - Have a public announcement system within the press box/gallery for the benefit of the accredited media. (if relevant)
 - Have an area with food and beverages inside the press box/ gallery.
 - Staff access to the press boxes/ galleries will be restricted to the accreditation system.

Photographers

Photographers are a vital stakeholder group for the promotion of the Gymnasiade. It is critical to provide optimal photo positions in the competition areas and in the awarding ceremony areas for photographers to ensure high quality photos and excellent coverage of the Gymnasiade.

The LOC should provide photographers with bibs, which will grant access to the selected photographers to the competition area. Enhanced access control is critical in the Photographer Area.

Accreditation

The LOC (with the ISF) shall be in charge for drawing up a list of media to be accredited for the Gymnasiade and for collecting accreditation requests from the media. It is part of the LOC's responsibility to ensure that the accreditation request collection process is conducted in a fair and responsible manner, without any prejudice.

● SOCIAL MEDIA

Digital media platforms are channels used to communicate news around the Gymnasiade with the respectively subscribed and invested audiences in real-time. The content policy on the digital media platforms are governed by the following principles, in compliance with ISF Communication guidelines:

- Accuracy: All information shared shall be accurate and verified.
- Speed: All information related to the Gymnasiade shall be posted swiftly.
- Exclusivity: All information surrounding Gymnasiade shall be exclusive and singularly sourced.
- Originality: All information shared on the digital media platforms shall be original and not plagiarised.
- Relevance: All information shall be relevant in the context of the Gymnasiade.
- Respect: All information should be respectful towards everyone else.

Digital Platforms

The LOC should manage an Gymnasiade website, written in English, and include:

- News section on home page.
- Sport competition schedule.
- Teams list.
- Live score and results.
- Links to social media platforms mentioned above.
- Advertising space on the home page for banners promoting stakeholders relating to the Gymnasiade (ISF, host city, sponsors, etc.).

- Contact information for any queries.
- Video tab for live streaming of Gymnasiade on home page, including medal ceremonies (if relevant).
- Link to other ISF / partners' social media.

Regarding other communication channels; the LOC will use the following ISF communication channels before and during the Gymnasiade (non-exhaustive list):

- Facebook
- Twitter
- Instagram
- Youtube

The type and number of channels could be adapted, depending on the popularity of and access to these channels in the Host Country. It shall be discussed previously with the ISF.

As soon as possible, the LOC will have to be in charge to manage the communication on the Facebook page of the Gymnasiade. The ISF staff will support the LOC in this process.

Guidelines for social media posting

- The LOC cannot use any social media channels for any profit-making endeavours without the explicit approval of IF.
- The LOC cannot use the social media networks for any promotional activities without the prior approval of ISF.
- The LOC cannot use social media platforms under its charge to promote any content that may be deemed insensitive to ISF followers.
- The LOC cannot use the social media platforms for any political statements.
- The LOC cannot allow the social media platforms to be used to make any unbecoming comments on culture, demography, gender, sex, sexual preferences, personal preferences or performances of any of the athletes at the Gymnasiade.
- The LOC staff cannot use the social media channels to promote their thoughts, agenda or political ambitions.
- The LOC staff shall maintain decorum and good behaviour on their personal social media platforms for the duration of the Gymnasiade.
- The LOC staff cannot use their personal social media platforms to make any disparaging comments about the Gymnasiade, its athletes or organisers.
- The LOC staff cannot use their personal social media platforms to make any unbecoming comments which would bring the Gymnasiade and its constituents into avoidable and unnecessary media scrutiny.
- The LOC staff cannot post pictures or videos taken of the fields of play, during competition, on their personal social media platforms.
- The LOC staff must ensure that necessary precautions are taken to protect the integrity of the Gymnasiade's social media accounts.
- The LOC staff shall ensure that they do not use any Gymnasiade-related social media platforms for the promotion of their own social media platforms unless approved by the ISF.

Posting guidelines

Regarding publication on the ISF Facebook page of the Gymnasiade:

- Only publish sport related or joyful and strategic content that could be interesting for young people.
- Formal, institutional and political content must be avoided.
- Photos and videos enjoy preference.
- Photos and videos posted must be selected in time and based on visual quality.
- Always use visual contents with precise description with maximum three (3) hashtags.
- Directly uploaded contents on Facebook is preferred. In case of shared links on Facebook, the full link in description is avoidable.

- Before the Gymnasiade, several hours between posts are recommended. However, during the Gymnasiade, consecutive posts are encouraged.
- Communication will be in English only.
- The profile and cover photo can only be modified by the Marcom.
- The Marcom Manager of ISF will support the LOC. The Marcom has full right to modify the Facebook fan page to keep it aligned with the ISF communication strategy.
- The LOC staff shall ensure that international trademark and copyright laws are respected while posting content or photographs on the official social media channels.
- No post can mirror the personal views of any member on the staff of the LOC.
- Editorial pieces, if any, can only be posted on the social media channels after proper vetting and approval by ISF.
- Posts cannot be indecent, offensive, racist or xenophobic in nature.
- LOC staff shall take special care in ensuring that no debates or conversations of an offensive kind are encouraged on any social media platforms. If this was to be the case, this content will be deleted immediately, and the offending user will be banned from accessing official communications through social media platforms.

The LOC shall be solely liable for any violations of social media guidelines on its channels.

Website requirements

The technical requirements of the event website shall be identified and addressed by the LOC in coordination with the ISF. The website shall adhere to established standards to provide the following in the interface:

- News section on home page.
- Sport competition presentation.
- Information about the Athletes.
- Live score and results.
- Links to social media platforms mentioned above
- Advertising space on the home page for banners promoting stakeholders related to the event (ISF, Host City, Sponsors, etc.).
- Contact information for any queries.
- Link to event calendar and scoreboard on the home page.
- Video tab for live streaming of event on home page, including medal ceremonies (if relevant).
- Link to ISF website

Copyright and trademark

The LOC shall ensure that all content posted by its staff on the digital media platforms shall be:

- Original or officially sourced.
- Free of any copyright infringements.
- Legally valid to be shared within its international borders.
- Not liable for ISF and its staff.

In exceptional cases, where access has been granted to external content, the Host staff shall ensure proper attribution for the same and indemnity from any potential liability.

Virtual Private Networks (VPNs)

In case of any Gymnasiadeuality, where the widely accepted social media networks might not be accessible within the international borders of the host country, the LOC shall arrange the following:

- A provision for virtual private networks that will allow the official social media channels to work seamlessly while within the host city.
- Establishment of local social media networks, officially sanctioned within the host country.

- **BROADCAST**

Host Broadcaster

The Host Broadcaster will produce a continuous video and audio broadcast feed. The Host Broadcaster shall provide experienced staff including suitable directors, producers, engineers, technicians, cameramen, graphic operators as well as all the equipment necessary to broadcast the World School Championships.

World Feed

- International signals
- Mobile ENG crew
- Production of news
- Production of highlights

The international signals will be produced at the venue(s) from the beginning of the Sport Programme until the end of the Sport Programme.

Individual Feed

- High international standards
- OB vans (one per venue)
- Professional TV crew
- Cameras
- HD 1080p
- Audio mix with all necessary microphones
- English graphics
- Filming field of play / spectators / interviews
- Capable of producing two separate feeds simultaneously if needed

The Host Broadcaster must produce, daily, live Individual Feeds for all the disciplines/events from start to finish. The number and the position of cameras on each playing field shall be finalised in accordance with the ISF requirements.

International Broadcasting Centre (IBC)

The LOC must provide a central facility located either at one of the venue or at another centrally located broadcast facility, as approved by ISF. The IBC key features include the following:

- All necessary equipment and personnel to achieve broadcasting requirements
- The IBC will be where the feeds per production point will be received
- Two parallel feeds (one clean, one dirty)
- TV commentators will be present at the IBC to voice over the international feeds
- The IBC will distribute world feed containing the international signals via satellite
- The World Feed will also be distributed to the following areas:
 - Press centre
 - Hotels
 - VIP areas
 - Spectator areas
 - Organiser offices
 - Any other areas where feed is required
- The IBC will store all video content coming into the media office, tagged and searchable to facilitate the creation of media items on-site, as well as delivered to IF on hard drive after the event
- The daily news and highlights will be produced inside the IBC
- IBC will have the ability to ingest content to play out over satellite
- IBC will have the ability to deliver feeds to rights holders on-site.

OB-Van

When using one venue an IBC might be not applicable. In this case the OB-van (outside broadcasting) can be used in which the signal from all cameras from FOP can be mixed into the international signal, ENG operators can make replays, sound technicians can create the clean feed as well as add commentary on a separate channel. The output of the OB-van will be delivered to the SNG which shall uplink the international signal with audio channels to satellite.

Satellite

- The IBC will uplink to satellite above the Host country all feeds from start of program to end of program daily
- There will be turnaround service from satellite over the Host Country to satellite over America/Asia/Europe and satellite over America/Asia/Europe
- Space segment will be booked globally
 - Asia
 - Europe
 - Americas
- A team will monitor the quality, stability and frequency of the World Feed

ENG Crew

- Throughout the duration of the event, ENG crews will be provided to cover, including but not limited to preliminary events, social projects interest pieces etc.
- Each ENG crew will have:
 - One audio technician
 - Two camera operators
 - One lighting operator
 - One producer
- All content collected by the ENG crews will delivered to the IBC to be stored, edited and played out accordingly

Highlights and News

In addition to the World Feed, the Host Broadcaster should produce and make available on satellite;

- Highlights programme consisting of coverage of the daily competitions produced during the day as well as additional ENG footage.
- News clips.

Commentary Positions

The commentary added over the international feed in the IBC will be done in commentary boxes.

Archiving

The LOC/Host Broadcaster must record all produced disciplines/events (World Feed and additional produced content) in HD quality and provide the content to ISF.

Internet social media Live broadcasting

The Gymnasiade shall be distributed entirely or partially on Internet as Video/Audio Stream.

For this purpose, the LOC is required to deliver a secondary output of the main programme of each Field of Play to the Stream Encoding system by a 3rd party provider.

The signal shall be in HD format with embedded audio.

The signal shall be on the internet or social media platform(s) which will have been decided by the ISF.

The Host Broadcaster/LOC shall provide an Internet Line of at least 50 Mbps (megabytes per second) of upload speed for Streaming Purposes Only.

Important: The social media live broadcasting rights exclusively belong to the ISF who will decide if a third party could eventually obtain the rights too.

International Distribution

For international distribution, the LOC/Host Broadcaster must provide ISF with an international signal(s) via satellite in accordance with the ISF technical specifications to distribute it to overseas broadcasters.

- **IT SUPPORT**

Services

The LOC is responsible for ensuring that the following services are provided;

- Accreditation (using the ISF Eras System).
- Live timing and scoring (In compliance with ISF regulation and software).
- High speed internet connection for all participants.
- Working internet for all spectators in sport venues.
- Ensuring that all cabling used throughout the Gymnasiade is safe, protected and covered.
- Confirming that outdoor equipment is weatherproof (if outdoor Gymnasiades).

Internet

The set-up of a dedicated Internet connection in all official venues (competition venues, official hotels, etc.) with sufficient bandwidth aligned with the needs of the participants' groups is critical to the success of the Gymnasiade. The Internet connection should be a high-speed connection.

LOC must run tests for Internet connection in the official venues before the start of the Gymnasiade.

Network

The LOC should provide the agreed number of ISF representatives/staff with cell phones with credit suitable for local phone calls. It is also possible to provide walkie-talkies/phone to the following groups;

- Technical President, Delegates and coordinators.
- LOC Staff.
- All the managers of each category.
- ISF staff.

- **INTERNAL COMMUNICATION**

The LOC in coordination with the ISF should draw up a communication plan. This plan shall consist of the following necessary elements;

- Define communication objectives, the list of key messages, target audiences, channels and timetable for the release of regular information.
- List of media to be engaged with, in a timely phased format.
- Plan for media visits to the sites of venues and workshops, based upon preparations.

The LOC needs to prepare a crisis communication plan in case of any major issue (cancellation, terrorism, accident...) and approve it with the ISF. In case of crisis, the LOC and ISF will decide together the appropriate way to communicate, with ISF having final decision.

SPONSORSHIP REGULATIONS

ISF commercial partners are valued members. Consequently, their needs will always enjoy priority across platforms.

The list of sponsors of the LOC shall be sent to, and approved by, the ISF Marketing department. The two parties should make sure there are no incompatibilities between their respective sponsors.

The LOC shall ensure the following for sponsors on the Gymnasiade website;

- Maximum exposure for all ISF sponsors.
- Maximum exposure for all LOC sponsors.

The placement and exposure of the ISF & LOC sponsors shall be discussed beforehand with the ISF.

In the media, LOC will consider it crucial to ensure;

- PrGymnasiadeion of ambush marketing against ISF sponsors.
- No posts that can be termed derogatory towards ISF sponsors.
- No content that can malign the image of an ISF sponsor.
- Exclusive content association with ISF sponsors.

- **SPONSORING**

The content of this section assumes that the LOC has the right to sell sponsorship rights.

Sponsorship Rights

Before starting the sales process, the LOC shall draw the sponsorship structure including specific tiers. The LOC shall list the rights and assets granted to the sponsors of each tier and the associated pricing, which shall be validated by ISF.

The rights and assets which can be granted to the sponsors include (but are not limited to);

- Use of marks and official designation in all sponsor's communications.
- Product category exclusivity.
- Brand visibility at the competition venue (billboards, flags, etc...);
- Brand visibility across all communications and media platforms (Gymnasiade website).
- Dedicated booth in the exhibition area (without commercial rights).
- Gymnasiade tickets for guests.
- Access to VIP lounge for special guests.
- Presenting or title partnership of a dedicated space or activity.
- Supply of branded services by the sponsor to the Gymnasiade or participants.

The LOC shall submit the final sponsorship plans to ISF for approval (or modification) including the brand category targets.

Advertising space

The LOC shall:

- identify all advertising locations on-site;
- include and allow all Gymnasiade-related materials, whether printed or digital, which can generate value and visibility for the sponsors;
- allocate the spaces to the sponsors under the approval by the ISF.

The LOC will list the following advertising locations/methods:

- Off-line
- Oral and political visibility
- Prints

Any direct advertising through the ISF social media will be separately discussed/negotiated case by case with ISF marketing department.

All advertising areas (except ISF social media areas) will be shared evenly between the ISF (50%) and the LOC (50%).

Sponsorship activations

The LOC shall stimulate their sponsors to activate their rights to optimise their return on investment as well as the promotion of the World Schools Championships.

Activations include (but are not limited to): promotion in retail stores, communication campaigns, using Top/Local athletes for the brand in all communications, setting up dedicated services and/or animations for the spectators, distribute branded giveaways to spectators, set up a dedicated viewing lounge at the competition venues, organise special Gymnasiades for guests such as a training session with athletes etc.

- **REVENUES AND COMPENSATION**

ISF shall be informed of any local sponsors benefiting from an important exposure at the Gymnasiade. The promotion of that brand and sponsoring rights shall be discussed case by case.

• VISUAL IDENTITY

All the ISF branding guidelines and specifications related to the different use and implementation of the Gymnasiade's 'look and feel', including the Gymnasiade's logo, mascot, graphic elements, are to be followed. The brand book should be shared, with all stakeholders associated with the Gymnasiade (partners, suppliers, National Sport Federation, etc.).

"Look & feel" strategy and other imperative elements of branding must be elaborated by the LOC and submitted for ISF approval. These elements should expose the national/regional special identity of the Host city combined with the Gymnasiade's sport culture. They will set the base for all the items produced around the Gymnasiade, in and out-of-competition venues, temporary structures, advertising items as well as all print, digital and video media. All the items, which will be used for promotion before the Gymnasiade, as well as during the Gymnasiade to give 'look and feel' to all venues, need to follow these guidelines.

• PRODUCTION

To facilitate the accurate construction plan of all temporary structures and venues, the LOC should also provide IF with 3D designs of all venues. These 3D renderings must include all details, including:

- Competition and out-of-competition venues and the fields of play.
- All technical and spectator seating as well as technical zones.
- Look and feel / advertising places / LED walls.
- Broadcasting plan - camera placements.
- Awards ceremony areas.
- Spectator areas including booths and social project locations.
- Lighting, audio, visibility.

Items to produce

It is the responsibility of the LOC to produce the items listed below but not restricted to:

Temporary Structures

- Awarding ceremony area
- Sport equipment
- Gates and access control
- Preliminary / warm-up fields
- Filming platforms (if required)
- Mobile toilets (if required)
- Spectator seating
- Food kiosk corners (if required)
- Flag poles
- Welcome desks
- Accreditation desks
- Info points
- General usage tables

Advertising

- Billboards
- Magazines
- Flyers
- Posters
- Life size athlete billboards and banners

Look and Feel

- All possible items in venues
- Advertising backdrop
- Interview backdrop

- In-venue banners
- Table covers
- Sport equipment
- Flags for city and during awards ceremonies
- Vehicles
- Medals
- Trophies
- Directional signage
- Sponsorship boards
- Dress for separators
- Cordons
- Welcome cardboards
- Special zone identification
- All uniforms (volunteers, broadcasters and hostesses)
- Bibs for media
- Merchandising items
- Letterhead
- Folders / envelopes
- Bags
- Mascot outfit

- **ADVERTISING**

A solid advertising and promotion plan is critical to build awareness of the Gymnasiade towards the public, especially on the local market. Ads and promotions need to be frequent, targeted and multi-channelled, especially in the last 6 months before the Gymnasiade.

This plan, created by the LOC, must be submitted to ISF for approval at least 4 months before its implementation.

The plan will list all the items to produce, and the planning of how to promote, the Gymnasiade at a national Level.

The items produced for the advertising / promotion plan should be consistent with the Gymnasiade's "look and feel branding", and include exclusively the Gymnasiade's design elements, pictures, footage (if relevant), etc.

Examples of Initiatives to advertise / promote the Gymnasiade include (but are not limited to):

- Ads/Spots in national, regional and local media including press, radio, websites and TV (ISF recommends signing partnerships with key media outlets in the local market).
- Outdoor advertising in Host City.
- Contests in social media networks.
- Designating Gymnasiade's officials to give interviews in media.
- Launching community projects.
- Cross-promoting the Gymnasiade at other main Gymnasiades organized in the Host Country.
- Stimulating domestic sponsors to activate the promotion for the Gymnasiade in retail or any other public-oriented communication.

The branding of all these items shall respect the ISF guidelines.

MERCHANDISING REGULATIONS

The LOC cannot sell Gymnasiade branded products in a product category exclusively granted to a sponsor unless approved in writing (i.e. Gymnasiade branded T-shirts vs. clothing manufacturer partnership rights).

Goodies

As part of the welcome procedure, the LOC can offer goodies to the following categories of participants:

- Athletes and Officials - the gift should be included in the Welcome Package.
- Media - the gift should be included in the Media Kit.
- VIPs- the gift should be delivered in their hotel room or during their first visit to the VIP Lounge at the competition venues.

The type of gifts offered to each category of participants remains at the discretion of the LOC. However, the gifts' value should be decided in accordance with the category /level of the participants. The gifts should be branded with the Gymnasiade's logo / name. The LOC shall submit the gifts' list and designs to ISF for approval before the gifts are manufactured.

Areas

An area dedicated for selling, merchandising or other sponsoring products can be placed at the Gymnasiades venues and accommodation, so long as the set up does not hinder the smooth running of the Gymnasiade.

The LOC cannot provide a merchandising space to a company that will commercialise products directly during the Gymnasiade, unless discussed and approved beforehand by the ISF.

Ticketing and audience

Ticketing is not obligatory and giving priority to filling the stands with spectators is critical for the success of the Gymnasiade. Full venues contribute to creating a joyful atmosphere at the competition venues, generating the best performances from the athletes on the playing field, and promoting the Host City and the Gymnasiade during TV Broadcasts as well as to local and international media.

The LOC shall ensure that the students and youngsters from primary and high schools from the region of the host city can join the Gymnasiade venues.

The LOC shall set up a strategy to inform and invite the schools and to arrange transportation to the Gymnasiade.

If relevant, the tickets must be produced by the LOC in accordance with the following guidelines:

- The tickets must include the date of the Gymnasiade, the name of the venue, the stand, the category, and the price. For security purposes, the ticket may have to include the name of the ticket holder.
- The tickets must be produced with material which makes it impossible to copy.
- The tickets must be designed in accordance with the "look and feel" of the Gymnasiade.
- Identify the number of tickets, which can be given to spectators. The LOC will keep sections with seats available for media, the International Sports Federations, VIPs/guests, and volunteers.
- Specify the tickets' categories according to the seats' positions in the venues (for example, category 1, category 2, etc.).

Revenues

All benefits from the ticketing will be granted to LOC.

All the goodies following the requirements (produced by the LOC with the look and feel of the Gymnasiade) – all the benefits will be granted to the LOC.

When private stakeholders want to appear and sell products, ISF should be informed.

- **Statistics**

At the end of the Gymnasiade, the LOC shall send an overview of the statistics of the Gymnasiade, i.e. on the attendance of competitors, HoD, coaches, etc.

The results and statistics of all the games shall be collected and emailed to the ISF secretariat.

- **Progress Report**

From the LOC seminar to the start of the Gymnasiade, the ISF staff will be communicating with the LOC requiring progress reports from the LOC. To support the promotion of the Gymnasiade and the administration in various processes, the ISF would be grateful for the LOC respecting the deadline suggested. Any delay can harm the efficiency of sponsors and communication.

- **Evaluations**

The ISF will submit to all the participants (through ERAS) an electronic evaluation form to obtain feedback from all participants. The results will be sent to the LOC, ISF-Del, TC President and the ISF Executive Committee.

The LOC is invited, but not obliged, to send a report to the ISF secretariat with the feedback of the Gymnasiade and to make suggestions for improvement. This should be written in English.

However, the ISF-Del and the TC President will send conjointly a report to the Secretary General that will be submitted to the Executive Committee.

GYMNASIADE TIMELINE

<p style="text-align: center;">BEFORE THE GYMNASIADE</p>	<p>3-4 years – Bidding process open. 3 Years – Evaluation visit 3 Years (at the 2nd EC) – Attribution + signature (1 month later) + Fee payment (3 months later) 24 months – LOC structure 20 months – LOC Seminar 18 months – Inspection Visit with CoCom 18 months - Main information requested to draft the bulletin: Logo, Location of the venues, final dates, provisional programme and communication plan for promotion activated. 16 months – first bulletin 12 months – Inspection visit with TC president and IF delegates 8 months – Inspection visit with CoCom 8 months – the marketing and communication plan must be clear and defined. 6 months – submission of the full organisational chart. 3months – finalisation and approval of the remaining pending matters – possible inspection visit. 2-3 days – arrival of the CoCom and technical sports memverts</p>
<p style="text-align: center;">DURING THE GYMNASIADE</p>	<p>Meeting of LOC Meeting of HoD Meeting of TC Meeting of Coaches Meeting of Officials Meeting of the Volunteers Training Opening Ceremony Competitions Cultural Activities Observer assistance Awarding and Closing Ceremony</p>
<p style="text-align: center;">AFTER THE GYMNASIADE</p>	<p>1 month – Final report, results and statistics sent, last financial obligations settled.</p>