

BISFed Competition Pathway
Version 2020.01

BISFed Competition Pathway

2021-2024

Version01

Date: April 2020

INTRODUCTION

This Competition Pathway document has been prepared as a general guide to the context of BISFed-sanctioned competitions and to explain how these events must be organised and managed. BISFed will periodically review the number and format of its sanctioned competitions, always with a view to developing the sport and providing as many competitive opportunities for athletes as possible.

The Host Organising Committee (HOC) for each event will sign a legally binding Hosting Contract which agrees the specific requirements for that event. In practice this is a standard contract with minor amendments to take account of event-specific agreements.

The Hosting Contract should be read in conjunction with this Competition Pathway document, but the Hosting Contract will always take precedence over this Competition Pathway document.

*For more information on BISFed Competition Structure and the different competition types, consult:
[Will be available on the BISFed website shortly](#)*

***BISFed Competition Pathway
Version 2020.01***

CONTENTS

	Page
1. COMPETITIONS	3
2. BIDDING TO HOST BISFed-SANCTIONED COMPETITIONS	6
3. CONTRACT	7
4. COMPETITION ENTRIES	8
5. TECHNICAL OFFICIALS	10
6. TECHNICAL REGULATIONS	13
7. DOPING CONTROL AND MEDICAL SUPPORT	16
8. DISCIPLINARY REGULATIONS AND PROCEDURES	17
9. CEREMONIES	18
10. COMPETITION RESULTS AND WORLD RANKING	20
11. POST COMPLETION REPORTS AND EVALUATION	21
12. ADMINISTRATION AND LOGISTICS	22
13. MEDIA AND PUBLICITY	23
14. TECHNICAL OFFICIAL TRAINING COURSES	24

BISFed Competition Pathway

Version 2020.01

1. COMPETITIONS

1.1. Sanctioned World Ranking Competitions

1.1.1. Competition Types

There are eight types of competition in the BISFed Competition System. These different types of events take place at specific points within a quadrennial (period lasting four years). The quadrennial is aligned with the date of the Summer Paralympic Games.

i. Paralympic Games

The Paralympic Games takes place in the last year of the quadrennial. The Paralympic Games are governed by the International Paralympic Committee (IPC).

ii. World Championships

The World Championships takes place in the second year of the quadrennial. It is the largest BISFed sanctioned event. Entry is based on results or world ranking position.

iii. Regional Championships

In the BISFed Competition System there are four regional areas: Africa, Americas, Asia & Oceania and Europe. In Americas, Asia & Oceania and Europe a competition takes place in the first and third year of the quadrennial. The Regional Championships provide a qualification route into the World Championships and the Paralympic Games. For Africa, to support the development of the region the objective is to deliver a Regional Championships in the third year of the quadrennial. IPC Regional Para Games may be included and sanctioned as a BISFed Regional Championship event subject to the timing of the event and meeting BISFed criteria. If an IPC Regional Para Games is also sanctioned as a BISFed Regional Championships, there will only be one such event per region.

iv. Paralympic Qualification Tournament

The Paralympic Qualification tournament is a new addition for this quadrennial. It will take place in the fourth year of the quadrennial prior to the Paralympic qualification deadline. Entry will be for any nation that is not already qualified for the Paralympics with sides qualifying from their Regional Championships and by their world ranking position.

v. World Cup

World Cup (previously known as World Open) events take place in each year of the quadrennial. There will be a minimum of 4 events per year with no restrictions on the region in which they must be held, although BISFed will aim to hold an event in America, Asia & Oceania and Europe. A member may compete in a World Cup for which they qualify, regardless of their region. Entry to the events is prioritised based on world ranking position and results from Intercontinental Challenger events.

vi. Intercontinental Challenger

Intercontinental Challenger (formally known as Regional Open) events take place in each year of the quadrennial. There will be a minimum of 6 events per year with no restriction on the region in which they are held, although BISFed will aim to hold an event in each of the four regional areas. A member may compete in an Intercontinental Challenger, regardless of their region. IPC Regional Para Games, such as the Para Asian Games or the ParaPan American Games, may be sanctioned as a BISFed ranking event and included in this tier.

BISFed Competition Pathway

Version 2020.01

vii. International Invitational Events

For this quadrennial, BISFed will sanction but not award ranking points to international invitation events. There will be two types of sanctioned, non-ranking events; Approved and Endorsed. Approved events will allow an event to run BISFed approved classification. Endorsed events will allow an event to run BISFed approved classification as well as working with BISFed to source officials and use the BISFed BCMS system for results. There is no limit to the number or region in which these events can take place, subject to meeting BISFed requirements.

viii. Youth Competition

For this quadrennial, BISFed will sanction but not award ranking points to Youth competitions. BISFed will work with Regional Youth Para Games organisers (such as the IPC) to co-ordinate a rolling calendar of activity over a two-year period (i.e. 2021-2022 and 2023-2024). It is hoped that each two-year period will include a Regional Championship event for each of the BISFed regions and a World Championship event. The BISFed Youth World Championships will start from 2023 and will take place every two years (i.e. next event in 2025).

The Regional Championships will take place in either year of the two-year period depending on whether it is a BISFed delivered event or an event delivered as part of a Regional Youth Para Games. When BISFed delivers the events, they will take place in even-numbered years (i.e. 2022, 2024) to manage BISFed's capacity to deliver events each year (to a maximum of 15 events per year.) The only time a Regional Youth Championship will take place in odd numbered years (i.e. 2021, 2023, 2025) is where there is an existing Regional Youth Para Games event due to take place in these years. If this is the case then these will become that region's event for that two-year period. These events will be available to any athlete aged 13 to 21 (subject to any Youth Para Games age restrictions).

Level	Tier	BISFed Competition Type	Partner Competition Type	Year	# per year
1	Major World	World Championships	Paralympic Games	2022 / 2024	1
2	Qualification	Paralympic Qualification Tournament	N/a	2024	1
		Americas Championships (*)	Para Pan American Games (*TBC)	2021/2023	4
		Asia & Oceania Championships			
		European Championships			
		Africa Championships			
3	Minor World	World Cup Series	N/a	Every Year	4
4	Minor Regional	Intercontinental Challenger Series	Para Asian Games Para Pan American Games Sub-Regional Para Games	Every Year	6

BISFed Competition Pathway
Version 2020.01

5	Development	Sanctioned Non-Ranking Competitions	International Invitational Events	Every Year	TBD
	Youth	World Youth Championships		2023	1
	Youth	Regional Youth Championships	Regional Para Youth Games	2022 / 2024*	4

* The only time a Regional Youth Championship will take place in odd numbered years is where there is an existing Regional Youth Para Games event due to take place in these years. (for more detail see 1.1.1 viii).

1.1.2. Only BISFed Members in good standing are eligible to participate in BISFed-sanctioned competitions.

1.1.3. Paralympic Games: This event is sanctioned by the International Paralympic Committee and also attracts World Ranking Points.

1.1.4. Regional para events, which include the sport of Boccia: These events are sanctioned by the International Paralympic Committee or the relevant Regional Paralympic Committee and will attract World Ranking Points.

1.2. Non sanctioned Competitions

1.2.1. In order to promote the growth of boccia, BISFed will endeavour to support other non-ranking sanctioned competitions (for example, Development or Youth competitions) by offering technical advice and expertise if there is the resource to do so.

BISFed Competition Pathway

Version 2020.01

2. BIDDING TO HOST BISFed-SANCTIONED COMPETITIONS

2.1. Eligibility

- 2.1.1.** Only BISFed members (or their representative) in good standing are eligible to bid to host BISFed-sanctioned competitions.
- 2.1.2.** A member who wishes to bid to host a World Championships must have previous experience of hosting at least World Open or Regional Championships.
- 2.1.3.** A member who wishes to bid to host a World Cup Series, Regional Championships or Paralympic Qualifier Event must have previous experience of hosting a BISFed-sanctioned event.

2.2. Bidding timetable

- 2.2.1.** BISFed will normally invite expressions of interest from members a minimum of 12 month prior to the year in which the following competitions will be held e.g. World Cup Series or Regional Championships.
- 2.2.2.** Whenever possible, BISFed will normally invite expressions of interest from members wishing to host a World Championship at least 24 months prior to the year in which the competition will be held.
- 2.2.3.** Members who are interested in hosting competitions will normally have three months to respond to the invitation to bid.
- 2.2.4.** All bids must be submitted using the standard BISFed Competition Bid Document published on the BISFed website.
- 2.2.5.** The BISFed Competition Bids Committee will review all bids received by the closing date and make recommendations to the BISFed Board within one month of the bid closing date.
- 2.2.6.** For the World Championships a site visit may be required to evaluate the bid/s prior to award.
- 2.2.7.** Assuming that BISFed receives at least one competent bid to host a World Cup Series or Regional Championships event, the winning bidder will normally be notified and the competition announced on the BISFed website within three months after the closing date for bids, with the aim of publishing the competitions awarded at least six months in advance of the calendar year in which the event is due to take place.
- 2.2.8.** For the World Championships the winning bidder will normally be notified and the competition announced on the BISFed website within three months after the closing date for bids, with the aim of publishing the competitions awarded at least eighteen months in advance of the calendar year in which the event is due to take place.

BISFed Competition Pathway
Version 2020.01

3. CONTRACT

- 3.1.** The relevant BISFed Hosting Contract for the level of event that is being bid for will be made available to all bidders at the time of bidding.
- 3.2.** Bidders are required to note and include all the requirements of the relevant Hosting Contract when preparing their bid.
- 3.3.** Following the awarding of an event to a bidder, BISFed will prepare a draft contract which includes any negotiated modifications, to the standard form of contract, which may be particular to each bid (if any.) The draft contract will be forwarded to the successful Host Organising Committee (HOC) within one month of the announcement of the successful bid.
- 3.4.** The HOC is required to review the draft contract and provide any comments to BISFed for consideration within one month of the receipt of the draft contract.
- 3.5.** In order to minimise administration and postage, once agreed, the contract may be entered into in any number of counterparts and any party to the contract may enter into the contract by executing (signing) any counterpart. A counterpart constitutes an original of the contract and all executed counterparts together have the same effect as if each party had executed the same document.
- 3.6.** BISFed contracts are prepared in English under English law.

BISFed Competition Pathway

Version 2020.01

4. COMPETITION ENTRIES

4.1. Competition Information Document – All HOCs are required to produce a Competition Information Document to be made available to all interested BISFed member countries who may wish to participate in the event. The document should be prepared following the awarding of the event and must be signed off by BISFed prior to its wider circulation.

4.2. Eligibility of Players and Team Officials

- 4.2.1.** All athletes and Team Officials entered to BISFed-sanctioned competitions must be entered by a BISFed Member organisation in good standing.
- 4.2.2.** Where there are two or more BISFed Members in a country, only one of these organisations may enter athletes in any one BISFed-sanctioned competition.
- 4.2.3.** All athletes entered to Sanctioned World Ranking competitions must be 15 years of age on January 1 of the year of the competition.
- 4.2.4.** All athletes entered to Sanctioned Youth Ranking Competition must be aged between 13 and 21-year-old on January 1 of the year of the competition.
- 4.2.5.** BISFed's policy on the nationality of athletes (as published on the BISFed website) will be applied at all BISFed-sanctioned competitions. BISFed members are solely responsible for ensuring the eligibility of athletes, and athletes' passports will be checked prior to each competition.
- 4.2.6.** The BISFed nationality policy is also applied to the player's assistant in the BC3 classification.

4.3. Period of Entries

- 4.3.1.** The period of entry and the slot allocation process are explained in the BISFed Competition and Ranking Manual. (Note that special arrangements for entries will apply to events sanctioned by the IPC.)
- 4.3.2.** HOC must use BISFed's authorised Event Entry System (Sport:80) for all BISFed-sanctioned events. This is to facilitate consistency and integrity of data capture (e.g. athlete and team member details, passport and travel details, athlete classification) and to integrate all competition data. Once an athlete has entered a BISFed-sanctioned event, this data will automatically be available for future events. The data will also be used for competition draws, posting of results and calculation and publication of World Ranking Lists.

4.4. Entry Fees

- 4.4.1.** BISFed's policy is to encourage HOCs to charge reasonable entry fees in order to encourage more competitors in events.
- 4.4.2.** The entry fee proposed by the HOC will be part of the bid and is always subject to approval by BISFed. No adjustments to the approved entry fee will be allowed unless BISFed agrees that exceptional circumstances warrant a change.
- 4.4.3.** The HOC may charge:
 - up to £1,500 per country as an 'Intention to Compete' fee (refundable if the country withdraws before the first entry date. An 'Intention to Compete' fee will form part of the total entry fee due.)
 - up to 50% of the full entry fee as a 'first entry' fee. This payment will be refundable if the team is withdrawn prior to closing of the final entry.
 - a penalty fee for any unjustified delays from members in complying with entry deadlines. Both the penalty fee and the deadlines must be included in the Competition Information Document prepared by the HOC. The penalty fee will be agreed between the HOC and BISFed.
- 4.4.4.** Any outstanding part of the entry fee must be paid in full by the closing date.
- 4.4.5.** No refunds of entry fees will be made after the final entry has closed, other than for approved medical or special circumstances. In these cases, the HOC and BISFed will determine whether

BISFed Competition Pathway
Version 2020.01

there are special circumstances that should be taken into consideration. The validity of refunds will be determined on a case by case basis on production of medical or other relevant evidence. Any refund will be limited to 80% of the full entry fee.

- 4.4.6.** Every entry fee (which will be charged for all accredited athletes and team members) will include a Capitation Fee which the HOC must pay to BISFed on completion of the event.

BISFed Competition Pathway

Version 2020.01

5. TECHNICAL OFFICIALS

5.1. Appointment of Technical Officials

5.1.1. Technical Delegate: BISFed will appoint a Technical Delegate for each sanctioned competition within two months of the award of a bid. The Assistant Delegate will be the BISFed Competition Manager or a suitable replacement.

5.1.2. Referees: The BISFed Referees' Committee will decide on the appointment of referees for each competition.. BISFed will maintain a master list of qualified referees, and in making such recommendations, the Committee will check the availability and eligibility of referees at least annually with the relevant BISFed members.

5.1.3. Classifiers: The BISFed Classification Committee will decide on the appointment of Classifiers for each competition. BISFed will maintain a master list of qualified Classifiers, and in making such recommendations, the Committee will check the availability and eligibility of Classifiers at least annually with the relevant BISFed members.

5.1.4. Technical Officials for each competition will be appointed according to the following table:

	Paralympic Games	World Championships	Regional Championships	World Cup	Intercontinental Challengers	Other Event	Notes
Maximum Number of Athletes	As agreed with the IPC	176	104 – 120	104– 120	54 - 108 (ideal 80-90)	To be negotiated with HOC	See Note 7 below for guidance on team/staff numbers
Competition Courts*	6	12	8-10	8-10	6-10	4-8	
Training Courts	6	6-8	4-6	4-5	2-5	2-4	
Ideal number of Training Days*	2	2	1	1	1	1	
Ideal Number of Competition Days*	7	8	5-6	5-6	5-6	4-5	
Technical Delegate (TD)	1	1	1	1	1	1	Appointed by BISFed
Assistant TD	1	1	1	1	1	1	Appointed by BISFed
Head Referee (HR)	1	1	1	1	1	1	Appointed by BISFed
Assistant HR	1	1	1	1	1	1	Appointed by BISFed
Total Number of Referees	12	24 +1*	16 - 20 +1*	16 – 20 +1*	12 – 20 +1*	8 – 16 +1*	Total number of International and National Referees. *1 IR for Referee Assessor
% of BISFed Appointed Int. Ref.	100	100	Minimum of 80%	Minimum of 80%	Minimum of 50%	Minimum of 40%	All IRs must be approved and appointed by BISFed
IR from Host Country	N/A	Up to 6	Up to 40% of the IR	Up to 40% of the IR	Up to 50% of the IR	Up to 50% of the IR	4
National Referees	N/A	N/A	Maximum of 20%	Maximum of 20%	Maximum of 50%	Maximum of 60%	Nominated and appointed by HOC
International Classifiers	N/A	6	3	3	6	3	Nominated and appointed by BISFed. Includes the Head Classifier
Liners	12	24	16 - 20	12 – 20	9 – 20	6 – 16	Appointed by HOC
Timers	Recommended 3 per court (minimum 2 per court)						Appointed by HOC

Notes:

1. The number of courts and referees varies according to type of event.

2. The number of Referees required is determined by the number of competition courts (2 per court.)

3. The HOC must provide BISFed with the number and names of International and National Referees they wish to nominate as part of their bid to host the event, according to the table above. The BISFed Referee Committee has the final decision on appointing all International Referees, including those from the Host Country.

4. The number of liners required is 2 per court. At Regional and World Open Events a minimum of 1.5 liners per competition court will be accepted

BISFed Competition Pathway

Version 2020.01

5. A reasonable ratio of staff/team numbers (in addition to athletes) is: 1 assistant per athlete; 1 Team manager; 1 BC1/2 Team Coach; 1 BC3 Pair Coach; 1 BC4 Pair Coach; 1 Physiotherapist/Medical staff

5.2. Travel provision for Technical Officials

- 5.2.1. BISFed Event Officials Length of Stay:** The Technical Delegate, Assistant Technical Delegate, Head Referee and Chief Classifier will arrive no less than two days prior to the start of an event and will depart no later than one day after the completion of the event. The precise arrival date will be agreed between BISFed and the HOC dependent upon the status and readiness of the event. Any other official is expected to arrive the day prior to the commencement of the pre-competition training period.
- 5.2.2. Class and Payment:** The HOC will be responsible (as per the Hosting Contract) for economy class travel from home to the competition venue for all BISFed appointed officials (Technical Delegate(s), Classifiers and Referees). This includes reasonable costs from home to departure airport and return and carriage of reasonable luggage (up to 20kg) if charged as an extra by airline companies. Travel expenses incurred by BISFed-appointed officials must be reimbursed to the official in GBP, Euros or USD during the event on production of the relevant receipts. The HOC is responsible for booking and paying for all such travel, unless agreed otherwise directly with the Officials concerned. In case of cancelling their travel (except in case of medical emergencies duly approved by BISFed), the official is responsible for reimbursing the HOC for all associated costs.
- 5.2.3. Accompanying Persons:** If a Technical Official wish to travel with an accompanying person then it will depend on the HOC having accommodation availability and any additional costs must be paid for by the Technical Official. The accompanying person is not automatically entitled to any level of accreditation or event hospitality. Any benefits for the accompanying guest will be determined by the HOC, except for World Championships where BISFed will also be consulted by the HOC for approval.
- 5.2.4. Entry Visas:** BISFed appointed officials are responsible for obtaining an entry visa to the relevant country (where necessary.) However, the HOC has a clear responsibility under the Hosting Contract to assist with visa applications (for example by providing letters of invitation in good time.) The HOC is responsible for reimbursing BISFed appointed officials for the cost of obtaining visas.
- 5.2.5. Insurance:** BISFed is responsible for arranging travel and medical insurance cover for BISFed appointed officials and representatives.
- 5.2.6. Technical Officials with a disability:** If a technical official with a disability requires a personal assistant for their personal needs, the HOC must cover the cost of travel for the personal assistant.

5.3. Accommodation and meal provision for Technical Officials

- 5.3.1.** Accommodation and meals must be provided for all BISFed appointed officials from at least one day prior the equipment check and classification until the departure date and time. The Technical Delegates, Head Referee and Chief Classifier may be required to attend for an additional day, depending on the competition.
- 5.3.2.** The Technical Delegates, Assistant Technical Delegate, Head Referee and Chief Classifier must be allocated single rooms.
- 5.3.3.** All other Technical Officials may be allocated shared rooms (but not more than two per room, and in separate male and female rooms.)
- 5.3.4.** Any additional nights outside of the above days must be paid for by the BISFed appointed officials by arrangement with the HOC
- 5.3.5. Technical Official with a disability:** If a technical official with a disability requires a personal assistant for his personal needs, the HOC must cover the cost of accommodation and meals for the personal assistant.

BISFed Competition Pathway
Version 2020.01

5.4. Daily Allowance for Technical Officials

5.4.1. Technical Officials must be paid a per-diem allowance at the current approved BISFed rate from the day of arrival until the day of departure (both days inclusive.) The per-diem payment must be paid net (free of any local taxes) and can either be paid daily or as a lump sum at the beginning of the competition. The HOC is responsible for any local tax relating to per diem payments.

5.5. Uniforms

5.5.1. The HOC must provide at least two sports shirts for each BISFed appointed official. The shirts should display the approved logos of the competition and must display the BISFed logo. The design of competition uniforms must be approved by BISFed.

5.5.2. BISFed reserve the right to require its Officials to wear official BISFed clothing as required.

BISFed Competition Pathway

Version 2020.01

6. TECHNICAL REGULATIONS

6.1. Technical Delegate Visit

- 6.1.1. By agreement with BISFed, the HOC must arrange an inspection visit by the appointed Technical Delegate at least four months before the start date of the competition. The visit should be for up to two full days with the HOC, and HOC is responsible for economy class travel from home to competition venue as well as all travel (including airport pick up and drop off), accommodation and catering during the visit.
- 6.1.2. For World Championships, up to two visits may be required by the Technical Delegate between the appointment of the HOC and the start of the World Championships.

6.2. Competition Rules and Regulations

- 6.2.1. All BISFed-sanctioned competitions will be run according to the current version of the BISFed Competition Rules as published on the BISFed website.
- 6.2.2. All BISFed-sanctioned competitions will be organised by the HOC according to the current version of the BISFed Competition Manual as published on the BISFed website.
- 6.2.3. The BISFed Competition Management System (BCMS) will be used to manage all the information pertaining to the competition (including competition entries, competition draw and results.) HOC will be charged the current standard rate for use of the BCMS software.

6.3. Competition Venue

- 6.3.1. **Accessibility Statement:** Boccia is played competitively at national and international level by athletes who require a wheelchair because of their disability. BISFed understands that accessibility can be a significant challenge for any Host Organising Committee, however there is a minimum requirement necessary to host a successful event. The venue must be wheelchair accessible and the accommodation and internal transportation must be accessible. At the moment, legislation, design standards and practices vary significantly around the world, even in countries with well-developed policies and legislation regarding accessibility. BISFed will therefore work with the HOC to ensure that athletes needs are met.
- 6.3.2. **Competition courts:** The number of competition courts and the technical specification of the playing surface for events will be discussed between BISFed and the HOC and also confirmed in the Hosting Contract agreed between BISFed and the HOC. For the World Championships, the Regional Championships in the third year of the quadrennial and the Paralympic Qualifier Event, the number of competition courts and the technical specification of the playing surface will be specified by BISFed.
- 6.3.3. **Warm-up area:** HOC must provide at least half as many warm-up courts as competition courts in an area separated and secluded from the main field of play
- 6.3.4. **Equipment storage:** HOC must provide enough space for each country participating in the competition to store sports equipment securely when it is not in use.
- 6.3.5. **Call Room:** HOC must provide a Call Room area adjacent to the competition courts to accommodate all the competitors, assistants, coaches and Referees for each set of matches. (Note: the Call Room space may be used for Classification prior to the completion. In addition:
 - The Call Room must provide at least 12 m² per Competition Court with clear dividers between each such area, plus adequate aisle space for wheelchair access.
 - At least one wheelchair-accessible toilet should be in the Call Room or nearby.
- 6.3.6. **Technical Delegate Area – Field of Play:** The HOC must provide a secure area, with controlled access, for the Technical Delegate and Head Referee adjacent to and overlooking the competition area. The area must have at least two stand-alone desks and chairs and a printer with wireless internet access.

BISFed Competition Pathway

Version 2020.01

- 6.3.7. Technical Delegate Room:** If requested by the Technical Delegate, the HOC must provide a secure room for the Technical Delegate, with at least two stand-alone desks and chairs and a printer with wireless internet access.
- 6.3.8. Head Referee Room:** HOC must provide a secure room for the Head Referee (this room will also be used in the event of Protests), with at least 2 stand-alone desks and 6 chairs, a working surface and a printer with wireless internet connection.
- 6.3.9. Officials' Lounge:** HOC must provide a room with enough space to accommodate all the Technical Officials for meetings and relaxation. Water, tea, coffee and fresh fruit should be provided.
- 6.3.10. Classification Space:** HOC must provide a separate, private Classification Room which should be the length of a boccia court (12m long) to allow an accurate indication of the throwing ability of the athlete. (Alternatively, the classifiers will need to have access to a competition or warm-up court for classification purposes.)
- 6.3.11. Classifiers' Room:** HOC must provide a secure office for the Classification Panel(s) containing sufficient tables and chairs, pens, pencils, wireless internet access and a dedicated printer.
- 6.3.12. Anti-Doping Facilities:** The HOC must provide an area in the venue where Anti-Doping can be conducted. The area must meet the requirements of the National Anti-Doping Authority.
- 6.3.13. Medical Facilities:** The HOC must provide an area where individuals that have minor injuries or are feeling unwell can go and be seen by a first aid respondent.
- 6.3.14. Sport Information Desk:** The HOC must provide a Sport Information Desk (normally near the Reception area in the competition venue.) The manager of the Sport Information Desk must be familiar with all aspects of the competition (e.g. different schedules, protest procedure, etc).
- 6.3.15. General Information Desk:** HOC must provide a General Information Desk (normally near the Reception area in the competition venue.) Information may also be provided by the HOC at competition hotels e.g. transportation schedules. The manager of the General Information Desk must be familiar with all aspects of the event (e.g. accommodation facilities, mealtimes, transport arrangements, local information.)
- 6.3.16. Athletes' Lounge:** HOC must provide a room or quiet space sufficient to accommodate 20% of the athletes participating at any one time together with soft furnishing such as mats or puffs, and a few chairs and tables.
- 6.3.17. Volunteers' Lounge:** HOC must provide a room with sufficient space for the volunteers to hold a meeting and to relax.
- 6.3.18. Spectator Area:** HOC must provide sufficient seats and spaces for wheelchair spectators, including athletes who are not involved in competing.
- 6.3.19. Flags:** All competing countries must be represented by their flag inside the competition venue. Flags must be arranged according to the regulations set out by BISFed. The official BISFed flag must also be displayed prominently inside the competition venue.
- 6.4. Host Organising Committee (HOC)**
- 6.4.1.** All BISFed competitions will be conducted in the English language, and all HOC officials must be competent in English.
- 6.4.2. Organisational Chart:** the HOC will provide an organisational chart of event staff prior to the signing of the contract. If required, BISFed can provide templates for a variety of event-based staff roles.
- 6.4.3.** Due to the Technical Delegate's extensive responsibilities, the HOC must allocate a volunteer to assist the TD and ATD with general liaison and administrative tasks.

BISFed Competition Pathway

Version 2020.01

6.4.4. The Competition Manager must ensure the smooth running of the event and be available at all times to support BISFed Officials for the duration of the competition.

6.4.5. The Call Room Manager must be familiar with the sport of Boccia and the operations of the Call Room and should be knowledgeable and confident enough to manage issues which can arise from time to time.

6.4.6. In order to promote spectator interest in the event, the Competition Venue must be open to the public (subject to any local safety and security requirements) unless it is agreed with BISFed that the event will be ticketed, in which case the ticketing strategy must be agreed in-advance with BISFed and tickets must be put on sale to the general public.

6.5. Volunteers

6.5.1. Volunteers are required for a variety of tasks such as to control access to secure areas (e.g. the Warm-up area, Call Room, Field of Play, Equipment Storage); to guide athletes onto the Field of Play; to sweep courts between matches; and to assist the Technical Delegate and Head Referee as required.

6.5.2. HOC must nominate a Volunteers' Leader (fluent in English) who is able to act as a point of contact for the Technical Delegate and Head Referee.

6.6. Information Technology Provision

6.6.1. High Speed Wireless Internet: HOC must provide (free of charge) reliable high-speed wireless broadband internet connection for use by all officials, athletes and teams at the competition venue and at the hotel/accommodation venue.

6.6.2. Technical Delegate and Competition Manager Information Technology: HOC must ensure that an Ethernet connection is available and connected to the Internet via cable for the Technical Delegate / Assistant Technical Delegate to operate the BISFed Competition Management System. For the avoidance of doubt, the scoring and timing computer on each competition court MUST be connected to the TD office and the host computer for the Boccia Competition Management System by Ethernet cable. **Wi-Fi connection is NOT reliable and is NOT an acceptable method of connection for the BISFed Competition Management System.**

6.7. Live Coverage of Competition Play

6.7.1. At least one competition court must be filmed live by the HOC, and this coverage must be streamed on live to the internet and be made available to BISFed to stream on the BISFed website.

6.7.2. For BISFed World Championships, Regional Championships in the third year of the quadrennial, and the Paralympic Qualifier Tournament, overhead video coverage will be required on all finals courts to provide instant replay evidence for the Head Referee in the case of a dispute or protest.

6.8. Classification

6.8.1. Classification Team: Depending on the type of competition, either one or two Classification panels will be required. When there is one panel, it will be composed of three classifiers, a Physiotherapist, a Doctor (ideally specialising in Rehabilitation or Neurology) and a Sports Technical Expert. One of the members of the panel will act as Chief Classifier. If a second panel is required, the Chief Classifier may, by agreement with the Classification Committee, act as the third Classifier on both panels. The classifiers must be appointed by BISFed.

6.9. Classification Forms: will be emailed to the HOC in advance upon request.

6.10. Event Insurance: HOC's will be required to demonstrate that they have adequate event insurance cover in place for the event.

BISFed Competition Pathway
Version 2020.01

7. DOPING CONTROL AND MEDICAL SUPPORT

7.1. Anti-Doping

7.1.1. BISFed Anti-Doping Code

- i. The BISFed Anti-Doping Code is published on the BISFed website at:
<http://www.bisfed.com/documents-library/>

7.1.2. Anti-Doping Requirements at BISFed Approved Competitions

- i. The BISFed Anti-Doping Code applies to all BISFed-sanctioned events.
- ii. BISFed requires that at all BISFed-sanctioned Competitions:
 - a) Random in-competition anti-doping testing will take place.
 - b) Random out of competition anti-doping testing will take place.
- iii. All testing at BISFed-sanctioned competitions is conducted in accordance with World Anti-Doping Agency (WADA) Anti-Doping Code.
- iv. The HOC should monitor implementation of the Competition medical and safety rules.
- v. The cost of anti-doping services will be met in full by the HOC.

7.1.3. Anti-Doping education

- i. As of 2019, BISFed requires that all athletes participating in BISFed-sanctioned Competitions have completed the WADA Anti-Doping e-learning course ALPHA prior to competing. The e-learning certificate is valid for two years.
- ii. As of 2020, BISFed requires that all BC3 Sport Assistants participating in BISFed-sanctioned Competitions complete the WADA Anti-Doping e-learning course ALPHA. The e-learning certificate is valid for two years.

7.2. Medical Services

- 7.2.1.** Athletes are responsible for their own physical and mental health and for their own medical supervision.
- 7.2.2.** By entering a BISFed-sanctioned Competition, an athlete specifically releases BISFed from any liability to the extent permitted by law for any loss, injury or damage that he or she may suffer in relation to or as a result of his or her participation in the Competition.
- 7.2.3.** The HOC must use its best endeavours to provide accommodation and competition environments which are safe and compatible with elite level boccia competition.
- 7.2.4.** The HOC must submit its medical plan to BISFed for approval prior to the arrival of BISFed Officials/Teams. The HOC will be required to develop a medical plan which is proportionate to the size and nature of the competition; the number of Officials / Teams participating; the number of Support Staff and spectators; the health standards of the country where the competition takes place; and the prevailing environmental conditions (e.g. climate, altitude, communal disease management).
- 7.2.5.** HOC must appoint a Medical Competition Director to prepare and co-ordinate the medical services and safety requirements during the competition.
- 7.2.6.** The HOC must plan to provide on-site medical services at the event venue as well as access to medical services at all other times of the day and for the duration of the time that Officials or teams remain in their country.
- 7.2.7.** It is further recommended that BISFed member organisations conduct their own periodic health evaluation for each Athlete who will be entered into a BISFed Competition.

***BISFed Competition Pathway
Version 2020.01***

8. DISCIPLINARY REGULATIONS AND PROCEDURES

- 8.1. General:** It is an absolute requirement to be a Member of BISFed in good standing (i.e. all fees and dues up to date; no outstanding disputes), in order to bid for, host or participate in a BISFed-sanctioned event
- 8.2. Technical matters, Protests and Appeals:** The BISFed Rules set out the procedures for dealing with technical issues, Protests and Appeals at events. BISFed Rules are subject to a comprehensive review by the Rules Committee at the end of each Quadrennial Cycle. Exceptionally, the BISFed Rules may be updated or clarified during the course of the Cycle, but any updates or clarifications will be minimised in the year of the Paralympic Games.
- 8.3.** Any non-technical disciplinary violations will be managed by BISFed based on the BISFed Code of Conduct and the BISFed Code of Ethics.

BISFed Competition Pathway

Version 2020.01

9. CEREMONIES

9.1. BISFed will provide the HOC with a copy of its Protocol document and confirm protocols which must be followed within the HOC contract. Whilst there is flexibility in the delivery of Opening, Medal and Closing ceremonies the HOC must submit a plan and agree the format of Ceremonies with BISFed at least one month in advance of the Competition commencing.

9.2. General Principals

- 9.2.1.** All ceremonies should be kept as brief as possible, consistent with the dignity required of the occasion.
- 9.2.2.** The guideline for Speakers is that speeches should not exceed 3 minutes.
- 9.2.3.** BISFed will provide HOC's with official ceremonial music to be used in-conjunction with medal ceremonies

9.3. Opening Ceremony

- 9.3.1.** The Opening Ceremony should be held either on the evening before the start of competition; or at the beginning of the first day of competition.
- 9.3.2.** Athletes of each participating country may either assemble in the venue in advance of the Opening Ceremony, or parade into the venue, depending on the HOC's preference.
- 9.3.3.** Dignitaries and VIPs (including the BISFed representative) should be seated at the front of the venue.
- 9.3.4.** Official BISFed ceremonial music should be played to signal that the ceremony is about to begin.
- 9.3.5.** The Master of Ceremonies/Announcer (MC) begins the Opening Ceremony by introducing the Dignitaries/VIPs and announcing the list of participating Countries. The MC then invites the following speakers:
 - i. **Principal Guest/Dignitary:** who should welcome the athletes and spectators.
 - ii. **Oath:** Representatives for athletes, judges and coaches each recite a section of the oath; and
 - iii. **BISFed Representative:** who should thank the HOC and sponsors and declare the Competition Open.

9.4. Medal / Closing Ceremony

- 9.4.1.** The Individual Medal Ceremony should be held after the completion of the Individual Competition
- 9.4.2.** Medals will be presented in the following order: Bronze, Silver and Gold
 - i. BC1 Individual. Female and Male
 - ii. BC2 Individual. Female and Male
 - iii. BC3 Individual. Female and Male
 - iv. BC4 Individual. Female and Male
- 9.4.3.** The Team and Pairs Medal ceremony and Closing ceremony will normally be combined, but if the HOC is hosting a closing dinner, the short speeches may be delivered during the dinner. The precise arrangements should be agreed by the HOC with BISFed in advance
- 9.4.4.** Medals will be presented in the following order: Bronze, Silver and Gold
 - i. BC1/2 Team.
 - ii. BC3 Pair.
 - iii. BC4Pair.

BISFed Competition Pathway

Version 2020.01

The HOC must be aware of Medal Ceremony Protocol and athletes and team officials must be informed.

9.4.5. The MC announces that the Medal Ceremony is about to begin.

9.4.6. All the athletes assemble at the front of venue; Medal Winners assemble separately to one side.

9.4.7. Presenters of the medals should be agreed by the HOC with BISFed before the first day of competition, and will normally include a representative from:

- i. The local governing body (e.g. the Mayor).
- ii. The HOC.
- iii. A Sponsor.
- iv. The BISFed Board.

9.4.8. MC introduces the medal presenters

9.4.9. When all the medals for each event (e.g. BC1 Individual) have been presented, the National anthem of the Gold Medal winner should be played and the national flags for Gold, Silver and Bronze winners raised in a prominent position. The HOC will have previously checked that the National Anthem of each participating country is correct.

9.4.10. When all the medals for all the events have been presented, the MC invites:

- i. A representative of the HOC to make a short speech (e.g. Congratulate the athletes; thank the sponsors).
- ii. A representative of either a sponsor or the local governing body to make a short speech (e.g. congratulate the HOC; make some relevant local remarks.)
- iii. BISFed to Close the Competition. (Thank the Volunteers and athlete assistants; thank the HOC; Declare the Competition closed.)

9.5. Medals

9.5.1. Design: The medals must be approved by BISFed and should contain the name of the competition (e.g. "BISFed 2016 World Open City Name")

9.5.2. Gold, Silver and Bronze medals must be awarded to all athletes who achieve 1st, 2nd or 3rd position in each category (BC1/2 Team; BC3 Pair; BC4 Pair; BC1 Individual; BC2 Individual; BC3 Individual; BC4 Individual.) Note that in the BC3 class, all athlete assistants must also be awarded the appropriate medal.

9.6. Welcome and Farewell Dinner: HOC may, at its discretion, organise a welcome dinner. The HOC must organise a farewell dinner, appropriate to the status of the competition, for all BISFed sanctioned events. The exact format of the dinners should be discussed with BISFed in advance.

9.7. Social Programmes: If possible, HOC should facilitate visits to local attractions or places of interest for teams and athletes who wish to have some leisure time away from the competition.

BISFed Competition Pathway
Version 2020.01

10. COMPETITION RESULTS AND WORLD RANKING

10.1. Competition Results

- 10.1.1.** HOC must use the BISFed Competition Management System for all sanctioned competitions (but not the Paralympic Games and Regional Para Games which are sanctioned by the International Paralympic Committee.)
- 10.1.2.** Competition results will be produced by the BISFed Competition Management System and should be displayed on a prominently located electronic screen in the competition venue. Results will also be published as soon as they are available on the HOC and BISFed websites.
- 10.1.3.** Within 24 hours of the end of each BISFed-sanctioned competition, the Technical Delegate will confirm the final results of the event which will be made available on the BISFed website.

10.2. World Rankings

- 10.2.1.** BISFed will review, and if necessary revise the BISFed World Ranking System immediately following each Paralympic Games
- 10.2.2.** BISFed will publish an updated World Ranking list on the BISFed website in accordance with the approved Competition System (i.e. as soon as possible after the completion of an event or series of events.)
- 10.2.3.** The current BISFed World Ranking List will be used for seeding and competition draws for all sanctioned competitions.

BISFed Competition Pathway
Version 2020.01

11. POST COMPLETION REPORTS AND EVALUATION

11.1. General

In order to ensure that BISFed can make continuous improvements to how events are organised and run, a number of reports are required at the end of each event.

11.2. Technical Delegate Report

11.2.1. The Technical Delegate will prepare and submit a report to BISFed within one month of the end of each event. A report may be made available by BISFed to the HOC to share learning.

11.3. Head Referee Report

11.3.1. The Head Referee will prepare and submit a report to BISFed within two weeks of the end of each event. A report may be made available by BISFed to the HOC to share learning.

11.4. Classification Report

11.4.1. The Chief Classifier will prepare and submit a report to BISFed within two weeks of the end of each event. A report may be made available by BISFed to the HOC to share learning.

11.5. Closing Report

11.5.1. The HOC must prepare and submit a Closing Report (in English, saved as a Word document) to BISFed in accordance with the Hosting Contract no later than three months after the Closing Ceremony. The Closing Report must describe all the key elements of the Event, including: a record of all participants (Countries, athletes and officials); Event results; media coverage and press reports; Transport; Accommodation; Catering; Field of Play and should include recommendations for improving future competitions.

BISFed Competition Pathway

Version 2020.01

12. ADMINISTRATION AND LOGISTICS

- 12.1. Host Organising Committee Structure:** HOC must agree the organisation structure for the event with BISFed. In particular it is important to identify who will be responsible for: Overall project management (this person should also be the primary contact with BISFed); transport and logistics; accommodation; competition management (field of play); volunteers; finances; media; technology and internet.
- 12.2. Secretariat Support:** The HOC must provide administrative support (e.g. to facilitate transport arrangements and simple administration tasks such as printing) for senior BISFed officials attending the event.
- 12.3. Event Logo and Uniforms:** The HOC must submit event logo and uniform design to BISFed for approval. All uniforms must bear the BISFed logo either on the left breast or the right shoulder. BISFed brand guidelines are available on the BISFed website.)
- 12.4. Competition Budget:** The bidding process requires the HOC to submit a draft budget to BISFed for information. The HOC should then submit a finalised budget at the time of signing the HOC contract with BISFed. It is the sole responsibility of the HOC to manage the event within the budget.
- 12.5. Airport reception:** All arriving Officials and event participants must be met by an HOC representative on arrival at the airport. The HOC must display a prominent sign welcoming participants HOCs should make every effort to transfer Officials/event participants to their accommodation as quickly as is possible and normally within 30 minutes. BISFed, however, recognises that there will be opportunities for Officials / Teams to delay their departure from the airport in order to combine with other travelling groups. Should this occur then no Official or Team should wait for any longer than one hour before departing the airport for their accommodation.
- 12.6. Accommodation:** The HOC must provide accommodation for all accredited athletes, team officials and BISFed Event Officials for the duration of the Event. The accommodation must be wheelchair accessible and generally suitable for people with a disability. Sufficient double occupancy rooms must be available for the most severely disabled athletes to be accommodated with their carers. All accommodation must be equivalent to at least a three (3) star hotel (European standards.)
- 12.7. Meals:** The HOC must provide catering services for athletes, team officials and BISFed Event Officials. These services must include daily breakfast, lunch and dinner and must be available from an agreed date prior to the Opening Ceremony until the date of the Closing Ceremony. Meal services must be provided in wheelchair-accessible facilities and must be offered at optimal times so as to allow athletes and officials to eat appropriately prior to and after competition. A hot meal option for lunch is strongly preferred, and HOC must provide suitable variety of food, appropriate to the cultural and religious make-up of the participants
- 12.8. Competition Transport Plan:** The HOC must provide safe, reliable, wheelchair-accessible transport between all the Event Venues.
- 12.9. Souvenirs:** The HOC may provide souvenirs either as gifts or for sale if they so wish.
- 12.10. Intellectual Rights:** The format of all BISFed-sanctioned Events (including the names “Boccia International Sports Federation”, “BISFed”, the BISFed logo and “Boccia Competition Management System”) is the exclusive property of BISFed. BISFed will provide the HOC with a copy of its approved logo for use during the Event. The BISFed logo must be prominently displayed inside the competition venue and around the field of play.
- 12.11. Accreditation:** The HOC must provide BISFed with an agreed number of accreditation passes, free of charge, to access designated spectator seating and VIP lounge (if applicable)
- 12.12. BISFed identification:** The BISFed logo must be prominently displayed around the Field of Play (FOP) and on all publications and backdrops (mixed zone, press conference).
- 12.13. Competition Handbook:** The HOC must provide a competition Handbook with all relevant logistical and competition information to all teams and officials no later than 2 weeks before the beginning of the competition.

BISFed Competition Pathway
Version 2020.01

13. MEDIA AND PUBLICITY

13.1. BISFed Proprietary Rights: The format of all BISFed-sanctioned events is the exclusive property of BISFed, and BISFed owns all rights of whatever kind or nature concerning the event's organisation, exploitation, broadcasting, marketing and reproduction by any means whatsoever including the name "Boccia International Sports Federation" and the BISFed logo

13.2. General: It is essential to the growth and development of boccia that every opportunity is taken to showcase the sport in a positive way. BISFed will work with all of its partners to maximise media coverage of boccia before, during and after sanctioned competitions.

13.3. Event Website: The HOC must have a website/platform which provides specific event information as a minimum::

- i. Relevant information for participant, e.g. first and last entry dates, venue information, all competition dates (arrival, departure, equipment check, classification, competition), accommodation options, travel and transfer information
- ii. General information of interest about the location
- iii. Up to date results
- iv. Live stream of at least one match in progress
- v. Link to the BISFed website
- vi. Links to relevant social media (e.g. Facebook, Twitter.)

13.4. Sponsorship: BISFed encourages the HOC to engage sponsors for the event, subject only to the following provisions:

13.4.1. BISFed will publish on its website a list of its strategic sponsors; the HOC must not, without BISFed's prior permission, engage or sign up sponsors from similar sector categories. BISFed may require that the HOC display the logos of strategic sponsors as part of the event branding.

13.4.2. Sponsorship which is inappropriate in a sporting context (e.g. alcohol, tobacco) will not be allowed.

13.5. Event Branding: HOC must submit all event branding to BISFed for approval as per the Hosting Contract.

13.6. Local Press, radio and television

13.6.1. HOC should attempt to interest relevant local media in the event, for example by offering interview opportunities with athletes and dignitaries and inviting media to attend the event. Coverage of final matches will be particularly important as they should offer the most intense and interesting level of competition.

13.7. Merchandising

13.7.1. HOC must use the approved event marks on any merchandising for the event.

BISFed Competition Pathway
Version 2020.01

14. TECHNICAL OFFICIAL TRAINING COURSES

- 14.1.** In order to be able to support the growing international competition schedule, BISFed will schedule training courses for International Technical Officials (Technical Delegates, International Referees and International Classifiers.)
- 14.2.** Courses will be organised by agreement with the relevant Host Organising Committee in the period immediately before a sanctioned or non-sanctioned (under special circumstances) competition to minimise costs and so that course participants can attend at least part of the competition in order to put their new knowledge into practice.
- 14.3.** The programme for training courses will be agreed with HOC's during the bidding process and will be published at the beginning of each year.
- 14.4.** As soon as the programme for the year has been announced, BISFed Members will be invited to nominate suitably qualified individuals to attend the courses which will offer training to International level.
- 14.5.** BISFed will provide approved trainer(s) to lead each course.
- 14.6.** Courses will be limited to a maximum of 12 participants and preference will be given to participants from the Region in which the event is being held.
- 14.7.** Participants will be charged a course fee to cover accommodation; meals; local transport from arrival airport to training venue; training materials; and the cost of providing trainer(s). The course fee will vary depending on the location and will be published together with the announcement of the course.

For any information regarding this Document, please contact BISFed Office at admin@bisfed.com & operations@bisfed.com

-----ENDS-----