

## **SECTION 1: TABLE TENNIS SPORT SPECIFICATION**

### **1. Rules of Competition**

The rules of Table Tennis pertaining to competition and records will be those of the ITTF. Virtus' ranking will use the same rules as ITTF, but with adaptations regarding Virtus' calendar:

- Players will appear on Ranking lists until 48 months have expired since their last qualifying match (instead of 12 months used by ITTF). This change is necessary due to Virtus events are fewer than ITTF's.

### **2. Virtus Sport Rules**

There are no variations to the ITTF rules for Virtus competitions.

### **3. Disciplines**

Championships shall comprise the following events:

- Men's Team Competition
- Women's Team Competition
- Men's Singles
- Women's Singles
- Men's Doubles
- Women's Doubles
- Mixed Doubles

### **4. Eligibility Groups**

There are 3 (three) eligible groups to compete in Table Tennis:

- Athletes with an intellectual disability (II1)
- Athletes with significant intellectual disability (II2)
- Athletes with autism (with no intellectual disability) (II3)

## **SECTION 2: Virtus CHAMPIONSHIP EVENT SPECIFICATION**

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## **1 Event Specification**

### **1.1 Event Title**

The title of the event is the “[Number or Year] Virtus [World/Regional] [Sport] Championships”, for example “5th Virtus World Table Tennis Championships” or “2017 Virtus European Table Tennis Championships”.

### **1.2 Event Date**

The Virtus Table Tennis event cycle is as follows:

	<b>Virtus</b>	<b>ITTF</b>	<b>IPC</b>
<b>Year 1</b>	Regional Championships		Paralympic Games
<b>Year 2</b>	World Championships	Regional Championships	
<b>Year 3</b>	Regional Championships	World Championships	
<b>Year 4</b>	Global Games	Regional Championships	

### **1.3 Rules**

Virtus events are organised in accordance with ITTF rules. Local Organisers are not permitted to amend these rules.

### **1.4 International Federation Sanctioning**

ITTF event sanctioning should be considered and are strongly recommended. The LOC is responsible for submitting the application (and any associated costs) for event sanctioning and should liaise with the Virtus Sport Director and the National Table Tennis Federation of the host.

### **1.5 Inspection Visit**

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

The Sport Director will undertake a one- or two-days inspection visit 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, local transportation, and meals costs.

### **1.6 Events**

The following programme of events will be held:

- Men’s Team Competition
- Women’s Team Competition
- Men’s Singles
- Women’s Singles
- Men’s Doubles
- Women’s Doubles
- Mixed Doubles

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The events may be held in the three different eligibility groups:

- Athletes with an intellectual disability (II1)
- Athletes with significant intellectual disability (II2)
- Athletes with autism (no intellectual disability) (II3)

Events in II1 are mandatory, while II2 are optional (while highly recommended, but depends on the number of entries) and II3 are a trial group, and highly encouraged for the events.

#### 1.7 Event Timetable

The competition will be played over five (5) days with training and classification prior as below.

	-2 Days	-1 Day	Day 1	Day 2	Day 3	Day 4	Day 5
Arrivals							
Training							
Classification							
Technical Meeting							
Opening Ceremony							
Competition							
Closing Ceremony							
Departures							

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

Team competitions will be in the following format: best of three matches, (1 double and 2 singles). All teams should be composed by a minimum of 02 (two) athletes and a maximum of 03 (three) athletes for each gender and eligibility group. The order of play shall be:

- Doubles
- Single 1 (A - X)
- Single 2 (B – Y)

All players shall be selected from those nominated for the event. Before a team match the right to choose A, B or X, Y shall be decided by lot and the captains shall name their teams to the referee or his representative, assigning a letter to each singles player. All names must be nominated before starting the team match.

A player who will compete in singles in II2 group may form a team with athletes in II1 group, and the team will only be allowed to compete in II1 team event. Athletes from II3 group cannot form teams with athletes from other groups.

To have more teams or to open the possibility of a team competition, athletes from different nations may form teams, but it should be approved by the Competition Manager and/or the Sport Director.

### 2.1.2 Singles Competitions

Singles competitions will have two stages of competition – first group stages followed by knockout stages.

For World Championships the top two players from each group qualify through to the knockout competition.

### 2.1.3 Doubles Competitions

Doubles competitions will be run as a straight knockout format.

## 2.2 Competition Schedule

The order of events will be as follows:

- Day 1 – Team event group stages, Men's Singles and Women's Singles group stages
- Day 2 – Team event knockout stages, Men's Singles and Women's Singles group stages
- Day 3 – Mixed Doubles, Men's Doubles and Women's Doubles, knock out Single's stages
- Day 4 – Semi Finals and Finals Singles, Doubles and Teams.

The order of events may be changed by agreement of the Sport Director.

## 2.3 Entry Quotas

Nations may enter a maximum of one men's and one women's team, with a maximum of three athletes per group and gender. This means that a nation may bring a maximum of 18 athletes for a competition:

Groups	Male	Female
II1	3	3
II2	3	3
II3	3	3

Total: 18 athletes

World and Regional Championships will be open to all nations in good standing with Virtus.

For Eligibility Groups II2 and II3 there may be combination between athletes from different nations, in order to have enough teams to establish a competition, in accordance with Virtus Sports Director and the Competition Manager.

## 2.4 Event Viability Criteria

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

## 2.5 Medals

The top four players/pairs/teams are awarded medals (there is no 3<sup>rd</sup>/4<sup>th</sup> place playoff).

The following number of medals are required for each Eligibility Group:

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	<b>Gold Medal</b>	<b>Silver Medal</b>	<b>Bronze Medal</b>
<b>Men Teams</b>	3 gold	3 silver	6 bronze
<b>Women Teams</b>	3 gold	3 silver	6 bronze
<b>Mixed Doubles</b>	2 gold	2 silver	4 bronze
<b>Men Doubles</b>	2 gold	2 silver	4 bronze
<b>Women Doubles</b>	2 gold	2 silver	4 bronze
<b>Men Singles</b>	1 gold	1 silver	2 bronze
<b>Women Singles</b>	1 gold	1 silver	2 bronze
<b>TOTAL per eligibility group</b>	<b>14 Gold</b>	<b>14 Silver</b>	<b>28 Bronze</b>

If the competition hosts the I12 and I13 events, then the respective number of medals should be provided for them, considering the proportion above.

#### 2.6 Qualification Criteria

Entry is open to all Virtus Member Organisations in good standing.

#### 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 Virtus Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events, the Virtus 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 Virtus Handbook.

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

Virtus will charge a small online entry fee to cover administration costs of the Virtus 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:

- 30% at first entry deadline, payable to LOC and may be held as a deposit organiser in accordance with the schedule below.
- 70% at final entry deadline, payable to the LOC.

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

## **2.9 Seeding**

The seeding for all events will be undertaken in accordance with the rules and regulations of the ITTF.

## **2.10 Competition Draw**

The draws for the respective competitions take place as follows:

- Team Events & Doubles – Group stages (Teams) and knock-out stages (Doubles) – Following the Technical Meeting the day prior to competition
- Team Events - Knockout stages – Following finish of group stage
- Singles – Group Stages - Day 1 following finish of team's group stages
- Singles – Knockout stages – Day 2 following finish group stages

This information is indicative. It can change with the approval of the Competition Manager and Referee.

Draws for all events will be undertaken in accordance with the rules and regulations of the ITTF.

## **2.11 Technical Meeting**

The Technical Meeting will take place the day prior to competition (up to three hours in the evening) 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 to the meeting.

## **2.12 Team Composition & Delegations**

Each team must have enough members to attend the events without any incurrences. We highly suggest at least one team manager, one coach and one medic/physio, and up to three athletes for each gender for each sport group.

## **2.13 Athlete Sport Equipment & Clothing Regulations**

All equipment must abide by ITTF rules.

All rackets must be ITTF approved as per ITTF List Authorised Racket Coverings.

## **2.14 Communication**

A Team Handbook must be developed and published approximately 3 months before the Opening Ceremony 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**

In connection with the secretariat and Referees, the results will be released every day after the competition on the website of the Virtus.



An efficient and accurate results management service is essential throughout the event. Organisers should ensure that results of events are published ‘live’ to the event website.

A full copy of results should be sent to the Virtus 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 Virtus, and the entry is sanctioned by the National Member Organisation.

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

Athletes who do not meet the qualifying criteria or do not appear on the Virtus 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 Virtus 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)

#### **3.2 Classification**

In addition to any existing rules regarding entry to competition and primary eligibility, where an event is sanctioned by the ITTF athletes and their member nations must observe the requirements of the International Federation in respect of sports classification.

### **4 Venue**

#### **4.1 Facilities**

The venue, tables, table surrounds and other equipment should be approved by the ITTF and the National Governing Body of Table Tennis, and provide adequate seating accommodation for players and spectators.

<b>The venue</b>	<b>The area/ room should include</b>
<b>Spectator capacity</b>	Seating to accommodate about 500 people (including public and participants seating)
<b>Competition room</b>	Minimum of 8 tables A board composed of identical tables and ITTF approved, with play areas fully closed a minimum of 12m x 6m and a maximum of 14m x 7m, in quantities of 16 for the World Championships and Global Games. It is mandatory to have approved ITTF floor in the FOP for World Championships and Global Games.
<b>Training room</b>	A warm-up and training room with a minimum of 6 tables (ideally 8) for the World Championships and Global Games, with tables approved by ITTF, minimum dimensions of playground 11m x 5m

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	and adequate lighting around 600 lux.
<b>Athlete changing rooms</b>	Separate changing rooms for men and women with shower and toilets (in sufficient numbers based on the total number of players and nations).
<b>Classification Room</b>	A small quiet room with a desk, 4 chairs, and electrical power. The room must be private during the cognitive tests for the athlete. The room must also have a 12m x 6m playing area with a table tennis net and 30 balls.
<b>Call room</b>	A space large enough for the call room before games. Must be able to accommodate (near the competition hall) 16 athletes and 8 referees (+ coaches) to host athletes, verification of rackets, the draw, changing jerseys and choice of competitions balls. With 16 chairs and 8 small tables (or support to be able to write).
<b>Meeting room</b>	A meeting room for 30 people is required for various meetings and draws. It must be within the sporting areas or nearby. It must also include, for the referee/the judge arbitrator, a video projector equipped with a screen and a laptop/computer for projection of the information.
<b>Doping control</b>	A changing room or specific room is required for doping control with toilets, sink, table and chairs.
<b>Internet Access</b>	Internet access should be provided for the participants (at least for Team Managers). Internet access is paramount for correct communication between the LOC and teams.
<b>Athlete Lounge</b>	A rest area for athletes should be provided with internet access where delegations can connect. At best, the LOC may have several (3 or 4) computers ready for a quick connection (ADSL) A "Pigeon-box" for each delegation will be set-up to provide news and updates.
<b>Officials Lounge</b>	Rest area for officials where they can also leave their bags. The room should be lockable (with the Director of Referees managing the key).
<b>Officials Changing Rooms</b>	Male and female changing room for officials to change.
<b>Exhibition stands</b>	Exhibition stands can be set-up depending on the will of the organizer, whether Virtus requests it or not, an area for an exhibition stand will be made available free of charge.
<b>Labeling and Advertising</b>	If requested, Virtus will get two divisions marked on both sides, for playground, reserved to its partners. In addition, four sites/areas for banners will be at disposal in the room game.
<b>Snack Bar - Buffet</b>	A snack bar - buffet should be provided by the LOC/venue, within the sporting area or near the room.
<b>Medical service</b>	A medical room suitable for the duration of the competition, including an examination table, a sink, toilets, refrigerator and, if possible, a phone.
<b>Information Boards</b>	2 boards of information and results of the matches to come will be set-up: one for the players and delegations, the other one for the audience.

To the secretariat will be provided a machine copy loaded with sheets (A3 and A4) but also at least one (or) computer (Word and Excel) with printer.

The names of the teams (Countries with colours) and the score (and evolution) should be displayed for the team competition.

For all other boards, the table (Ex: Singles Men Singles Men or console) and the level (Ex: Quarter ...) must be displayed on the separations.

#### **4.2 Training Facilities**

Additional tables at the venue must be provided for warm up and training as detailed above. Ideally further training facilities close to the accommodation should be available prior to and during the championships.

As a minimum, players must be allocated at least one session per day on the competition tables for the two days prior to competition.

#### **4.3 Sport Equipment**

##### **4.3.1 Balls**

The LOC must provide the balls of the competition, which will be submitted to Judge Referee before the start of the competition. The total is expected bales of 144 balls \*\*\* (3 stars), ITTF approved, or according to the specifications of the Tournament Director.

##### **4.3.2 Uniforms**

All teams must have their uniforms according to the ITTF Handbook. All players must have two sets of uniforms in different colours, to present to the umpire before each match.

### **5 Officials, Staffing & Volunteers**

#### **5.1 Competition Manager**

Where the event is by the ITTF, a Competition Manager will normally be appointed by the IF. The Competition Manager will be the highest authority with regards to technical matters within each sport. The LOC is responsible for meeting all costs associated including travel (ie. flights), accommodation, subsistence, transport and other per-diem expenses as identified by the IF.

In the absence of an IF Competition Manager the Virtus Sport Director will take on this role.

#### **5.2 Virtus Technical Delegate**

The Virtus Table Tennis Committee will appoint a Technical Delegate who will attend the event and be the lead on all technical matters and where no IF Competition Manager is appointed, 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 meals of Virtus Sport Director or their nominated representative.

#### **5.3 Virtus Official Representative**

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

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The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and meals 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 Competition Manager, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.

#### 5.4 Virtus Sports Manager

The Virtus Sports Manager will normally attend World Championship events.

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

The Sports Manager will be present at the event to support the Competition Manager, 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 Classifiers

There is a need of two classifiers for each event, if the event is sanctioned by ITTF, and allows classification for new athletes.

The LOC is responsible for meeting the cost of travel (ie. Flights), accommodation, transport, meals and per diem expenses of the classifiers.

#### 5.6 Technical Officials

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

	Number	Qualification	Appointed By
Referee	1	International	Virtus
Judge Referee	1	International	Virtus
Assistant Referee	1	International	Virtus
Deputy to Assistant Referee	1	International preferably (if not national)	NF/LOC
Director of Referees	1	International preferably (if not national)	NF/LOC
Umpires	Up to 32	International / some national	*Teams & IF/NF

*\*In agreement with the organisers, each participating country must bring a qualified umpire with them to the competition. Otherwise, the participating country will have to pay a fee to the organizer.*

All umpires must know the rules and procedures of the ITTF (including gestures) and announce the scores in English.

For the World Championships and Global Games, up to 32 umpires are required as per the following breakdown:

Day of Competition	Competition Stage	Number of Umpires
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1st Day	Groups / Singles and Teams	32 umpires
2nd Day	Knock out Teams / Group singles	32 umpires
3rd Day	Knock out / Singles and Doubles	32 umpires
4th Day	Finals / Teams, Doubles and Singles	16 umpires

The LOC will be expected to meet the costs of accommodation and meals for the referees and judges at least one day prior to the start of the competition (see meetings below).

The organizing committee will be expected to meet the costs of accommodation and meals for the umpires from the night prior to competition.

The following meetings/clinics will take place for the officials the day prior to competition starting. A meeting room with laptop, projector/screen will be required:

- Administrative meeting (Judges and Referees) morning for about 2 hours
- Officials training meeting (Judge Arbitrator, Referees and Umpires) afternoon for about 3 hours.

#### 5.7 Sport Specific Volunteers

The LOC must provide at least 2 people who will oversee administrative work (photocopying, editing, printing of information materials, photocopies and displaying results). These people must have a good knowledge of general computing (Word and Excel) and speak fluent English or be being able to communicate and understand every demand in English.

Depending on the evolution of entertainment and finals, plans for assembling the competition hall will be needed. The LOC must provide with a team of 6 to 10 people to make those changes quickly.

## 6 Medical & Anti Doping

### 6.1 Medical

A medical service should be set-up with first aid during training and competition, and a doctor in attendance during competition.

### 6.2 Doping Control

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

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and meals for at least one member of Virtus' Anti Doping Committee.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send a TUE applications to the Virtus Anti-Doping Committee NO LESS THAN 30 DAYS BEFORE COMPETITION to [tue@virtus.org](mailto:tue@virtus.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 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**

**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.

During competition shuttles must be provided every hour or according to the evolution of the competition. The schedule must guarantee that the teams arrive in the competition hall minimum 60 [sixty] minutes before the official start of the match.

**Technical Officials** – all officials are required to be on venue for the duration of a session. Transport should be arranged so that Technical Officials arrive on venue one hour prior to competition and depart between half an hour and an hour after competition has finished.

### **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. There is also necessary to provide water in all accommodations.

## **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 Virtus flag and a welcome speech from the Virtus 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 Virtus Handbook.

All venues should be fully branded with the Virtus logo, and all printed materials, website and other marketing materials should ensure the Virtus 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. Live streaming is recommendable.

## **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 Virtus upon completion of the event.

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

## **10 Spectators & Ticketing**

Event hosts should consider 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 Virtus. 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 Virtus 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 Virtus within 1 month of the completion of the event. The amount will be confirmed annually by Virtus.

### **11.2 Liability**

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

### **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. Virtus advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact Virtus 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 Virtus.

### **11.5 Emergency and Contingency 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 Virtus staff, and for management of media.

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



Despite the absolute 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 consider 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.