

European Transplant Sports Championships Lisbon 2024

Rules & Regulations



Sisällys

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Forewords

The European Transplant Sports Championships (ETSC) is a multi-disciplinary sport competition organised by the European Transplant and Dialysis Sport Federation (ETDSF) and European Heart and Lung Transplant Federation (EHLTF) with the Local Organising Committee (LOC). The event follows ETDSF's and EHLTF's previous guidelines and is governed by both federations equally.

Changes to this document must be negotiated and approved by ETDSF, EHLTF and LOC.

1. Conditions of Entry

Entry for European Transplant Sport Championships is open to all individuals of ETDSF and EHLTF member countries that have received life supporting allografts and/or bone marrow transplants from other individuals or species and to people who are currently receiving dialysis treatment. Athletes must either have been transplanted or be on dialysis treatment for at least **six months prior to the first day of the Championships**, be medically fit and have trained in the events in which they have entered. Ideally, each nation will have selected its best athletes and ensure that they are medically fit and without significant complications of chronic organ failure or immunosuppressive therapy (transplant recipients) or of dialysis therapy (people on dialysis).

LOC may offer, in agreement with ETDSF and EHLTF, registration for athletes from outside of Europe to events that do not have round robin and/or direct elimination format. Such athletes cannot medal officially but LOC may award them with a commemorative medal.

2. Registration and medical information

2.1. Registration packages

Local Organising Committee (LOC) may offer a range of options to register for the Championships. Most notable registration package should be the Full Package that includes accommodation, meals, transportation and all sport and social events as well as a ticket to the Gala Dinner.

LOC may offer one day or multi-day packages and packages that do not include accommodation and/or other services. It is advisable that the Full Package is the cheapest overall option for participants. Prices for day packages and packages not including accommodation should be the same for national and international participants.

ETDSF and EHLTF strongly recommends that athletes who require personal assistance due to their disability (other than organ transplantation) would receive discounted or free registration package for the personal assistant. Persons requiring a personal assistant may for example be persons using a wheelchair, visually impaired or persons with intellectual disabilities. LOC is entitled to request a proof for the need of personal assistance.

2.2. Registration system

All participants must be registered via the Official Championships website. Hard-copy registration forms will be available for team managers to use within their teams and each registration must be verified online by the relevant team manager to ensure that the participant is legitimate and that all forms have been completed correctly prior to final submission to the Local Organising Committee (LOC).

Registration system should differentiate between different competition categories, age categories and registration types. There are several unique characteristics that must be acknowledged and produced to the registration system and LOC is expected to work in close collaboration with ETDSF and EHLTF during the defining process.

See Appendix 6 Registration System Data Fields for detailed information.

Data protection and handling personal data

LOC must acknowledge that all personal data, collected digitally or in writing, is to be handled in accordance with Art. 6 Para.1, General Data Protection Regulation (<https://gdpr-info.eu>).

All personal data must be collected, processed and used by means of event management software (i.e. registration system). The personal data collected during the registration process must be recorded electronically and stored on a server that is located inside EU borders and must be protected by appropriate measures. All personal data stored in the event management software of ETSC 2024 must be deleted twelve months after the end of the event. The duration of the storage serves the qualified processing of enquiries regarding the stored personal data as well as enquiries or complaints regarding accreditations granted or not granted.

The data provided in the registration system must only be processed and used by the ETSC 2024 project team exclusively for the purpose of deciding on the granting of participation and its scope as well as for monitoring compliance with the relevant restrictions. The collection, processing and use of personal data thus serve to ensure the security of the event.

In case of a data mishandling or data breach the LOC is solely responsible for any costs, sanctions or actions caused by the data mishandling or breach.

2.3. Medical information and requirements for athletes

All athletes should be medically cleared to participate in their chosen sports by their own doctor before registering to European Transplant Sport Championships. Athletes should recognise the importance of safe participation and LOC should communicate these guidelines clearly to all participants and Team Managers.

A prerequisite to competing in the ETSC is that:

- a transplanted athlete must be at least six months but preferably one-year post-transplant,
- a dialysed athlete at least 6 months on dialysis,

- competitor must be medically fit and have trained in the events in which he/she is competing.

All athletes must have their personal medical information with them on arrival to the competition. Medical information is used in cases where athletes require medical attention and helps medical staff to assess and apply proper medical care. The medical information should be as recent as possible but, in any case, no older than three months. LOC is entitled to check the athlete's medical information at the registration by trained medical staff.

For competitors on dialysis a final report must be submitted 2 weeks prior to the Championships or as instructed by the LOC medical personnel.

The medical information should include at least:

- list of personal medication
- information about their organ transplantation/s or dialysis
 - date of transplantation/s or start of dialysis treatments
 - contact information of the transplant/dialysis unit
 - contact information of the transplant/dialysis doctor
- most recent laboratory results
 - details of blood count
 - graft function
 - blood pressure
 - any complication of chronic organ failure or immunosuppressive therapy or of dialysis therapy

Athletes are expected to carry a copy of their medical information with them at all times during the Championships.

2.4. Dialysis

Appropriate dialysis treatments must be provided for the dialysed competitors. In LOC there must be a qualified English-speaking member, doctor or nurse, who is responsible for the treatments, and for the treatments schedule.

Each dialysed athlete must have a rest of a minimum of eight hours after a dialysis treatment before he / she is allowed to compete in an event – it is the responsibility of the competitor to choose their events around their dialysis sessions.

It is advisable that LOC provides storage for APD fluids delivered for athletes before they arrive to accommodations. Also, it is advisable to deliver the fluids to the athlete's room by volunteers or hotel staff.

HD/CAPD

Treatments should be done - within the bounds of possibility - out of the days of the dialysed athlete's competition.

Dialysis treatment schedule should be organised in at least two shifts; morning shift and afternoon shift. If possible, evening shifts and night shifts are preferred. LOC should note that dialysed athletes must be transported from LOC offered hotel or sport venue to the dialysis unit and back to their hotel. A dedicated transport for dialysis transportation is advisable.

2.5. Medical organisation

Adequate emergency cover must be organised at all sporting (and social event) venues while competition and training are in progress. The LOC medical representative will take charge of planning and instituting the following procedures:

- Create a mechanism for gathering of Team Doctors' remarks and their suggestions.
- Identification badges which enable people to pick out the doctors of the various teams.
- Well recognised care at each event.
- Doctors and physiotherapists in charge of medical security on each sporting venue.
- Ambulance with resuscitation equipment on each sporting venue.
- Regional accident and emergency units and specialist units to be informed
- Mobile phone for every doctor.
- Distinguished specific clothing for doctors and physiotherapists in charge of the security on the sporting venues.
- Phone number of the doctors given to all the TM and billboarded at administration desk of the sporting venues and reception desk of the hotels.
- Night emergency service.
- Medical experts' meetings organisation.
- Medical assessment after the ETSC.

Medical venues and staff must be clearly identified and be able to cope with all emergency problems which may occur with transplant and dialysed athletes and supporters. The local transplant unit will also need to be on stand-by for any major transplant and medical problems.

The LOC should have easy access to sources of universal immunosuppressive therapies in case of emergencies.

The Medical Plan for the Championships must be submitted in writing to both Federations for their approval at least 90 days before the Championships.

2.6. Athlete Declaration and Waiver

Registration system must include declaration from each athlete that he/she is fit and has trained for the events entered. Athlete Declaration must be available to agree and verify online as part of the registration system.

Athlete Declaration and Waiver content

- With my signature I confirm that:
 - I am aware that participation in the registered competitions entails a risk of injury. I hereby release the organiser and the host of the European Transplant Sports Championships from any liability regarding the consequences of my participation in the sports competitions including training, in particular for accidents and bodily injury.
 - I am aware that the organiser is only liable in case of intent or gross negligence. In the case of third party services, the organiser is only liable in the case of intent on the part of third parties.
 - I have informed my attending physician of my registered competitions and have discussed with him/her the possible effects of my participation on my health, in particular on my transplant function and my clinician supports my registration.
 - I declare that I have trained sufficiently for the disciplines entered and that I have the necessary physical fitness and know the competition rules.
 - I agree to possible media coverage and pictures, video and/or audio about me.
 - I hereby agree to my personal data being stored in electronic systems so that the Championships can be organised and held efficiently. The organiser undertakes to protect the privacy of all participants and to keep personal data only for as long as is necessary for the organisation and implementation.
 - I have read, understood and accept the participation information.

The exact wording can be adjusted to reflect the national needs of the LOC in agreement with ETDSF and EHLTF

3. Sports

3.1. General points

All sports are run in accordance with the regulations of their International Governing Bodies except where modified by the ETDSF and EHLTF. Contravening these regulations may result in disqualification.

If, after registration has closed, in an event – considering all age categories – there are less than 3 athletes, then that event may be cancelled. In such cases, the athletes involved will be informed as soon as possible after the registration has closed and given the opportunity to choose another sport.

Athletes will be allowed to enter a total of five events, in addition to the swimming and track relay events and volleyball.

Athletes are not permitted to enter events that take place at the same time. Failure of an athlete to appear at an event when called may result in the athlete being scratched or eliminated from that competition. There will be no appeal of any disqualification for failure to appear.

All doubles partnerships, teams and relays must consist of members from one nation only.

It is not permitted to enter an event after registration has closed. The only exceptions are:

- One of your events has been cancelled due to insufficient numbers and you have been asked to choose another event (before the first day of the Championships).
- Where the withdrawal of a participant on health / injury grounds causes a doubles partnership or a team to be short of a player. The replacement, from within the team, must be registered for less than 5 events and medically cleared for that event.

3.2. Organising sport events

All sport events must be organised by either sport clubs or by national sport federations. The level of execution could be compared to national championships of the sports.

Some sports and/or disciplines have modified rules that deviate from international standard sport rules and all sport clubs involved with ETSC are expected to fully follow the modified rules. Modifications may, for example, be ETDSF and EHLTF specified medalling system, a modified system for lane/heat allocation, modified equipment weight etc.

3.3. Sporting events and competition categories

As the ETSC 2024 is a joint event between ETDSF and EHLTF, there are some sports that are combined – meaning that all organ transplant recipients and people on dialysis compete in the same competition category. The combined sports are skill-based sports, team events, relays and doubles and mixed doubles events. Sports that are high intensity sports, such as track and field, badminton singles, swimming and so on, are separated events that have heart and lung and people on dialysis in their own competition categories.

Organising separated events will mean that there will be starts/heats for three different competition categories, and they will each have their own age and medalling categories.

Competition categories are:

- Heart and Lung Transplant Category
- Dialysis Category
- Open Transplant Category

The following events will be staged by the LOC:

Track and Field

- 100 m Male and Female (separated)
- 200 m Male and Female (separated)
- 400 m Male and Female (separated)
- 800 m Male and Female (separated)
- 1500 m Male and Female (separated)
- 3 km racewalk Female (separated)
- 5 km racewalk Male (separated)

- 4 x 100 relay Male and Female (combined)
- Long jump Male and Female (separated)
- High jump Male and Female (separated)
- Shotput Male and Female (separated)
- Cricket Ball Throw Male and Female (separated)
- Discus Male and Female (separated)
- Javelin Male and Female (separated)

Tennis

- Men's singles (separated)
- Men's doubles (combined)
- Women's singles (separated)
- Women's doubles (combined)
- Mixed doubles (combined)

Table Tennis

- Men's singles (separated)
- Men's doubles (combined)
- Women's singles (separated)
- Women's doubles (combined)
- Mixed Doubles (combined)

Badminton

- Men's singles (separated)
- Men's doubles (combined)
- Women's singles (separated)
- Women's doubles (combined)
- Mixed doubles (combined)

Swimming

- 50 m freestyle Male and Female (separated)
- 100 m freestyle Male and Female (separated)
- 400 m freestyle Male and Female (separated)
- 50 m breaststroke Male and Female (separated)
- 100 m breaststroke Male and Female (separated)
- 50 m backstroke Male and Female (separated)
- 100m backstroke Male and Female (separated)
- 50 m butterfly Male and Female (separated)
- 100/200 m individual medley Male and Female (separated) (depending on pool length)
- 4 x 50 m medley relay Male and Female (combined)
- 4 x 50 m freestyle relay Male and Female (combined)

Mini Marathon

- 5 km Men (separated)
- 5 km Women (separated)

- Team Event (combined)

Darts

- Men's Singles (combined)
- Women's Singles (combined)
- Triples (combined)

Golf

- Men's Singles (combined)
- Women Singles (combined)

Cycling

- Men 5 km time trial (separated)
- Women 5 km time trial (separated)
- Men 30 km road race (separated)
- Women 30 km road race (separated)

Volleyball or Beach Volleyball

- Mixed teams (combined)

Ten Pin Bowling

- Men's singles (combined)
- Men's pairs (combined)
- Women's singles (combined)
- Women's pairs (combined)
- Mixed pairs (combined)

Pétanque

- Men's Singles (combined)
- Women's Singles (combined)
- Men's Doubles (combined)
- Women's Doubles (combined)
- Mixed pairs (combined)

Virtual Triathlon (Open Transplant and Dialysis Categories)

- Men's Singles - Combined times of 5km Road Race, 400m Freestyle Swim and 30km Cycling event (separated)
- Women Singles - Combined times of 5km Road Race, 400m Freestyle Swim and 30km Cycling event (separated)

Virtual Biathlon (Heart and Lung Transplant Category)

- Men's Singles - Combined times of 1500m Run and 30km Cycling event
- Women Singles - Combined times of 1500m Run and 30km Cycling event

Optional events

Up to 2 extra sports of the LOC's choosing may be included in the programme with approval of both Federations. However, these should be events in which all can participate, not too highly technical or potentially dangerous sports.

LOC may introduce sport events for organ donors and other registered supporters. Events must be negotiated and agreed with ETDSF and EHLTF. Events for donors and other participants should be organised so that they will not interfere too much with the official competition schedule. Donor events may be awarded with official medals but are not included in the official medal table.

Other fun events such as competitions for Team Managers, accompanying people and Doctors can be organized during the Championships at the discretion of the LOC.

3.4. *Sporting Facilities*

All sport facilities should be accessible for all people using various aids (physical accessibility). All facilities must have guide signs, flags or banners to help athletes, supporters, media and other personnel to identify and navigate venues. All outdoor venues should have adequate sunshade available for athletes and supporters and all venues should have drinking water supply.

Minimum requirements

Track and Field

- Enclosed facility, at least 8 lanes, 400m track with jumping pits, throwing areas
- automatic timing system for all running events.
- Referees (track and field).
- 2 starters or more as required.
- Timekeepers as required.
- Track judges and marshals.
- Field judges.
- These must be qualified officials.
- Only officials and active competitors allowed on centre field.
- Coaches, team managers and other competitors must be kept away from centre field.
- Calling area must be organised.

5km Mini-Marathon

- Route should be well signposted and marshalled.
- The course map should be on the website at least 3 months prior to the event and available to Team Managers at the first Team Managers' meeting.

Swimming

- International standard 50 m or 25m pool with 8 lanes.
- Automatic timing system.
- Referee, starter and lane judges for each lane.
- Qualified officials.

- Only sports officials and competing persons allowed at pool side.
- Coaches, team managers and other competitors must be kept away from poolside.
- Lifeguards must be in attendance.
- Calling area must be organised.

Table Tennis

- 10-12 tables.
- Plastic ball to be used and provided by the LOC.
- Officials – at least one per table and referee.

Ten-Pin Bowling

- Minimum of 10-12 lanes with automatic scorer and mechanical pinsetter systems is required.
- Lane conditioning plan and oiling pattern must be published on the website at least 3 months prior to the event..
- Sufficient amount of bowling balls for athletes to borrow.
- A possibility to rent bowling shoes is advisable.

Tennis

- 7-10 courts.
- Officials - one per court and umpire.
- Enough seats and sun cover for athletes and spectators.

Badminton

- 7-10 courts.
- Officials - one per court and referee.
- Feather shuttlecocks to be used and provided by the LOC.

Golf

- 18 hole course.
- enough golf carts and/or buggys for athletes.

Cycling

- Policed road, to be well signposted and marshalled. The course must be completely closed to traffic, and that closure verified, for the whole duration of the race until the last cyclist has finished the course.
- Automatic timing system is required.
- One round on the circuit should be at least 5 km.
- Start/Finish must be well fenced.
- The course map should be on the website at least 3 months prior to the event and available to Team Managers at the first Team Managers' meeting.

Darts

- Minimum 12 steel dartboards.
- Officials for each board.

Pétanque

- Minimum 12 terrains of play.
- Officials - at least one per two courts.
- Enough seats and sun cover for athletes and spectators.

Volleyball

- Minimum of 2 courts.
- Enough seats for athletes and spectators.

A PA system must be available at each sporting venue.

3.5. Training and Training facilities

All facilities and at least one training opportunity must be available for athletes in every sport a day or two days before commencement of the event. Transport must be provided to the training.

Training for golf is appreciated and athletes should be required to register to golf training during initial registration process. The golf training may have an extra fee.

3.6. Sport registration

Each competitor may enter a maximum of five events only, excluding relays and Volleyball. Athlete can only register for one type of sport per day. One or more of the five events may be from the same sport category, for example an athlete may choose all five sports registrations from swimming or from Track and Field or an athlete may choose all five sports from different sports (as long as they are on different days). Athletes participating in relays also must not have different sport category registration on the same day.

Organisers are not required to wait for athletes or teams in case or athlete or team is not present due to registering to different sport. For Track and Field events LOC should try to schedule most popular field events so that as many athletes as possible can participate their chosen events (there will be many athletes participating both track and field events that are organised at the same time).

3.7. Schedules

The Championships schedule, including all ancillary activities must be sent with the registration forms and other information. It must not be possible to register for more than one sport per day (more than one event per sport is permitted per day).

There should be at least 2 days between the mini-marathon and the athletics events to give athletes a break between their events.

It is advisable to avoid allocating two or more racquet sports (badminton, tennis and table tennis) on the same day and the same applies to skill based sports (darts, pétanque and ten pin bowling).

The full sport event schedule for the week of the Championships must be published to the Championship website two months before the Championships begin and given to each Team Manager at the registration. Changes in the event schedule are not permitted unless they are agreed by a majority of the Team Managers at a Team Managers meeting.

Example schedule

	Competition	Practice	Other Activity
Sunday Day 1	Arrival and registration		Opening Ceremony
Monday Day 2	Darts	Golf	Evening Social Activity
	5 km Mini-Marathon	Ten Pin Bowling	
	Badminton Singles	Swimming	
Tuesday Day 3	Ten Pin Bowling Singles	Table Tennis	Evening Social Activity
	Swimming		
	Badminton Doubles		
	Cycling 5km Time Trial		
Wednesday Day 4	Ten Pin Bowling Doubles	Volleyball	Evening Social Activity
	Table Tennis Singles		
	Cycling 30km Road Race		
	Golf		
Thursday Day 5	Petanque	Athletics	General Assembly 1
	Table Tennis Doubles	Tennis	Evening Social Activity
	Volleyball		
Friday Day 6	Athletics		General Assembly 2
	Tennis Singles		Evening Social Activity
Saturday Day 7	Athletics		Closing Ceremony & Gala Dinner
	Tennis Doubles		
Sunday Day 8	Departure		

3.8. Rules for the events

The rules for each sport and competition shall be developed and approved by both Federations at least six months before the Championships. The LOC agrees that all events will be organised strictly using these rules.

3.9. Age categories

Athletes will compete by gender in the following age groups, unless indicated otherwise in these rules. The athlete's age on the day of the Opening Ceremony of the Championships will apply):

			EHLTF category insignia	
•	M2	F2	(18-29 years)	Adults
•	M3	F3	(30-39 years)	Seniors
•	M4	F4	(40-49 years)	Veterans
•	M5	F5	(50-59 years)	Super Veterans
•	M6	F6	(60-64 years)	Old Boys and Girls
•	M65	F65	(65-69 years)	Super Old Boys and Girls
•	M7	F7	(70 years+)	Very Special Old Persons

Children will compete by gender in the following age groups:

- B1 G1 5 years and under
- B2 G2 6-8 years
- B3 G3 9-11 years

Juniors will compete by gender in the following age groups:

- JM1 JF1 12-14 years
- JM2 JF2 15-17 years

B/G category sport events should be suitable for their age category and event rules may be modified to enable safe participation.

Juniors, **15-17** years of age, are permitted to compete in the adults 18-29 years age category events but must continue in that age category for any other events in that sport, i.e., swimming, athletics.

All competitors in the under 18 years age categories and in the 70+ years age category will receive Certificates of Recognition at the Gala Dinner to mark their achievements at the Championships.

All competitors will receive a Certificate of Participation to mark their involvement in the Championships.

3.10. Number bibs

Each competitor will be issued a number which will be his/hers exclusively throughout the Championships. Competition number is color-coded and uses a certain number range according to age category and should be worn on the competitor's front and back. Heart and Lung, dialysis and Open transplant categories should be color-coded.

Bibs should contain at least championship insignia, competitors name and competition number. Bibs can also contain competition logo, partner logos, competitors nationality and other elements as long as they do not obscure other relevant information. LOC has the right

to create their own bib layout and color codes to display the characteristics of the host country.

Age categories and bib number ranges

- B1/G1 100-199
- B2/G2 200-299
- B3/G3 300-399
- JM1/JF1 1000-1499
- JM2/JF2 1500-1599
- M2/F2 2000-2999
- M3/F3 3000-3999
- M4/F4 4000-4999
- M5/F5 5000-5999
- M6/F6 6000-6499
- M65/F65 6500-6999
- M7/F7 7000-7999

Examples (used in Vantaa 2016 Championship)



Base colour (light cyan) indicates competition category – Open transplant category

First number indicates age category - 30-39 years



Base colour (light magenta) indicates competition category – Heart and lung transplant category

First number indicates age category - 40-49 years



Base colour (light yellow or light green) indicates competition category – Dialysis category

First number indicates age category - 50-59 years



Colour coding helps athletes to easily determine each other's competition and/or age category during competition.

3.11. Participant id card/badge

All participants should receive an id card at the registration. The card should clearly indicate the type of registration the participant has and ensure smooth access to the venues and other services. Participant id cards should be color coded or otherwise clearly marked to indicate type of registration and to identify key personnel. Cards should be placed in a clear plastic pocket and attached to a lanyard.

As all key information is already collected via the registration system, all relevant information should be printed to the participant id card.

Information that the participant id card must contain:

- Participant name and country
- Participant photo
- Registration type (competitor, supporter, LOC, VIP, volunteer etc.)
- Competitor number (if applicable)
- Competitor age category (if applicable)
- Competitor registration category (heart/lung, dialysis, open transplant)
- Registration package type (if applicable – full package, day pass, etc.)
- Key contact details for medical and information services

Competitors may have more information printed on their cards if needed. Competitor card can include selected sports and other relevant information. For competitors the id card should be the key to all sport registrations and should be sufficient identification even if language barrier makes other communication impossible.

It is advisable to include public transport services to the participant id card. LOC is free to create a layout for the card that displays the characteristics of the host country.

Examples (used in Vantaa 2016 Championship)



The image shows two forms side-by-side. The left form is an athlete ID card with the following fields: a photo placeholder labeled 'Photo', a blue bar with 'NAME HERE', and an 'Athlete number' field. The right form is a 'MEDICAL INFORMATION' sheet with fields for: NAME, COUNTRY, DATE OF BIRTH, SEX, ORGAN TRANSPLANTED, DATE OF TRANSPLANTATION, CURRENT MEDICATIONS, ALLERGIES, OTHER MEDICAL PROBLEMS (E.G. DIABETIC, ASTHMA), and TEAM MANAGER PHONE NUMBER. Below these is an 'IMPORTANT NUMBERS' section with emergency numbers for Finland and the competition office.



The image shows three cards. The first is a 'DAY PASS' with a photo placeholder, 'NAME HERE' bar, and 'Athlete number' field. The second is a medical alert card with a red cross symbol and a red bar. The third is a medical alert card with a yellow bar. All cards feature the ETDSC logo and Vantaa 2016 branding.

3.12. Medals

Gold, silver and bronze medals will be awarded for the 1st, 2nd and 3rd placed in each event category. Both losing semi-finalists will be awarded a bronze medal in the following events except when there are only 4 competitors in a category and round robin is used:

- Badminton
- Table Tennis
- Tennis
- Pétanque
- Darts

LOC is free to design their own medal layout that reflects the national characteristics of the LOC. Medals should reflect the prestige of the European Championships and must be approved by ETDSF and EHLTF before production. Medals may have a lanyard attached to it which may have printed text. LOC must also design and produce a commemorative medal that is awarded on some competition age categories (heart and lung 70+ category) and it also may be used as a memento given to all competitors and officials (local and team). The commemorative medal may be smaller than the official ETSC medal.

It is advisable to offer athletes an engraving service to get their medals personalised with sport, discipline or other information. Engraving service may have an extra cost for the athletes.

Examples (used in Vantaa 2016 and Oxford 2022 Championship)



For children's and Junior category events, medals may be awarded for all places regardless of number of participants, but they will not be counted in the overall medals table.

Medalling categories

Medalling categories are established once the registration is closed and the period of making changes has ended. These are the categories that will be used for the awarding of medals even if there are cancellations afterwards.

- **Singles Events**
 - Open Transplant Category and Dialysis Category
 - All age categories are medalled separately regardless of participant numbers.
 - Please note that dialysis athlete can choose to register to Open Transplant Category but there will only be one set of medals offered for the category and no separate medals for dialysis athletes.
 - Racquet sports have less age categories in use but if there are sufficient entries additional age categories will be made.
 - Heart and Lung Transplant Category
 - All age categories are medalled separately regardless of participant numbers.

- All 70+ (M7/F7) athletes are medalled so that if there are more than three athletes in a competition, the athletes outside of official medals will receive a commemorative medal. Commemorative medals are not awarded in other age categories.
- Please note that heart and lung transplant athlete can choose to register to Open Transplant Category but there will only be one set of medals offered for the category and no separate medals for heart and lung athletes.
- **Team events, Relays and Mixed Doubles**
 - Team events, (Volleyball, Darts Triples, and the team event in the Road Race), Relay events (Swimming and Track) and Mixed Doubles events (Badminton, Table Tennis, Ten Pin Bowling and Tennis) are one open age category (from 15 years and older) with one set of medals.

In the following events, all transplant recipients and people on dialysis will compete together for one set of medals. Doubles partnerships can be both transplanted, both on dialysis or one transplant recipient and one person on dialysis.

- Badminton Doubles & Mixed Doubles
- Table Tennis Doubles and Mixed Doubles
- Ten Pin Bowling Doubles and Mixed Doubles
- Tennis Doubles and Mixed Doubles
- Golf
- Relays (Swimming and Track)
- Volleyball
- Pétanque doubles
- Darts triple mix

Presentation of Medals

ETDSF and EHLTF Board members, members of the LOC, representatives of donor families, sponsors, and VIPs should be invited to present medals. A rota for the presentation of medals should be circulated to all those involved no later than 24 hours before the presentation.

Medal ceremonies may be running continuously in events where there are lots of individual disciplines i.e., swimming and athletics. It is advisable that medal ceremonies are held in a reasonable time after competition has finished for a medal category. Athletes should not have to wait for the whole competition to finish to receive their medals as many require rest or would like to spend the rest of the day seeing local attractions.

When the medal winners mount the podium, performances should be announced. See Appendix 3 Example of the Medal Ceremony Form for an example of the medal ceremony wording.

3.13. Seeding

Where possible, seeding should be used in all events to ensure the fairest competition possible and should be based on results from the European Transplant & Dialysis Games 2

years previous and the World Transplant Games held the year prior to the event. The registration form should allow for these results to be submitted by each competitor. The entries should be formatted using standard procedures. In knock out and round robin events, competitors from the same country should not be drawn against each other in the first round where possible.

3.14. Lane allocation

Lane allocation in swimming and in all track events is done so that all athletes belonging in the same medalling category are placed in the same heat/start. If there are more athletes than available tracks/lanes, then athletes in the same medalling category are placed in the consecutive heats/starts.

One heat/start may have one or more same gender medalling categories starting at the same time to save time. Combining more than one medalling event to a start/heat may include medalling categories from the same competition category or combine medalling categories from two or more competition categories. Medalling will still be organised separately for each medalling category.

3.15. Judiciary Committee

The Presidential Committee of the ETDSF and EHLTF will appoint a Judiciary Committee of at least three persons who will work with the relevant sports referees to resolve any disputes. The Judiciary Committee must meet with the Organising Committee and sports organisers at least one day before the Championships and as required during the Championships.

Judiciary Committee composition

- LOC sport director
- ETDSF appointed representative/s
- EHLTF appointed representative/s
- Head of each sport event for the duration of competition

The Judiciary Committee will liaise with the LOC Sports Chairman and clarify the rules of competition. The Judiciary Committee should be identified at the first Team Managers' Meeting at the start of the Championships.

The Local Sports Organisers and ETDSF and EHLTF Representatives will each be present at all venues. On their arrival at a venue, members of the Judiciary Committee should make themselves known to the officials at the venue. Local Officials must be briefed by the LOC about the role of the Judiciary Committee – they are there to help.

In cases of serious breaches of discipline, the Judiciary Committee has executive powers to suspend an athlete immediately from the event they are involved in and refer the matter to the next Presidential Committee Meeting or to an Extraordinary Presidential Committee Meeting. The Presidential Committee has the power to suspend the athlete for the remainder of the Championships.

3.16. Protests

Official protests are made to the senior local official for the relevant sports competition with payment of €50 (or the equivalent in local currency) within 15 minutes of declaration of the event result. If the senior official cannot resolve the protests, it will be passed to the Judiciary Committee with the senior official for the sport involved advising. A decision will be made by the Judiciary Committee as soon as possible. The €50 fee will be returned if the protest is upheld. If a member of the Judiciary Committee is from a country involved in the protest, that member must excuse themselves from the discussion and resolution of the protest.

Protest forms must be available at each sport venue. See Appendix 1 Protest Form for an example of the protest form.

3.17. Results

The official results from each day's competitions should be available to team managers within 24 hours. Final results and the medals table should be published at the end of the Championships and there must be trophies for the top three teams to be presented at the Gala Dinner. The full set of printed results should be given to each Team Manager by e-mail or post at the latest one day after the end of the Championships.

The medals won by athletes competing in the under 18 years age categories are not counted in the official medal table – a separate medal table should be produced and there must be trophies for the top three teams awarded at the Closing Ceremony.

It is a responsibility of the LOC after the Championships to provide a report and all the results lists to the ETDSF and EHLTF and also a separate report of recommendations for improving the Championships.

3.18. Championship Records

Championship records should be noted on the relevant Federation website(s) after the Championships have finished.

3.19. Special Trophies

Special trophies are presented during the Closing Ceremony. Trophies are for special recognition for teams and/or individual athletes. It is the LOC's responsibility to acquire the trophies unless mentioned differently.

- Best Male and Female Athlete (one trophy for each gender)
- Best Dialysis Male and Female Athlete (one trophy for each gender)
- Best Team Trophy (three trophies for first, second and third)
- EHLTF best Male and Female Athlete Perpetual Cups (one trophy for each gender. These cups are provided by the EHLTF and are perpetual trophies)
- The EHLTF best Male and Female Athlete of the Championships Trophies (one trophy for each gender)
- The Jean Marc Charlot Trophy
- The Geoffrey Finnigan Perpetual Trophy

- The Peter Hansen trophy was instituted by the EHLTF board and handed during the closing ceremony to the LOC chairman of the next Championships.
 - The trophy is replaced by a EHLTF PowerPoint presentation which will be shown during the closing ceremony. Every slide shows where the Championships have been, including the present. The EHLTF board will hand the PowerPoint Presentation to the organizing LOC.

Rules for the Trophies

All trophies have different criteria and rules. The ETDSF and EHLTF will make the decisions on who to award the trophies to. LOC is needed to provide accurate sport result and medal table information.

- **Best Male and Female Transplant Athlete and Best Male and Female Dialysis Athlete**
 - Team Managers nominate athlete to each category (best athlete forms are distributed during TM meetings)
 - Nominations must be delivered to ETDSF representative by the midday of the last competition day.
 - ETDSF officials will review the nominations and decide winners by emphasizing medal count, variety of sports and the competition level in given sports.
- **Best Team Trophy**
 - Best Team is determined by medal table standings after the last competition day.
 - ETDSF officials award the trophies.
- **The EHLTF Cups for Male/Female**
 - A Special Trophy will be awarded to the Best Male and Female athlete of the Championships.
- **The Best Male and Female athlete of the Championships will be awarded with the Trophy provided by the LOC and the EHLTF Perpetual Cup.**
 - The EHLTF Perpetual Cups contains the names of all winners of the EHLTF Cups since they were introduced in the year 2000 and will be held by the winning athletes until the next Championships.
 - It will be the responsibility of the athletes and their National Associations to ensure the Cups are returned properly inscribed maintained and polished.
 - The rules are as follows:
 - All EHLTF athletes in the Heart and Lung category may compete for this special award.
 - The intention is to honour the athlete who has proved to be the most prominent in a variety of sports.
 - Each competitor may take part in maximum 5 events.
 - Points may only be awarded for one event within each category of sport as follows:
 - Sprint: One event of running 100m, 200m or 400m
 - Medium and longer distances: One event of running 800m, 1500m, 5000m Runs and 5000m/3000m Race Walk.
 - One event of Shot Put, Discus, Javelin or Ball Throw
 - Jumping: One event of Long Jump or High Jump

- Swimming: One event of Swimming (individual)
- Racket Events: One event of Tennis, Badminton or Table Tennis (individual)
- Cycling: One event of Cycling (individual)
- Low Stress Sports: Golf, Darts, Ten-Pin Bowling and Pétanque (individual)
 - Points are awarded with:
 - 3 points for gold
 - 2 points for silver
 - 1 point for bronze
 - The Judiciary Panel will decide the winner by considering all facts, e.g., number of points, comparing results, the level of results, (such as times achieved) number of competitors, age of competitors and so on. The decision of the judiciary Panel is final.
- **The Jean Marc Charlot Trophy**
 - This trophy was instituted by friends of our late member Jean Marc Charlot from France, one of the co-founders of the EHLTF. The Trophy was provided jointly by the French Federation of Heart and Lung Transplant Associations, Mr Fernand Cury, Founder President of the ARGC for the Rhône- Alpes region and Mrs Henry Denneville.
 - Rules of awarding:
 - This Trophy was awarded in the Volleyball event.
 - The Trophy is awarded to the National or International team with the lowest average age who MUST have won either GOLD, SILVER or BRONZE medals in the Tournament.
 - The average age will be computed from the entrance forms completed by each competing team, by converting the ages into months. This number will then be divided by the number of players in the team. Should more than one team end up with the same average age, days will be used to calculate the winner.
 - A team will be disqualified if it replaces players during the Tournament. Protests must be made before the results of the Tournament are announced; otherwise, they will be disallowed.
 - The Trophy will be retained by the winning country until the next Championships.
 - In the event of an international team winning the tournament the holder(s) of the Trophy will be decided by the Judiciary Panel and a representative from the French Federation.
 - It is the responsibility of the winning country to ensure that the Trophy is returned at the next Championships, properly maintained, inscribed and polished.
 - The trophy will be presented by a member of the French Federation, together with the award of the Jean Marc Charlot medals.
- **Geoffrey Finnigan Perpetual Trophy**
 - This Trophy is in honour of Geoffrey Finnigan, founding member and first President of the European Heart Transplant Federation.

- Rules of awarding
 - This Trophy is awarded to the best overall competitor in Racquet Events, from the Old Boys and Girls, the Super Old Boys and Girls and VSOP categories.
 - There is an award for the best Male competitor and best Female competitor with the most accumulated points from winning medals in Badminton, Tennis and Table Tennis.
 - Points are awarded as follows, GOLD 3, SILVER 2, and BRONZE 1
 - In the event of a tie, the competitor with most GOLD medals will be deemed the winner. If the competition is still tied, then the competitor with the most SILVER medals will be the winner. If the competition is still tied, then the Trophy is to be shared. The team captains of the competitors sharing the Trophy MUST inform the Secretary of the EHLTF about the arrangements.
 - It is the responsibility of the person holding this Trophy and his/her National Association to ensure that the Trophy is presented at the next Championships, properly inscribed maintained and polished.

4. Administration

4.1. Conditions

A clear administrative organisation needs to be set up. At a minimum, a dedicated office with computer, phone and e-mail facilities must be in place at least 6 months before the Championships are scheduled. As English is the official language of both the ETDSF and the EHLTF, at least one member of the office staff must be fluent in both oral and written English.

During the Championships, a centrally located Championships Headquarters is required. This must be within easy access of the sporting facilities and accommodation and should not be more than 15 minutes either from one of the main sporting facilities or hotel accommodation.

4.2. Local Organising Committee (LOC)

The member organisation whose country is chosen to host the Championships shall submit to the Executive committees of the ETDSF and the EHLTF for their approval the name of the person to be Chairman of the Local Organising Committee (LOC). This LOC will consist of as many members co-opted by its Chairman as may be decided necessary for the effective administration of the Championships. Representative from the ETDSF and the EHLTF shall be nominated as ex-officio members to the LOC.

The LOC should consist of members with responsibilities for various aspects of the Championships. Amongst these are:

- Sporting events and facilities
- Fundraising and finance
- Publicity and media
- Transport
- Accommodation and catering

- Social events
- Communications
- Medical aspects
- Dialysis schedules
- Medals and prizes
- Team relations and liaison
- Website etc.

Co-ordination with local civic authorities, Police, Press, Radio, TV and various sporting experts is necessary and is a duty of the LOC.

ETDSF and EHLTF representatives

The ETDSF and EHLTF will appoint liaison officers (experts) responsible for particular aspects of the Championships (eg sport, transport, accommodation). They will communicate with their opposite number on the LOC and give help and advice when necessary.

ETDSF and EHLTF representatives should be granted access to all venues and events as well as to LOC meetings when applicable. Federation representatives should receive an LOC or other badge that grants that access.

4.3. Team liaison, communication, registration and entries

By 1st January of the year of the Championships, all information and registration documents must be sent to the ETDSF and EHLTF Secretariat for validation. The Secretariat will route the material for comments and will respond to the LOC within three weeks of receipt.

At least 6 months before the Championships, all information and registration documents must be sent to each country representative. A Championships website must be set up which provides all the information about the Championships including, deadlines, registration system and forms, prizes, accommodation, venues, timetable etc.

Before a team's registration is finally submitted to the LOC, the Team Manager must have the facility to check it for completeness and verify its accuracy.

4.4. Information Services During the Championships

A registration desk at the Championships Headquarters needs to be continuously manned as competitors arrive and throughout the whole period of the Championships.

On arrival, each participant and registered accompanying person should be given an information pack which should include a Championships programme, details of events, meal tickets, maps and local information, maps showing sporting facilities and cycle/mini marathon circuits etc.

It is advisable that Team Managers are asked to check their team sport registrations and verify them during their registration. This will greatly reduce the number of changed and corrections during the week.

Emergency and help lines must be available and phone numbers publicised at the registration office.

4.5. Volunteers

Volunteers are a fundamental part of organising successful Championships. It is advisable to start the recruitment process as early as possible and work in close collaboration with secondary or university level educational institutions. Also recruiting volunteers from inside LOC national federation is advisable.

As there are already many volunteering for LOC it is advisable to separate the two levels of volunteering. The executive level volunteering should consist mainly of professionals and people directly involved in the national federation. The other level of volunteering can include any active person of legal age wanting to help and participate in organising the ETSC.

It is important to recruit enough volunteers to specific tasks and that may include:

- First Aid
- Team Attaché
- Result and medalling assistant
- Help desk assistant
- Event assistant
- Security
- Driver/transportation assistant
- Media assistant
- Social media assistant
- Sport event assistant
- Logistics assistant
- Event mascot
- IT assistant
- Social events assistant
- etc.

4.6. Language interpreters

LOC must provide language interpreters to all social and sport events if there is no English spoken staff or personnel present. Speeches, introductions and other announcements may be held in LOC national language but must be followed by translation.

4.7. Championship Ambassadors

For publicity purposed it is advisable that well-known athletes are recruited for Championship Ambassadors. Ambassadors can be used to promote the Championships, organ donations and other topics.

4.8. Media communications and Public relations

Public relations

Media coverage is of the greatest importance. Therefore effective (usually professional) measures to ensure maximum coverage of the Championships by press, TV and radio are vital components.

A press pack should be developed and be widely distributed to the media, both nationally and internationally.

A media plan should be developed in conjunction with the two Federations or their designated representatives and distributed to both the LOC and the Federations for comments at least six months before the Championships.

Each Country Representative is to be provided with a special press release containing the most important information on the Championships (e.g., no. participants, how many kidney/heart/..., youngest/oldest participant, etc.).

Crisis Communication Plan

LOC must be prepared with proper Crisis Communication Plan in case of death or other catastrophe happens during the Championships. The purpose of the Crisis Communication Plan is to ensure that respectful and correct information is distributed and communicated to next of kin, teams, supporters and media etc.

The crisis communication plan should be distributed to key personnel including ETDSF and EHLTF representatives before the Championships and should give guidelines for who is the main spoke person and how interview request are to be handled.

ETSC website

Internet website is the main source of information for athletes, supporters, media and sponsors. Website should be designed to provide information easily and clearly. It is advisable to use a publishing system that allows fast and easy publishing of news, results, photos etc. for participants and media to use.

LOC is entitled to design a website layout that displays the national characteristics of the Championships.

Social Media

LOC should harness all major social media channels to spread knowledge about the Championships, news, results and other information. At least Facebook and Instagram should be used but also other social media platforms are advisable.

ETDSF and EHLTF will give access to their social media channels for the duration of planning and execution of the Championships.



A dedicated team to handle social media publications is a must and volunteers can be recruited for this.

Donor Families

The inclusion of donor families in the ETSC has proved to be highly successful and was particularly well received both by the participants and the media. Events which honour donor families should be included in the Championships, providing the cultural ethics of the situation is deemed to be suitable by the LOC.

Federation Logos

The logos of the two Federations will be incorporated in all letterheads and other insignia (flags etc). A sister logo designed by the LOC is displayed in parallel with the Federation logos. All communications bearing logos must include that of ETDSF and the EHLTF as well as the LOC.

Media and Sponsors

The two Federations will be closely involved in any commitments made to sponsors as well as negotiations with the media. Much of the media handling is clearly a local issue which will be handled entirely by the LOC. However, the major international and national outlets will be handled in close collaboration with the media representative of the two Federations. Thus, the undiluted message to which we have all agreed will be both clear and unambiguous.

Notice boards

At least two large noticeboards (3m x 2m approx) should be provided in a central location such as the dining room for displaying Federation information, press achievements, etc.

5. Transportation

5.1. Travelling to the Championships

Transportation from home to the Championships venue is the financial responsibility of each competing nation.

The LOC is responsible for arranging the transfer of the teams from the airport to their accommodation site (unless athlete or team has arranged accommodation outside of LOC offered options). Information on airport pickups must be sent to each Team Manager no later than one month before the Championships.

5.2. Visas

Where necessary, the LOC should send official invitations to countries to enable them to obtain visas. It is the responsibility of each individual to obtain their visa if required. The LOC must send an official invitation letter to individuals who have properly registered and whose identity is endorsed by the Team Manager of the country concerned so that they can satisfy the authorities of the host country of the authenticity of the purpose of their visit. The LOC must take all possible steps to work with their country's immigrations and customs authorities to ensure the successful issuance of visas and/or any other necessary documents to permit

the transplant recipients and people on dialysis to compete in the European Transplant Sports Championships.

It is helpful if the LOC warns their country's customs authorities that many of the competitors will be travelling with quantities of personal medication and the likely nature of such medication.

5.3. Local Transport

The LOC will provide local transportation between LOC offered hotels, sporting venues and social events for the duration of the Championships and for the one day preceding the opening ceremony of the Championships. Transport at the local level is dominated by local circumstances, but there should be arrangements for both mass and small transfers of competitors and supporters from hotels to competition sites and between competition sites. Transport should also be available for training prior to the commencement of the Championships proper as well as for training during the Championships.

Provision should be made for transport for people attending official meetings which end late (eg General Assembly or Team Manager Meetings).

6. Accommodation and Catering

Accommodation should be adequate without overcrowding. Maximum of 2-3 persons per room. Toilet and shower ensuite are strongly preferred. Facilities should be available in rooms for simple refreshments, e.g., making tea or coffee. Hotel or university type accommodation is acceptable. Ideally, all competitors should be accommodated at the same site or hotel. If this is not possible, all venues used should be closely situated, allowing social interaction. There is scope for the LOC to offer differing standards of accommodation and charge accordingly.

Accommodation is to be booked through the LOC.

It is vital to have a plentiful supply of water available at all sports grounds and at all social events.

Full package registration should include breakfast, lunch and evening dinner. Breakfast is taken by each participant in their hotel. Lunches ideally should be provided at the competition venues; if impractical, carryout lunches should be available at breakfast or at a convenient central location. When competitions carry on into the evening, meal facilities **must** be available for latecomers and early breakfast hours should be arranged for those who have early competition or dialysis schedules. As the competitors are transplanted or on dialysis and of many nationalities, a wide and varied choice of meals and beverages, including an appropriate renal diet, should be available.

7. Social and Ancillary Events

Social events are an integral part of the ETSC, and they should be organized in a central locations. These are funded by the LOC.

7.1. Opening Ceremony

The opening ceremony commences with the march onto the arena of all competing nations. Each nation's team is preceded by a name plaque and its national flag. There must be adequate protection from the elements for athletes waiting for the start of the ceremony.

Ceremonies are then governed by national considerations and desires of the host nation. Before any displays however, opening speeches and addresses should be made. It is expected that the Presidents of the European Transplant and Dialysis Sports Federation (ETDSF) and the European Heart and Lung Transplant Federation (EHLTF) as well as the Chairman of the Local Organising Committee (LOC) will make speeches/addresses.

- The two Federation flags will then be paraded into the venue and raised. The Championships are then declared open usually jointly by a local dignitary, eg President, Governor, Minister of Health together with the Presidents of the two Federations.
- An oath of fair play is read by a representative of the host nation (preferably by athletes).
- Displays, usually of a national character, may then take place. They should be no longer than one hour's duration.
- This ceremony takes place on the first day of the Championships (Sunday) preferably before the actual competitions start. It has become traditional to follow it with a social event, eg: a welcome party.

7.2. The Closing Ceremony and Gala Dinner

The Closing ceremony and Gala Dinner is held on the last evening of the Championships. It is open to all registered competitors and accompanying persons who have it included in their registration package. It should take the form of a dinner followed by entertainment.

Before the entertainment:

- Closing speeches first by the Chairman of the LOC
- The Presidents of the ETDSF and EHLTF will speak, and awards and trophies will be presented.
- Team manager recognition by inviting all Team Managers to the stage and giving a gift and/or certificate for recognition of their work.
- the Federation flags, which are taken by the Chairman of the LOC, are handed to the Chairman or representative of the next hosts.

7.3. Cultural event

Sporting activities are only a part of the contribution which a person who is fully rehabilitated after a life-threatening illness and waiting for organ can make to society. Clearly within their fellowship, transplant and dialysed persons can have a lot of other talents in the field of art, music, theatre, poetry, etc. Cultural events have proved to be very successful events and the LOC is expected to include this event. It can be:

- an art exhibition
- some music by transplant or dialysed persons
- various cultural performances – musical, comical, poetic, dramatic, others.

7.4. Circle of Life

Circle of Life is a traditional EHLTF event that is organized on the Track and Field event day during a scheduled break on the competition programme. The event should be organised through the announcement system so that as many athletes and supporters can join the event.

The announcer calls all athletes and supporters to walk to the centerfield and join hands. The idea is to form a circle as large as possible. If too many athletes and supporters for one circle participate, then another circle inside the first one may be made (and so on). Once the announcer (or other official) gives the mark all participants start walking/running to the centre of the circle (still holding hands) and meet at the centre. Around of applauds and hugs may be shared when coming together at the centre.

The Circle of Life can also be organised as a social evening programme on a suitable location so that corporate partners, media and other focus groups can participate.

7.5. Team Managers' Meetings

There will be a Team Managers Meeting held every day beginning the day before the first day of competition. They are a valuable means of communication between the Team Managers, the LOC, and the two Federations.

The Federations will delegate someone to chair the meetings with a designated person from the LOC in attendance. The chair of the Judiciary Committee must be present at the meeting.

All start lists and draws for the first two days of the competition must be provided on the first TM Meeting. Upcoming sports and events **two days in advance** will be discussed at each meeting, so that team managers have time to inform their athletes and distribute information. It is the responsibility of LOC to check the presented information with ETDSF and EHLTF before the meeting.

The primary purpose of these meetings is to ensure that the events of the Championships will be staged as effectively as possible. Team Managers are expected to raise any issues regarding incorrect entries after they get the start lists and draws on the first Team Managers meeting, latest on the second. After these meeting, there will not be enough time to make changes or corrections to entries.

Generally, the Team Manager meeting should last 1 hour (or maximum of 1,5 hours). It is recommended that a clear agenda is presented before each meeting and a PowerPoint presentation is prepared in co-operation with ETDSF/EHLTF representatives. Scheduling the meeting should allow Team Managers to have enough time to eat and travel from sport venues to meeting location.

7.6. General Assemblies (ETDSF and EHLTF)

These meeting should be scheduled to take place at a time when all country representatives will be able to attend. It is suggested that the General Assemblies be held during the evening on two separate days. Each member country may send one representative who may speak and vote. They may bring their own translator if required. Others may attend the General Assembly but only the country representative is permitted to address the Assembly. Appropriate audio and video facilities should be available.

All those attending the General Assemblies will be required to 'sign in' and those eligible to vote will receive their voting cards at the door before entering the room. This will be overseen by for the respective Federations. A table should be provided at the door of the room for their use.

7.7. Federation Committee Meetings

The respective Committees meet normally twice during the Championships. The first meeting is usually held on the first day of the Championships (the day of Opening Ceremony) or on the previous day. The schedule will be formulated by the Federation secretariats at least 30 days prior to the Championships and sent to the LOC. The LOC must provide two meeting rooms for at least 8 people.

7.8. Meeting of LOC of current Championships with LOC of next Championships

This meeting will ideally be on Day 8, towards noon.

7.9. Meeting of LOC Sport Technical with the Judiciary Committee

This meeting should be held the day before the Championships begin (on Saturday).

7.10. Introduction Ceremonies at venues

The Judiciary Committee will make every effort to have a Member in attendance at every event. At the start of each sports event, if present, this member should be introduced to the competitors. At the same time, a member of the LOC, medical representative and ambulance staff should be introduced. The introduction of organisers, doctors and officials at the different venues at the beginning of the event must last no longer than five minutes.

8. Insurance

LOC must take a liability insurance from early on that covers any damage or injury due to direct or indirect actions of the LOC to participants, volunteers, staff and other individuals or service providers directly involved with the organising the ETSC event.

Each individual attending the Championships must obtain his/her own health/travel insurance so that he/she is covered for medical expenses, cancellation costs, theft etc. during the time interval between departure from their home country and return to their home country. This

coverage should include any unexpected illness and may be part of a joint insurance which includes a whole team. The LOC must inform each individual attending the Championships in writing of the need for this insurance and it must be clearly understood that illness present prior to departure from the participant's home country will not be covered by LOC insurance and will be the financial responsibility on the individual participant.

9. Appendixes

List of appendixes:

- Appendix 1 Protest Form
- Appendix 2 Scratch Form
- Appendix 3 Example of the Medal Ceremony Form
- Appendix 4 Medal Categories and Medal Count



9.1. Appendix 1 Protest Form

EUROPEAN TRANSPLANT SPORT CHAMPIONSHIPS LISBON 2024

Official protest / Appeal to the jury

Country: _____

Athlete: _____ Comp.no. _____

Competition category: Heart/lung Dialysis Open transplant

Sport and discipline: _____

Team Manager: _____

Reason for the protest: _____

Sport officials:

Date: _____ Protest received (time): _____

Official sport results published (time): _____

Protest fee paid (50€)

Protest fee receiver: _____

Jurys decision:

Protest fee refunded

Protest fee not refunded

Date and time: _____

Signature:

Athlete/Team Manager

Sport Official

Jury

9.2. Appendix 2 Scratch Form

Scratching an athlete from a sport event

Team: _____

Ahtlete: _____

Competitor number: _____

Competition category: heart/lung dialysis open transplant

Sport: _____ Disipline: _____

Team manager signature: _____

Scratching an athlete from a sport event

Team: _____

Ahtlete: _____

Competitor number: _____

Competition category: heart/lung dialysis open transplant

Sport: _____ Disipline: _____

Team manager signature: _____

Scratching an athlete from a sport event

Team: _____

Ahtlete: _____

Competitor number: _____

Competition category: heart/lung dialysis open transplant

Sport: _____ Disipline: _____

Team manager signature: _____

9.3. Appendix 3 Example of the Medal Ceremony Form

[competition logo]

Medals Ceremony

Ladies and gentleman, athletes and honored guests, please direct your attention to the medal ceremony area.

It is my pleasure to announce the results of the *European Transplant Sports Championships* _____ (sport) competition, age category _____ (add age category).

The medals are presented by Mr/Mrs/Miss _____ (name).

The third place, and winning the bronze medal
with score/time _____ (add score or time)
_____ (athlete name) representing _____ (country).

OR for bronze medals for both losing semifinalists

The third place, and winning the bronze medal
_____ (athlete name) representing _____ (country) and
_____ (athlete name) representing _____ (country).

The second place, and winning the silver medal
with score/time _____ (add score or time)
_____ (athlete name) representing _____ (country).

The first place, and winning the gold medal
with score/time _____ (add score or time)
_____ (athlete name) representing _____ (country).

Ladies and gentlemen, please give all of the fantastic athletes a big round of applause.

