



الاتحاد الدولي الرياضي للشرطة

UNION SPORTIVE INTERNATIONALE DES POLICES
INTERNATIONAL POLICE SPORT UNION

USIP Handbook

World Police Championships



Index



Preparation and conduct.....	3
Ceremonies.....	7
Checklist for USIP Technical Delegates.....	12
Overview of fees.....	16



Preparation and Conduct

1. Check Statutes, USIP Rules and Regulations, USIP Competition Rules, USIP Anti- doping Regulations, Technical and Discipline Rules of the international Sports Federation. Also check the USIP standards for the ceremonies and USIP Scale of fees.

Determine the needs for the organization. Establish a general timetable for the organization of the World Police Championships (WPC). Ensure that dates are realistic and adjust them to the timetable of the USIP, e. g. shipping date of the Invitation defined in the Competition Rules, preliminary visit of the Technical Commission (TC) Member.

2. Ask the USIP Secretary General for the technical report of the last relevant WPC.

3. Check possible venues for the competition and meet all the safety requirements written in the USIP Rules and the relevant international Rules. Preferably choose a venue close to an international airport.

4. Design a structure and a line of responsibilities within the organizing committee, including number of manpower, e.g., facilities, competition, referees, general administration, supplies, transportation, accommodation, catering, reception and accreditation, medical and anti-doping, emergency service support, results, protocol, public relations, media and communications.

5. Estimate the financial costs of all organizational needs and prepare a preliminary budget.

6. Submit proposal and preliminary budget to the competent government agency and/or other authorities and obtain written commitments of support, including financial if required.

7. Estimate accommodation and transportation needs. Make provisional arrangements.

8. Check possible support of the concerned national sport federation and national Olympic Committee.

9. Prepare information packages for the USIP Secretary General and the USIP Technical Delegate.

الاتحاد الدولي الرياضي للشرطة



9. Prepare information packages for the USIP Secretary General and the USIP Technical Delegate.
10. Request the official visit of the USIP Technical Delegate. Propose the time for the preliminary visit, which has to be conducted no later than seven months before the WPC. Inform the USIP Secretary General about it.
11. Verify the acceptability of the technical equipment used for the competition.
12. Complete the composition of the Organizing Committee. Appoint a Head of the Organizing Committee and a Competition Director.
13. Search sufficient co-workers for official positions, staff and referees.
14. Prepare a plan for engaging and training officials/staff if needed, e.g. conduct test events (not mandatory).
15. Draft a detailed preliminary program and submit it to the USIP Secretary General and the USIP Technical Delegate for approval.
16. Prepare details of results procedures, arrange for result production equipment, score boards and operators.
17. Arrange medical services and facilities, including Anti-doping testing (in consultation with the USIP Anti-doping Commissioner). Contact the National Anti-doping Agency.
18. Prepare detailed procedures for reception, transportation, accreditation and accommodation of teams, officials, referees, appeal jury and press representatives.
19. All persons involved in the WPC should have an accreditation, which must identify clearly the holder with family name and first name, nation and function during the WPC. Categories and zone access codes should be implemented.

الاتحاد الدولي الرياضي للشرطة

20. Draft programs for the technical meeting and the ceremonies (opening, closing and medal) and submit them to the USIP Technical Delegate for approval. The medals for the award ceremonies will be delivered by the USIP.

21. Submit the final program to the USIP Secretary General and the respective USIP Technical Delegate.

22. The invitation to enter including the entry forms and the final program will be sent to the USIP Member Nations by the USIP Secretary General six months prior to the championship.

23. Prepare facilities and information procedures for the press and media.

- *First Aid must be available at the competition venue during the whole competition. They are expected to treat any participant with a medical problem or an injury.*
- *There should be a first aid post with appropriate equipment and supplies, for the treatment of participants at the venues.*





24. Prepare plans and make arrangements for cultural activities (not mandatory)
25. Arrange final pre-competition inspection visit by the USIP Technical Delegate (one day before the official day of arrival). Ensure the presence of the responsible members of the Organizing Committee.
26. Take required actions according to the recommendations of the respective USIP Technical Delegate.
27. Make arrangements for reception, accommodation and transportation of the USIP Officials, Jury members and Guests of Honour.
28. Receive accommodation request (USIP Form 2 and Form 3) and travel details (USIP Form 4) and confirm requirements with hotels, reception and transportation services.
29. Prepare training venues, schedules and transport for competitors.
30. Verify competition allocations with entries.
31. Verify to help participating nations with their visa procedure, if necessary.
32. Verify with the USIP Technical Delegate the systems to be used in scoring and the arrangements for drawings.
33. Plan and prepare information procedures for spectators and promote the WPC to obtain a maximum spectator attendance.
34. Ensure that you have the correct flags and national anthems of the participating countries. If necessary, ask the respective delegate to verify these at the latest during the accreditation.
35. Ensure that arrangements are made to send the complete result lists of each day to the USIP Office immediately by electronic mail and hand out a hardcopy to each delegation at the end of each competition day.
36. Ensure that photographs will be taken during the championships and forwarded to the Secretary General as soon as possible.

الاتحاد الدولي الرياضي للشرطة

UNION SPORTIVE INTERNATIONALE DES POLICES
INTERNATIONAL POLICE SPORT UNION

Opening Ceremony

Definition

The opening ceremony is the official act to start the WPC.

Terms

The ceremony consists of five parts and shall not exceed 45 minutes.

1. Parade

All participating delegations in the WPC march in, accompanied by music.

The delegations march in with all participants in alphabetical order. The organizing country can choose the alphabetical order of one of the three official USIP-languages (English, French or Arabic).

The organizing country marched in as the last delegation.

Each delegation consists of:

- A board-carrier with the name of the country;
- A police officer (member of the delegation) in uniform carrying the flag of his country;
- The delegation in their official sport dress.





2. National Anthem, USIP-Anthem, USIP-Flag

The official USIP-flag arrives carried by six police officers in police uniform. The flag is then hoisted up a mast. During the hoisting of the flag, the official USIP-Anthem (long version) will be played. The national anthem of the organizing country will be played and the national flag will be raised. All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.

3. Oath of the Athletes/Referees/Coaches

The USIP Oath of the athletes shall be sworn by an athlete in the respective national language as well as one of the official languages of the USIP.

The USIP Oath of the referees shall be sworn by a referee in the respective national language as well as one of the official languages of the USIP.

The USIP Oath of the coaches* shall be sworn by a coach in the respective national language as well as one of the official languages of the USIP.

4. Speeches and end of the ceremony

There should not be more than 4 speakers and the duration of a speech should not exceed 5 minutes. The total duration of all speeches shall not exceed 15 to 20 minutes.

* Valid from 01/01/2013.

The following persons may deliver a speech:

- The chairman of the organizing union or the chairman of the organization committee;
- The President of the USIP.

And other persons:

- e. g. the local authority;
- e. g. the state representative.

All speeches can be delivered in the language of the organizing country and/or in one of the three official USIP-languages. It is recommended to translate the speeches in English. The President of the USIP shall deliver the last speech and shall declare the WPC officially open.

5. March out of the delegations.

6. Cultural program (not mandatory)

الاتحاد الدولي الرياضي للشرطة



Medal Ceremony

Definition

The medal ceremony is the official act to hand over the medals according to the USIP Competition Rules.

Terms

The ceremony consists of 3 parts.

1. Presentation

- Of the winners on a platform.
- Announcement of the officials who will hand over the medals.

2. Medals

In gold, silver and bronze for singles and/or teams.

3. Anthem/Flags

- Anthem of the country of the winner (gold).
- Flags of the winners of the medals (gold, silver and bronze).

All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.

الاتحاد الدولي الرياضي للشرطة

Closing Ceremony

Definition

The closing ceremony is the official act to terminate the WPC.

Terms

The ceremony consists of four parts and shall not exceed 20 minutes.

1. USIP flag

Arrival of the USIP-flag. The flag is carried by six police officers in uniform.

2. Speeches

There shall be not more than 2 speakers. The total duration of all speeches shall not exceed ten minutes.

The following persons will deliver a speech:

- A representative of the organizing country;
- The President of the USIP.

The speeches can be delivered in the language of the organizing country and/or in one of the three official USIP-languages. It is recommended to translate the speeches in English.

All speeches can be delivered in the language of the organizing country and/or in one of the three official USIP-languages. It is recommended to translate the speeches in English. The President of the USIP shall deliver the last speech and shall declare the WPC officially open.



3. Passing on the Flag

The USIP-Anthem (short version) will be played. The flag carriers fold the flag.

The flag is given to:

- the representative of the organizing country;
- who then hands it over to the President of the USIP;
- who finally passes on the flag to the representative of the country that will organize the next WPC.

All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.

A brief handover speech is possible by the representative of the country that will organize the next WPC.

4. The President of the USIP declares the WPC closed.



Checklist for USIP Technical delegates

Before the WPC

The Secretary General is to be involved and notified in time.

1. Contribute in developing the Invitation and the Invitation to Enter.
2. Visit the organizer at the latest 7 months prior the WPC with consent of the Secretary General.

During the visit, the following points have to be taken into account:

- Visit the match/sports venue (check and inspect the match/sports facilities for their compliance with existing rules and regulations and USIP standards).
- Inspect the respective accommodation facilities (check for compliance with the USIP standards).
- Check the planned organisational structure and operational organisation including transportation provided for arrival and departure as well as to and from the sports venue(s).
- Meals/catering (check meals for quality and serving).
- Championship schedule (program and sequence of disciplines).
- Discuss the Technical Meeting (venue/duration/agenda/ possible draws).
- Opening Ceremony (venue/ sequence of events/duration/ USIP Anthem).
- Medal Ceremonies (venue/sequence of events).
- Closing Ceremony (final event including further medal ceremonies and speeches).
- Flags, anthems.
- Contact the respective National and World Sport Federation.
- Check the quality of the judges/referees (in consultation with the Secretary General and the organiser).
- Discuss the numbers and types of antidoping tests according to the fixed number of the tests by the USIP in consultation with the organiser.
- Check if the organizer has sufficient competence to send out the invitation to the countries that require visa to enter the country.
- Check the internal and external communication plan (for example information for participants, press conference, media, etc.).

الاتحاد الدولي الرياضي للشرطة

Don't forget the following points:

- Check the current (sports) rules and regulations.
- Obtain the current doping list.
- Send a report of your visit to the Secretary General at the latest 4 weeks after the visit.
- Participate in the required drawings.





During the WPC

Arrive one day prior to the official arrival date.

1. Accredit the athletes (police ID and identity card or passport).
2. Receive signed Anti-doping- Declaration and the Declaration of Participation.
3. Attend the Technical Meeting (Secretary General assisted by TC member, chief organiser, chief referee):
 - Information about championship program.
 - Information about rules and regulations.
 - Information about anti-doping tests.
 - Information about protest procedures and members of the Jury of Appeal.
4. Attend the competitions.
5. Stay in permanent contact with organiser, teams, referees and USIP representatives.
6. Control the results.
7. Member of the Jury of Appeal.

الاتحاد الدولي الرياضي للشرطة

After the WPC

1. Send your report to the Secretary General at the latest 4 weeks after the WPC.
2. Send the article for the USIP Magazine to the Secretary General at the latest 4 weeks after the WPC.



Overview of fees

Registration Fee*

Individual sports:

Each start: € 40,00 (single/team, e.g. tennis etc.)

The organizing country is free of charge.

Team sports:

Team start: € 500,00

The organizing Country is free of charge.

Entree Fee*

Board and lodging:

Per night/person: € 40,00

The delegate is free of charge; the organizer will pay the costs.

Guests of participating delegations have to pay the actual costs, fixed by the organizer.

Jury of appeal:

Appeal to the jury: € 200,00

* Valid from 01/01/2013.



الاتحاد الدولي الرياضي للشرطة

UNION SPORTIVE INTERNATIONALE DES POLICES
INTERNATIONAL POLICE SPORT UNION



RECONNUE PAR LE COMITE
INTERNATIONAL OLYMPIQUE
LE 15 JUNI 1995

www.internationalpolicesports.com