

SECTION 1: TENNIS SPORT SPECIFICATION

1. Rules of Competition

The rules of INAS Tennis pertaining to competition, rankings and records will be those of the ITF with approved variations by INAS.

2. INAS Sport Rules

Competition will be governed by the Rules of Tennis from the official code of the International Tennis Federation (ITF).

ITF official tennis balls will be used.

Please note items of particular interest below:

2.1. Scoring:

- a. Subject to the number of athletes, each event will be run as a round-robin, feeding in to a main draw and consolation draw.
- b. For the Round Robin and Consolation Draw - each match will be of one, 6-game set, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 6-games all.
- c. For the Main Draw matches – matches will be played using 3 short sets. The first two sets to 4 games, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 4–games all. If the score reaches one set all, then a 10 point match tie-break will be played as the 3rd set (first to 10 points, winning by 2 clear points). The medal matches (final & 3rd/4th play-off) will be the best of 3 sets. The first two sets to 6 games, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 6-games all. If the score reaches one set all, then a 10 point match tie-break will be played as the 3rd set (first to 10 points, winning by 2 clear points).
- d. For round robin and consolation draw matches that are 1 set to 6 games, the maximum number of sets a player can play will be 5 per day.
- e. For main draw matches that are the best of 3 short-sets the maximum number of sets a player can play will be 6 per day, excluding tie-breaks.

2.2. Continuous Play:

- a. 20 seconds between points
- b. 90 seconds on change-overs
- c. No break after 1st game

2.3. Officials:

- a. Matches will have a solo chair umpire, who will call the score, all lines, service lets, foot faults, time violations and code violations under the ITF three step Point Penalty System (PPS).

- First violation.....warning
 - Second violation.....point
 - Third violation.....game
 - Thereafter.....games will be deducted
or player will be defaulted at discretion of umpire or referee
- b. Lateness for match will be penalised in accordance with the PPS.
- c. A player will be defaulted if, 15 minutes after his/her match has been called he/she is not on court, unless in the opinion of the referee this was unavoidable.

2.4. Medical Timeouts and Toilet Breaks:

- a. A medical timeout for each new medical condition, or aggravation of a pre-existing condition may be taken during the warm-up or match for a treatable medical condition. Treatable medical conditions include, but are not limited to injury, illness, and heat-related conditions and cramps.
- b. One medical timeout only is allowed for any and all cramping conditions. Once the umpire is notified and the trainer or medical personnel has reached the court and made a diagnosis that the condition is treatable, the 3-minute treatment time begins.
- c. A player may request one toilet break during the match. Coaching is NOT allowed. Players will be escorted during toilet breaks.

2.5. Coaching during matches

- a. Only designated coaches with their team may coach their athlete during a singles or doubles match.
- b. The coach must be sitting on court and may coach the player(s) during a set break and when players change ends at the end of a game, but NOT when the players change ends after the first game of each set and NOT during a tie-break game as per ITF rules.
- c. Coaches must enter the court before play has started and can only leave at the change of ends. If a coach returns then they must do so at a change of ends and be seated on court before the next game commences.
- d. When coaches are on court supporting their athletes in competition, no photographs are allowed to be taken during matches.

3. Disciplines

Championships shall comprise the following events:

- a. Team Competition (male event & female event - 2 players in one team)
- b. Men's Singles
- c. Women's Singles
- d. Men's Doubles
- e. Women's Doubles
- f. Mixed Doubles

Competitors may enter the singles, doubles and mixed doubles events.

In doubles and team events, all players must play with players from their own nation. In exceptional circumstances where there is a player from a nation who can compete in one event only, then if possible the INAS Tennis Director will try to offer another event with a player from another nation so that the player can compete in two events.

4. Competition Format

4.1. Team Competition:

- a. There will be a Men's Team Competition and a Women's Team Competition
- b. Each team will consist of 2 male or 2 female players
- c. A nation can enter a maximum of 2 teams per event
- d. The results of the Team Competition will be taken from the position each player finishes in the Men's & Women's Singles Competition
- e. Points will be allocated, eg the winner of the Men's Singles will get 1 point, the runner-up, 2 points etc down to the last player in the draw
- f. The top team will be the 2 players from the same nation with the lowest combined score, etc.

4.2. Singles and Doubles Competitions:

- a. Competition formats for INAS Championships are played according to the number of participants. Where possible, each event will run as a round-robin, feeding in to a main draw and consolation draw.

4.3. Group Stages:

- a. Players are divided upon results of previous World Championships or every 4th year previous Global Games.
- b. The winner and runner up will be placed in different groups. The semi-finalists who lost to the finalists will be also in different groups (opposing the semi-final matches from last year) where possible; then the rest of the participants will be drawn manually with respect to the nationalities at first (e.g. separating players from the same country into different groups).

4.4. Knock Out Stages:

- a. The knock out system follows with two competitions – one main draw for the Championship title and another consolation tournament for the lower ranked places. Where possible this will be as a compass draw to maximise matches for athletes.

5. Seeding

Points will be awarded for a players finishing position as follows for each respective event:

Points awarded for position	
Gold	50

Silver	40
Bronze	30
4	15
5	14
6	13
7	12
8	11
9	10
10	9
11	8
12	7
13	6
14	8
15	4
16	3
17	2
18 tc	1

For Singles events, seedings will be calculated using the combined total of the previous two years INAS Tennis World Rankings for the singles event. The player with the highest combined total will be ranked one for the event, and so on.

For doubles events, each individual player will be allocated points as above. Seedings will be calculated using the points awarded to a player from the previous year's World Championship event only. Where a player did not compete in the previous year's Championship, the points received from the World Championships two years prior will be brought forward and counted. For each doubles pair entered their respective points will be combined to give a total for the pairing. The pair with the highest combined total will be ranked one for the event, and so on.

6. Competition Draw

The draws for each event will take place 2 days before the start of tournament play. This will be conducted by the LOC but overseen and authorised by the INAS Technical Delegate and the competition Referee.

7. Technical Meeting

The Technical Meeting will take place the day prior to competition to discuss all important details concerning the competition and organisation. It is compulsory for each participating nation to attend. Each nation can send up to two persons (Head Coach and/or Team Manager) to the meeting.

8. Technical Delegate

The INAS Sport Director will take on the role of Technical Delegate for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport.

9. Technical Officials

The following International and National Technical Officials must be appointed to the event:

- a. Referee 1 – National Standard – Appointed by National Federation
- b. Umpires 12 - National Standard – Appointed by National Federation

The Referee must arrive two days prior to competition to inspect the facilities and work with the LOC and Sport Director to finalise the competition schedule.

The umpires must arrive at least the day prior to competition to be briefed by the Sport Director and Referee and familiarise themselves with the facilities.

10. Facilities

For INAS World Tennis Championships a minimum of 6 courts are required for competition.

All courts must be ITF standard and approved by the host country's National Governing Body of Tennis.

All courts must be of the same surface.

In addition where the championships is played outdoors, where available 2 indoor courts should be provided for contingency in case of inclement weather.

All match courts must have the following equipment/facilities:

- a. 4 chairs per court for athletes with canopies or parasols
- b. Balls – Official ITF approved (approx 20 dozen x 4 ball cans for a World Championships)
- c. Official ITF Tennis Umpire chairs
- d. Score boards
- e. Athlete name cards for score boards
- f. Net measure

11. Clothing

During matches all players must wear team/nation kit or recognised tennis attire.

Women may wear compression shorts or sports leggings during a match under a tennis skirt, dress or shorts.

Men may wear compression shorts during a match under shorts.

12. Advertising

Manufacturer's identification – One only on each shirt sleeve, neither of which exceeds eight square inches (52 square cm)

On shorts, skirts, dresses, or front, back or collar of a shirt – two manufacturer's identifications, neither of which exceeds two square inches (13 square cm) or one manufacturer's identification, that does not exceed four square inches (26 square cm).

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

7.11 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - TENNIS



Commercial (non-manufacturer's) identification – One only on each shirt sleeve that must not exceed three square inches (19.5 square cm).

SECTION 2: INAS CHAMPIONSHIP EVENT SPECIFICATION

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SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

7.11 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - TENNIS



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1 Event Specification

1.1 Event Title

The title of the event is the “[Number or Year] INAS [World/Regional] Tennis Championships”, for example “5th INAS World Tennis Championships” or “2013 INAS European Tennis Championships”.

1.2 Event Date

World Championships will be scheduled annually.

Regional Championships can be scheduled annually but must be at least 2 months before or after the World Championships or Global Games if held in the same year.

The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

1.3 Rules

INAS Tennis events are organised in accordance with the ITF rules with appropriate amendments as set out in the Sport Specifications above. Local Organisers are not permitted to amend these rules.

1.4 IF Sanctioning

At present there is no need for INAS Tennis Championships to be sanctioned by the ITF. The involvement of the national federation is essential to ensure a successful event.

1.5 Inspection Visit

The LOC will be supported by the INAS Sport Director who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the INAS Sports Manager, Technical Officer and other Committees as required.

The Sport Director may undertake a one or two day inspection visit at least 6 months prior to the event which will include a visit to the competition and training venue(s), accommodation and time will also be available for competition related discussions.

The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

1.6 Events

The following programme of events will be held:

- Team Competition (male event & female event - 2 players in one team)
- Men’s Singles
- Women’s Singles
- Men’s Doubles
- Women’s Doubles
- Mixed Doubles

1.7 Event Timetable

The competition will be played over 5 (five) or 6 (six) days subject to number of courts available and number of entries with training prior as below.

	-2 Days	-1 Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrivals									
Training									
Competition									
Opening Ceremony									
Closing Ceremony									
Departure									

Additional training days prior to competition can be made available should the LOC and teams agree.

2 Competition Information

2.1 Competition Format

2.1.1 Team Competition

- There will be a Men's Team Competition and a Women's Team Competition
- Each team will consist of 2 male or 2 female players
- A nation can enter a maximum of 2 teams per event
- The results of the Team Competition will be taken from the position each player finishes in the Men's & Women's Singles Competition
- Points will be allocated, eg the winner of the Men's Singles will get 1 point, the runner-up, 2 points etc, down to the last player in the draw
- The top team will be the 2 players from the same nation with the lowest combined score, etc.

2.1.2 Singles and Doubles Competitions

Competition formats for INAS Championships are played according the number of participants. Where possible, each event will run as a round-robin, feeding in to a main draw and consolation draw.

2.1.3 Group Stages

Players are divided upon results of previous World Championships or every 4th year previous Global Games.

The winner and runner up will be placed in different groups. The semi-finalists who lost to the finalists will be also in different groups (opposing the semi-final matches from last year) where possible; then the rest of the participants will be drawn manually with respect to the nationalities at first (e.g. separating players from the same country into different groups).

2.1.5 Knock Out Stages

The knock out system follows with two competitions – one main draw for the Championship title and another consolation tournament for the lower ranked places. Where possible this will be as a compass draw to maximise matches for athletes.

2.2 Competition Schedule

The competition schedule will be produced prior to the event by the Sport Director, Referee and LOC Competition Director.

2.3 Entry Quotas

2.3.1 There should be no limit to the number of entries per nation should capacity allow.

2.3.2 Competitors may enter the singles, doubles and mixed doubles events as well as the Team Competition with another athlete from their nation.

2.4 Event Viability Criteria

Events will be considered viable if they have a minimum of three (3) eligible players/pairs from two (2) different nations.

2.5 Medals & Ceremonies

Medals will be awarded to the players/pairs placed 1st, 2nd and 3rd in each event.

In the exceptional case an event is competed by only three (3) athletes, medals will be awarded following the “minus one rule”.

All nations must bring to the World Championships three (3) national flags and a CD of their national anthem.

2.6 Qualification Criteria

Entry is open to all INAS Member Organisations in good standing. There is no minimum qualification criteria.

2.7 Entry Process

Preliminary entry information should be available 12 months before the date of the Opening Ceremony and final entry information 9 months before, giving full details and costs associated with the event.

For World Championships entry will be managed via the INAS Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events the INAS Sports Manager System can be used. Alternatively LOC managed entry should be via an online entry system that is user-friendly and if possible, available in multiple languages. This should be supported by a paper-entry system for nations who have difficulty accessing the internet.

A full list of entrants should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

2.8 Entry fees

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

Sponsorship may be raised, in accordance with the guidelines set out in the INAS Handbook.

A capitation fee (level to be determined by INAS) must be added to the cost of the event and may not be used to cover the cost of the event.

INAS will charge a small online entry fee to cover administration costs of the INAS Sports Management System which will be agreed with the LOC and included in the entry fee.

Entry fees will normally be made in 3 separate payments:

- 25% at first entry deadline, payable to LOC and may be held as a deposit organisers in accordance with the schedule below.
- 25% at final entry deadline, payable directly to INAS.
- 50% at final entry deadline, payable to the LOC.

INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

2.9 Seeding

Points will be awarded for a players finishing position as follows for each respective event:

Points awarded for position	
Gold	50
Silver	40
Bronze	30
4	15
5	14
6	13
7	12
8	11
9	10
10	9
11	8
12	7
13	6
14	8
15	4
16	3
17	2
18 etc	1

For Singles event seedings will be calculated using the combined total of the previous two years INAS Tennis World Rankings for each event. The player with the highest combined total will be ranked one for the event, and so on.

For doubles events each individual player will be allocated points as above. Seedings will be calculated using the points awarded to a player from the previous year's World Championship event. Where a player did not compete in previous year's Championship, the points received from the World Championships two years prior will be brought forward and counted. For each doubles pair entered their respective points will be combined to give a total for the pairing. The pair with the highest combined total will be ranked one for the event, and so on.

2.10 Competition Draw

The draws for each event will take place 2 days before the start of tournament play. This will be conducted by the LOC but overseen and authorised by the INAS Technical Delegate and the competition Referee.

2.11 Technical Meeting

The Technical Meeting will take place the day prior to competition to discuss all important details concerning the competition and organisation. It is compulsory for each participating nation to attend. Each nation can send up to two persons (Head Coach and/or Team Manager) to the meeting.

2.12 Team Composition & Delegations

There is no limit to the number of athletes a nation may bring (subject to capacity restrictions).

Each team should have a Head Coach. In addition, each competing nation may also bring an additional Coach and Team Manager.

Head coaches from each nation must sign in their team every morning, at least 15 minutes before the start of play.

During the Championships, when a match is called, coaches must take their player to the referee's table. The players will then go on court together for their match with their umpire.

2.13 Athlete Sport Equipment & Clothing Regulations

Only recognised Tennis clothing may be worn during matches.

No footwear may be worn on court that is of a type prohibited by the host venue or that may, in the opinion of the Referee, cause damage to the court surface.

2.14 Communication

A Team Handbook must be developed and published approximately 3 months before the event containing all key event information.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

2.15 Results

An efficient and accurate competition schedule and results management service is essential throughout the event e.g. Tournament Software. Organisers should ensure that results of events are published 'live' to the event website.

By the close of the event, a full results list should be available.

A full copy of results should be sent to the INAS Head office (in pdf format) immediately upon conclusion of the event.

3 Eligibility & Classification

3.1 Eligibility

All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with INAS, and the entry is sanctioned by the National Member Organisation.

INAS will manage the primary eligibility process and will regularly update the INAS Master List. All athletes entering the event must appear as 'Active' on the INAS Master List no later than the final entry deadline. Applications for new athletes must be submitted to INAS as soon as possible.

Athletes who do not meet the qualifying criteria or do not appear on the INAS Master List as 'Active' are not eligible for this event.

There is no 'guest' entry.

The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the INAS Master List no later than the final entry deadline (all athletes)
- N, R or C sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

Insert any IF eligibility requirements e.g. IF licence

4 Venue

4.1 Facilities

4.1.1 For INAS World Tennis Championships a minimum of 6 courts are required for competition.

4.1.2 All courts must be ITF standard and approved by the host country's National Governing Body of Tennis.

4.1.3 All courts must be of the same surface.

4.1.4 In addition where the championships is played outdoors, where available 2 indoor courts should be provided for contingency in case of inclement weather.

4.1.5 All match courts must have the following equipment/facilities:

- chairs per court for athletes with canopies or parasols
- Balls – Official ITF approved (approx 20 dozen x 4 ball cans for a World Championships)
- Official ITF Tennis Umpire chairs
- Score boards
- Athlete name cards for score boards
- Net measure
- Net winder

4.1.6 The following spaces should be provided for athletes and team officials

- Male and female changing rooms
- Athlete Lounge
- Reserved seating area (shaded if conditions hot)

4.1.7 The following spaces should be provided for officials

- Male and female changing rooms
- Lounge/rest area
- Reserved seating area (shaded if conditions hot)

4.1.8 Spectator seating

- Adequate seating should be available outside of each court perimeter for team members and spectators.

4.1.9 The following spaces should be provided to run the competition

- Competition management office including space for Sport Director and Referee to work (with internet connection).

4.2 Training Facilities

4.2.1 Training facilities must be available prior to and during championships.

4.2.2 On competition days competition courts can be used for training prior to the day's play. In addition it is optional for organisers to provide an additional 2 courts for training.

5 Officials, Staffing & Volunteers

5.1 Technical Delegate

The INAS Sport Director will take on the role of Technical Delegate for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport.

5.2 INAS Sport Director

The INAS Sport Director will attend the event and be the lead on all technical matters and will act as the highest authority with regards to technical decisions.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of INAS Sport Director or their nominated representative.

5.3 INAS Official Representative

INAS will normally appoint an Official Representative - a member of the Governing Board - to the event.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.

The Official Representative will take final decisions on all matters except those that are of a sports technical nature (and in so far not put before the Accreditation Committee) as much as possible in consultation with the technical delegate, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.

5.4 INAS Sports Manager

The INAS Sports Manager will normally attend World Championship events.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the INAS Sports Manager or their nominated representative.

The Sports Manager will be present at the event to support the Technical Director, Sport Director, Officials Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.

5.5 Technical Officials

The following International and National Technical Officials must be appointed to the event:

	Number	Qualification	Appointed By
Referee	1	National	National Federation
Umpires	12	National	National Federation

The Referee must arrive two days prior to competition to inspect the facilities and work with the LOC and Sport Director to finalise the competition schedule.

The umpires must arrive at least the day prior to competition to be briefed by the Sport Director and Referee and familiarise themselves with the facilities.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses for all officials.

5.6 Sport Specific Volunteers

Court managers will be required during training and competition to maintain the courts and sweep them throughout the day.

The use of ball boys/girls are not required for INAS Championships.

6 Medical & Anti Doping

6.1 Medical

First aid and physiotherapy services must be made available for training and competition by the Organisers.

6.2 Doping Control

The INAS Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with INAS Anti-Doping Policy.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the INAS Anti-Doping Committee NO LESS THAN 30 DAYS BEFORE COMPETITION to tue@INAS.org.

7 Event Operations

7.1 Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access.

An efficient system of presenting accreditation on arrival should be arranged.

7.2 Visas

Each competing nation is responsible for arranging for the necessary visas for their delegation. Where required the LOC will issue a letter of invitation to participating nations.

The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

7.3 Transportation

7.3.1 Athletes/Team Officials – All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.

Traditionally athletes enter multiple tennis events and as such will be on site for most of the day. Flexibility should be planned to allow for athletes not competing in multiple competitions to return to the accommodation during the day.

7.3.2 Technical Officials - The schedule must guarantee that the umpires arrive on venue a minimum 30 minutes before the official start of the day's play.

7.4 Accommodation

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, volunteers and guests should be in the same general area but any media guests should be accommodated separately.

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include a number of accessible rooms.

7.5 Catering & refreshments

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

7.6 Security

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities.

8 Ceremonies, Guests & Social Programme

8.1 Ceremonies and Receptions

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the INAS flag and a welcome speech from the INAS President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

8.2 Guests

Organisers are required to provide a VIP Guest hospitality programme. Organisers are required to ensure an appropriate accommodation venue is available for guests, and if possible, access to transport, competition venues and any social programme.

The guest list should be developed in consultation with the Sport Director.

Guests will normally attend at their own expense.

8.3 Social programme

A social programme may also be offered to participants. However it is important that the programme is sympathetic to the demands on elite athletes.

9 Branding, PR and Media

9.1 Branding and PR

The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the INAS Handbook.

All venues should be fully branded with the INAS logo, and all printed materials, website and other marketing materials should ensure the INAS logo is prominent.

9.2 Event Website

The organisers must create and maintain an event website, containing key information about the event. An event photographer must be arranged together with video footage of competition.

9.3 Media

Press releases should create a positive message regarding the spirit of the event maintain an athlete-centred approach. Copies of all press releases, news items, features, photos, videos and other media should be made available to INAS upon completion of the event.

LOC's should take advantage of social media opportunities, including Twitter and Facebook to promote the event, INAS, and sport for athletes with an intellectual disability.

10 Spectators & Ticketing

Event hosts should give careful consideration to how the event will be marketed to spectators, including arrangements for ticketing (whether paid or free tickets), and how spectator safety and enjoyment is carefully managed.

Tickets sales may be managed by the organisers or in conjunction with INAS. Free tickets might ensure a larger crowd, adding to the atmosphere at events, whilst levying a charge will generate income towards the delivery of the event. In all cases, a ticket-management procedure should be put in place (this can be managed through the INAS website).

Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control, emergency planning.

11 Insurance, Finance & Contingency Planning

11.1 Event Hosting Fee

For World Championships an event hosting fee is payable to INAS within 1 month of the completion of the event. The amount will be confirmed annually by INAS.

11.2 Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by INAS.

11.3 Insurance

All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

The LOC must provide public liability insurance and professional indemnity insurance for the event, and should consider cancellation insurance. INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact INAS for advice regarding the minimum levels of cover needed.

11.4 Event Proceeds

Any financial surplus resulting from the hosting of the Championships will be distributed 50% to the LOC and 50% to INAS.

11.5 Emergency Planning

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with INAS staff, and for management of media.

The plan should be developed in consultation with INAS and made available to key staff within the LOC.

11.6 Contingency Planning

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to contingency and backup plans in respect of essential event areas to ensure successful delivery.

Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

12 Post Event

12.1 Post Event Report

On completion of the event, the Organisers will provide a short report detailing an overview of the event and a full statement of income and expenditure.

12.2 Final Results

The Organisers will be responsible for providing the Secretariat with an electronic copy of the event results. This should be done on a daily basis, with a full copy of results on completion of the event.