

**OPERATIONAL GUIDELINES**

**OF**

**THE INTERNATIONAL  
ISLAND GAMES ASSOCIATION**

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## **International Island Games Association Operational Guidelines**

### **Section 1 - Duration of the Island Games**

- 1.1 The duration of the Island Games shall not exceed 8 days, inclusive of the days of the Opening and Closing Ceremonies. A Host Island shall advise the membership of the duration of their proposed Island Games at the time of their bid.

### **Section 2 - Sports & Events in the Programme of the Games**

- 2.1 The permitted sports shall be the 18 sports named in Section 1 of the Sports and By-laws of the IGA from which a future Host Island can select a maximum of 14 and a minimum of 12 for their particular games.
- 2.2 No sport will be included in the Island Games unless entries are received from at least six Member Island Associations as indicated in their Island Entry Forms.
- 2.3 No event within a sport shall be included in the Final Programme unless there are six entrants from at least four Member Island Associations. In the case where insufficient entries for an event to be staged have been received by an Organising Committee by the closing date for Individual Entries (i.e. eight weeks before the Opening Ceremony) each Member Island Association shall be notified by the Organising Committee that the event has been cancelled, by email, within two weeks after the closing date for receipt of Entries (i.e. six weeks before the date of the Opening Ceremony).
- 2.4 Any event, which has been included in the proposed programme of a Sport and has not been cancelled but subsequently fails to have six entrants from four Member Islands, may still take place with the approval of the Executive Committee.
- 2.5 A Member wishing to add a new sport to those approved for the Island Games shall satisfy themselves that:
1. the sport should have a wide geographical distribution within Member Islands of the IGA.
  2. the sport must meet the demands of the Objects of the IGA (within the IGA Constitution), particularly with regard "to foster and encourage friendship through sporting activities between Island communities and to provide opportunities for sportsmen and sportswomen to participate in international sport".

### **Section 3 - Distribution of Events by Days**

- 3.1 The distribution of events by days in certain sports in the programme of the Island Games shall be determined by the Organising Committee and approved by the Executive Committee.

**Section 4 - Advertising**

- 4.1 The Games must be staged in a dignified manner and without excessive commercialisation. Advertising signs inside the stadium or at any other sporting venues, or on clothing, equipment or medal ribbons used officially at an Island Games shall only be permitted with the approval of the Executive Committee. All markings on competition wear shall be in accordance with the regulations of the International Federation governing the sport concerned.

**Section 5 - Invitation and Forms**

- 5.1 Invitations to take part in the Island Games shall be sent out by the Host Island to each Member Island Association of the IGA at least two years before the Island Games commence and shall be drawn up in the following terms:
- "The Island Games Association, having chosen the Island of (Name) for the celebration of the (number) Island Games, the (Island) Island Games Association invite you to participate in the competitions and celebration of the (number) Island Games to be held at (place) from the (date) to (date) (year) ".
- All documents, invitations, entries, entrance tickets, programmes, etc. printed for the Island Games, as well as all the medals and badges distributed, must bear the number of the Island Games and the name of the Host Island.

**Section 6 - Conditions for Representing an Island**

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

- 6.1 having been born on that Member Island.
- 6.2 A competitor may be considered to have been born on a Member Island if the mother was normally resident on that island immediately prior to the birth and returned to the island soon after.
- 6.3 Having been resident on that Member Island for the period of twelve consecutive months prior to the date of the Opening Ceremony of the Games intended to participate in.
- 6.4 Any person wishing to gain qualification under 6.3 and who is following a programme of study or involved in military service out of the Member Island shall be deemed to be a permanent resident for the purpose of qualification.
- Any competitor not complying with the above shall be subject to an automatic disqualification from the Games.

**Section 7 - Eligibility to Compete**

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

- 7.1 Comply with the rules and regulations laid down by the International Federation governing their sport.
- 7.2 Not be currently under disqualification or suspension under the rules of the relevant International Federation or their own member Sports Association.

**Section 8 - Regulations for Staging the Island Games**

- 8.1 The Host Island must establish an Organising Committee that shall be responsible for the organisation of the Island Games.
- 8.2 For all technical arrangements of the sports in the Island Games, the Organising Committee should, where possible and applicable, consult the National governing bodies within its own territories, which are duly recognised by the relevant International Federation.
- 8.3 All competitions should, where possible and applicable, be staged in accordance with the rules and regulations as laid down by the International Federations.
- 8.4 Wherever possible, the Host Island shall try to establish a Games Village atmosphere and try to ensure that all sporting venues shall be situated on one Island and, if necessary, with the exception of the shooting venues, shall be within easy travel distance of the Games Village.
- 8.5 The Host Island shall assist participating Member Island Associations in obtaining suitable accommodation for their competitors and officials for the period beginning three days before the Opening Ceremony and ending two days after the Closing Ceremony.
- 8.6 The Host Island shall make medical facilities available to all teams. The Organising Committee shall appoint a Medical Official to supervise medical arrangements that shall be available throughout the whole period of the Island Games. Everything shall be done to minimise medical expenses that shall be clearly set out by the Host Island in its presentation.
- 8.7 The Host Island shall adhere to Island Games traditions by ensuring participating teams are treated fairly and without discrimination, preventing external influences from affecting the rights of a visiting Island to represent its sovereignty and are given access to the facilities accommodation and transport enjoyed by the other participating islands.

**Section 9 - Medical**

- 9.1 The Honorary Medical Adviser shall form, and chair an IGA Medical Commission for the duration of the Games.
- 9.2 The Honorary Medical Adviser shall appoint the members of the Medical Commission and shall be of such number as the Honorary Medical Adviser shall decide and shall be chosen from the Host Island and Team Doctors attending the Games.  
The Medical Commission shall: -
- (a) Supervise the testing for proscribed substances and/or proscribed methods.
  - (b) Review any infractions.
  - (c) Deal with any dispute regarding the gender of a Competitor.
  - (d) Address any problem in the Medical Services pertaining to the Association.
- 9.3 The Organising Committee shall appoint a Medical Official to supervise all medical arrangements that shall be available throughout the whole period of the Island Games. The Official shall keep the Honorary Medical Adviser of the Association fully informed of all arrangements being made and shall obtain his approval for such arrangements.
- 9.4 The Organising Committee shall ensure that full medical care including hospitalisation; physiotherapy, dental and dispensary services (herein referred to as Medical Services) are available to all teams and officials. Emergency medical treatment should, wherever possible, be available at all competition venues. A list of countries/islands that have reciprocal medical agreements with the Host Island shall be distributed together with any charges that may be applicable for these facilities to Member Island, six months before the Opening Ceremony of a Games.
- 9.5 Each competitor shall be responsible for ensuring that they are aware of the classes of substances and methods deemed prohibited by their respective sports governing bodies.
- 9.5.1 At least six months before the Opening Ceremony of a Games, the Honorary Medical Adviser shall send to the Organising Committee and to each Member Island Games Association a copy of the World Anti-Doping Code of prohibited classes of substances and prohibited methods.
- 9.5.2 Should an International Federation or a National Governing Body of a Host Island for a particular sport issue a directive that testing for banned substances shall take place at a Games, the IGA and the Organising Committee shall give permission to the testing only on the conditions that the said Body issuing the directive shall undertake to finance all expenses incurred in carrying out the required tests and that Body, shall ensure that such tests are carried out by an World Anti-Doping Association accredited authority.
- 9.5.3 Doping is strictly forbidden and is an offence under the Constitution. Any competitor refusing to submit to the tests shall be eliminated from the Games.

- 9.5.4 The Honorary Medical Adviser shall report to the Association Court, the case against any competitor refusing to submit to the test or suspected to have broken the regulations concerning currently proscribed substances and proscribed methods.
- 9.6 **Doping Procedures**  
(Regulations concerning currently proscribed substances and proscribed methods)
- 9.6.1 A competitor will be deemed to have broken the regulations concerning currently proscribed substances and proscribed methods if:
- (a) a prohibited substance is found to be present within the competitor's body tissues or fluids; or
  - (b) the competitor is found to have used or taken advantage of a prohibited method; or
  - (c) the competitor admits having used or taken advantage of a prohibited substance or prohibited method.
- 9.6.2 The current WADA list of doping classes and methods will be used and any other lists approved by the International Federation of a particular Sport.
- 9.6.3 Prohibited substances include those listed in the World Anti-Doping Code. The expression 'prohibited substances' shall include a metabolite of a prohibited substance. The expression 'prohibited method' shall include:
- (a) Blood doping
  - (b) Use of substances and methods that alter the integrity and validity of urine samples.
- 9.6.4 Testing procedures will be formulated for each Games, together with the protocol to be used in sample collection. The protocol to be followed will be that of the World Anti-Doping Association.
- 9.6.5 If the analysis of the A sample indicates the presence of a prohibited substance, the Honorary Medical Adviser will, in writing, inform the General Team Manager of the Island involved.
- 9.6.6 The Medical Commission will interview the competitor (who may be accompanied by a person of the competitors choice e.g. team manager, coach etc.) to investigate the circumstances of the offence.
- 9.6.7 The Medical Commission if it considers necessary may invite the competitor and/or the Team Manager or a duly accredited representative to be present at the laboratory for the testing of the B sample. Any costs incurred in connection with such attendance will be the responsibility of the competitor or his or her Association.
- 9.6.8 Upon confirmation of the use of a prohibited substance or prohibited method the Honorary Medical Adviser shall inform the Association Court.
- 9.6.9 The Medical Officer appointed by the Host Island shall ensure that he receives from the Doping Testing Organisation a written report of the following:
- (a) the total number of competitors tested in each event.
  - (b) the results of all doping tests carried out either negative or positive.

- (c) the bans or any other penalty or sanction imposed on any competitor by the International Federation or National governing body of a particular Sport.

The Medical Officer shall immediately upon receipt of the report, submit a copy of that report to the Honorary Medical Adviser.

**Section 10 - Entries and Accreditation Fees**

10.1 The Organising Committee of an Island Games shall send out to each Member Island Association **NOT LESS THAN NINE MONTHS** before the start of the Games:

10.1.1 An ISLAND ENTRY FORM which shall list the full approved programme of sports and specific events, and shall be required to be completed and returned by each Member Island Association entering a Team in the Island Games, listing the sports and events in which it intends to take part and the numbers of its expected participants. The form must be returned **NOT LESS THAN SIX MONTHS** before the opening of the Island Games. In the event of the Organising Committee receiving such number of entries for a particular event in the programme for a sport which leads the Organising Committee to believe that there will be insufficient number of entries for the event to be staged, the Organising Committee may with the approval of the Executive Committee cancel that event and give notice to all Member Island Associations not less than 5 months before the Opening Ceremony of the Games.

**Guidance notes.**

The front page of the Island Entry Form should contain: -

- the location of the Games,
- the dates of the Games,
- a list of the sports offered.

On further sheets, all proposed sports and events for the Games should also be listed.

There should be an opportunity for the participating island to indicate:

- which sports/events it will definitely be participating in,
- which sports/events it will definitely not be participating in,
- which sports/events it may be participating in,
- estimated team size for each sport (competitors and officials).

The form should also contain:

- who completed the form and on behalf of which sport and Island,
- details of the closing date for the return of the form,
- who the completed form should be returned to.

It would be advisable at this stage to indicate: -

- if passport photographs will be required for accreditation and when they will be required,
- what insurance arrangements health, baggage, third party, travel insurance will be provided by the Host Island,
- details of sport specific deposit requirements,
- other matters of this sort.

- 10.1.2 A set of TECHNICAL OFFICIALS FORMS which shall be required to be completed for each technical official accompanying a team to the Island Games and who may wish to offer his or her services to officiate during the competitions. These forms must be returned **THREE MONTHS PRIOR** to the opening of the Island Games.

There should be an opportunity for the potential Technical Official to indicate:

- which sports/events they would be prepared to officiate at,
- the dates on which they would be prepared to officiate,
- the qualifications they hold for officiating at the events offered,
- the experience they have in officiating at the events offered,
- if they will require travel expenses with estimates of cost if applicable,
- if they will require to be provided with accommodation,
- if they will require a fee.

The form should also contain:

- details of who completed the form,
- their contact details,
- their island,
- details of the closing date for the return of the form,
- who the completed the form should be returned to.

- 10.1.3 A set of INDIVIDUAL ENTRY FORMS which shall be required to be completed with the name of the competitor and the events in which they wish to compete. These forms must be returned **TWO MONTHS PRIOR** to the date of the opening of the Island Games.

Guidance notes:

Individual Entry Form should contain: -

- the location of the Games,
- the dates of the Games,
- a list of the events offered.

Competitor information should include:

- surname,
- forename(s),
- gender,
- date of birth,
- island,
- first claim club,
- special needs (e.g. vegetarian, wheelchair user)

There should be an opportunity for the competitor to indicate:

- which event(s) they would be participating in,
- their personal best time, performance, ranking (if applicable) for the events offered.

The form should also contain:

- details of who completed the form,
- their contact details,
- their island,
- details of the closing date for the return of the form,
- who the completed form should be returned to.

It would be advisable at this stage to indicate: -

- If passport photographs will be required for accreditation and when they will be required,
- what insurance arrangements health, baggage, third party, travel insurance will be provided by the Host Island,

Prior to the start of every Games there must be submitted to the Organising Committee in respect of each competitor a signed declaration that the competitor is qualified to represent the island and that they have not taken or intend to take any drugs, nor use any methods which are included in the banned or restricted list of the International Olympic Committee and agree to submit to medical tests as carried out by qualified personnel and as agreed by the Island Games Association. A senior island official must countersign this declaration. Every declaration must include an agreement that the competitor agrees to abide by the requirements of the IGA Constitution and Sports By-laws.

10.1.4 A set of TEAM ENTRY FORMS which shall be required to be completed nominating a squad of 30 players for Football and 16 players for Volleyball and Basketball to be submitted **TWO MONTHS PRIOR** to the date of the opening of the Island Games with the final squad members to be nominated **ONE MONTH** prior to the Games.

10.1.5 A set of TEAM OFFICIALS FORMS which shall be required to be completed with the names of all team officials and their positions within the team. These forms must be returned **TWO MONTHS PRIOR** to the date of the opening ceremony.

Guidance notes:

Technical Officials Form should contain: -

- the location of the Games,
- the dates of the Games,
- a list of the sports offered.

10.2 **Accreditation Fees and Games Fees:**

10.2.1 An accreditation fee of **£15** for each Team Official and Competitor ( not Technical Officials ) requiring accreditation shall be paid in Sterling by each Member Island Association to the Host Island Organising Committee **TWO MONTHS PRIOR** to the date of the opening of the Games. Such fees shall be accompanied by a full list of all competitors and Team Officials. No competitor may take part in the Games until such times as the Accreditation fees have been paid. The total of team officials shall be no more than 20% of the total of competitors. Those in excess of this number shall have

their accreditation fee decided by the Host Island at its discretion. The accreditation fees will be collected and retained by the Host Island.

- 10.2.2 The Host Island will pay a fee (Games fee) to the IGA for hosting the Games. This fee shall be determined by the IGA and notified to the Host Island by the 1<sup>st</sup> day of August in the year prior to the holding of the Games. The Games fee should be paid by the Host Island in two installments: -
- a) 50% by 31<sup>st</sup> day of December in the year prior to the holding of the Games;
  - b) 50% no later than one month prior to the Opening Ceremony of the Games

10.3 **Declaration:**

Every declaration required under 10.1.3 hereof must contain the following statement, which must be signed by all competitors.

I, the undersigned, declare that I am eligible to compete according to the eligibility rules of the IGA and of the International Federation controlling my sport. Furthermore, I have not taken and do not intend to take any drugs, nor use any methods that are included in the banned or restricted list of the World Anti-Doping Agency (WADA), and I agree to submit to the medical tests as carried out by qualified personnel and as agreed by the Island Games Association.

10.4 **Change of Entries**

- 10.4.1 In the event of (a) competitor becoming ill or sustaining an injury after their entry form has been accepted and before the opening ceremony, providing that a medical certificate is obtained to this effect, or (b) other exceptional circumstances, the substitution of the competitor by another qualified person may be permitted at the discretion of the Organising Committee, on receipt by it of a duly completed entry form, signed by the competitor and the duly authorised official of the Association concerned.

10.5 **Late Entries**

The host island Organising Committee shall, in exceptional circumstances, and subject to IGA approval, have the power to accept late entries.

- 10.5.1 Such late entries will incur an administration fee which will be double that of the normal accreditation fee for competitors. i.e. £15 + £30 = £45. £30 is payable to the Host Island Organising Committee.

**Section 11 - Transportation**

- 11.1 Transportation shall be provided free of charge for all accredited team members, officials, and technical officials from the closest convenient location from their place of accommodation as assigned by the Organising Committee to the sporting venues.
- 11.2 Accreditation Cards or passes should, if possible, give the right of free use of the Host Island's public transport.

**Section 12 - Attachés**

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

**Section 13 - Programmes, Advertising and Official Report**

- 13.1 The Organising Committee of the Host Island shall be responsible for the printing and production of programmes for each sport.
- 13.2 Advertising at sporting venues, on competitor garments and competition numbers shall be in accordance with the regulations as laid down by the International Federations.
- 13.3 The Host Island shall ensure that an official report together with a complete set of results shall be produced by the Organising Committee within three months of the closing of an Island Games and shall be sent free of charge to the Officers, Executive Committee Members, Honorary Life Members, Member Island Associations of the IGA, main sponsor and to any International delegate/observer present at the Island Games.
- 13.4 Commercial advertising should not be allowed to proliferate beyond a reasonable amount and should be so as not to detract from the Games and the competitions.
- 13.5 The Executive Committee shall approve all advertising at the competition venues and such advertising shall meet with the regulations as laid down by the International Federation of the sport at which venue the advertising is to be displayed.
- 13.6 An Organising Committee shall sign no contract or any agreement entered into with regards to advertising before first having obtained the approval of the Executive Committee.

**Section 14 - Official Film or Video**

- 14.1 The Organising Committee may make the necessary arrangements for the production of a documentary film or video of the Island Games, including amongst other items the Opening and Closing Ceremonies and some of the finals in all the sports in the programme of the Island Games. It must organise and limit these services in such a way that they do not interfere with the conduct of the sports in the Games.
- 14.2 If produced, one copy of the film or video shall be given to the IGA.
- 14.3 Arrangements shall be made so that Member Island Associations can purchase copies at a reasonable price, with the rights to show them to their membership, to governments and to potential sponsors.

**Section 15 - Symbols and Flags**

- 15.1 The Organising Committee of an Island Games shall be responsible for the co-ordination of all flags at the Opening and Closing Ceremonies, Sports Venues and Medal Ceremonies.
- 15.2 Prior to the Opening Ceremony, a representative of the Host Island shall ensure that the official Games Flag is in his possession in order that it may be handed to the escort party to be paraded at the Opening Ceremony, where the flag will be raised.
- 15.3 A flagpole shall be provided in a prominent place within the main stadium for the ceremonial flag of the IGA, which shall be flown during the period that the Games is open.
- 15.4 Each Organising Committee must and each Member Island Association may incorporate the symbol of the IGA along with a design of its own choosing to make its own emblem. Such emblem shall be registered with the IGA Executive Committee. The IGA symbol shall not be used commercially
- 15.5 Each Host Island may, if so desired, design and produce their own flag and/or symbol for use during the period of the Games.
- 15.6 The Games Flag and Flags of Member Islands which are required for the Opening and Closing ceremonies are the property of the IGA and will be made available to the Host Island for use at its Games. At the termination of the Games, these flags will be handed over to the next Host Island to be retained by them on behalf of the IGA until the termination of their Games.
- 15.7 Any flag or flags being the property of the IGA that are missing at the conclusion of the Games shall be replaced with one of the same size, design and quality at the expense of the Host Island at which the last Games were held.
- 15.8 Each Host Island will also use their best endeavours to pass over free of charge all other flags of Member Islands used in connection with the Games to the next Host Island.

**Section 16 - Medals and Medal Table**

- 16.1 The prizes for Competitors at an Island Games shall be provided by the Organising Committee and shall consist of medals and where appropriate 'Small Island Certificates'.
- 16.2 In individual and team events the first prize shall be a gold medal, the second prize shall be a silver medal and the third prize shall be a bronze medal.
- 16.3 Medals shall only be awarded for a competition that has been completed and on the following scale:
- 5 or more entries: gold, silver and bronze.
  - 4 entries: gold and silver only.
- 16.4 Team Events - Only those members who were entitled to be entered on the official team list in accordance with the rules of competition shall be entitled to receive a medal. However, for the purpose of the record only one medal, Gold, Silver or Bronze shall be recorded for each respective Member Island Association.
- 16.5 Events competed on a pool basis, which require a play-off to decide the first and second places, shall, if the rules of competition allow, have a bronze medal presented to each losing semi-finalists.
- 16.6 The Host Island shall be responsible for the production of the prize medals which shall contain the symbol of the IGA and the number of the Games. The Host Island shall choose its own design for the prize medals and such design shall be submitted to the Executive Committee for approval.
- 16.7 Each medal shall be attached to a chain or ribbon of suitable length for presentation purposes. The ribbon or chain shall be the design of the Host Island.
- 16.8 A medal table shall be produced by the Organising Committee showing the number of Gold, Silver and Bronze Medals won by the competitors of each Member Island Association. This table shall be completed at the end of competition on each day and shall be distributed to each General Team Manager and to the IGA Executive Committee.
- 16.9 Team officials **shall not** receive a prize medal, but shall be entitled to receive a commemorative medal if so provided.
- 16.10 The Host Island shall provide the General Secretary of the IGA with one set (gold, silver and bronze) prize medals for display at the IGA headquarters.
- 16.11 Small Island Certificates will be awarded to competitors competing for an Island of under 10,000 population at the time of the Games if three or more Small Islands compete in a competition subject to:
- 4 Islands must compete to award Gold, Silver and Bronze
  - 3 Islands must compete to award Gold and Silver
- Any competitor receiving a medal in an event is still eligible to be awarded a Small Island Certificate.

**Section 17 - Commemorative Medals**

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

**Section 18 - Accreditation Cards**

- 18.1 Accreditation cards issued to all Competitors and Team officials shall be of such design as to easily distinguish them from other categories. Such accreditation cards shall give the right for competitors and Team officials to enter appropriate restricted areas such as the Games Village and sporting venues and to such free transport as provided by the Organising Committee.
- 18.2 Accreditation Cards issued to other than Competitors and Team Officials shall be governed by such regulations as laid down by the Organising Committee and approved by the Executive Committee.

**Section 19 - Recommended Order of Precedence**

- 19.1 During the Island Games the recommended order of precedence shall be agreed by the Executive committee and the Organising Committee of the Host Island.

**Section 20 - Receptions at an Island Games**

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

**Section 21 - Responsibilities of the Organising Committee Relating to the Executive Committee.****21.1 When Bidding to Host an Island Games.**

Notify the General Secretary of their intention to bid for the Games at least six years before the Games and one year before the General Meeting at which the Games will be awarded.

21.2 Produce and distribute a printed booklet, at least six months before the General Meeting at which the Games will be awarded.

21.3 Provide all travel, food and accommodation for one or two members of the Executive Committee to visit the Island in order that they might evaluate the Bid to host the Games. The length of this visit to be determined by the Bidding Island.

21.4 **Inspection Visit** - approximately 12 months before the Games.

21.4.1 The Host Island is required to organise food and accommodation for the Executive Committee Members, the Officials and the General Secretary to visit the Island approximately 12 months before the Games. Accommodation should be in single rooms, if possible, and the duration of the visit will be a maximum of 7 days (but usually less). The purpose of this visit is to permit the Executive Committee to evaluate the preparations being made for the Games and to advise/assist the Organising Committee on all issues relating to the Games.

21.4.2 A suitably equipped meeting room should be provided for the exclusive use of the Executive Committee.

**21.5 During the lead up to the Games**

21.5.1 It is essential that the Executive Committee, through the IGA General Secretary, is kept fully informed on all issues during this period. Copies of all correspondence that is circulated to Islands, General Team Managers, Technical Committees and International Federations should be sent to the IGA General Secretary. Minutes of all meetings of the Organising Committee should be sent to the IGA General Secretary.

21.5.2 The Organising Committee may request additional visits of members of the Executive Committee, during this period. The Organising Committee must meet any expenses incurred by such visits.

21.5.3 Details of all medal presentations (time and location) together with the names and status of the presenter of the medals must be received by the General Secretary two weeks before the Games. Members of the Executive Committee of the IGA and Life Members of the IGA should be included on the list of presenters of medals.

21.5.4 Draft copies of all Games Programmes should be sent to the General Secretary for approval.

21.5.5 Space must be provided in the Souvenir Programme for the Chairman's welcome and a photograph of Executive Committee.

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

- 21.5.7 Early approval of sponsorship agreements and the design of Games medals must be requested from the Executive Committee.
- 21.6 **At the Games**
- 21.6.1 The Host Island is required to organise all food and accommodation for the Executive Committee (3 elected officers and 3 elected members and the Officials of the Association) and the General Secretary to attend the Games. Accommodation should if possible be in single rooms and the duration of the visit will be a maximum of 11 days.
- 21.6.2 On arrival at the Games, each member of the Executive Committee should be provided with:
- copies of all sports and other programmes,
  - a contact list, including telephone numbers, detailing all key persons in the OC and their areas of responsibility,
  - maps of the island showing all of the competition and other venues associated with the Games,
  - accommodation details of all the island teams together with contact details of the person(s) who are in charge of the island team.
- 21.6.3 Executive Committee should be provided with a suitable office/meeting room that includes:
- table to seat at least 16 people
  - mobile phones
  - computer with printer
  - photocopying facilities
  - toilet and snack making facilities.
- 21.7 **Transport**
- 21.7.1 Some facility must be provided to permit the members of the Executive Committee to efficiently move from venue to venue.
- 21.8 **Opening Ceremony & Closing Ceremony**
- 21.8.1 A section of VIP seating is to be provided for EC members, Life Members, agreed guests and sponsors.
- 21.9 **Daily information throughout the period of the Games**
- 21.9.1 Daily consultation during Games with the Games Director.
- 21.9.2 One full set of result at the end of each day to the General Secretary.
- 21.10 **General Meeting**
- 21.10.1 A suitable room must be provided for the General Meeting of the IGA and any other meeting that might involve representatives from Member Island Associations.
- 21.10.2 Lunch for the delegates, the Life members and the Executive Committee must be provided.

21.11 **Tree Ceremony**

21.11.1 At each Games, the IGA provides and plants a tree to commemorate the Games.

The OC should select a suitable site, tree and time for the tree planting ceremony.

The IGA will pay for the tree and the plaque that will be placed before it.

Wording on the plaque shall read:

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

21.12 **After the Games**

21.12.1 The General Secretary must be provided with at least one full set of results on disc or paper at the end of the Games.

21.12.2 Within three months of the close of the Games, a detailed report of the Games must be produced and distributed to the members of the Executive Committee.

21.12.3 Host Islands are requested to provide the Executive Committee with full and detailed accounts relating to the staging of the Games.

21.12.4 Set of prize medals (Gold, Silver & Bronze) and a copy of any official video of the Games must be provided for the IGA archive.

**Section 22 - Timetable for the Games**

Games minus:

- |     |        |  |
|-----|--------|--|
| 6   | Years  | Islands intending to host a Games must notify the IGA General Secretary  |
| 5.5 | Years  | Bids received from Candidate Host Islands<br>EC visit to potential Candidate Host Islands  |
| 5   | Years  | Selection of Host Island by the Members at the General Meeting   |
| 2.5 | Years  | Ballot Member Island Associations on Sports to be included in the Games (if necessary)   |
| 2   | Years  | Sports and Events confirmed at the Annual General Meeting (subject to adequate entries)<br>Official invitations to compete extended by the Host Island to all Member Island Associations   |
| 18  | Months | Islands to indicate their intended participation in sports & events  |
| 12  | Months | Distribution of a draft programme of events for each sport<br>Confirmed prices for travel and Accommodation & food<br>Visit of the EC to the Host Island   |
| 11  | Months | Notification by the IGA to the Host Island of payment due in respect of Accreditation Fees.  |
| 9   | Months | Host Island to send out: Island Entry Forms<br>Technical Official Entry Forms<br>Individual Entry Forms<br>Team Entry Forms<br>Team Officials Forms<br><br>Islands to confirm details of events and sports to be entered. (no names yet).                                    |
| 7   | Months | Bids received from Host Islands for 5.5 years hence  |
| 6   | Months | Distribution of a confirmed programme of events for each sport<br>Payments of £50 per sport in which entries will be made to the Organising Committee<br>Payment to the IGA by the Host Island of 50% of the Games fee.  |
| 3   | Months | Nominations to be received for the Executive Committee and Officials.<br>Nominations to be received for new Life Members<br>Proposals re changes to the Constitution to General Secretary<br>Return of Technical Officials forms to Organising Committee                     |
| 9   | Weeks  | Notification of date, time, place and agenda of Annual General Meeting<br>Nominations for E.C. Officers & Members & Life Members to be circulated to all Island Associations   |
| 8   | Weeks  | Entries of competitors to events to be received, by Host Island.<br>Completed Team Officials forms to be received by Host Island.<br>Accreditation Fees for All Competitors and Officials to be paid to the Host Island Organising Committee, together with a list of names. |

6 Weeks Notification to Islands of any under subscribed sports/events that leads to cancellation.

4 Weeks Payment to the IGA by the Host Island of 50% of the Games fee.

Period of the Games.

Day 1 Opening Ceremony of the Games (usually Saturday)

Day 2

Day 3

Day 4 Annual General Meeting

Day 5

Day 6

Day 7 Closing Ceremony of the Games (unless the Games are for 8 days)

Day 8 Closing Ceremony of the Games (usually Saturday)

Games plus 3 Months

All official results and reports must be distributed by Host Island

Repayment of sports entry fees less any deductions must be made

### **General Issues**

IGA Subscriptions & Fees

1 January Subscriptions due from Islands

1 March No subscription leads to an automatic cessation of membership

Two months before a Games:

Payment of Accreditation Fees to the Host Island

Before the Opening Ceremony:

Payment to the IGA Treasurer by the Host Island in relation to Accreditation Fees.

The calling of an Extraordinary General Meeting

12 Weeks Request for EGM

8 Weeks Notification of EGM to membership

0 Weeks Extraordinary General Meeting

The calling of an Executive Committee Meeting

8 Weeks Notification of date, time & place to membership of the EC

0 Weeks Executive Committee Meeting

### **Note**

**These Guidelines are intended to act as a quick reference guide but must be used in conjunction with the IGA Constitution & Articles of Association.**

**Section 23 - The Opening Ceremony**

- 23.1 The selection of the person who is to be offered the honour of opening the Games is a decision to be made by the Host Island Organising Committee. Before the offer is made, the IGA Executive Committee must be consulted and their approval is required before a formal offer to the individual is made.
- 23.2 The Chairman of the IGA shall accompany the invited Honoured VIP Guest to the official stand within the stadium, wherein are assembled the Officers and Executive Committee Members, the General Secretary, the Officials, the Chairman of the Host Island Games Association, the Chairman of the Organising Committee, Distinguished Guests and Honorary Life Members of the IGA and the IGA Main Sponsor.
- 23.3 Each Island team shall then in alphabetical sequence, according to the language of the Host Island, march into the stadium and pass the official stand, except for the Island which last staged the Games who shall lead the parade, and the Host Island shall be the last team to enter.
- 23.4 Each Island team, all dressed in appropriate uniform shall be headed by a placard bearer appointed by the Organising Committee, carrying the name of the Island in bold lettering, followed by the flag bearer, who shall be chosen by the Island, the General Team Manager, accredited team officials, women in front, accredited women competitors and finally accredited men competitors. The groups to be suitably spaced apart.
- 23.4.1 On approaching the official stand, the flag bearer shall dip the flag in salute and the team members shall respectfully acknowledge the VIP.
- 23.4.2 Subject to the provisions of clause 15.6 hereof the flags of the participating Islands shall be supplied by the Organising Committee from details supplied by the various islands and shall all be of equal size. The Organising Committee shall likewise provide the placards.
- 23.5 A suitable display of not more than 30 minutes duration, as approved by the Executive Committee of the IGA, will take place.
- 23.6 The 'Water Ceremony' will be an integral part of the Opening Ceremony. A representative from each participating island will add water brought from his or her own island to a prominent water feature. An appropriate person will also add water that was collected from the water feature at the Closing Ceremony of the previous Games.
- 23.7 The Chairman of the IGA will invite the VIP to address the assembled teams and to declare the Games open.
- 23.8 A fanfare will be sounded and a party consisting of eight especially selected people from the Host Island shall bring the flag of the IGA into the stadium, then past the official stand to the main flagpole, and duly raised.
- 23.9 An anthem selected by the Host Island may be played as the flag of the IGA is raised.

- 23.10.1 Immediately afterwards, the oath shall be taken on behalf of the competitors. The flag bearers of each Island shall form an arc in front of and facing the official stand.
- 23.10.2 A representative of the competitors of the Host Island will advance bareheaded accompanied by the flag bearer of the Island and holding the national flag in his left hand, and with his right hand raised will pronounce the following oath on behalf of the assembled competitors:
- 23.10.3 "We declare that we will take part in the (insert name of the Main IGA Sponsor) Island Games of (year) in the spirit of true sportsmanship, recognising the rules which govern them and desirous of participating in them for the honour of our Island and for the glory of sport".
- 23.10.4 When the Games are held in an Island where the national language is not English, then another competitor will accompany the flag bearer and will repeat the oath in the national language.
- 23.11 The Teams will then march out of the stadium in the same order in which they entered, again passing the official stand.
- 23.12 When the last team has left the stadium, the official party will retire.
- 23.13 **Note** The Organising Committee must make every effort to reduce to a minimum the time that team members are on their feet. Contingency plans should be prepared for team assembly under cover in the event of inclement weather. Arena markings should be clearly set out and marshals appointed to ensure that the teams line up in front of the main stand.

**Section 24 - The Victory Ceremonies**

- 24.1 The winner's medals shall be presented by the Chairman of the IGA or by his nominee. The Organising Committee shall draw up a list of such persons that they think worthy of this honour and shall submit the list to the Executive Committee for approval. Care should be taken to ensure that no commercial publicity could be gained from the presentation of the medals.
- 24.2 Each Victory Ceremony shall take place if possible shortly after each event and preferably at the place where the competition took place.
- 24.3 Six months before the date of the Opening Ceremony, each Island shall inform the Organising Committee of its victory anthem (in the form of a musical score and/or cassette/cd of high quality), which need not necessarily be its national anthem, and details of its flag.
- 24.4 Medal winners shall wear either their competition or their team uniform.
- 24.5 The Victory Ceremonies and presentation of medals shall be conducted in accordance with the following guidance notes.

**Procedure for Victory Ceremonies**

- (a) The Victory Ceremony Coordinator and the Competition Director will decide upon the timing of the Victory Ceremony.
- (b) The Victory Ceremony Coordinator, after confirmation of the results will:
- (c) Ensure that the Announcer and Tape handler has been given the correct National Anthem/Victory Anthem and the names of the Medal winners and their Countries.
- (d) Ensures that the correct Medals are placed upon the Presentation cushions and that the Medal Maids are in position. (Gold, Silver & Bronze).
- (e) Ensures that the Medal winners for the event are present and that they are in position to march on behind the Medal Maids. (Gold, Silver & Bronze).
- (f) Ensures that the VIP is ready to accompany the Presentation team into the arena.
- (g) Ensures that each member of the presentation team is aware of the procedure for the Medal Ceremony and that they know what positions to take up at the podia. i.e. The Medal winners will stand behind their respective podium, 1<sup>st</sup> Place in the centre, 2<sup>nd</sup> Place to the right and 3<sup>rd</sup> Place to the left when viewed from behind the podia. The Medal Maids will stand in line at the left-hand side of the podia, facing inwards. The VIP will stand on the right of the podia facing inwards. (When viewed from the rear of the podia).
- (h) Ensure that the Assistant Victory Ceremony Coordinator is present to lead the Presentation party into the arena.
- (i) When all are in position, the Coordinator will issue the instructions to the Announcer & Tape handler to commence the Fanfare.

- (j) After the Announcer has stated: “Ladies & Gentlemen, the Victory Ceremony for the (insert name of main IGA Main Sponsor) ISLAND GAMES (Event) will now take place. The Medals for this event are to be presented by (name)”.
- (k) After the commencement of the Marching music, the Coordinator will announce “Quick March” and the Presentation party will march into the arena and take up their respective positions, at which time he will ensure that the music is faded down.
- (l) When the music has stopped and the applause has died down, the Announcer will commence: “The winner of the Bronze Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) is (first name and surname). Representing (country).”
- (m) The Assistant Coordinator will instruct the Winner to mount the podia.
- (n) The Bronze Medal Maid will move forward and present the VIP with the Bronze Medal as the VIP presents the Medal, the Medal Maid will step back into line.
- (o) After the applause has died down, the Announcer continues: “The winner of the Silver Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) is (first name and surname). Representing (country).”
- (p) The Assistant Coordinator will instruct the Winner to mount the podia.
- (q) The VIP will move forward to the podia, as he/she does, the Medal Maid will also move forward and present the Silver Medal to the VIP. As the VIP presents the Medal, the Medal Maid will step back into line.
- (r) After the applause has died down, the Announcer continues: “The winner of the Gold Medal for (event) in a time of (time) / with a distance of (distance) / with a score of (score) OR if a new Games record has been established in a New Games Record time of (time) / record distance of (distance) / record score of (score) is (first name and surname). Representing (country).”
- (s) The Assistant Coordinator will instruct the Winner to mount the podia.
- (t) The VIP will move forward to the podia, as he/she does, the Medal Maid will also move forward and present the Gold Medal to the VIP. As the VIP presents the Medal, the Medal Maid will step back into line. The VIP will then step back into line as the applause dies down.
- (u) The National Anthem or Victory Anthem of the Winner’s country will be played whilst his/her National Flag is being raised.
- (v) When the Anthem has finished, the Assistant Coordinator will instruct the Medal winners to dismount and ensure that the Gold Medalist leads the march-off as the music commences. The Presentation Party will then leave the arena and return to the assembly area where the Victory Ceremony Coordinator will conduct the VIP back to his or her seat.

- (w) The Assistant Victory Coordinator will collect the National Anthem/Victory Anthem Tape from the Announcer and the medal presentation cushions and liaises with the Victory Ceremony Coordinator and prepare for the next Victory Ceremony.

#### **Duties - Victory Ceremony Coordinator**

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

- (a) Liaise with the Competition Director who shall be the person responsible to decide the exact timing for the Victory Ceremonies.
- (b) Ascertain from the Competition Director the name of the VIP who is to present the Medals for a specific event and ensure that the VIP is at the venue and where he or she is sitting.
- (c) Ensure that the National/Victory Anthem for the Gold Medal Winner is available and ready to be passed to the Announcer/Tape handler for each ceremony.
- (d) Ensure that he has in his possession all the Medals for the events which are to have presentation ceremonies, and that the presentation cushions are available.
- (e) Ensure that the correct Gold, Silver and Bronze Medals are placed upon the presentation cushions and that the Medal Maids are suitably instructed on their duties.
- (f) Ensure that the Medal Winners are made known to him and that they know the location of the assembly area.
- (g) Ensure that the Victory podium is correctly set up at the venue and that the tape playing equipment is operational.
- (h) Ensure that there are sufficient National Flags at the venue to accommodate the medal ceremonies during the competition.
- (i) Ensure that the correct National flags are attached to the flag raising system prior to the commencement of the medal ceremony.
- (j) Ensure that before each ceremony takes place, all members of the presentation party are present at the assembly area and that they are briefed on procedure of the ceremony, such as positions for march-in, where to stand when at the podia and when to carry out their duties and finally on the march-out.
- (k) He shall appoint his Assistant Victory Ceremony Coordinator and shall ensure that the person appointed is fully conversant with all the procedures.
- (l) After the Victory Ceremony has been completed, he shall conduct the VIP back to his or her seat.
- (m) He shall ensure that the tape of the Gold Medal Winners Victory Anthem is returned to his care.

- (n) He will ascertain the time of the next ceremony and ensure that his assistant and other members of the presentation party are made aware of the time, which they are to assemble.

#### **Duties - Assistant Victory Ceremony Coordinator**

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

- (a) Act at all times under the direction of the Victory Ceremony Coordinator.
- (b) Ensure that the podia are correctly placed in the arena.
- (c) Ensure that the Medal cushions are available and handed to the Medal Maids who shall be present ten minutes before the commencement of the ceremony.
- (d) He shall lead the presentation party into the arena as instructed by the Victory Ceremony Coordinator, and shall ensure that the party line up at the Podia in their correct positions.
- (e) After the name of the medal winner and his country has been announced, he shall instruct the person to mount the podia.
- (f) At the beginning of the National Anthem the coordinator shall instruct the flag raising team to raise the National flags of the medal winners.
- (g) After the Winners Victory Anthem has been played, he will instruct the Medal winners to dismount from the podia and with the Gold Medalist in the lead position, followed by the Silver and Bronze Medalists', he will then instruct them to march-off, followed by the Medal Maids and finally, he will accompany the VIP back to the assembly area.
- (h) He will collect the Victory Anthem Tape from the Announcer/Tape handler and retain it for safekeeping.
- (i) He shall collect the National Flags and retain them for safekeeping.
- (j) He will report to the Victory Ceremony Coordinator that all has been accounted for and await instructions for the next Victory Ceremony. On being advised of the time of the Ceremony, he will ensure that the Medal Maid are made aware of the time which they have to report to the assembly area for the next ceremony and ascertain where they will be sitting.

**Victory Ceremony Information Sheet**

EVENT	
MEDAL PRESENTER	
GOLD MEDAL WINNER IS TIME/DISTANCE/SCORE *NEW GAMES RECORD?	YES / NO
FIRST NAME & SURNAME (BLOCK CAPITALS)	
REPRESENTING (COUNTRY)	
SILVER MEDAL WINNER IS TIME/DISTANCE/SCORE	
FIRST NAME & SURNAME (BLOCK CAPITALS)	
REPRESENTING (COUNTRY)	
BRONZE MEDAL WINNER IS TIME/DISTANCE/SCORE	
FIRST NAME & SURNAME (BLOCK CAPITALS)	
REPRESENTING (COUNTRY)	
NATIONAL/VICTORY ANTHEM TO BE PLAYED?	

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

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

SIGNED .....  
Competition Director

**Section 25 - The Closing Ceremony**

- 25.1 The manner in which the closing ceremony is carried out will materially depend upon the venue available, which will dictate the format by its size. However, whilst it is to be a less formal occasion than the Opening Ceremony, certain parts of the ceremony shall be conducted with decorum. No commercial advertising shall be allowed to be included in the ceremony and its format shall be submitted to the Executive Committee for approval. Speeches shall be restricted to the Guest VIP and to the Chairman of the IGA and the following format shall be strictly adhered to.
- 25.2 The Closing ceremony shall take place as soon as possible after the finish of the last event.
- 25.3 Arrangements shall be made for all team members and officials to be accommodated within the venue where the closing ceremony is held. It shall not be necessary for team members to be seated in order of sequence of their respective Islands.
- 25.4 The Placard Bearers, Flag bearers, General Team Managers and competitors will be ready to form up for the final parade before the official stand. (The Flag Bearer should, if possible be a medal winner).
- 25.5 If a stadium is used for the closing ceremony, following the last event, the track and field area will be cleared.
- 25.6 A short cultural display may then be staged, as previously submitted and approved by the Executive Committee.
- 25.7 The Chairman of the IGA shall invite the Honoured VIP Guest, who is to close the Games, to proceed to the saluting dais, together with the Chairman of the Host Island Games Association and/or the Chairman of the Organising Committee.
- 25.8 Flag bearers from the respective Islands lead by a band or to the accompaniment of marching music shall enter the arena. A placard bearer for each of the participating sports will be followed by the competitors and officials of that sport. All those in the parade shall march past the saluting dais. The participants of each sport shall form up in front of the main stand in a similar configuration as at the Opening Ceremony.
- 25.9 The special container that was provided by Aland in 1991 shall be handed by a representative of the current Host Island to a representative of the next Host Island who shall ensure that it contains the sample of the mixed waters and that it will be available at the next Opening Ceremony.
- 25.10 The Flag bearers shall form an arc in front of the saluting dais and the Chairman of the Host Island Games Association shall then "return the flags of the Islands" with the words:
- 25.10.1 "As Chairman of the Island Games Association of (Island) I hand back to you the flag of your Island both in token of our friendship and goodwill towards you and as a memento of the (name of the IGA Main Sponsor) Island Games (number) held here in (name of Host Island) in (year)"

- 25.11 The Chairman of the IGA shall then ask that the Flag of the IGA be lowered. The Flag shall be marched to the front of the official stand by its escort party of eight, where it will be folded and handed to the Chairman of the IGA. The Chairman of the IGA will then present it to the Chairman of the next Host Island Games Association, or his representative, with the following words:
- 25.11.1 "As Chairman of the (name of the IGA Main Sponsor) Island Games Association, I entrust this ceremonial flag to your care and I ask that in due time you or your successor in office will ensure that the flag is raised in (name of the Host Island) at the start of the (name of the IGA Main Sponsor) Island Games (number)."
- 25.12 The Chairman of the IGA shall invite the VIP Guest to address the gathering and to officially close the (year) Games, and finishing with the words:
- 25.12.1 "... In the name of the (name of the IGA Main Sponsor) Island Games Association, I declare the (name of the IGA Main Sponsor) Island Games (number) (place) (year) closed, and I call upon the sportsmen and sportswomen of the Member Island Associations to assemble in two years time in (next Host Island) there to celebrate the (name of the IGA Main Sponsor) Island Games (number) so that the spirit of true sportsmanship may be continued with courage and honour to all who participate."
- 25.12.2 At this stage, all competitors and officials will be invited to join in the festivities, with the singing of any appropriate song composed for the Games, etc.

**Section 26 - Guidance Procedures for the Preparation of a Bid Document**

Please include the following information in a printed booklet:

**1 Reasons for wishing to host the Games?****2 Dates for the Games**

Give the dates on which you propose to stage the Games, together with alternative dates if available.

**3 Details of Sports offered**

Name the 12 to 14 sports that will make up the programme of the Games. In the case of Shooting and Athletics please detail the disciplines/events offered.

**4 Facilities**

4.1 A Candidate Host Island must have in place, or have approved plans for, sufficient venues suitable for staging all sports included in the bid. A copy of such plans of these sites to be provided, showing the precise distances between them.

4.2 Are adequate facilities for the sports established in accordance with the technical requirements of the sport concerned? If not, what improvements will be necessary to these existing facilities? What other facilities are there available, or have had approved plans agreed for the sports that have been proposed, (i.e. stadia, arenas, pools, practice venues, etc.).

4.3 Please provide a site plan of each facility and an island wide map showing all the facilities to be used. Will new facilities have to be established before a chosen sport can take place?

4.4 Are all the sports venues situated on one Island? If not, please indicate where so placed.

4.5 For each of the sports that you propose to offer, please give the following details: -

**4.5.1 Facilities Currently available**

- Competition area
- Spectator seating
- Additional facilities

**4.5.2 Facilities expected to be available in time for the Games (if different from the above):**

- Competition area
- Spectator seating
- Additional facilities

**4.5.3 Status:**

- hoped for
- planned in detail
- planned and approved
- planned and approved but awaiting funding
- planned and approved and funded
- under construction with expected completion date.
- Proposed list of events for each sport in the Games.
- Details of Qualified Officials currently available.

**5 Technical Officials**

5.1 Please indicate, for each sport, the number of experienced technical officials (i.e. referees, judges, etc.) holding qualifications recognised by the International Federations or controlling bodies, who are available in your Island.

5.2 Details of additional Qualified Officials expected to be available for the Games.

If you have insufficient numbers of Qualified Officials to conduct the competitions in accordance with the technical rules of the International Federations, please confirm that additional officials will be acquired.

**6 Accommodation**

6.1 Details and range of accommodation to be offered for housing competitors, officials, media, VIPs, spectators etc. Give some indication of charges (in Sterling) for food and accommodation that are liable to be made. Also any other charges that may be levied on Teams, such as: Departure Tax, etc. etc.

6.2 Is it the intention to provide a Games Village? Where would it be situated?

**7 Travel**

7.1 Will you be able to assist Member Island Associations in making travel arrangements if so requested?

7.2 Please provide details of travel times, and methods and costs from major points.

Will there be any other charges that may be levied on Teams, such as: Departure Tax, etc.

7.3 What dates do you propose for the visit of a delegate or delegates from the Executive Committee who are required to visit the Candidate Host Island prior to the Annual General Meeting at which the Host Island is decided

**8 Administration**

8.1 Do you intend to establish an Organising Committee with legal status and to delegate the organisation of the Games to the Organising Committee, which while working in conjunction with its Island Games Association shall be directly responsible to the IGA.

8.2 Please state the organisational and committee structure you proposed to establish.

8.3 Please note:

A delegation from a Candidate Host Island, not exceeding two in number, shall make a presentation to the Annual General Meeting, which shall not exceed 20 minutes, excluding question time. Presentations shall be made in alphabetical order of the Candidate Host Island names

## **9 Finance**

9.1 What arrangements have been made or are proposed concerning sponsorship?

9.2 Please give details of any discussions so far initiated.

9.3 What are the overall capital projected costs for the Games?

9.4 How will the costs be met?

(a) From public funds from local or national government?

(b) From domestic sponsorship?

(c) From other sources?

9.5 What is your assessment of the financial viability of the Bid?

## **10 Medical services**

10.1 State what medical/dental facilities are available on the Island and whether there will be any charges for medical/dental treatment during the period of the Games.

10.2 List those countries with which your country has reciprocal medical arrangements.

10.3 Detail what insurance you would recommend for the Islands that are not covered by reciprocal medical arrangements.

## **11 Media and results service**

11.1 Please confirm that you would:

(1) adopt the Results Service adopted and approved by the IGA and

(2) refund all fees and expenses levied on the IGA in respect of such result service for the Games.

11.2 What arrangements will be made for the setting up a Press centre?

11.3 What arrangements are proposed for the appointment of a host broadcaster or for the negotiation of television rights? (Please note that no agreement can be reached without consultation with and the approval of the Executive Committee.)

11.4 Please give details of any discussions so far initiated.

## **12 General Island Information**

12.1 Map to show the location of the Island.

12.2 Map of your island indicating proposed competition venues, accommodation, press center, medical facilities etc.

- 12.3 Please give general information about the Candidate Host Island:
- size,
  - population,
  - government,
  - history,
  - language,
  - currency,
  - availability of public transport,
  - climate (average temperature, humidity, and rainfall for the period chosen for the Games).

- 12.4 Please detail all customs and immigration requirements that are applicable for entering or leaving the Island.

### **13 Assurances**

- 13.1 Please confirm that you recognise that the Island Games Association has overall responsibility and control of the Games programme.
- 13.2 Will you guarantee that the Games will be conducted properly and in accordance with the Constitution and customs of the IGA?
- 13.3 Please confirm that, during the years preceding the staging of the Games, the Executive Committee and where appropriate, Member Island Associations of the IGA will be kept properly informed of all actions, planning and preparations taken in respect of the staging of the Games.
- 13.4 Please confirm that there are no laws, customs or regulations in the Host Island, which would limit, restrict or interfere with the Games in any way.
- 13.5 Please confirm that the relevant bodies will enter into the Master Contract with the IGA or specify what amendments to such Contract are requested.

### **14 General**

- 14.1 When would you expect to appoint a Games Director?
- 14.2 When would you expect to open a Games office with full time staff?
- 14.3 List any International sporting events that your Island has hosted in the past 10 years.
- 14.4 Provide details of support for the bid from Government, local sports bodies, sponsors etc.
- 14.5 Please provide contact names, addresses and numbers for enquiries.

**Section 27 - Conduct at a Games:**

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