



**International Children's Games**

# **INTERNATIONAL CHILDREN'S GAMES HOST CITY REQUIREMENTS**

*Revised June, 2017*



## Introduction

Since 1968, the International Children's Games (ICG) has provided a unique sports and cultural gathering for tens of thousands of the world's youth. An alliance of cities and individuals who pursue the common goal of forming friendship and peace through sport, ICG relies on the vision and generosity of cities around the globe to host its annual Summer and bi-annual Winter Games. Hosting ICG provides a city the opportunity to welcome international visitors, showcase itself as a destination location and major event host, and provide its citizens a chance to witness peace building in action.

Yet hosting ICG is a major undertaking for any community. Significant resources and planning are required to successfully manage the Games. This document will outline the responsibilities of a host city to adequately prepare for bidding on and hosting the Games.







## About International Children's Games

### *History*

First organized in 1968 by Metod Klemenc , ICG had humble beginnings as an athletics competition in Celje, Slovenia (then Yugoslavia) involving nine cities from east and west of the Iron Curtain. Klemenc wanted to “create a better world based on friendship and sport seemed to be one of the best means to bring together young people from different countries.” That dream mushroomed into an annual event recognized by the International Olympic Committee, in which more than 49,000 youths from more than 530 cities in 114 countries have participated.





## About International Children's Games

### *Governance*

ICG is headquartered in Lausanne Switzerland with its office located in the resident city of the president, currently Darmstadt, Germany. Communications can be directed to [office@webicg.org](mailto:office@webicg.org). The organization is governed by the following structure:

- **General Assembly:** Made up of one representative of each past host city in good standing, the General assembly meets every two years and is responsible for maintaining the statutes and election of the Committee and Executive Committee.
- **Committee:** Consisting of up to 19 members elected to four-year terms, the Committee is responsible for executing the resolutions of the General Assembly and oversight of each Games.
- **Executive Committee:** Also members of the Committee, this seven-member body, including the officers of ICG (president, two vice presidents, treasurer and secretary and 2 members), the Executive Committee administers the contracts, finances and business operations of ICG and is elected to four-year terms.
- **Committees:** The Committee of the ICG is authorized to activate commissions. The most relevant to the Games is the Technical Commission that monitors the rules and regulations of the sports competitions.





## Finances

Hosting ICG is a major financial commitment for a host city. The following items are provided at no cost to ICG or its participants: housing and meals for athletes, coaches, heads of delegation, city representatives and members of the ICG Committee, and Technical Commission; sports facilities and competitions; ceremonies, receptions and meetings; a contract signing and technical site visit; and all other costs incurred in producing the event.

Revenues are traditionally generated via government grants, corporate sponsors and value in-kind donations. A participation fee of 500 Euros per member city and 750 Euros per non-member city is collected by ICG to be used for its administrative operations.







## Delegation Specifics

The projected size of the Games will be dictated by the host city. A target number of delegations and athletes will be set forth in the bid document and approved by the ICG Committee. While the size of the Games varies by year, the following is a reasonable guideline:

- Minimum of 1,500 athletes and coaches for Summer Games and 500 for Winter Games.
- Delegation size will range from 20 – 30 to include athletes, coaches, city representative and one head of delegation, with minimum of 20.
- ICG Committee attendance will range up to 19 (plus spouses and additional family members, if applicable, who pay an added fee to be determined by the host city). The current list of the ICG Committee members can be acquired from the office of the ICG.
- ICG Technical Commission attendance will range from 8-14. The current list of the ICG Technical Commission members can be acquired from the office of the ICG. The number of Technical Commission will depend on the sports offered by the host city.
- Up to 3 special guests of the ICG Committee, including the Founding President, Metod Klemenc must be invited to the Games. Accommodations and meals will be provided by the host city for these guests.

The host city may participate in the Games without a participation fee and with the maximum number of athletes allowed in each sport.





## Sports

The mandatory sports conducted at ICG are athletics (track & field) and swimming. The host city will identify additional sports to offer, which have included tennis, Football (Soccer), basketball, volleyball, handball, taekwondo, baseball and others which must be approved by the ICG Committee during the bid process. The sports are managed by local authorities according to rules provided in the ICG Technical Handbook, ICG Host City Sports Requirements, and held in first-class facilities and include three days of competition. The host city will determine, with ICG approval, the maximum number of athletes and coaches per city delegation.





## Housing and Meals

Housing provided by the host city will be the following:

- Athletes, coaches and Heads of Delegation: minimum five nights in a hotel (minimum 3-star) or dormitory with maximum triple occupancy along with five breakfasts, lunches and dinners of a sufficient quality and variety.
- City Representatives: five nights in a hotel (minimum 4-star) (preferably with ICG Committee and Technical Commission) with single occupancy along with five breakfasts, lunches and dinners of a sufficient quality and variety.
- ICG Committee and Technical Commission: seven nights in a hotel (minimum 4-star) or dormitory with single occupancy along with seven breakfasts, lunches and dinners of a sufficient quality and variety.

Housing options will also be made available at a cost, for visiting family and friends. The host city will suggest these options with the responsibility for arrangement and payment upon the visitors.







## Ceremonies and Receptions

The host city is responsible for planning and executing the following ceremonies and receptions:

- Mayor's reception: Held prior to opening ceremony, this reception is for local dignitaries, ICG Committee, city representatives and Technical Commission and includes an opportunity for each delegation to present a gift to the host city mayor and to have pictures taken.
- Opening ceremony: An Olympic-style event for athletes, delegates and the general public to include marching of athletes, entertainment, exchange of flag (usually 3 boys, 3 girls and a city representative of the past host Games pass the flag to 3 boys and 3 girls and a city representative of the host city for the flag rising), flag rising to the ICG anthem "Ode to Joy", athlete oath (available at the ICG office), lighting of the flame with the torch and minimal speeches. The opening ceremony should represent the culture of the host city and country.
- Closing ceremony: A smaller version of the opening ceremony highlighted by the passing of the flag and torch from the current to the next host city.
- Final party for athletes and VIP's: An evening entertainment event following the closing ceremony.
- VIP Lounge: A social area with refreshments available nightly for city representatives, committees and local dignitaries.





## Transportation

Transportation for all delegations, Committee and Technical Commission will be provided from the primary airport(s) of entry to and from the Games headquarters and housing upon arrival and departure.

Daily bus transportation will be provided for all participants to and from housing, sports venues, receptions and ceremonies. Viable public transportation can also be an option.

## Venues

The host city is responsible for providing high quality facilities for the execution of all sports and non-sports activities of the Games. Facilities must be within close proximity to one another and to the athlete and VIP housing.







## Site Visits and Meetings

The host city will provide a meeting room and refreshments, projector, microphone/taping equipment with technician, preferably in the host hotel, for a Committee and/or Technical Commission meetings and for a General Assembly held every two years (odd number years).

Cities are required to provide housing and meals for up to four (or more if necessary) 2-3 day site visits prior to the Games for two ICG Committee representatives. Additionally, host cities will provide the following:

- Flight, hotel and meals for up to 4 persons for 3 days for a ceremonial signing of the Agreement. This visit is usually six months to one year prior to the Games.
- Flight, hotel and meals for up to 4 persons for 3 days for the final technical coordination visit to meet with the organizing committee, sport chairs and visit all sports venues.





## Insurance

The host city must obtain liability insurance (insurance limits needs to be determined) which includes holding harmless ICG Committee and its members.

## Safety and Security

Safety and security of all athletes is of high priority. The host city must develop a security plan to be presented to the ICG Committee. The plan must be commensurate with any current safety conditions and take into account geographic location. Coordination with local safety officials must be demonstrated.

## Medical

The host city must develop a medical plan to be presented to the ICG Committee. The medical plan must detail preparation for on-site medical training, medical safety procedures and coordination with local medical facilities in case of an emergency.







## Communications and Reporting

Communication between the host city and ICG office is critical for the success of the Games. A full timeline of necessary activities and deadlines will be provided to the host city, which must designate one official Games Director to serve as the primary point of contact with the ICG office. The Games Director must prepare a quarterly report to the ICG office, which will distribute to the Committee and Technical Commission members, detailing all planning activities from the time of being awarded the Games through its execution.





## Event Program and Website

Upon being awarded the Games, the host city must develop a Games logo which must be submitted to the ICG office for approval. A web site should be initiated at least two years prior to the Games and be updated with the most current information. A Games program must also be produced for distribution to all participants.

Certificates of participation will be designed by the host city and submitted to the ICG office for approval at least four months prior to Games. The Certificates should include the signature of the host city Mayor and the ICG President (available from the ICG office). The certificates will then be forwarded by the ICG Office to the IOC for insertion of the IOC President's signature, and then printed by the host city. The certificates should then have the names of athletes printed by the host city and distributed before closing ceremonies. The invoice for printing should be given to the ICG Treasurer at the Games.







## Invitations and Recruitment

It is the responsibility of the host city to extend an invitation for cities, Committee members and Technical Commission to participate. The ICG office will provide contact information for all past host cities (who must be invited to attend) as well as recent participant cities, Committee and Technical Commission members. The host city may extend invitations to other cities that it wishes to attend such as sister cities or cities within its region. A complete listing of all invited cities must be forwarded to the office of the ICG before invitation are sent.

## Registration System

In order to establish continuity and simplifying the registration, the Host City must utilize the official ICG Registration System. ICG will work with Host City to assure the system is customized to the Host City for sports and other necessities. The Host City will pay the licensing and usage fees to the ICG account at the latest one year before the Games totaling €5,000





## **Travel Visas**

The host city must provide international travel visa assistance, where applicable.

## **Accreditation**

The host city must check in all delegates at the Games and provide proper credentials.

## **Demonstrated Support**

As ICG is an event for cities, the mayor of the host city must remain a visible supporter of the Games. Additionally, the mayor should have a visible presence at the Games themselves.

## **Sponsorship and Logo Rights**

In order to assist with raising funds, the host city is given the rights to use the ICG logo for its use in fulfilling sponsorship obligations.

## **Merchandise**

The host city is given full rights to produce and sell merchandise with its specific Games logo prior to and during the Games.

