



# GUIDE TO ENTRY

Welcome to Ufa City





## Welcome letter from the Mayor of Ufa City

**Dear Friends,**

Welcome to Ufa! We are honored to host the 2019 International Children's Games.

The Ufa International Children's Games will include over 1,500 children from ages twelve to fifteen, with 4,000 visitors and families accompanying the athletes. These children from around the world will compete in nine sports in Ufa's sport facilities.

Sports provide a special and enjoyable opportunity to promote the values of tolerance, mutual respect and teamwork, especially in the city of Ufa. I am sure that the young athletes coming to Ufa will have a unique experience.

I look forward to welcoming you at the 2019 International Children's Games.

Sincerely, Ulfat M. Mustafin  
Head of Ufa City Municipal District Administration



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## **TIMELINE FOR PARTICIPATION**

### **25 October, 2018**

- Sending out the invitations to all Cities
- Payment starts for ICG Participation Fee

### **14 January, 2019**

- Deadline for confirmation of Intent to participate and entry by number and sport
- Deadline for payment of ICG Participation Fee

### **11 February, 2019**

- Start of on-line registration

### **22 April, 2019**

- Deadline of on-line registration

### **9 July, 2019**

- Arrival of delegations

### **10 July, 2019**

- Pre-competition trainings
- Opening Ceremony

### **11 – 13 July, 2019**

- Competitions

### **13 July, 2019**

- Closing Ceremony

### **14 July, 2019**

- Departure of delegations

## **EVENT SCHEDULE**

### **9 July, 2019**

- Arrival of delegations

### **10 July, 2019**

- Joint Technical Meeting, separate technical meetings for all the sports
- Meeting of Heads of Delegations
- Pre-competition training sessions
- Opening Ceremony

### **11 July, 2019**

- Competitions
- Cultural events and visits

### **12 July, 2019**

- Competitions
- Cultural events and visits

### **13 July, 2019**

- Final competitions
- Judo Joint Training Session
- Closing Ceremony

### **14 July, 2019**

- Departure of delegations

## **CLASSIFICATION DESCRIPTION**

### **Delegation**

A city delegation is made up of athletes, coaches, head delegate and city representative (often the Mayor). Each delegation may consist of maximum 24 (18 athletes) and minimum of 10 (7 athletes). Athletes of both genders should be represented in all City delegations.

### **Participants (Athletes: up to 18)**

Participating athletes must reside or attend school in the city in which they represent. Athletes/participants must be 12 years old by the 1st of January, in the year of the Games, and must still be 15 years old, on 31st December, in the year of the Games.

### **Sports Coaches (up to 4)**

Sports Coaches will be the lead contact for their nominated sport. They have the responsibility for ensuring the welfare of participants. There must be one coach responsible for each sport and a nominated head coach for the team. As there should be athletes of both genders, each city must ensure that their coaches also represent both genders.

Additional coaches for team sports are welcome at delegations' expense (subject to room availability). This will need to be registered and paid for before 22 April, 2019. Coaches will stay at athletes' accommodation for the duration of the Games.

### **Head of Delegation (HOD – 1 person)**

The Head of Delegation is the main contact with the Organizers during the Games. They will also be responsible for ensuring the registration of their city, for meeting deadlines and for organizing their city delegation during the Games. HOD will stay at Athletes' Campus for the duration of the Games.

### **City Representatives / VIP (1 free of charge, 1 other only at visiting city's expense)**

As City Representative/ VIP, this individual will gain access/ tickets to the VIP events during the Games. They will be allocated accommodation at a VIP hotel, including breakfast (at the hotel), lunch (at the hotel/at the sports venues) and Evening meals (at the hotel/ event).

There is an opportunity for a visiting city to fund ONE additional City Representative/ VIP (subject to room availability). This will need to be registered and paid for before 22 April, 2019.

### **City guests**

City guests are welcome and will gain access/ tickets to the VIP events during the Games. They will be allocated accommodation, including breakfast (at the hotel), lunch (at the hotel/at the sports venues) and Evening meals (at the hotel/ event), subject to room availability. This will need to be registered and paid for before 22 April, 2019.

### **Visitors / supporters**

Visitors such as parents, family members, chaperones etc are at their own or participating city's expense.

We welcome everyone to visit Ufa 2019 International Children's Games.

For more tourism information about Ufa, please, visit the following websites: [www.icgufa2019.ru](http://www.icgufa2019.ru)

Please, contact [icg2019ufa@gmail.com](mailto:icg2019ufa@gmail.com) for more details or assistance.





## ► GUIDELINES

- Athletes of both genders should be represented in all City delegations.
- At least 1 male coach for male participants and at least 1 female coach for female participants.
- There must be one coach responsible for each sport
- One coach must be nominated Head Coach
- Cities are requested to ensure a balance between numbers of male/ female participants in general.

### Registration

Cities will receive an invitation to participate in the Games. Upon acceptance of this invitation and payment of the ICG Participation Fee, they will be provided with login and password details for the registration process. Registration opens on the 11 February 2019 and closes on the 22 April, 2019; these deadlines will be strictly enforced.

### Insurance

Insurance is the responsibility of the visiting city. Travel and medical insurance are a requirement in registering and participating in Ufa ICG.

### Hospitality

During the 53rd International Children's Games, cost-free days for City Reps/ VIPs, Coaches and Athletes have been scheduled as follows:

*First meal:  
evening meal 9th July, 2019  
Last meal:  
breakfast 14th July, 2019*

### Accommodation

*Check-in: 9th July, 2019  
Check-out: 14th July, 2019*

The Head of Delegation, Coaches and Athletes will stay at 2 or 3 facilities close one to the other.

We provide some affordable options for the cities wishing to arrive early and leave later; however, participating cities are responsible for booking their own options.

**Please, contact  
icg2019ufa@gmail.com  
for more details or assistance.**

### Transport

*Arrival of delegations:  
9th July, 2019*

*Departure of delegations:  
14th July, 2019*

Transport on arrival and departure from and to Ufa International Airport will be provided free of charge according to the provided arrival departure times on the above mentioned dates. Please, fill in your exact travel information to the on-line registration form.

During the Games, there will be transportation to and from Official facilities, to/from Social Event venues.

### Uniforms

It is a responsibility of each city to ensure their athletes are dressed in the appropriate uniforms and competition outfits as representatives of their City.

### Costs

Upon arrival, City Representatives/ VIPs will be requested to guarantee their hotel rooms by credit card to the hotel. Any additional costs incurred by participants, e.g. phone calls and room services, must be personally settled with the hotel before the departure.

Heads of Delegations will be required to submit credit card details to the organizers as security against loss or damage to property. An amount of 500 Euros will be blocked on the account during the Games and it will be released 7 days after the Games, if no loss or damage occurred.

### Dietary or other needs

Please inform the organizers of any special dietary or other needs for your delegation upon registration, in order to ensure the appropriate arrangement in time for the event.





## ► PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY

All signed forms must be submitted with registration, closing date being 22 April, 2019.

### **Photography/ Film**

Photographs will be taken during the event and used by all official partners of the International Children's Games in all global media, i.e.:

- Press
- TV
- Internet

### **Medical**

A declaration of all medical conditions/ allergies will be requested including details of medication. Parents/ Guardians are requested to sign their consent for the Waiver of Liability, as well as their consent for the Head of Delegation to authorize the medical treatment of participants, should it be required. This form will be sent to the Head of Delegation by email.

### **Code of Conduct for Athletes/ Coaches**

The International Children's Games are committed to the highest standards of sport and expect all athletes to honour sports and International Children's Games regulations. Athletes and coaches attending the Games must accept and adhere to this standard. Any violation of these standards may result in disqualification.

### **Child Protection**

The Ufa City Organizing Authority of International Children's Games 2019 is committed to the highest standards in Child Protection. Visiting cities must ensure that they follow their own city's guidelines in ensuring that the selection of adult leaders and their athletes is conducted appropriately.



► PAYMENT

Upon receiving the formal invitation letter for participation, cities are required to pay a participation fee.  
Member cities 500, 00 Euros (member cities are cities that have hosted the Games).  
All other cities 750, 00 Euros.  
This must be done by the above mentioned date and before starting the Registration Procedure.  
The payment of participation fee can only be done by bank transfer.

METHOD OF PAYMENT	
Account Name	Exekutiv-Komitee d. Internationalen Schuelerspiele
Bank address	Sparkasse Darmstadt Rheinstrasse 10-12 64283 Darmstadt
Reference text (mandatory!)	“City name” and “Summer Games 2019”
IBAN Number	DE77508501500004027655
BIC Number	HELADEF1DAS (be careful, between F_D is a one (1))
<b>Note</b> All remittance handling fees must be covered by the remitter. Failure to do so may result in a delay in city's registration. Any received fees that are not identifiable with the correct Text reference will not be accepted and not refunded. Payment of participation fees is mandatory before the deadline of invitation <b>The participation fee is nonrefundable.</b>	