

# IPC HANDBOOK PARALYMPIC GAMES CHAPTER





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# **1 DEFINITIONS AND GENERAL PROVISIONS FOR THE ORGANIZATION OF THE PARALYMPIC GAMES**

## **1.1 Definition of the Paralympic Games and position within the Paralympic Movement**

The Paralympic Games represent the peak moment of each quadrennial sports cycle for Paralympic athletes and constituents of the Paralympic Movement. They form the ultimate goal to which national, regional and world championships and other competitions lead up to.

In accordance with IPC's vision "to enable Paralympic athletes to achieve sporting excellence and inspire and excite the world", the key objectives of the Paralympic Games are:

- To allow Paralympic athletes to achieve their best performance at the highest level of competition by providing appropriate conditions and services in an operationally sound environment.
- To ensure the visibility, distinctiveness and promotional opportunities that showcase the spirit and values of the Paralympic Movement
- To act as catalyst that stimulates social development and leaves a positive long-term legacy that benefits communities in the host country and across the world.

## **1.2 Ownership of the Paralympic Games and authority of the IPC**

The International Paralympic Committee (IPC) has a mission to guarantee and supervise the organization of successful Paralympic Games.

IPC is the supreme authority of the Paralympic Games. All rights and properties, directly or indirectly related to the Paralympic Games, belong to the IPC.



### **1.3 The Time Frame of Paralympic Games**

The Paralympic Games are celebrated every four (4) years, immediately after the respective Olympic Games.

The Paralympic Winter Games are celebrated every four (4) years, immediately after the respective Olympic Winter Games.

The length of transition between the Olympic Games and the Paralympic Games must be determined so that achieves the following:

- Maintains the momentum and festive atmosphere of the Games
- Allows sufficient time to implement required changes, thus ensuring that venue readiness is restored

Based on this principle, the dates of staging the Paralympic Games shall originally be proposed as part of the bid of a potential host city. The final dates of staging the Paralympic Games are subject to approval by the IPC Governing Board (GB)

The duration of the Paralympic Games shall meet the requirements set by the Paralympic Games Sport Programme, but in any case shall not be less than twelve (12) days or exceed fourteen (14) days.

The duration of the Paralympic Winter Games shall meet the requirements set by the Paralympic Winter Games Sport Programme, but in any case shall not be less than nine (9) days or exceed twelve (12) days.

The Paralympic Games must be staged in a dignified manner as an independent event and should not be connected to or run in conjunction with any other international or national sports event for people with a disability. No other international event for people with a disability may be scheduled in or near the Paralympic City three months prior to or after the Paralympic Games.

### **1.4 Location and venues**

The Paralympic Games are hosted in the same city that hosts the Olympic Games in the same year.

The Paralympic competition venues are, in principle, those that have hosted the Olympic competition at the Olympic Games. Any alteration on this principle is subject to approval by the IPC.



## **1.5 Official Languages**

The official languages of the Paralympic Games are English and the language(s) of the host city and/or country. Provision shall also be made for translations and interpretations in other languages as appropriate.

## **1.6 Co-operation between the IPC and the IOC relating to the Games**

The International Olympic Committee (IOC) and the IPC share the common belief that all human beings have the right to pursue their physical and intellectual development, and that mutual benefit exists in the development of a close cooperation between both organizations to support their strategic objectives and vision.

Based on this shared philosophy, IPC may enter in an agreement with the IOC regarding the organization of the Paralympic Games in the same city and immediately after the respective Olympic Games.

Nevertheless, IOC and IPC maintain sole responsibility for the Olympic and Paralympic Games respectively, with a distinct identity for each event.

## **1.7 Host City Election Process – Paralympic Games Elements**

Subject to the continuous collaboration between IPC and IOC, the city elected to host the Olympic Games is automatically elected to host the Paralympic Games, in compliance with the rules outlined above.

Therefore, the host city election process integrates the requirements of the Paralympic Games. Cities bidding to host the Olympic Games and Paralympic Games must demonstrate that they have fully considered what is required to successfully host the Paralympic Games, as well as for the Olympic Games.

The involvement of IPC in the host city election process resides in the following: :

- IPC representation in the IOC Evaluation Commission for the assessment of the candidate cities.
- The Paralympic references and themes throughout the questionnaire and bid documentation
- The feedback and support provided by the IPC administration to the IOC with regards to analysis and evaluation of Paralympic bid components.
- The interaction with the candidate cities' authorities in accordance with the processes and provisions established by IOC.



## **2 GENERAL RULES AND PRINCIPLES FOR PARTICIPATION IN THE PARALYMPIC GAMES**

### **2.1 Eligibility Code Compliance**

To be eligible for participation in the Paralympic Games an individual must comply with, observe and abide by the rules of IPC. Every competitor, team official and Games official shall observe, comply and abide by the rules and regulations outlined on the IPC Eligibility Code and shall sign off the IPC Eligibility Form.

All competitors, coaches, trainers or other team officials must comply with all provisions of the IPC Eligibility Code including - but not limited - to:

- Respect the spirit of fair play and non-violence and behave accordingly.
- Respect and comply with all the procedures and policies outlined in the IPC Classification Code and IPC Anti-Doping Code, while co-operating on these issues with the authorized officials.
- Refrain from advertising during the Paralympic Games with his/her person, name, picture or sports performance.
- Not accept any payment or other material gain or consideration for participation in the Paralympic Games.
- Not allow commercial exploitation of his/her image, name and/or performance without prior approval from IPC.
- Abide by rules and regulations related to clothing and equipment.
- Accept sport technical supreme authority of the respective IPSF and of IPC.
- Accept binding arbitration of the Court of Arbitration (CAS) for matters not related to sport technical rules.

### **2.2 Discrimination and Propaganda**

No discrimination is allowed on political, religious, economic, disability, racial, gender or sexual orientation or any other grounds against any country or individual. No kind of demonstration or political, religious or racial propaganda is permitted in any Paralympic venues or other areas related to the Paralympic Games.

Participants should act and behave accordingly, and, bodies and relevant authorities involved in the organization of the Paralympic Games, are encouraged to introduce policies and regulations that prevent discriminatory practices, including disciplinary measures.





### **2.3 Nationality of Participants**

A competitor in the Paralympic Games must comply with the terms and policies outlined in the athlete nationality policy of the IPC Handbook in order to represent a National Paralympic Committee (NPC).

### **2.4 Anti-Doping Code**

Compliance to the World Anti-Doping Code and the IPC Anti-Doping Code is mandatory for the whole Paralympic Movement.

Only sports that adopt and implement the World Anti-Doping Code and the IPC Anti-Doping Code can be included and remain in the programme of the Paralympic Games.

### **2.5 Classification Code**

Compliance to the Classification Code is mandatory for all participants in the Paralympic Games. An application for accreditation as a member of an NPC delegation means that the applicant agrees to abide to the provisions of the IPC Classification Code.

### **2.6 Commercial Advertising**

Athletes, team officials and other constituents participating in the Paralympic Games shall refrain from commercial activities that negatively affect the image of the Paralympic Games or the Paralympic Movement..

No sponsor logo is allowed on a person's or athlete's clothing, with the exception of limited clothing trademark identification, the scope and format of which shall be in accordance with the IPC look and manufacturer identification guidelines.



## **2.7 Disciplinary Measures**

Disciplinary measures may be taken against an athlete or any team member who:

- Contravenes the spirit of fair-play
- Manifestly offends members of any IPC board or committee, officials, referees or members of the OCOG in the course of his/her official duties
- Behaves himself/herself in a manner which discredits IPC or the organizers
- Acts or behaves in a way that is considered unethical by the IPC Ethics Committee

IPC has sole authority to determine the processes for any disciplinary measures or penalties related to the Paralympic Games and the respective appeal procedures and regulations. Such processes and disciplinary measures are stipulated in the related documentation developed by the IPC for a specific edition of the Paralympic Games.

## **2.8 Dispute Arbitration**

All disputes related to sports technical rules, such as competition, field-of-play and Classification are under the authority of the respective IPSFs and IPC, and shall be resolved by IPC, whose decision on these matters is final and enforceable.

Any other disputes arising on the occasion of, or in connection with, the Paralympic Games shall be submitted exclusively to the Court of Arbitration for Sport (CAS), in accordance with the Code of Sports-Related Arbitration.

All competitors and team officials of NPC Delegations who participate in the Paralympic Games by submitting their application for accreditation agree on the arbitration bodies as stipulated above.

### **3 RESPONSIBILITIES OF STAKEHOLDERS**

#### **3.1 Responsibilities of the Host City and of the Organizing Committee (OCOG) to organize the Paralympic Games**

##### 3.1.1 Definition, legal status and name of the OCOG

Based on the provisions of paragraphs 1.6 and 1.7, a single entity shall be responsible for the organization of both the Olympic Games and the Paralympic Games.

This dual responsibility shall also be reflected in the official title of this entity: “Organizing Committee Of the (Olympic and Paralympic) Games”, hereinafter the “OCOG”.

##### 3.1.2 General Role of the OCOG

The OCOG shall assume, along with the IPC, the responsibility for the organization of the Paralympic Games. The OCOG shall ensure the delivery of all specified requirements for the Paralympic Games including, but not limited to the planning, organization and/or staging of the Paralympic Games and the provision of appropriate resources and services, in accordance with with the IPC Handbook and related manuals.

The OCOG shall promote the sporting merits of the athletes, as well as the values of the Paralympic Movement , including social, educational, aesthetic and moral aspects.

##### 3.1.3 Host City Contract

Upon selection of the host city of the Olympic Games and Paralympic Games, IOC enters into a written contract with the host city and the National Olympic Committee of its country (hereinafter the “Host City Contract”). The Host City Contract specifies in detail the obligations incumbent upon them and leads to the establishment of an OCOG, which will assume all responsibilities laid down in the Host City Contract.

The Host City Contract stipulates that the Paralympic Games shall be organized in accordance with the provisions and requirements set by IPC. These provisions and requirements are contained in the IPC Handbook, the Technical Manual on Paralympic Games and the technical manuals referred to in the Host City Contract, outlining various Games-related functions and topics and represent legally binding requirements for the OCOG.



### 3.1.4 Representation of the Paralympic Movement

Host city authorities and the Bid Committee should start co-operating with the local NPC already at the bidding phase to ensure Paralympic related aspects are well represented in bid documents.

After the election of the host city, representation of the Paralympic Movement must be included in the Executive Board or other appropriate main decision-making body of the OCOG. This should include the President and/or Secretary General of the Host Country's NPC. Other representation opportunities can also be explored.

### 3.1.5 Games-related Legislation

All special legislation put in place within the host city and/or country on the occasion of the Olympic and Paralympic Games shall equally include the Paralympic Games.

In addition, any Paralympic-specific legislation referred to in the bid documentation needs to be implemented.

### 3.1.6 Obligation to abide by Paralympic Games Organization Requirements

The OCOG shall ensure the delivery of all specified requirements for the Paralympic Games, including those related to the transition period between the Olympic and Paralympic Games. These obligations and requirements are specified in detail in a series of Technical Manuals, published by the IOC and IPC and updated every two years after each Games edition.

The Technical Manual on Paralympic Games draws from the principles set out in the IPC Handbook; it specifies OCOG and host city's technical obligations, provides main guidelines and reflects on potential agreements between the IPC and IOC related to Games organization.

The Technical Manuals about various Games-related functions and topics are mainly IOC publications, which integrate Paralympic Games content. These publications exemplify and elaborate on the obligations set out in the Technical Manual on Paralympic Games and focus on specifications, proven practices and detailed requirements related to functional areas. In addition, there may be manuals that are specific to the Paralympic Games, either for Paralympic-specific topics (e.g. Classification) or for other areas that are commonly agreed with the IOC.

All Technical Manuals are considered as attachments to the Host City Contract, and, therefore constitute legally binding documents for the OCOG with regards to the organization of the Paralympic Games.



If any amendments are made to the Technical Manual on Paralympic Games or other Technical Manuals subsequent to the signing of the relevant Host City Contract where the relevant OCOG demonstrates that such amendments result in an adverse material effect on financial or other rights or obligations of the OCOG, the IPC shall negotiate in good faith with the concerned party(ies) in order to address such adverse effects in a mutually satisfactory manner.

### 3.1.7 Financial Obligations of the Host City and of the OCOG

Government sources (local, regional and central) should underwrite the budget of the Paralympic Games, to the extent specified in the bid documents. This must be guaranteed in the candidature phase.

Based on the commitments made during the candidature phase and reflected in the Host City Contract for each specific edition of the Paralympic Games, the OCOG will pay a lump sum of money to the IPC in return for broadcasting and ticketing sales rights worldwide, as well as marketing rights in the host country. The above is subject to the National Paralympic Committee (NPC) from the host country (“Host NPC”) and the OCOG reaching a Paralympic Joint Marketing Programme Agreement (“Paralympic JMPA”) as stipulated in the candidature procedure.

The non-celebration of the Paralympic Games during the year in which they should be held entails the cancellation of the rights of the host city, without prejudice to any other rights of the IPC.

An appropriate share of any surplus incurred by an OCOG, as a result of the celebration of the Games, shall be applied to the development of the Paralympic Movement. Part of this share shall be applied for Paralympic Sport development in the host country, under the supervision of the NPC. The remainder will be applied for the development of the Paralympic Movement all over the world, under the supervision of IPC.

IPC shall bear no financial responsibility whatsoever with respect to the organization and staging of the Paralympic Games.

### 3.1.8 Integrated Organizational Structure

As indicated before, the Organizing Committee for the Paralympic Games shall be integrated into the relevant OCOG. This integration applies at all levels of the organization, including the governance and executive structures. The relevant OCOG, in consultation with the IPC, shall make the appropriate decisions regarding the need for various departments and staff within the OCOG to focus on specific Olympic or Paralympic Games matters.

A Paralympic Department or Function shall be established within the OCOG, with the task of supervising and guiding the planning and preparation of the Paralympic Games. This department assumes the role of quality assurance and



compliance with IPC requirements, and recommends internal Paralympic Games related approvals within the OCOG.

### 3.1.9 Venues' Selection and Approval

All sports competitions at the Paralympic Games, as well as the Opening and Closing Ceremonies must take place in the host city, unless the IPC Governing Board authorizes the organization of certain events in other cities, sites or venues situated in the same country.

An original allocation of Paralympic venues shall be included in the bid documents. Upon its formation the OCOG will submit to IPC a proposal for Paralympic venue locations, based on the bid files and on the provisions of the Technical Manual on Venue Design Standards. The competition and non-competition venues and locations for any sports or other events must be approved by the IPC Governing Board.

When for geographical or topographical reasons it is impossible to organize certain events or disciplines of a sport in the host country of the Paralympic Winter Games, IPC may, on an exceptional basis, authorize the holding of these events or disciplines in a bordering country. This exception will only apply if such authorization has previously been given by the IOC for the respective Olympic sport and/or discipline(s).

Any changes, subsequent to the initial proposal, in venue locations are subject to the approval of the IPC.

### 3.1.10 Paralympic Games and Sustainable Development

As early as the bid phase, the host city should seek to align its planning and objectives of hosting the Paralympic Games into the city's and country's long-term development goals. A clear strategy towards achieving these goals needs to be developed and reflected in the bid documents.

The OCOG and the host city authorities have the obligation to implement the planning put in place towards achieving the aforementioned goals. A clear work plan shall describe how the Paralympic Games will contribute to achieving objectives related to such goals.



## **3.2 Responsibilities of IPC**

### **3.2.1 General Role**

As the owner of the Paralympic Games, the IPC shall oversee and co-ordinate the organization of the Paralympic Games in order to ensure their best possible success and the satisfaction of all participating constituents.

In addition, IPC shall ensure the protection and integrity of the Paralympic Games as the ultimate property of the Paralympic Movement and the conformity of Paralympic Games organization to the respective requirements and the application of Games content and processes.

### **3.2.2 Games Coordination and Monitoring**

IPC also facilitates the interaction and communication between all constituents involved in the organization of the Games and helps to co-ordinate actions where required. At the same time IPC ensures compliance with its rules and guidelines and collaborates closely with the OCOG, the IOC and other constituents in the monitoring and delivery of the Games.

This includes, without limitation, the monitoring of the preparation progress and requirements, the review and examination of major aspects of the Paralympic Games organization, and the liaison between the OCOG and other key constituent groups involved in the Paralympic Games.

For these reasons IPC shall establish continuous co-operation with the OCOG, including periodical project reviews, working groups and other means.

IPC shall be represented in the IOC Coordination Commission, the work of which may also be supported by IPC working groups and management team members as and when required.

### **3.2.3 Support and Transfer of Knowledge**

IPC provides technical expertise, advice and management support, which includes the transfer of knowledge to the OCOG. This is done through interactive knowledge workshops, observers programmes, Games related information and other available resources.

### **3.2.4 Cancellation or Withdrawal of the Games**

In the case of cancellation or withdrawal of the Olympic Games, IPC is entitled to withdraw the Paralympic Games from the respective host city, without prejudice to compensation for any damage thereby caused to IPC.

In such case the Host NPC, the OCOG, the host city, the country of the host city and all their governmental or other authorities, or any other party, whether



at any city, local, state, provincial, other regional or national level, shall have no claim for any form of compensation against IPC.

### **3.3 Responsibilities of participating NPCs**

#### **3.3.1 General Role**

The National Paralympic Committee (NPC) is the organization recognized by IPC as the sole representative of athletes with a disability in that country or territory to IPC, and recognized as such by the respective National Sports Council or similar highest sports authority within a country. The NPC undertakes the co-ordination of the country's representation at the Paralympic Games.

#### **3.3.2 Delegation Representative and Entries**

The NPC is responsible for entering its athletes to compete at the Paralympic Games and appointing Team Officials of the NPC Delegation, according to the provisions of the IPC Handbook and the general IPC regulations of eligibility that apply for each particular edition of the Paralympic Games.

NPCs can only enter athletes that are duly qualified and adequately prepared for high-level international competition into the Paralympic Games. .

NPCs must investigate the validity of the entries proposed by other entities, such as national sport governing bodies, and ensure that no one has been excluded for racial, religious or political reasons or other forms of discrimination.

NPCs have to ensure that athletes entered to compete in the Paralympic Games have been internationally classified according to the sport rules by an appropriate classification panel.

#### **3.3.3 Information Provision**

NPCs are responsible for informing the NPC Delegation members of the rules and regulations that apply for the Paralympic Games, as these are announced by the OCOG and IPC.

NPCs are responsible to provide adequate and reliable information with regards to their participation at the Paralympic Games, as requested by the OCOG and/or IPC.





#### 3.3.4 Trademark manufacturer guidelines

NPCs shall be responsible for ensuring that all clothing, equipment and accessories worn or used by the members of their delegation comply with the respective IPC guidelines.

#### 3.3.5 Media Registration

The NPC shall facilitate its own country's media organizations' registration and accreditation applications process, in cooperation with the OCOG.

#### 3.3.6 Ticket Sales

The NPC shall act as an agent for the sales of Paralympic tickets to spectators within their territory.

### **3.4 Responsibilities of the NPC of the Host Nation**

#### 3.4.1 General Role

During the bidding stage for future Olympic and Paralympic Games, the relevant NPCs shall liaise proactively with the country's NOC and bid committee in order to ensure that Paralympic aspects are adequately addressed in the bid documentation.

After selection, the Host NPC shall seek to support the OCOG, to the best of its ability by providing advice and information regarding sport for people with a disability, in particular sports development and training opportunities, as well as education programmes.

#### 3.4.2 Games Impact and Legacy

The Host NPC may also initiate or become actively involved in initiatives promoting the legacy of the Paralympic Games. This is particularly important for promoting and measuring the sporting, social and economic impact of the organization of the Olympic Games and Paralympic Games in the host city, region and country. The NPC shall be in contact with the OCOG in this respect from the early stages of the implementation of the "Games Impact" project.

#### 3.4.3 National Technical Officials

The Host NPC, in collaboration with the OCOG, the competent national sport authorities and the IPSFs shall contribute to the identification, certification and training of the National Technical Officials that will officiate at the Paralympic Games.



#### 3.4.4 Paralympic Joint Marketing Programme Agreement

The Host NPC and the OCOG shall enter into an agreement for a Paralympic Joint Marketing Programme (“Paralympic JMPA”), the content of which is subject to the approval of IPC. The Host NPC must commit to such agreement in writing as a guarantee already from the host city’s bidding phase.

### **3.5 Role, rights and obligations of the International Paralympic Sport Federations (IPSFs)**

#### 3.5.1 Definition

IPSF is the generic term used to describe the governing body of a sport that is in the Paralympic Sport Programme of the respective Paralympic Games. The IPSF is the corresponding body for an International Federation (IF) as this applies for the Olympic Games. An IPSF may have the form of:

- The IPC (in its role as an International Federation)
- An IOSD in membership with IPC
- An international sport federation (IF), for a sport included in the Paralympic sport programme.

#### 3.5.2 General Role

The IPSFs are responsible for the technical control and direction of their respective sports, disciplines and events at the Paralympic Games, including setting and supervising the technical rules and regulations. This includes – but is not limited to – setting standards for results determination, setting specifications for sport equipment, setting rules for technical disqualification, setting rules of judging and timing schedules, specifications for the field of play and definition of training sites.

The holding of all events in each sport is placed under the direct responsibility of the IPSF concerned.

The IPSFs must liaise with the OCOG throughout the preparation and planning phases of the Paralympic Games with regard to their own sport. Elements of such co-operation include - but are not limited to - setting the Paralympic Results & Information System (PRIS), assisting in the organization and provision of optimum sport presentation, conducting site visits, participating in meetings and workshops etc.

#### 3.5.3 Games Officials

The IPSFs are responsible for the appointment of the Games Officials that will manage and officiate in Paralympic Games competitions, within the total number adopted by IPC. The IPSFs shall appoint the Technical Delegate(s),



the Chief Classifier and Classifiers and the International Technical Officials and will approve the nomination of the National Technical Officials.

#### 3.5.4 Responsibilities Prior to the Paralympic Games

The IPSFs have the responsibility of providing adequate sport structures and resources in order to facilitate and develop their sport in order to provide for elite level competition during the Paralympic Games. This includes – but is not limited to – the following:

- Maintain analytical and reliable world and regional rankings and records
- Establish effective sport administration facilities, staff and systems
- Award, sanction and supervise high-level international competitions that provide opportunities for athletes and act as part of the qualification system.
- Contribute, with IPC, to the development of a consistent and reliable qualification system and allocate athletes' slots to the Paralympic Games using a consistent, transparent and reliable process.
- Take the necessary actions required to minimize the need for Classification Evaluation at the Paralympic Games, as classification assessments should be conducted in connection with the Paralympic Games only in exceptional cases.
- Verify the final entries of the NPCs to the Paralympic Games based on the processes and criteria specified above.

#### 3.5.5 Games-time Responsibilities

At Games-time, the IPSFs are responsible for the following:

- Exercise jurisdiction over the competition and training venues of their sport during the Paralympic events and training sessions of their respective sports.
- Supervise the final results and ranking in the competitions.
- Decide the final ranking (upgrading) following disqualification by the IPC
- Decide the number and composition of the jury of appeal of the respective sports.
- Produce the new Paralympic and/or World Record lists
- Implement a system of enforcing the compliance of all clothing, equipment and accessories worn or used by athletes and team officials in their respective sport under the supervision of the IPC and with the support of the OCOG.



### 3.5.6 Co-operation and Agreements between IPSFs and the OCOG

The IPSFs shall collaborate proactively with the OCOG and provide advice and feedback as required, including via visits to the host city.

The IPSFs shall enter into a Memorandum of Understanding jointly with the OCOG and the IPC. This document shall specify all technical and other arrangements and the mutual responsibilities and rights of all parties with regards to the organization of the respective sport at the specific edition of the Paralympic Games.



## 4 PARALYMPIC GAMES SPORT PROGRAM

### 4.1 Guiding Principles

The Paralympic Games represent an international, multi-sport competition for athletes with a disability that reflects the highest standards of athletic excellence and diversity. The goal of the Paralympic Sport Programme is to provide exciting and inspiring events at the Paralympic Games that allow athletes to achieve competitive excellence, while engaging and entertaining spectators.

The guiding principles for determining the Paralympic Sport Programme are categorized by three (3) core-characteristics, which are as follows:

- Quality - The essential principles with respect to grade of excellence; accomplishment and/or attainment.
- Quantity - The principles that establish parameters and/or conditions necessary for success.
- Universality - The collective principles or conditions that ensure and reflect a diverse movement.

These guiding principles are further exemplified and reflected in the Paralympic Games Qualification Criteria established for each edition of the Paralympic Games and published in the respective Paralympic Games Qualification Guide.

### 4.2 Criteria for Admission of Sports and Disciplines

#### 4.2.1 Sport Governing Body Eligibility

An IPSF is the sole worldwide representative of the specific sport for athletes with a disability, being granted the status of Paralympic Sport by the IPC Governing Board.

An IPSF, as specified above needs to be a member of IPC, fulfilling the general membership conditions to IPC as specified in the respective section of the IPC Handbook.

In addition, the IPSF needs to:

- Adopt and implement the World Anti-Doping Code, the IPC Classification Code and promote the principles of Fair Play.
- Demonstrates a sustainable governance and organizational infrastructure to effectively manage the administration and ensure operational viability and quality of its sport(s).
- Have a structure of national organizations each recognized by its own country,



Sports and disciplines in which performance depends essentially on mechanical propulsion or motorised devices and mind sports are not eligible to apply.

#### 4.2.2 Sport's Worldwide Reach Eligibility

Further to the eligibility of the respective international governing body, a sport needs to fulfil the following criteria in terms of worldwide reach in order to be eligible for inclusion in the Paralympic sport programme:

##### For Paralympic Games

Only individual Sports and individual Disciplines widely and regularly practised in a minimum of twenty-four (24) countries and three (3) IPC regions may be considered for inclusion in the Paralympic Games.

Only team sports and disciplines widely and regularly practised in a minimum of eighteen (18) nations and three (3) IPC regions will be considered for inclusion in the Paralympic Games.

The calculation to determine the number of nations widely and regularly practising a sport or discipline may include the following:

- Holding recognized/sanctioned National Championships within the last four (4) years,
- Competing with a national delegation in international recognized/sanctioned competitions on a regular basis within the last four (4) years, and/or
- Demonstrating frequent and widespread sport-specific opportunities for athletes with a disability within the last four (4) years

Applying Sports and Disciplines must provide evidence that they have a regular quadrennial competition programme, including two (2) World Championships hosted within the last eight (8) years

##### For Paralympic Winter Games

Only individual Sports and individual Disciplines widely and regularly practised in a minimum of eight (8) countries and two (2) IPC regions may be considered for inclusion in the Paralympic Winter Games.

Only team sports and disciplines widely and regularly practised in a minimum of eight (8) countries and two (2) IPC regions will be considered for inclusion in the Paralympic Winter Games.

The calculation to determine the number of nations widely and regularly practising a sport or discipline may include the following:



- Holding recognized/sanctioned National Championships within the last four (4) years
- Competing with a national delegation in international recognized/sanctioned competitions on a regular basis within the last four (4) years, and/or
- Demonstrating frequent and widespread sport-specific opportunities for athletes with a disability within the last four (4) years

Applying Sports and Disciplines must provide evidence that they have a regular quadrennial competition programme, including two (2) World Championships hosted within the last eight (8) years.

#### 4.2.3 Other Conditions of Sports Eligibility

Sports or Disciplines, which are not on the Olympic Programme, will not be considered for inclusion on the Paralympic Programme unless it is considered to be a special or distinctive sport for athletes with a disability.

The application must include proof in the form of official results lists that the “widely and regularly practiced criteria” are fulfilled.

#### 4.2.4 Process and Timeline for Inclusion of a New Sport or Deletion of an Existing Sport

IPC will review the criteria for sports/ disciplines in the Paralympic Sport Programme starting eight (8) years before the Paralympic Games in question.

Applications for new sports must be submitted to the IPC Administration seven (7) years prior to the respective Paralympic Games in question.

IPC will review the applications for inclusion of new sports/ disciplines in the Paralympic Sport Programme starting seven (7) years before the Paralympic Games in question, immediately after the deadline for applications expires.

The IPC Governing Board will make a final decision six (6) years prior to the respective Paralympic Games in question on the Sports/ Disciplines to be retained, removed or added in the Paralympic Sport Programme, after recommendation of the Paralympic Games Committee.

### **4.3 Paralympic Games Medal Events Program**

#### 4.3.1 Events and Medal Awards

A medal event, being a competition in a Paralympic sport or in one of its disciplines and resulting in a ranking, gives rise to the award of medals and diplomas.



Unless IPC decides otherwise, a single medal event cannot simultaneously give rise to both an individual and a team ranking.

#### 4.3.2 Minimum Requirements for an Event at the Paralympic Games

An individual medal event already existing in the competition schedule of previous Paralympic Games, and in order for this to be considered viable and remain in the competition schedule, must demonstrate on the official ranking list a minimum of ten (10) athletes from a minimum of four (4) countries attaining an approved performance standard.

After final entries an individual medal event (or team medal events in an individual sport) must have a minimum of six (6) entries and a minimum of four (4) countries represented, in order to be conducted during the Paralympic Games.

If a medal event was deleted from the programme of the previous two consecutive Paralympic Games then it will be deleted from the Paralympic Games Competition Schedule, subject to appeal to IPC. In order for an event to be reintroduced it must meet the criteria for an event, as above.

#### 4.3.3 Inclusion of New Events at the Paralympic Games

A new medal event must be a full medal event in at least one World Championship of a Paralympic Sport, in order to be considered for inclusion.

If a sport has not conducted a World Championship in that event then one World Ranking must have been maintained for that particular event, within the last three years and have included a minimum of eight countries represented in that event for men and/or women.

The application for new medal events shall be evaluated by IPC and recommendations shall be presented to the IPC Governing Board.

#### 4.3.4 Process and Timeline for Inclusion of new or Deletion of existing Medal Events

IPC will review the criteria for medal events in the Paralympic Sport Programme starting six (6) years before the Paralympic Games in question

IPC will review the event evaluation report and set the medal event quotas four (4) years before the Paralympic Games in question, immediately after the previous edition of the Paralympic Games.





Application for new medal events must be submitted to the IPC Administration by the respective IPSF up to three (3) years prior to the respective Paralympic Games in question.

Upon recommendation of the IPC Management Team on the medal events to be retained, removed or added in the Paralympic Games Medal Events Programme, the IPC Governing Board will make a final decision thirty (30) months prior to the respective Paralympic Games in question.

#### 4.3.5 Exceptions for Sports, Disciplines and Events at the Paralympic Games

Sports, disciplines or events included in the programme of the Paralympic Games, which no longer satisfy the criteria of this rule may nevertheless, in certain exceptional cases, be maintained therein by decision of IPC.

IPC preserves the right to exclude sports, disciplines or events from the Paralympic Sport Programme at any time, if the IPSF governing such sport does not comply with the IPC Handbook or with the IPC Anti-Doping Code. Other disciplinary measures may also apply.

### **4.4 Qualification, Sport Entries Process and Timeline**

#### 4.4.1 Invitation to participate

The invitation to take part in the Paralympic Games shall be sent out by the OCOG twelve (12) months before the respective Paralympic Games on the instructions of IPC. The invitation shall be addressed to all NPCs, shall be jointly signed by the President of IPC and the President of the OCOG and shall be in the following terms:

“The International Paralympic Committee and the ..... Organizing Committee for the Olympic Games and Paralympic Games has the honour to invite you to participate in the..... Paralympic (Winter) Games which will take place in .....from.....to.....”

#### 4.4.2 NPC Eligibility to participate

Only National Paralympic Committees (NPCs) in good standing with the IPC may enter athletes in the Paralympic Games. A country that is not a member of IPC must become a member before it is permitted to take part in the Paralympic Games.

Any entry is subject to acceptance by IPC, which may at its discretion, at any time, refuse any entry, without indication of grounds. Nobody is entitled to any right of any kind to participate in the Paralympic Games.



#### 4.4.3 Qualification Systems and Criteria

Minimum standards for qualification of athletes shall be set for individual measurable events at Paralympic Games. Only athletes reaching these standards may compete at Paralympic Games. An exception to this shall be a limited number of “universality wild cards” to be allocated by IPC to NPCs that would not qualify athletes at the Paralympic Games based on qualification standards.

The qualification standards, conditions and procedures for each specific edition of the Paralympic Games are determined and announced thirty (30) months prior to the Paralympic Games in question.

#### 4.4.4 Number of participants per country

The number of entries in the individual events shall not exceed three per country.

A country may enter only one team in team sports or in team events within individual sports.

For team sports, the number of teams shall not be less than six teams for each gender. The final number of teams shall be determined by IPC.

#### 4.4.5 NPC Delegation Size

The size of an NPC’s Delegation at the Paralympic Games is determined by the number of athletes of the delegation, based on the qualification system that applies for the specific edition of Paralympic Games.

For each edition of the Paralympic Games an “NPC Delegation Quota Formula” will be set and distributed to all NPCs within the “Accreditation and Sport Entries at the Paralympic Games - User’s Guide”.

The respective timelines will be jointly established by the OCOG and the IPC.

#### 4.4.6 Entry Fees

Entry fees shall not be charged for athletes and regular team officials at the Paralympic Games.

#### 4.4.7 Age Limit

There shall be no age limit for competitors in the Paralympic Games other than as prescribed in the competition rules of an IPSF and approved by the IPC Governing Board.



#### 4.4.8 Scope of Sports and Sport Entries of the Paralympic Games

The total number sports and sport entries at the Paralympic Games shall follow the continuous growth and development of the Paralympic Movement.

The exact number of sports and sport entries that apply for each specific edition of the Paralympic Games is determined by the IPC Governing Board; this is specified in the Technical Manual on Paralympic Games that applies for the specific edition.



## 5 FUNDAMENTAL OBLIGATIONS FOR PARALYMPIC GAMES ORGANIZATION

### 5.1 Paralympic Brand

#### 5.1.1 Paralympic Symbols and Brand Protection

All Paralympic Games stakeholders are responsible for promoting and protecting the Paralympic Brand as a valuable property shared by the whole Paralympic Movement.

Important elements of the Paralympic brand are the “Paralympic Intellectual Properties”. This term contains two kinds of properties:

- “Paralympic properties”, which include – but may not be limited to – the Paralympic symbol, flag, motto, hymn, identifications (including but not limited to “Paralympic Games” and “Paralympics”), designations, emblems, flame and torches.
- “OCOG Proprietary Rights”, which include – but may not be limited to - emblem, mascot, trade marks, logos and other indicia relating to the Games which may incorporate the Paralympic Property rights, broadcast footage produced by or on behalf of the OCOG and any trade marks, logos, or other indicia used or to be used by IPC.

The OCOG must ensure the proper registration and protection of the “Paralympic Intellectual Properties”. Therefore, the OCOG must undertake at its expense to register “OCOG Proprietary Rights” in the name of the IPC to the extent such registration is legally possible. The OCOG must ensure at its own expense that these rights are officially transferred back to IPC immediately after the Paralympic Games.

The NPCs, the IPSFs and the broader Paralympic Family are responsible for protecting the “Paralympic Intellectual Properties” within their territory or range of activities according to the guidelines established by IPC.

Subject to the conditions stipulated in the Host City Contract, an OCOG has the right to use certain Paralympic marks and images for the expressed purpose of promoting and staging the Games. Along with the grant of rights comes a legally binding obligation to protect all licensed intellectual property and derivative works against misuse and infringement.

The OCOG shall seek to maximise the partnership opportunities with sponsors, especially with the TOP sponsors and others already in place for the Olympic Games. The OCOG shall actively acknowledge Paralympic Games and IPC partners and sponsors according to the provisions of the respective Technical Manual thus encouraging them to further promote the Paralympic ideals. It shall also protect them from ambush marketing activities and will organize initiatives



that will provide added value to Paralympic partners and sponsors and provide opportunities for extensive sponsoring activation on behalf of them.

More details on IPC rights and OCOG obligations regarding to Paralympic Brand Protection are stipulated in the Technical Manual on Brand Protection.

### 5.1.2 Image and Look of the Paralympic Games

The Paralympic Games shall have a distinct visual identity as an elite sporting event. This shall be reflected in the Graphic Standards Manual, which is produced by the OCOG according to IPC's Look of the Games Guidelines. The Graphic Standards Manual is subject to approval by IPC.

Such identity may be linked conceptually to the one developed for the respective Olympic Games, but should clearly contain look elements based on Paralympic properties, and be produced exclusively for Paralympic Games.

The Look of the Paralympic Games shall include emblem, mascot, pictograms and other insignia. A Paralympic-specific Kit of parts of Look elements shall be produced. In addition, Field of Play Design shall be modified to reflect the structural, look and branding changes from the Olympic Games to the Paralympic Games, whenever this is applicable.

Uniforms for the Paralympic Games workforce and for Games Officials will provide for differentiating the two populations and shall only contain Paralympic logo and look elements, even if they are conceptually similar to the uniforms used for the Olympic Games.

All Look elements for the Paralympic Games are subject to approval by IPC.

The OCOG shall actively involve the Paralympic Symbol in the Opening and Closing Ceremonies of the Paralympic Games to provide high-level public recognition for the Paralympic Brand.

### 5.1.3 Commercial Exploitation

Any commercial over-exploitation or any commercial activities negatively affecting the image of the Paralympic Games or the Paralympic Movement as a whole must be avoided.

In general, a policy of Paralympic venues clean from commercial advertising applies to the Paralympic Games and to any of the Games related competition and non-completion venues.

However, some commercial branding of limited scope may be allowed in the competition venues or other visual elements, subject to the approval of the IPC.

In any such case, the look of the branding shall be integrated with the official look of the Paralympic Games which shall always represent its primary visual



identity. All elements of sponsor commercial branding in the competition or non-competition venues are subject to approval by IPC.

## **5.2 Legacy and Long-term Impact in the Host City, Region and Country**

### **5.2.1 Planning for Legacies**

There are many important legacy fields, primarily in relation to the socio-cultural sphere, that occur in the host city / region because of hosting the Paralympic Games.

Such fields can be classified into four broad areas:

- Accessible infrastructure in sport facilities and in the overall urban development.
- Development of sport structures / organizations for people with a disability, from grass-roots to elite level.
- Attitudinal changes in the perception of the position and the capabilities of persons with a disability as well as in the self-esteem of the people with a disability.
- Opportunities for people with a disability to become fully integrated in social living and to reach their full potential in aspects of life beyond sports.

IPC, the Host NPC and the OCOG share a responsibility to promote lasting legacies in all aspects specified above.

IPC shall use its resources, expertise and global network to provide advice and transfer good practices in order to assist in maximizing potential for legacy.

The host city and the OCOG shall set targeted objectives with regard to the legacy of the Paralympic Games for the host community, already from candidature phase and shall work towards achieving these objectives throughout the planning and preparation phase and at Games time.

It is also probable that sporting organizations and other agencies representing people with a disability in the host city / region or country are willing to undertake actions towards legacy. The OCOG shall coordinate such activities to ensure maximization of outcomes, in close co-operation with the Host NPC.

### **5.2.2 Measuring Impact**

The OCOG shall take all necessary actions, including appointing and allocating adequate and suitable resources in order to measure the impact of the



Paralympic Games, as part of an overall project of measuring Games impact for the host city, region and country.

### **5.3 Accessibility and Inclusion**

Every resident of the city and every visitor must be able to fully enjoy all activities that constitute the “Paralympic Games experience”. In order for this to be possible, the conditions that form barriers need to be removed. Such barriers may not be only architectural, but also attitudinal, political, economical and educational barriers may affect the chances of individuals to fully engage in the Paralympic Games.

Therefore, the host city already from the candidature phase needs to demonstrate a commitment to accessibility and inclusion. The main principles of such commitment are Equity, Dignity and Functionality.

To create an accessible and inclusive environment the OCOG and the host city’s authorities shall use a combination of technical and operational solutions and infrastructures with appropriate co-ordination and management mechanisms. These shall be:

- Strategic & operational - establishment of guiding principles, choices and operational approach in the direction of an environment without barriers, accessible by all.
- Technical - implementation of internationally accepted design standards and adoption of inclusive practices in all areas of construction.
- Organizational - establishment of co-ordination structures assigned with the responsibility to ensure accessibility and inclusion in the host city and the venues of the Games, including expert consultation and a well defined sign off/ approval process.
- Educational - ensuring that appropriate education programmes are in place for the general public and especially for youth to foster understanding about inclusion and equal opportunities.

The host city and the OCOG should liaise with local and national authorities to promote the development or refinement of appropriate laws and regulations, in areas to support the above mentioned principles and experience.

The OCOG shall provide equal opportunities for persons with a disability to participate in the Games as members of the workforce in any type or function. In this regard, the OCOG must develop and implement suitable policies.

The OCOG shall foster the widest possible community involvement into the planning, promotion, preparation and staging of the Paralympic Games, as a unique opportunity to enhance social inclusion, tolerance to diversity and active citizenship among its members.



## **5.4 Games Awareness and Participation**

### **5.4.1 Communications and Media Relations**

All Paralympic Movement stakeholders share a perception of the Paralympic Games as a unique opportunity that showcases the achievements of the elite athletes with a disability, as role models that can inspire and excite.

In the host country, a Paralympic Games Communication Strategy shall be developed and implemented, integrating all external communications from all OCOG functions and other entities. The goal of such strategy shall be to raise awareness and interest among the general public, local communities and the media about the Paralympic Games.

All available means of communications shall be utilized and initiatives shall be undertaken including websites, publications, media briefings, promotional advertising, campaigns and special events.

Paralympic Movement constituents should make every effort to promote recognition, interest and involvement at the Paralympic Games within their area of responsibility, and at national and international events and promotional campaigns.

The OCOG must take all actions necessary to enhance media awareness for the Paralympic Games, facilitate media understanding of Paralympic Sport and Classification and position Paralympians as elite level athletes in media reports.

### **5.4.2 Education Programme**

An education programme aiming to enhance awareness about Paralympic Sport and Paralympic Games in a national scale shall be implemented, co-ordinated by the OCOG and the education authorities.

In addition, the OCOG shall organize a special programme and co-ordinate the necessary activities, in co-operation with the Host NPC and the educational authorities, to attract school children to attend the Paralympic Games, as part of the educational curriculum. . Such attendance is important to develop social skills such as disability awareness, positive attitudes toward social inclusion and tolerance to diversity.

### **5.4.3 Participation and involvement of the public and guests**

The Paralympic Games have traditionally been regarded as “Accessible Games”. This notion includes not only the physical access for all individuals to the Games regardless of their physical, sensory or mental conditions, but it also





stands for the very reasonable admission costs and approachability of Paralympic athletes and the Paralympic Family in general.

The OCOG shall engage to safeguarding this traditional spirit by introducing the appropriate programmes which must include the following components:

- An appropriate ticketing scheme affordable to the widest range of local residents, following a fair and equitable distribution process.
- Community, social and cultural events including the transition and Paralympic Games period as an additional vehicle to convey the special spirit, atmosphere and message of the Paralympic Games.
- A hospitality programme staged jointly with the IPC and covering the period of the Paralympic Games. This will also allow guests to gain a first hand experience winning their support to or strengthening their involvement in the Paralympic Movement.
- A barrier-free city environment conducive to the athletes and the Paralympic Family to enjoy the city's social life and attractions.

#### 5.4.4 Torch Relay

The OCOG shall organize a Paralympic Torch Relay of a minimum duration of seven (7) days according to the specifications set in IPC's Guidelines.

The Paralympic Torch Relay shall be used as one of the most important communication tools to raise awareness and generate major media and public attention to the arrival of the Paralympic Games. The messaging, vision and values of the Paralympic Torch Relay shall be consistent with the messaging, vision and values of the Paralympic Games.

#### 5.4.5 Ceremonies

The Opening and Closing Ceremonies of the Paralympic Games shall be cultural and entertainment events of high calibre to be organized in strict compliance with the IPC. They shall demonstrate Paralympic values, the spirit of the Paralympic movement, while also showing the unique culture of the host country. The Ceremonies shall be seen as a celebration for the athletes and thus, their schedule and operational conditions shall be run in a way to facilitate participation for all athletes.

The concept, the artistic approach and the main operational elements must be approved by IPC. The OCOG needs to ensure maximum audience attendance and media coverage, including live TV coverage of the Opening and Closing Ceremonies.



#### 5.4.6 Broadcasting

The broadcasting of the Paralympic Games should ensure the widest possible coverage through all types of media showing moving images, including - but not limited to - television and new media. The main objective of Paralympic broadcasting shall be to reach the widest possible coverage worldwide, targeting a global audience.

This objective shall apply in particular when entering into agreements relating to the broadcast of the Paralympic Games. It shall also allow IPC to continue promoting the Paralympic Games coverage through its own media channels and initiatives in close collaboration with the OCOG.

The host city and OCOG shall ensure high-level TV production for all sports included in the Paralympic Games programme. This should be facilitated by the same broadcasting organization which is responsible for the production of the respective Olympic Games.

### **5.5 Paralympic Protocol**

The Paralympic Games protocol represents an important and distinct element relating to the history, position and image of the Paralympic Movement, and, therefore forms an integral part of the Paralympic Movement's identity and representation to its members and all external parties.

All aspects of Paralympic Games protocol shall be held in full compliance with IPC Protocol Guide and Technical Manual on Protocol. Throughout the period of the Paralympic Games, IPC Protocol prevails and IPC has the authority to determine the protocol applicable at all sites and venues placed under the responsibility of the OCOG.

The OCOG, the IPSFs, the NPCs and all other persons accredited at the Paralympic Games, in any capacity whatsoever, shall comply with the IPC Protocol Guide and Technical Manual on Protocol and all other instructions of the IPC, with respect to all matters subject to protocol.

#### 5.5.1 Opening and Closing Ceremonies

The Opening and Closing Ceremonies of the Paralympic Games shall be held in strict compliance with the IPC Ceremonies Manual and the IPC Protocol Guide and Technical Manual on Protocol.

The concept, contents and details of all scenarios, schedules and programmes of all ceremonies must be approved by IPC. All Ceremonies must be conducted in the official language(s) of the OCOG and in English.



The Opening Ceremony of the Paralympic Games shall be proclaimed open by the Head of State of the host country attending the ceremony.

#### 5.5.2 Medal Ceremonies

The concept, staging and delivery of the medal ceremonies shall value the achievement of the athletes and shall be conducted in a way that acknowledges and safeguards the personality and dignity of the athletes and the medal and flower presenters.

The look and format of the medals, the design of podia, the artistic approach and the protocol elements are subject to approval from IPC. Overall, the medal ceremonies shall be held in strict compliance with the IPC Protocol Guide and Technical Manual on Protocol.

#### 5.5.3 Precedence

At all functions during the Paralympic Games, the President of IPC takes precedence over all guests except any person who has been especially invited from the IPC to officiate at the event. The President of the OCOG then follows and members of the IPC Governing Board have precedence over all other OCOG members and guests.

The OCOG must not give official recognition to any foreign delegation or mission, nor recognise any authority over participants other than that of the IPC and the NPCs (recognized by IPC), unless prior authorization has been granted by IPC in writing.

#### 5.5.4 General Protocol Considerations

Certain protocol elements are not specific to the Paralympic Games and are derived from the IPC constitution or other institutional routines. This applies in elements such as protocol orders and the IPC Governing Board meetings etc. These elements can be found in other relevant sections of the IPC Handbook.

## **6 SERVICES TO THE PARALYMPIC FAMILY**

### **6.1 Paralympic Games Constituent Groups**

The organization of the Paralympic Games involves many different constituent groups, each one with different functions, roles, sets of activities and expectations. These constituents can be listed as follows:

- Athletes and Team Officials / NPCs
- Games Officials / IPSFs
- Media representatives
- Paralympic Family and Guests
- Sponsors and corporate partners
- OCOG, its workforce and partners
- Spectators
- Host city Residents
- Worldwide audience

### **6.2 Guiding Objectives for Servicing Paralympic Games Constituents**

The OCOG should approach its planning and operation as a service focused organization geared to satisfying Paralympic constituents' needs, providing a level of service equivalent to their Olympic counterparts.

The guiding objectives for servicing Paralympic constituents upon the occasion of the Paralympic Games are:

- Provision of information and adoption of processes and procedures that provide to each constituent the “best possible ability to prepare for the Paralympic Games”.
- Provision of appropriate services allowing each constituent to enjoy the “Games Experience”, to “do their job” or “perform their role” in the best way possible.
- Maximization of the legacy for the Paralympic Movement and for people with a disability both locally and globally.

### **6.3 Prior to the Paralympic Games**

#### **6.3.1 Information Provision**

All constituents have their role in the Paralympic Games - some during the preparation phase, others in their participation during Games time - and thus they contribute to their share in the successful staging of the Paralympic Games. The co-ordination of their contributions and participation requires proactive and timely communication from the OCOG in order to allow all the constituents to undertake all necessary preparations and steps required.



Therefore, the OCOG must provide reliable and up-to-date information about the current plans for all Paralympic Games constituents. This includes - but is not limited to - informing:

- IPSFs to involve them from the very beginning in the technical aspects of the Paralympic Games competition and development of critical elements, such as the competition schedule and training manuals.
- NPCs to optimize the preparation, training and entries of athletes, coaches and technical staff to the Paralympic Games
- The media to inform them about the possibilities and services for the optimum coverage of the Paralympic Games
- Sponsors and guests to enable them to show their support and promote the Games through their expertise, network and outreach to the public
- The general public and audience to increase awareness and maximize attendance to the Games, thus creating a special Games atmosphere.
- IPC about the progress of the Games in order to keep IPC abreast of the situation and facilitate approvals.

Such information shall be passed on to the constituents in different formats, such as reports, information brochures, publications and direct forums or meetings, in a frequency as stipulated in the Technical Manual on Paralympic Games and the Paralympic Games Master Schedule. Such communication will also contribute to fostering efficient and smooth working relationships in a partnership spirit between all parties involved which shall be a guiding principle throughout the preparation and Games time phase.

From the establishment of the OCOG, the IPC, as supreme authority of the Paralympic Games, will be the primary contact point for the OCOG for any matters related to the Paralympic Games. IPC will also clarify the communication protocol with the other constituents, where required.

Paralympic specific information shall also be communicated in dedicated sessions and workshops with the relevant constituent representatives. A separate event will be the NPC Chefs de Mission Seminar, organized one (1) year prior to the Paralympic Games. In general, communication with the NPCs shall start no later than three (3) years before the Paralympic Games.

### 6.3.2 Facilitation

In addition to the communication, the OCOG must also put in place effective processes, mechanisms and programmes, which will facilitate the involvement and participation of the different constituent groups in the following, key areas and principles. These elements have to be seen within the context of IPC's further technical specifications in the Technical Manuals which provide the complete picture of the detailed service requirements.



#### 6.3.2.1 Memoranda of Understanding (MoU)

The OCOG shall enter to a Memorandum of Understanding with the IPSF of each Paralympic sport and IPC in regard to the optimum organization of the sport competition at the Paralympic Games. The content of such MoU is specified in the Technical Manual on Sport.

#### 6.3.2.2 Training and Certification

The OCOG shall liaise with the national sport governing bodies and the Host NPC for the proper training, certification and identification of national technical officials, ensuring the availability of the necessary technical personnel for Paralympic competitions, as well as a lasting legacy for Paralympic Sport in the host country.

#### 6.3.2.3 Rate Card Ordering

The OCOG shall make available a large variety of products from the local market that can be purchased or leased by Paralympic constituents according to their needs through a rate card ordering system and in a cost-recovery basis.

#### 6.3.2.4 Delegation Registration Process

The OCOG shall organize a smooth NPC Delegations' registration process that will allow for effective team facilitation for NPCs, as well as ensure fairness, transparency and accuracy in athletes' and team officials' eligibility verification and final entry.

#### 6.3.2.5 Accreditation

The OCOG shall facilitate a smooth and effective accreditation process for the Paralympic Family and world media, providing for an easy to follow accreditation application process. Such process includes the provision of visa for entering the host country to all Paralympic Identity and Accreditation Card (PIAC) holders.

#### 6.3.2.6 Ticketing

The OCOG shall facilitate Games tickets availability to the whole world, establishing a ticket ordering process through the NPCs, for all tickets to be purchased internationally.

#### 6.3.2.7 Support Grants

The OCOG shall provide all necessary travel arrangements, at its own expense, for the International Technical Officials and the Classifiers. Support



grants to athletes and team officials shall be dealt with in the same way as for the respective Olympic Games.

## **6.4 Games Time**

### **6.4.1 Provision of Infrastructures and Facilities**

The OCOG shall provide high standard facilities that will allow all constituents of the Paralympic Games to perform their role and assigned tasks in the most efficient way. This includes all competition and training venues, as well as the non-competition venues, such as the Paralympic Village, the Paralympic Family Hotel and other Paralympic Family accommodation sites, airports, media facilities, accreditation centres and other facilities related to the Games.

All those venues and facilities shall comply with requirements of a barrier-free environment, as specified in IPC's Technical Manual on Accessibility.

### **6.4.2 Venue Services**

The OCOG must operate the above-mentioned venues and service all Paralympic Games constituents in a way that allows them to perform their role and enjoy their Paralympic Games experience. The service levels must also be of consistent quality from venue to venue making no distinction between the sports and their role in the programme.

### **6.4.3 Provision of Services**

The services provided to the participants in the Paralympic Games should be based upon the same levels that are applicable to the Olympic Games. This principle means that, if no specific difference is stated in the Paralympic requirements documentation, the Olympic level will be used as a general basis.

The following key service areas and principles have been outlined in order to illustrate the service oriented approach towards the Paralympic Games constituents. These elements have to be seen within the context of IPC's further technical specifications in the Technical Manuals, which provide the complete picture of the detailed service requirements.

#### **6.4.3.1 Arrivals and Departures**

The OCOG must ensure smooth and fast arrival and departure process that will produce minimum disturbance and fatigue to the Paralympic Games participants.

The OCOG must provide an accessible pathway for all Games participants, as well as efficient facilitation at the Official Airport(s) of the Games upon arrival of NPC Delegations and Paralympic Family members. Such facilitation may include accreditation validation, luggage processing, suitable vehicle allocation



and transfer to accommodation. Similarly, the OCOG must provide smooth departures, allowing for off-airport check in process and achieving fast and reliable transfers to the Airport.

#### 6.4.3.2 Transport

The OCOG must provide efficient and safe transportation, from/to accommodations to competition venues, training sites, media centres, etc., according to the transport entitlements specified in the Accreditation and Sport Entries at the Paralympic Games – User’s Guide that applies for the particular edition of Paralympic Games. All transport systems must be accessible for people with a disability and services must abide by the provisions of the Technical Manual on Transport.

#### 6.4.3.3 Paralympic Village

The OCOG must provide a Paralympic Village for the accommodation of the NPC Delegations, free of charge. The Paralympic Village must be fully accessible and provide optimum conditions for the physical and mental preparation of the athletes so that they can focus on achieving their best at competition.

In addition, the Paralympic Village must be a truly inclusive, secure, comfortable, and attractive environment that fosters solidarity, understanding and friendship between all its residents, without any form of discrimination.

The requirements and specifications for the Paralympic Village are included in the Technical Manual on Villages.

#### 6.4.3.4 Accommodation

The OCOG must provide accommodation for the Games Officials, free of charge. Such accommodation must be of a level similar to the one provided to the Technical Officials of the respective Olympic Games and be accompanied by dining, entertainment and transport services.

The Games Officials may be accommodated in the Paralympic Village, subject to the approval of the IPC. In such case, they need to reside in a separate section of the Paralympic Village, with dedicated residential services and a separate dining area.

The OCOG needs to secure and make available adequate and affordable media accommodation in a wide range of level and prices. Direct transport links shall be established between media accommodation and the main media facilities.

The OCOG shall select an IPC Headquarter Hotel as well as other Paralympic Family Hotels in proximity to each other. All selected hotels must provide a number of accessible rooms as specified by IPC.





The IPC Headquarter Hotel shall be a minimum of a four (4) star level, shall be fully accessible and shall provide adequate office facilities for the IPC administration to perform their duties. It will also provide high-level facilities for hosting an IPC Governing Board meeting preceding the opening of the Paralympic Games.

The OCOG must also ensure that high-level accommodation is provided for guests, dignitaries and sponsors.

The host city or relevant local authorities must ensure access to reasonably priced accommodation for national and international spectators in a wide range of level and rates.

In general, the rates of any accommodation for paying customer groups must not exceed the general pricing levels of any equivalent accommodation outside the Paralympic Games system.

#### 6.4.3.5 Medical Services

The OCOG shall provide adequate first aid and health care services, in all venues, accommodation sites and in designated Paralympic Family Hotels.

#### 6.4.3.6 Food Services

The OCOG shall provide a high level of dining facilities and a wide range of choices of food to the residents of the Paralympic Village. The capacity of such facilities should be sufficient for 50% of village's residents to be able to be serviced at the same time. In addition dining facilities should be provided at the main media facilities.

#### 6.4.3.7 Outlets and Concessions

The OCOG shall provide services available to the general public and open to any other accredited individual at all venues including a choice of food, official Paralympic merchandise and entertainment.

#### 6.4.3.8 Technology and Telecommunications

The OCOG shall provide contemporary communication and technology networks, devices and services in a way that all constituents' can perform their duties in the most efficient way. This includes - but is not limited to - results services, information distribution, audio and entertainment solutions supported by the appropriate hardware and software.

### 6.4.4 Event Experience



The OCOG must enable all Games constituents to enjoy the Paralympic Games experience in an equitable, dignified and efficient way. In order to achieve that, the OCOG must proceed to a series of actions that will allow for:

- High level sport presentation at all competition venues and for all Paralympic sports.
- Unobstructed access to all public areas at the competition venues and provisions for people with sensory impairments such as alternative formats of information materials and assisted hearing devices.

The OCOG shall provide hospitality facilities at all competition venues and at the IPC Headquarter Hotel. In the competition venues such areas shall be separate for athletes/ team officials, media and Paralympic Family.

#### 6.4.5 Host City Experience

The OCOG must ensure adequate opportunities for Paralympic Games constituents to experience the host city, exploring its culture and interacting with its residents. In this regard, the OCOG needs to provide information and the means for accessing host city's centre to enjoy sightseeing, shopping and entertainment.

In particular, the OCOG and the host city's authorities must ensure that the Paralympic Games are present in the life of the city throughout the duration of the event, including via cultural activities, events, live sites and other available events in the city's centre.

### **6.5 Post Games**

#### 6.5.1 Transfer of Knowledge

The OCOG has a responsibility in sharing the knowledge gained through the organization of the Paralympic Games for the benefit of future Games organizers. In the same manner, it will also benefit from the participation in the transfer of knowledge from the previous OCOGs. The detailed deliverables of the transfer of knowledge shall follow the specifications of the related Technical Manual on Information Management.

All publications, artefacts and objects related to the Paralympic Games throughout the preparation period will be submitted to IPC in both electronic and hard copy formats (at least three (3) copies).

Upon conclusion of the Paralympic Games, the OCOG shall make available to IPC all information related to the staging of the Paralympic Games, including – but not limited to – venue and functional reports, publications, databases, statistical data, website contents, information systems data, images, footage and any other data useful for reference and information of future Paralympic Games host cities.



The OCOG shall prepare and submit to IPC no later than one (1) year after the conclusion of the Games a Paralympic Games Official Report, where all aspects of Paralympic Games organization shall be described in detail. The format and content of which shall be determined by IPC.

The OCOG shall prepare and present a complete Paralympic Games component plus Paralympic-related information in specific fields at the Post-Games Debrief session that is typically organized a few months after the Games.