

CONTENTS

REQUIREMENTS FOR INTERNATIONAL EVENTS.....	3
TWIF REQUIREMENTS.....	4
Facilities and equipment	4
Accommodation	4
Transport	4
Fees	5
SPORTS FACILITIES.....	6
Outdoor competition	6
Indoor Competitions	12
Competition equipment (General)	14
Competition equipment (Indoor)	15
Facilities competitors/officials (General)	16
DOPING CONTROL REQUIREMENTS	18
Facilities Doping Control	18
Administration for Doping Control1	18
MANAGEMENT REQUIREMENTS	19
Scope of organising committee	20
Job description Sub Committees OC	21
REQUIREMENTS FOR EVENT ORGANISATION	25
Administration before Event	25
Software for Administration Competition and Score Board	27
Administration during the Event	30
Score system	32
Medals and Awards	35
Opening and closing ceremony	36
Medals and Awards Ceremony	36
General facilities	38
Public Liability	39
Budget for organisation	39
TWIF FORMS FOR INTERNATIONAL COMPETITIONS.....	42
Individual Weigh Certificate	43
TWIF Weighing Certificate National mixed teams	44
TWIF Weighing Certificate Clubs teams	45
TWIF Weighing Certificate National Teams	46
TWIF Weighing Certificate Club mixed teams	47
ACCREDITATION CARD	48
PUBLICITY REQUIREMENTS.....	49
PHASES IN ORGANISATION.....	50

LIST OF FIGURES

Figure 1 Outdoor Arena 6
Figure 2 Control Stand 9
Figure 3 Tents Recorders 10
Figure 4 Tent Entry teams 11
Figure 5 Indoor Hall 12
Figure 6 Rope marker 14
Figure 7 Indoor Mat 15
Figure 8 Weighing Room 16
Figure 9 TWIF Software 27
Figure 10 Table Competition numbers 30
Figure 11 Bib 31
Figure 12 Flow Chart 34
Figure 13 TWIF Medals 35
Figure 14 Awards Podium 37
Figure 15 Accreditation Card 48
Figure 16 Example Score board 58

REQUIREMENTS FOR INTERNATIONAL EVENTS

TWIF requirements as per Contract

The TWIF requirements in this manual are the requirements as referred to in the Contract signed by the member associations of TWIF and the organisers. The requirements are specified in the Organisers Manual for TWIF International Events.

Sports Facilities

Specifications of required sport facilities such as the competition field for outdoor tug of war, the indoor hall for indoor tug of war and the weigh-in room etc

Management

This section specifies the requirements and guidance on the structure of the Organising Committee and Commissions. In case the Organising Committee is not part of the National Tug of War Association, particular attention is given to the co-ordination and liaison with the experts from the national tug of war organisation.

Indication on the profile of the chief officers in the Organising Committee and the Commissions

Event organisation

Under this heading the requirements dealing with specific requirements for the organisation and administration of international tug of war events are indicated.

Recently TWIF has introduced the use of software for the event organizers.

See further information Figure 9 TWIF Software on page 27

Organizers need to coordinate with TWIF on the use of the latest version.

Publicity

The section on publicity specifies the requirements for handling all press and media arrangements in the periods before, during and after the event.

This section will also include further guidance and information on the speaker (presenter) during the event.

TWIF REQUIREMENTS

The requirements in this chapter refer to matters such as license fee, provision of free transport and accommodation for officials etc.

FACILITIES AND EQUIPMENT

Competition facilities and equipment

The Organisers shall provide the Competition Area or Competition Hall and Technical Equipment for the venue, in accordance with requirements as specified in this document.

ACCOMMODATION

Accommodation officials

The Organisers shall arrange free accommodation for TWIF Officials, officiating during the events to a maximum of (46 persons for an Outdoor event and 40 persons for an Indoor event.) **Effective January 1 2015 The number of Officials shall increase to (54 for outdoor and 42 for indoor events.)** The free accommodation shall be provided during the 5 day period of the event, commencing from dinner the day before the beginning of the event, until breakfast the day after the conclusion of the event as specified in the Agreement. In addition, accommodation and meals will be provided for an extra (6th) night for the weigh-in prior to the start of the event for 22 people including the Executive (5), the Chief Judge, Chief recorder and 15 officials (judges and recorders).

Headquarters hotel

All TWIF Officials and TWIF Representatives shall be hosted in the same (Headquarters) hotel. The hotel should be in the vicinity of the venue. The hotel should have options for internet connections.

Accommodation participants

The organisers shall arrange for accommodation packages for a reasonable price to the participants. The package shall include accommodation (board and lodging), accreditation, transportation (to and from competition area) and entry to the venue. The Organisers shall ensure that the selected venue has satisfactory accommodation and adequate transport arrangements between housing quarters and competition area for teams participating in the international tug of war event and supporters travelling with the participating teams in the events.

TRANSPORT

Transport officials

The Organisers shall provide free transport for the TWIF Officials from arrival airport, seaport or railway station to housing quarters.

Adequate means of transport shall be provided for officials of the Executive Committee of TWIF.

Transport participants

The Organisers shall arrange for transportation for the participants from arrival airport, seaport or railway station to housing quarters.

The cost of the transportation has to be paid by the participants or is included in the accommodation package.

FEES

License fee

On entering into Agreement to stage an international tug of war event, the Organisers shall agree on the method and schedule of payment of the License Fee. The initial deposit of £1000, -, which was submitted to TWIF for the Tender for the Championships, will be deducted from the first instalment of the License Fee. In case Organisers withdraw from the undertaking to organise the Championships or fails to stage the events, the License Fee will not be refunded to the Organisers.

Schedule of payment

The schedule of payment shall be agreed between the Parties on signing the Agreement for the event.

Entry fees Club teams

The entry fee for the Clubs participating in the Open TWIF Club Competitions and the Indoor TWIF Club Competitions shall be agreed between the TWIF and the Organisers.

Entry fees National Teams

The entry fee for teams of TWIF Member Associations participating in the international tug of war event will be nil. Team members to an extent of 11 (eleven) persons per weight class for each country shall have free entrance to the venue during the international tug of war event.

Accreditation fees

TWIF will promote the use of the accommodation package as provided by the Organisers. In case Participants choose not to book accommodation through the organisers, Organisers may levy an accreditation fee for accreditation of the participants and supporters. The income from the accreditation fees shall cover the cost of the administration and making the accreditation cards. A reasonable fee would not exceed the equivalent of £100 British pounds Sterling.

Accredited participants and supporters shall have free entrance to the venue during the accredited days of the event.

SPORTS FACILITIES

The required facilities for international tug of war competitions are determined by the discipline of the tug of war sport. The tug of war sport has two disciplines; an Outdoor and an Indoor disciplines. The required facilities for the disciplines are different.

OUTDOOR COMPETITION

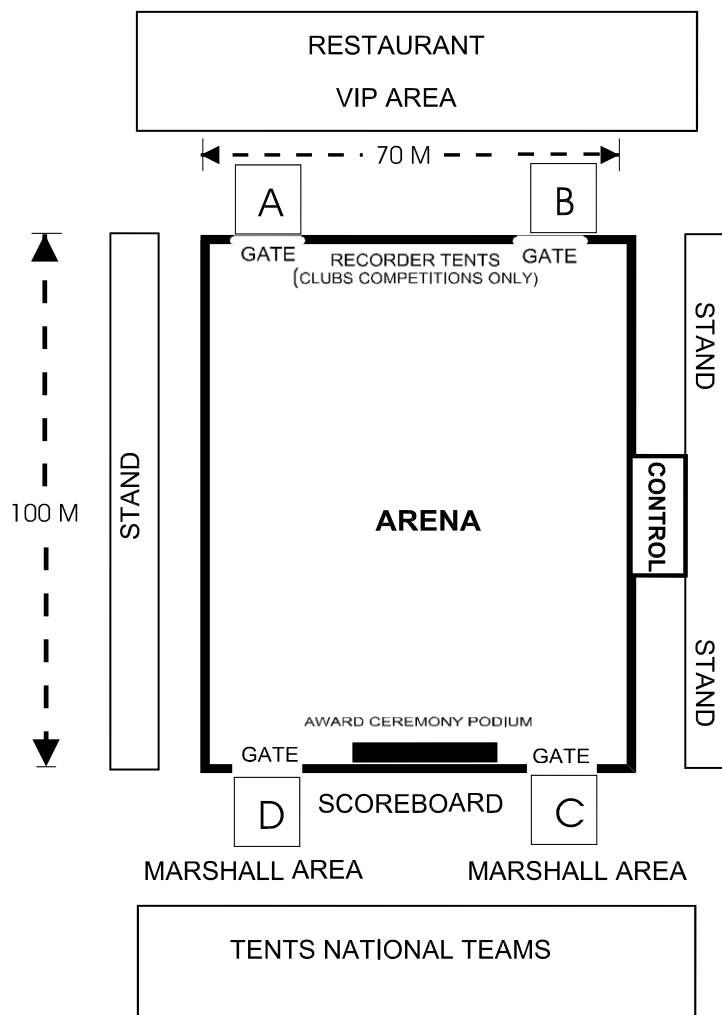
Dimension and layout of the competition area

The minimum dimensions for the competition arena are 100 meters in length and 70 meters in width. The competition area shall be properly fenced on all sides by fences of rigid structure, preferably crowd control fences. Adequate lighting systems shall be available for the unforeseen possibility that the competitions are not finalized before darkness.

Figure 1 Outdoor Arena

Ensure that clear markers with the correct letters, are placed at the Entry Gates.

Facilities for the teams (tents) and other facilities such as seating for spectators shall be arranged outside the competition arena



= Tents Entry teams (See Figure 4)

Specification of competition ground for tug of war

SELECTING GROUND FOR TUG OF WAR COMPETITIONS

Natural field

The best possible ground for tug of war competition is ideally the ground of what is called 'a natural field'. This means the ground has been covered with grass for many years and the soil has compacted and the grass has developed a good root system. The grass area should not be 'sanded' as is done for many soccer (football) fields.

The area needs to be flat.

Top layer

The desirable top layer of tug of war ground should be good cultivated soil with a depth of approximately 30cm; the soil should have a good 'binding' capacity. The quality of the ground for tug of war is measured by the 'holding' capacity of the ground to the puller. The ground should not 'break away' under pressure of the boot which will result in deep 'trenches' with holes and bumps.

Rounding

Preferably the field should have a slight crown or rounding, to enable water to drain to the sides and avoid pools and puddles on the field even during periods of heavy rain.

Drainage

The field must be able to allow water to drain through to avoid that the area becomes waterlogged. If necessary a drainage system must be installed to assist this process.

PREPARATION NEW FIELD

Preparation time

If a field has to be newly prepared and seeded with grass, this should be done at least 2 years before the competition/championship is due to take place. This period is required to enable the new grass enough time to establish a good root system.

Sow grass

Do not use laid turf (sods); the root system will not provide the required 'binding' and 'holding' capacity to the ground.

Type of grass

The grass seed needs to be of a hardwearing type i.e. Ryegrass; also the selected type of grass should have a sturdy root system.

Watering the grass

During the growth of the new grass regular watering of the ground is required. Climate and weather conditions vary so vastly that local conditions need to be taken into account. More watering is obviously required in countries or areas that are experiencing dry periods.

Fertilizer

A suitable fertilizer should also be used to help strengthen the root system and encourage root development.

Rolling the grass

During the 2 year preparation stage, after the grass has been established, the ground needs to be rolled with a heavy roller.

Final preparation for competition

Cutting the grass

This can be performed up to the day before a Championship is to be held, but all grass cuttings must be removed from the arena.

Watering the grass

This should normally cease two days prior to the Championships starting.

Access to Arena

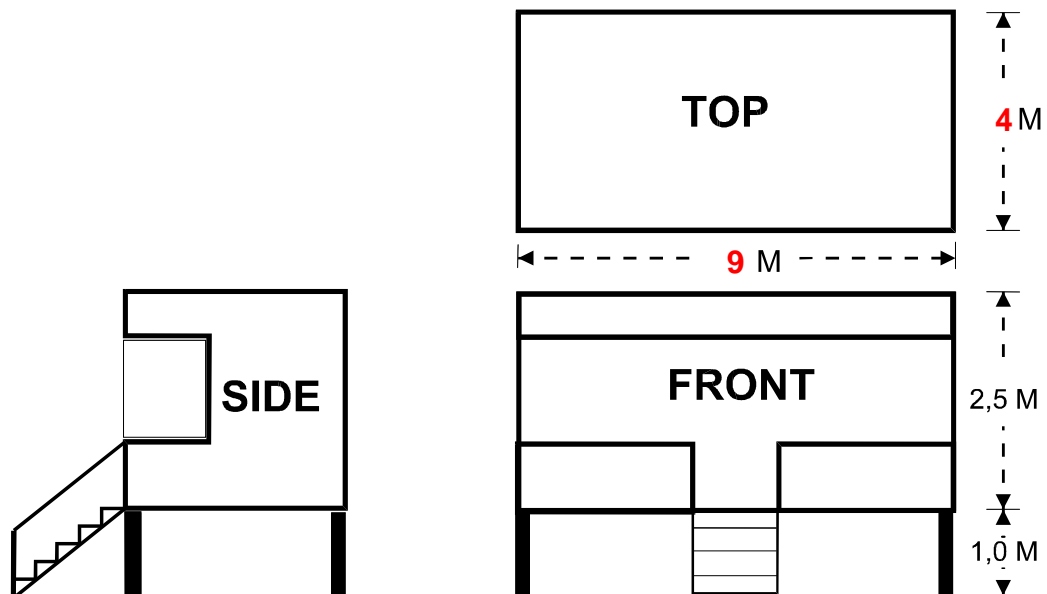
To get an orderly and efficient flow of teams in and out of the arena, the teams should have unrestricted access from the marshalling area to the gate and from the gates to the area for teams (national or club teams). The marshalling area shall be well fenced off to avoid intervention of spectators

Control Stand Outdoor

A control stand shall be installed along the side of the competition area. Position of the control stand shall be in the middle of the longest side of the area, opposite to the main spectator stand. The control stand shall have facilities for the competition secretariat, announcer, chief judge and referee. TWIF shall supply computers for the competition program and one copier and one printer shall be provided by the organizers. A public address system shall be provided for use by the announcer for commentary and calls to the teams. Means for communication, preferably portable radio sets shall be provided for communication between control stand and chief judge, referee and chief marshal in the field and between control stand and score board. In addition, sufficient space shall be provided for the recorders in the control stand during the closed competition.

Note: Front of Control Stand shall be open for unrestricted view. In case of cold or rainy weather, the front shall be closed with windows. The Control stand may be higher from the ground than 1-meter, but must have good stairs with handrails. (See specification on page 9)

Figure 2 Control Stand



An office facility shall be available at the venue adjacent to the control stand.

Wireless Internet shall be available at the venue.

Scoreboard Outdoor

SCOREBOARD OUTDOOR (ELECTRONIC)

The score board shall preferably be a LED screen with dimensions of a minimum of 3 by 4 meter. See examples score boards Figure 16 on page 58

The TWIF software for the score board delivers an analogue video signal (Power Point) from a monitor plug. A converter from analogue to digital video is required for the connection to the LED screen.

The LED screen (video wall) should have a position where it will be clearly visible for the control stand, press and spectators from the stands.

Tents - Timekeepers/Recorders

During the Open TWIF Club Competition, provisions shall be made for weatherproof, well-secured areas of at least 16 square meters for Timekeepers/Recorders. The Chief Judge and/or the Controller shall assign the location of the areas, at each of the corners of the competition area. (See page 10 for dimensions of tents for Timekeepers/Recorders)

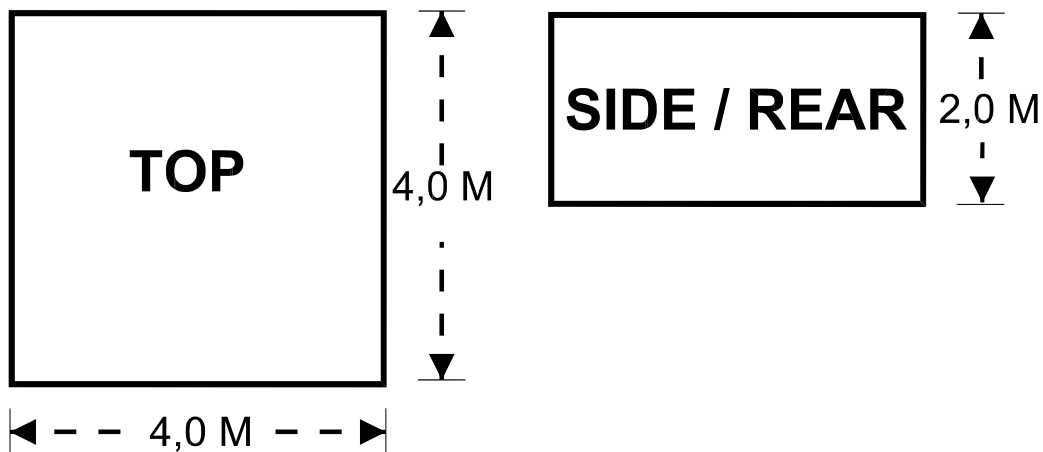
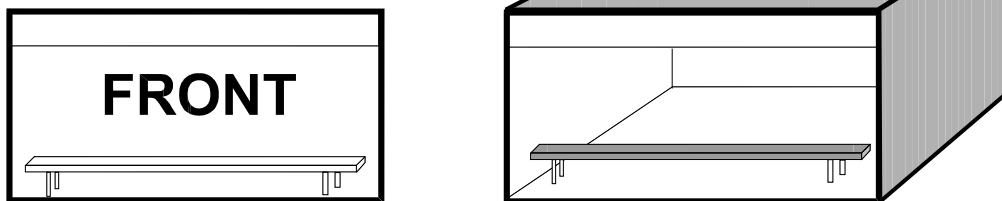


Figure 3 Tents Recorders



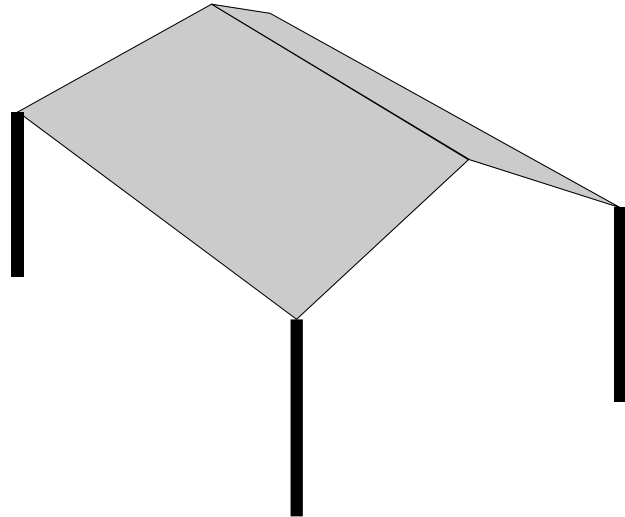
Tents - Marshalling areas

The marshalling area shall be adequately fenced-off to prevent intrusion by the spectators. Provision shall be made for overhead weatherproof cover, located at the marshalling area where teams enter the competition area. Such an overhead cover shall be large enough to accommodate a minimum of four teams lined up for competition and shall be made available at each of the marshalling areas used for the competition. (See figure on page 11)

Depending on the weather, the sides of the cover shall either be:

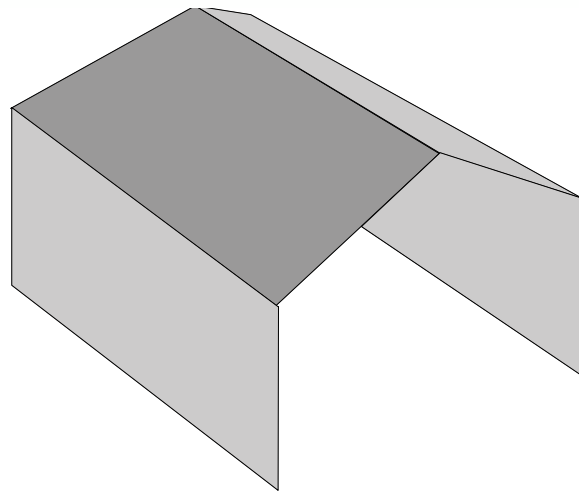
OPEN ON THE SIDES

Figure 4 Tent Entry teams



CLOSED ON THE SIDES

(Note: So called Party tents are available in various sizes and could be used for the purpose)



Tents - National teams

Provision shall be made for covered and secured space in a suitable proximity of the competition area for each National team. In case of more than one weight class being contested at the same time, or weight class overlap, each National team shall have an area of not less than 25 square meters. In case tents are used for this purpose, they should be of good quality and adequately ventilated.

INDOOR COMPETITIONS

The major facility requirement for an Indoor Tug of War event is an adequate sports hall. Beyond the competition floor space, the hall should have adequate facilities for the competitors and spectator capacity

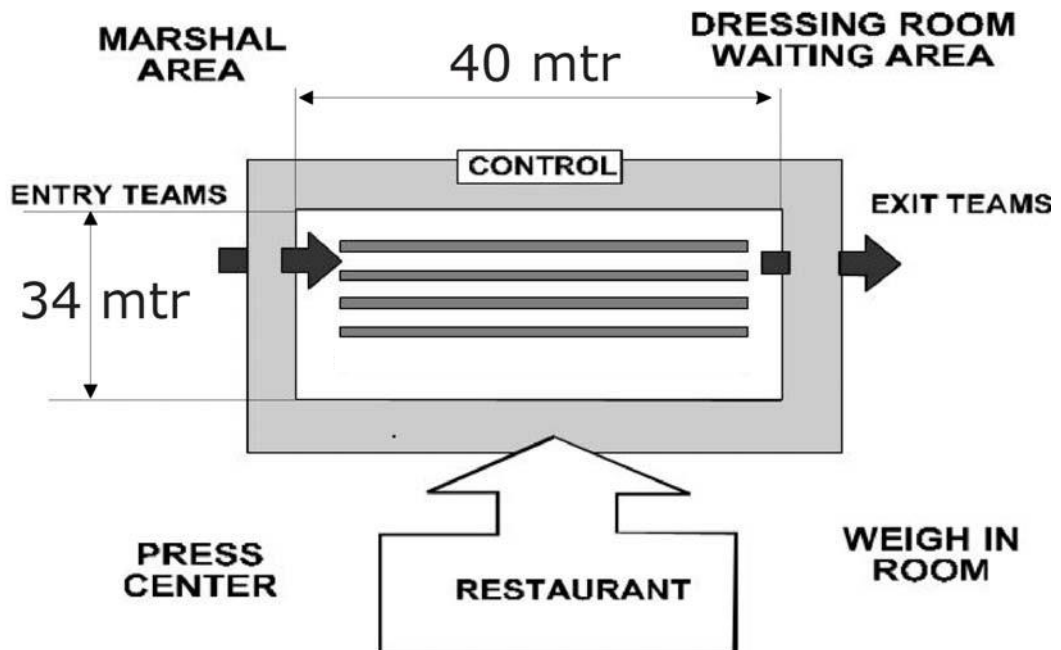
Dimension and layout of indoor hall

The dimension of the hall shall be large enough to accommodate at least 4 pulling mats for the competitions with ample space for the Judge to observe the teams. The hall shall have a useable floor dimension for the competition of at least 40 meters in length and 34 meters in width. Although the actual layout and design of the various Sport Halls is very diverse, the following spaces and rooms shall be available:

- the required dimensions for the competition floor and
- the necessary rooms and or space for
- dressing rooms and showers
- weigh in room
- marshal area for the teams before entering the competition arena
- sufficient exits and entries for an efficient through-put of the teams
- press centre
- restaurant

See Figure 5 Indoor Hall on page 12

Figure 5 Indoor Hall



Condition of the hall

The competition hall shall have spectator seating, preferably on all sides of the hall, but at least along the two sides of the hall (in the pulling direction) of sufficient capacity. As tug of war is a team sport, in tournament format, there should be sufficient dressing rooms available. The teams should have easy access from the marshalling area to the hall and from the hall to the dressing/waiting rooms.

The hall should have adequate lighting for competition as well as for television.

Access to the hall

The teams shall be marshaled in a special area before entering the hall. After the finish of the pulls, teams will leave the hall through an exit into the dressing/waiting rooms with adequate space for physiotherapy and/or medical care.

Score board indoor

SCOREBOARD INDOOR (ELECTRONIC)

The scoreboard for indoor is electronic only and should consist of a beamer and a screen.

The TWIF software can be directly connected to the beamer

Special attention should be given to the ambient light to ensure that the screen is easy to read during competition.

The position of the score board shall be selected so that it is visible for the majority of the spectators.

COMPETITION EQUIPMENT (GENERAL)

Ropes

At least **38** ropes shall be available. The ropes shall be of good quality and unused. The ropes shall be marked in accordance with TWIF Rules. Marking material shall be available for correction of markings during competition. An additional extra number of 10 ropes (good quality used ropes) shall be available, if required based on the entry for the Open Club Competition. An adequate number of ropes shall be made available for warming up one hour prior to the start of each competition. They will be provided by the organizer at no cost to the competitors.

Scales

INDIVIDUAL SCALES

The electronic scales to be used for weighing of the teams shall be accurately tested and recently calibrated and shall be capable of weighing athletes individually. At least 5 (five) scales shall be available for the official weigh in and 3 test scale of equal quality.

TWIF will provide the 3 (three) sets of stamps, indicating the team weight.
The ink to be used shall have a high resistance to water.

Rope number markers

At each of the ropes an identification sign with the number of the rope shall be put up. The identification sign shall be cone shaped and have the rope number at four sides of the cone

Figure 6 Rope marker



COMPETITION EQUIPMENT (INDOOR)

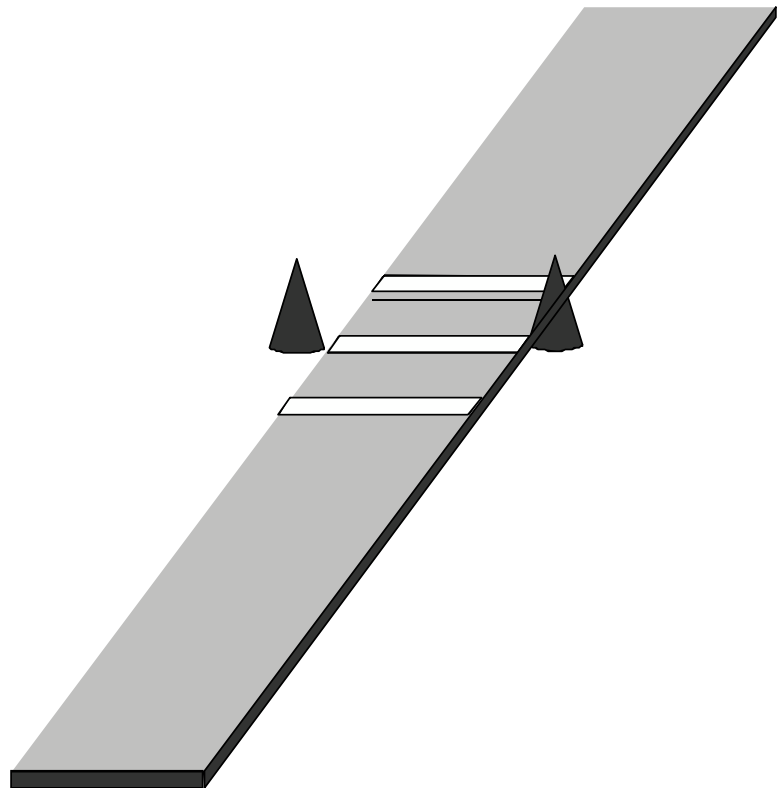
Indoor mats

A minimum number of four (4)- and if possible five (5)- mats shall be available.
The mats shall be of rubber matting accepted for in-door Tug of War competition by TWIF.
The length of the mats is 36 meters and the width is between 100 and 120 centimeters

Marking

Arrangements shall be made to mark the centre and sidelines of the mats, so they will be visible for the Judges and the spectators. One (1) centre line and two side lines (4) four meters either side of the centre shall be marked on the pulling surface/floor.

Figure 7 Indoor Mat

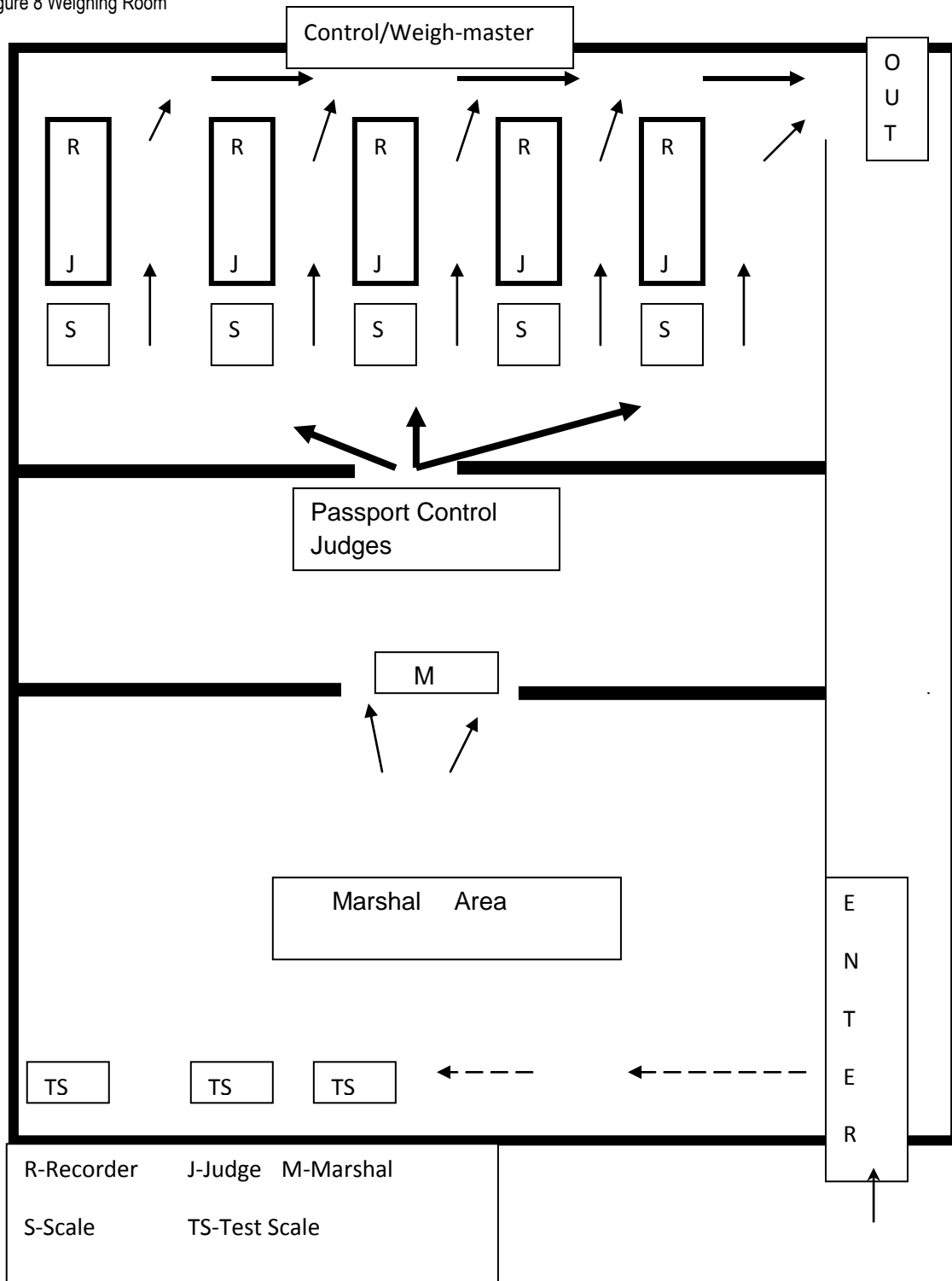


FACILITIES COMPETITORS/OFFICIALS (GENERAL)

Weighing room

Room shall be provided for weighing preferably a sports hall in the proximity of the competition area. A computer and printer for the draw of the competition should be available as well as sufficient tables and chairs for officials administrating the weighing (See specification Figure 8 Weighing Room on page 16)

Figure 8 Weighing Room



Competition secretariat

The secretariat shall be provided with the computer from TWIF and the internet equipment linked to the computer for the competition program or to the network used by recorders of the competition results shall be provide by the organiser. There should be 2 printers and 2 copiers. Sufficient tables and chairs shall be provided for the secretariat in the control stand. **Six Laptop computers shall be provided by the organizer.**

Changing-room / Washing and shower facilities

Sufficient changing-rooms shall be available at the venue, one changing room for each participating country. The venue shall have satisfactory and sufficient washing and shower facilities.

Briefing

At the venue an adequate room shall be available for briefing of officials and coaches, preferably a sports hall in the proximity of the competition area. The briefing room shall be equipped with a head table for officials and seating for at least 200 persons.

Stands

Along two sides of the competition area stands for spectators shall be available; these stands shall be parallel to the direction of pulling.

Drinking Water

If drinking water is not readily available the organizer shall provide bottled water for the competitors and officials.

DOPING CONTROL REQUIREMENTS

FACILITIES DOPING CONTROL

Doping Control in accordance with WADA Code

TWIF has established the TWIF Anti-Doping Rules in accordance with the World Anti-Doping Agency (WADA) Code.

Doping control during international competition

The organizer shall arrange for a doping control during the international competition in compliance with the TWIF Anti-Doping Rules. The Organisers shall co-ordinate with the TWIF Doping Control Officer on the number of test to be taken - 5 minimum.

The organizer shall coordinate with the National Anti Doping Authorities (NADO) to arrange the actual testing.

Doping control facilities

The Organisers shall provide adequate facilities for doping control. They shall co-ordinate with the TWIF Medical/Doping Commission and the NADO on the actual arrangements for the facilities.

ADMINISTRATION FOR DOPING CONTROL

Acknowledgement of Anti-Doping Rules

All participants in international tug of war competitions shall confirm that they are aware of the TWIF Anti-Doping Rules. The participants shall therefore sign an applicable document to acknowledge their awareness of the rules. Participants shall only receive their accreditation card after they have provided confirmation of their acknowledgement.

Guidelines for Doping Control arrangements

The Organisers shall appoint a person in charge of the arrangements for the Doping Control at the Championship, preferably the Doping Control Officer of the National Association. He or she will closely cooperate with the TWIF Doping Control Officer.

Issues to be coordinate with the NADO before the event

- The staff of the NADO, in charge of taking the samples, should be male and female to ensure that they can take samples from male and female pullers
- Ensure that the NADO staff is available not later then 12.00 hours
- Ensure that enough persons are available to accompany the pullers after they have been selected until the samples have been taken
- Ensure that the staff of the NADO bring the required forms and containers for the samples
- Ensure that the staff of the NADO is aware that puller can attend the Medal Ceremony in case his or her team is involved in the ceremony.

MANAGEMENT REQUIREMENTS

Management structure

Organisers of international tug of war events shall have experience with the organisation of major events. Based on experience, the TWIF requires certain elements in the management structure of the organisation for the international tug of war event.

Establishment of Organising Committee

The Organisers of the event shall establish an Organising Committee (OC) at least two years before the event. In case the organisation of the event is delegated to a third party, that party will establish an OC. The third party will therefore also sign the TWIF agreement for the event.

TWIF contact officer

The OC shall appoint the President of the OC or another member of the OC as the official contact officer with the TWIF.

Tug of War expertise

In case the OC is formed by the third party, the OC shall ensure adequate representation of the National Tug of War Association in the OC.

IT Expertise

In the preparation as well as during the event, there is a definite requirement for IT expertise for the installation of the required computer and internet equipment,

Composition of the OC

The minimum composition of the OC shall at least be a President (Chairperson), a Secretary, a Treasurer and four members. Amongst the members shall be a person with good experience in the field of PR and Media contacts. Suggestions for the preferred composition and working committees are specified in this document.

PREFERRED COMPOSITION OC

President (Chairperson)
Secretary
Treasurer
TWIF Contact Officer
PR Officer
Tug of War Expert
IT Expert
Members

SCOPE OF ORGANISING COMMITTEE**Divisions in event organisation**

Accommodation	(Hotel Packages & Meals) Administration (Registration and accreditation)
Ceremonies and Awards	(Opening & Closing Ceremonies, Flags)
Competition Equipment /Display	(Ropes, Scale, Display, Signs, Podium etc)
Competition Facilities	(Field and/or Hall's)
Competition Secretariat	(Staff, Computers, Copiers etc)
Decorations	(Surrounding area of the arena and halls)
Entertainment	(Arrangements of evening entertainment)
Hospitality	(Participants and VIP's)
Marketing	(Advertising & Promotions)
Medical	(First Aid, Doping Control)
Merchandising	(Souvenirs)
Press and Media	(Television, Radio and Newspapers)
Programs & Publications	(Daily News, Result book)
Security	(General security venue)
Special Assignments	(General support)
Sponsorship and Television	(Co-ordinate with Press and Media)
Ticket sales	(Co-ordinate design, cost printing, and selling)
Transportation	(Airport and local transport)

JOB DESCRIPTION SUB COMMITTEES OC

Accommodation

- Negotiate and select hotel prices for participants and officials
- Negotiate and select a caterer for breakfast and dinner during the event
- Determine a fair price for accommodation and meal packages

Administration

- Arrange office space
- Secure administration staff
- Co-ordinate and arrange needed equipment
- Computers and software (TWIF program)
- Copy machines
- Fax
- Email
- Telephone
- Process accreditation and registration
- Prepare participants identification badges (accreditation cards)
- Purchase vests for identification of teams TWIF specifications (bibs)
- During arrival and departure of teams, ensure 24 hours accessibility of the HQ office

Ceremonies and awards

- Select appropriate setting for opening and closing ceremonies
- Co-ordinate with TWIF procedures for ceremonies
- Co-ordinate with TWIF design specification of medals (provide a sample or photo of proposed medals prior to purchase.)
- Purchase the medals and awards
- Co-ordinate with TWIF on the presentation of awards

Competition equipment and displays

- Ropes according to the requirements
- 8 individual electronic scales
- Determine the need for signs, banners, and flags
- Secure needed signs, banners & flags
- Ensure that awards podium is to TWIF Specification
- Co-ordinate the construction of the official score board
- Co-ordinate equipment with TWIF Officials

Competition facilities

- Establish and maintain a close working relationship with the venue proprietors and or recreation department

Halls

- Reserve appropriate buildings
- Sports Hall (Indoor)
- Briefing Room
- Meeting Rooms
- Changing Rooms
- Dining Hall
- Showers
- Weighing Room
- Toilets
- Erect TWIF & National Flags

Competition grounds (outdoor)

- Co-ordinate the construction of
- control stand /Competition office for TWIF Admin.
- tents for marshal area
- tents for national teams
- tents for timekeeper/recorders
- Grounds/Grass preparation and care
- Ground markings
- Training Area
- Grounds/Grass repair following the event
- Grounds Clean up and maintenance
- Public Address loudspeakers around competition area
- Seating/Stands
- Fences/Barriers
- Parking
- Toilets (incl. portable)
- Trash/Litter containers
- Erect TWIF & National Flags

Competition secretariat

- Tables and chairs
- Public Address System
- Computers Control Stand/Weigh in Room
- TWIF Computer programs
- Computer link to internet and local area network
- Copy machines & printers
- Telephones (portable)
- Co-ordinate with the administrator

Decorations

- Determine and secure appropriate decorations
- Decorate surrounding domain of the competition area and halls

Entertainment

- Select and secure evening entertainment for the participants

Hospitality

- Secure hosts/hostesses for all participating countries
- Arrange for hospitality area for VIPs
- Secure Hotel Accommodation and meal packages for TWIF Officials (HQ Hotel)

Marketing

- Prepare Brochure about the venue
- Publish Hotel and Meal Package
- Ensure presentations at prior TWIF Championships

Medical

- Arrange for Emergency Medical Services on grounds
- Select volunteer doctors and sports medicine personnel
- Arrange for Ambulance availability
- Arrange for drug testing, co-ordinate with TWIF DCO

Merchandising

- Select and purchase items for resale (souvenirs, T-shirts, caps etc)
- Arrange for a convenient place to sell items
- Secure salespersons to sell items

Press and media commission

- Promote the event through:
 - Newspapers
 - Radio
 - Television
 - Brochures
 - Posters
- Prepare the official TWIF Championship press releases
- Act as the official interface with the media
- Prepare and distribute daily result paper
- Prepare updated news for the TWIF Newsletter and submit to the TWIF PR officer for publication

Programs and publications

- Prepare the official TWIF program for the Championships
- Co-ordinate the printing of the program
- Determine the price of the program
- Secure program sellers

Security

- Arrange for security of the ground and buildings
- Arrange for security of the electronic scales and other valuable equipment
- Discuss with local officials security concerns

Sponsorship and television

- Select and secure monetary sponsors to financially support the Championship
- Arrange for Television coverage of the event
- Co-ordinate with Press/Media Commission on television

Tickets sales

- Co-ordinate the design, cost, printing, and selling of the entrance tickets
- Secure ticket salespersons

Transportation

- Secure persons to greet the incoming participants and dignitaries upon arrival
- Arrange for transportation of officials
- Make available transportation for participants at their own cost
- During arrival and departure of teams, ensure 24 hours accessibility of staff

REQUIREMENTS FOR EVENT ORGANISATION

ADMINISTRATION BEFORE EVENT

Administration by Organising Committee

The Organisers shall provide and arrange for administration headquarters well before the event. The Administration of the OC shall be equipped with the required office equipment. Particular emphasis should be given to required computer equipment such as computer server for networks as well as efficient means of communication by email, telephone and fax

Use of TWIF software for administration and management

TWIF has developed software for event administration for the following functions;

- Accreditation
- Entry Clubs

The system combines the software with online forms which will be placed on the TWIF website 4 months prior to the event. (see page 27 figure 9 for further details)

Coordination with TWIF well before event

As the software is only introduced recently and is still under further developed to ensure a secure and robust operation, organizers are required to coordinate with TWIF well in advance (two years prior to the event) to be instructed on the use of the programme and the requirement for equipment.

Procedures for accommodation booking

The Organiser shall present the accommodation packages at least one year in advance, preferably at the TWIF AGM. The information in the package shall clearly indicate the specifications of the accommodation, the price of the various categories of accommodation, the location in relation to the competition area as well as the arrangements for transport. Particular emphasis should be given to the modes for payment and pre-payments by the teams.

Accreditation

For security and administrative reasons all participants (and supporters as the case may be) shall be accredited. The accreditation form shall be processed by the OC Administration as indicated under Administration before the event. The accreditation card shall have a picture of the person involved. (See accreditation form on page 47 and Figure 15 Accreditation Card on page 48)

Use of services of Event organizers and Booking agencies

The arrangements for accommodation and meals are not the same in each country. Several organizers of TWIF events prefer to control the booking of accommodation by themselves while in other cases this is contracted to third parties (Event bureaus or Booking agencies)

As there is relation between the three sections of the computer programme (Accreditation, Entries and Accommodation) the third parties should be involved in the coordination.

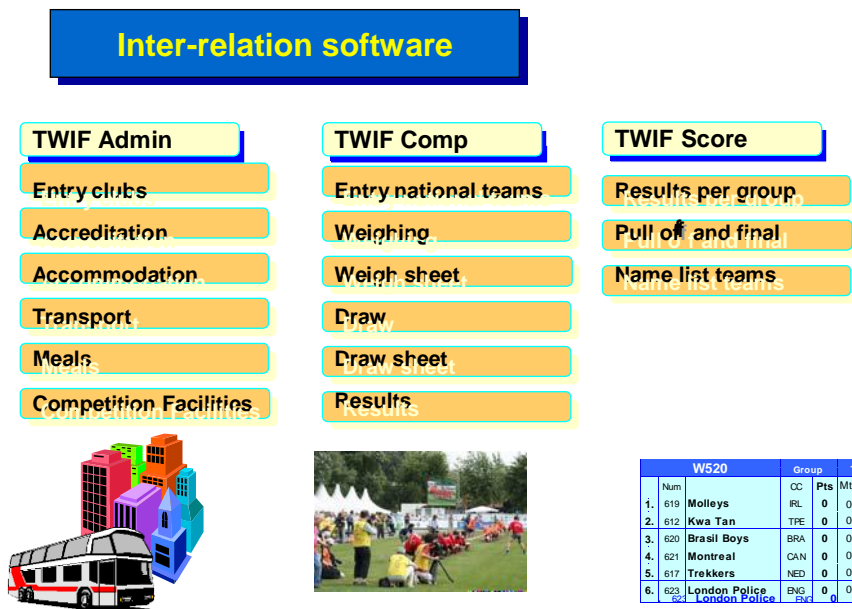
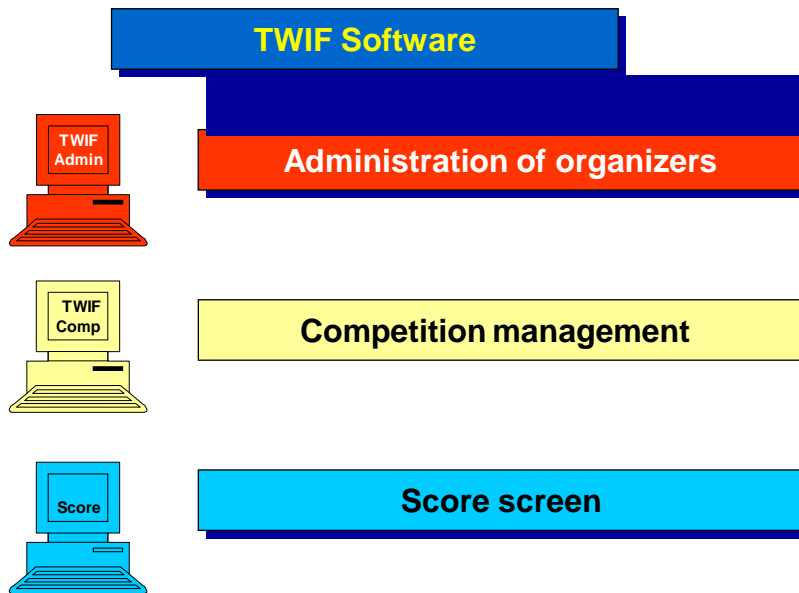
The third parties should be informed that they can either use the TWIF software (the preferred option) or ensure that their system can deliver the required data to be linked to the TWIF software.

Assistance in obtaining visa

While TWIF has expanded the number of affiliated member countries, the number of countries that require visa for travel has also increased. It is essential that the organizer provide the required information to the participating member's countries on the procedure to obtain visa. The organizers also need to ensure that their national department dealing with visa issues is well informed on the event and is prepared to assist the member countries in obtaining visa for their pullers and supporters.

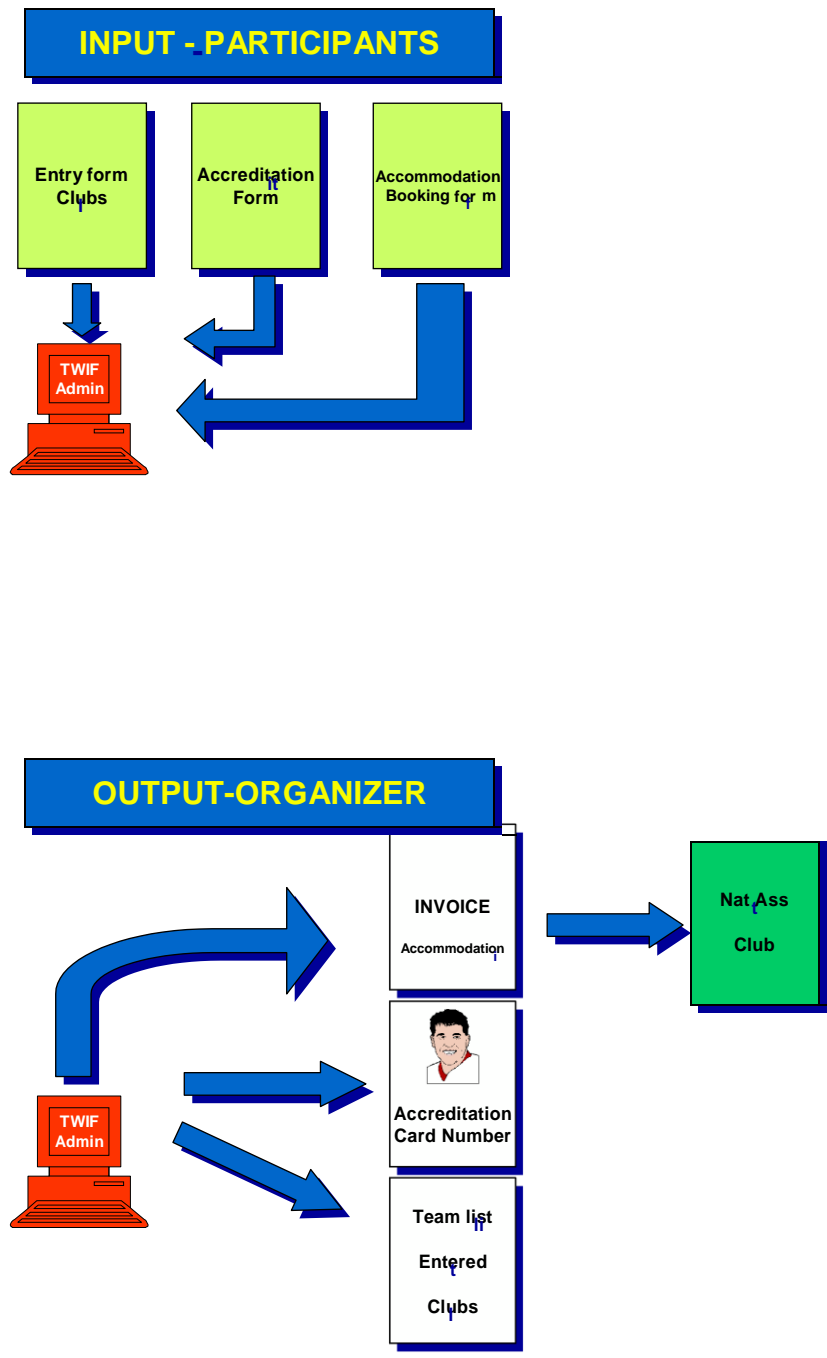
SOFTWARE FOR ADMINISTRATION COMPETITION AND SCORE BOARD

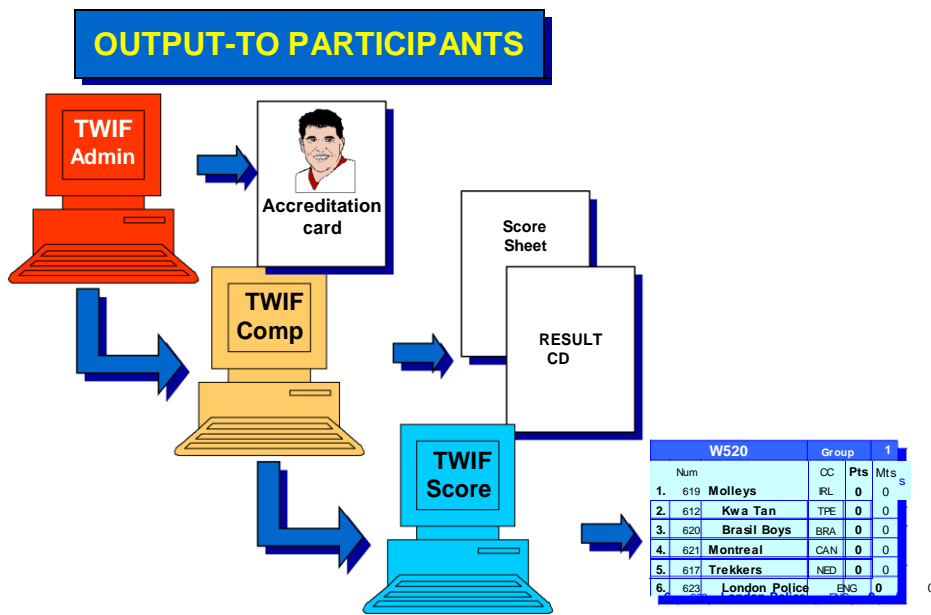
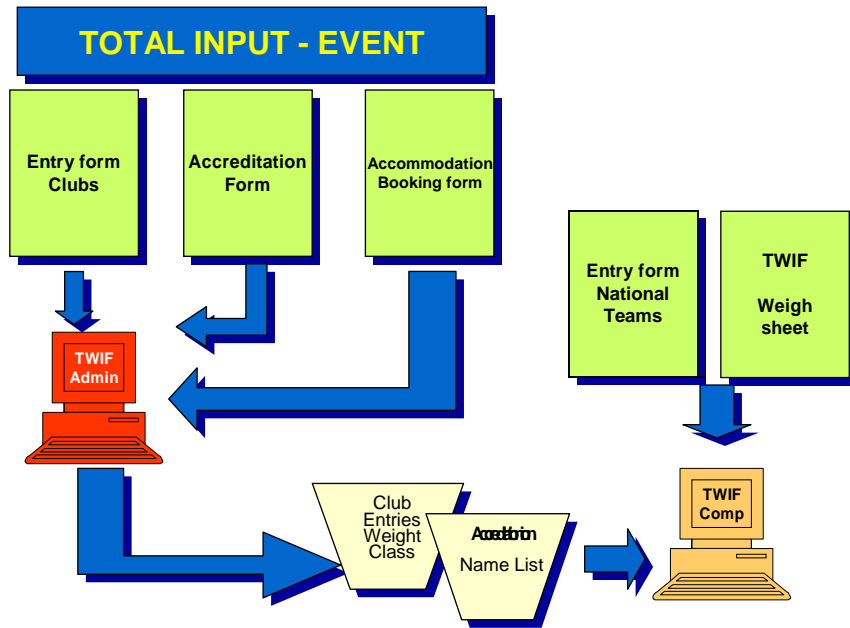
Figure 9 TWIF Software



W520		Group		1
Num		CC	Pts	Mis
1.	619	Molleys	IRL	0 0
2.	612	Kwa Tan	TPE	0 0
3.	620	Brasil Boys	BRA	0 0
4.	621	Montreal	CAN	0 0
5.	617	Trekkers	NED	0 0
6.	623	London Police	ENG	0 0
		London Police	ENG	0 0

A complete list of computer hardware and software required will be available upon request.





ADMINISTRATION DURING THE EVENT

Event administration at the venue

The Organisers shall provide and arrange for an event administration office at the venue. Basically all equipment as used in the administrative headquarters used before the event should be available at the event administration. Particular attention should be given to the required space the participants to obtain the accreditation and further documentation.

Competition numbers

The OC Administration will assign competition numbers (team's numbers) to the teams entered in the TWIF Open Club Competition. The numbering system should be in accordance with the TWIF competition program (See page 30 for specifications).

TWIF numbering system for club teams

Figure 10 Table Competition numbers

CatID	Num		Num	Cat	Gender	WC
1	S100	-	S199	SENIOR	WOMEN	500 *
2	S200	-	S299	SENIOR	WOMEN	520 *
3	S300	-	S399	SENIOR	WOMEN	560 *
4				SENIOR	WOMEN	540 *
5	S400	-	S499	SENIOR	MEN	560 *
6				SENIOR	MEN	580 *
7	S500	-	S599	SENIOR	MEN	600 *
8				SENIOR	4x4 MIXED	600 *
9	S600	-	S699	SENIOR	MEN	640 *
10	S700	-	S799	SENIOR	MEN	680 *
11				SENIOR	MEN	700 *
12	S800	-	S899	SENIOR	MEN	720 *
13	S900	-	S999	SENIOR	MEN	CWT *
14	J100	-	J199	JUNIOR	WOMEN	480*
15	J200	-	J299	JUNIOR	WOMEN	520
16	J300	-	J399	JUNIOR	WOMEN	560
17	J400	-	J499	JUNIOR	MEN	560 *
18	J500	-	J599	JUNIOR	MEN	600
19	J600	-	J699	JUNIOR	MEN	640
20	U100	-	U199	U - 23	WOMEN	500*
21	U200	-	U299	U - 23	WOMEN	520
22	U300	-	U399	U - 23	WOMEN	560
23	U400	-	U499	U - 23	MEN	560
24	U500	-	U599	U - 23	MEN	600 *
25	U600	-	U699	U - 23	MEN	640

Weight Classes currently competed for: *

Identifications bibs for club teams

Each team entered in the Open TWIF Competition shall be given a vest (bib) for identification of the coach during competition. The number on the vest (bib) will be the number as assigned to the team. (See Figure 11 Bib on page 31)

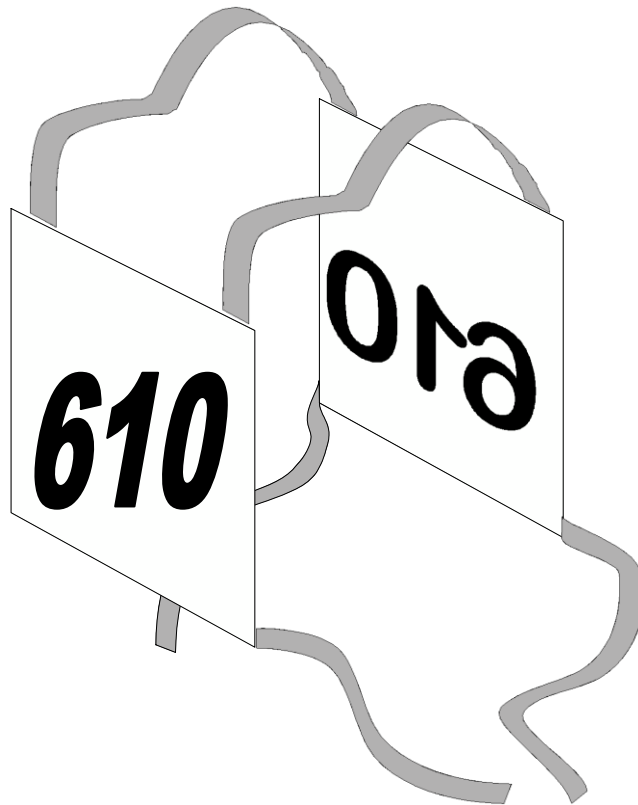


Figure 11 Bib

Identification bibs for national teams

Coaches of national teams in the competition will wear a vest with the team letter. The Organisers shall provide an adequate number of letter vests for the competitions. The distribution of the letter-vest (bibs) will be done after the draw for the competition is made.

SCORE SYSTEM

Score keeping

Traditionally TWIF uses recorders to register the score on the score sheets. The results are later entered into the TWIF Competition programme in order to produce the result sheets, which are compiled into the result book/CD .

Score network

The recent TWIF software for TWIF Competition and score keeping can be used in a network configuration. This enables the recorders to enter the results directly into the TWIF Competition programme, without the intermediate use of the result sheet.

The score network might also be linked to a third programme, the score board programme.

Score board software programme

Currently TWIF uses a software programme in which the results of the competition are entered (manually) from the competition area. The computer with score programme is linked to a beamer (indoor) or to a LED screen (outdoor)

The TWIF software is developed to have a direct link to the TWIF competition software taking the results directly into the score board programme.

The score board computer will need an operator who selects the actual output (weight class / group) to be displayed on the screen.

Flow of Administration procedures

The numbers in the procedure refer to the numbers in the flow chart in Figure 12 Flow Chart on page.34

Note: The handling of various forms (Entry, Accreditation and Accommodation) will in future be handled through online forms on website of TWIF and/or Organizers

1. Entry for Clubs and accreditation are available online.; TWIF will distribute the entry forms for the Championships.
2. The teams will complete the forms online.
 - A unique ID number will be issued to each competitor and will be on the accreditation card..
3. When the teams arrive the pullers will be given their accreditation cards and the coach will get a team packet with the weigh-in certificate and the team number (for each weight class that particular team has entered).
4. Following the weigh-in, the team will fill in the weigh-in certificate with the team number and the names, weight and ID numbers of the pullers from the accreditation cards.
5. After the weigh sheets have been turned in to control, the Controller will enter the team number into the computer. When all teams have been entered the draw for the pulling order will be made and the score sheets printed.
6. The score sheets with the pulling order will go to the Control stand.
 - Copies will be made for each team that has entered the weight class (indicating the particular group that they will be pulling in).
 - Several sets of the score sheets will be made for the Judges, Chief marshal and recorders.
 - If additional extra copies are needed they will be made in the control.
7. The Control will distribute the score sheets/pulling order to the recorders and marshals, etc.
8. The Recorders will record the competition results and return the score sheets to the Control at which time the results will be entered into the computer. As the total results of a weight class is completed and entered in the computer, the result sheets will be printed at the Control.
9. The results will be given to the OC Administration for the production of a result CD.
The OC Administration will assemble results sheets for a result book, which the OC Administration will make available to the TWIF ExCo.

10. Following the competition and award ceremonies the results will be made available via an electronic link on the TWIF web-site by the organisers.

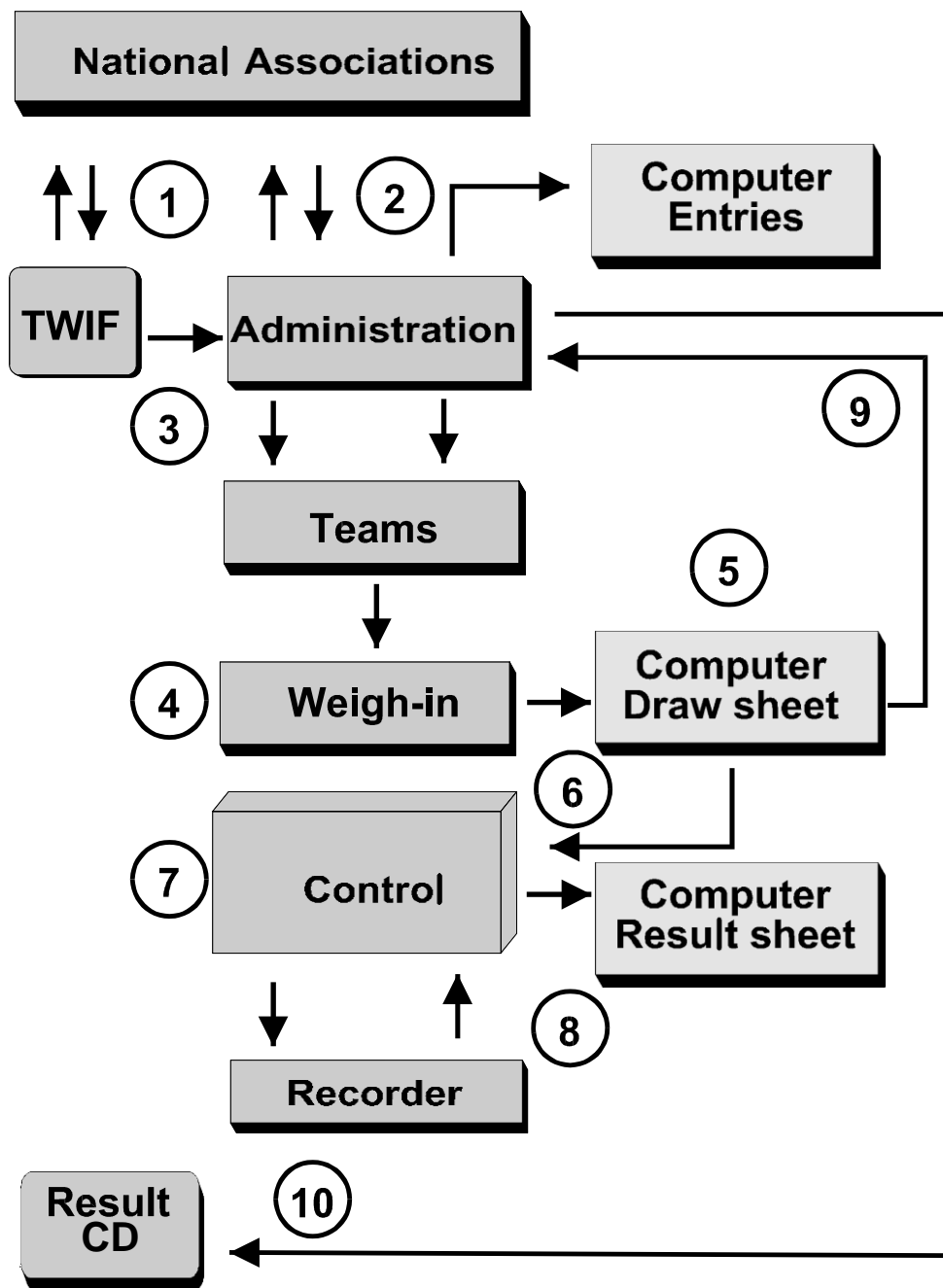


Figure 12 Flow Chart

It would be a good idea to produce a given number of result CDs for sale. Interested persons should contact OC Administration before the competition and prepay for a result CD. The OC Administration should issue a receipt so the buyers can pick up their CD at OC Administration following the event.

MEDALS AND AWARDS

Medals World and Regional Championship

The medals for the World or Regional Championship shall be provided in accordance with the TWIF specification and design, which will be made available by TWIF to the organiser for production of the medals in the country of the Championships. (See design on page 35) The organizer shall provide TWIF with a sample of the proposed medal prior to production of the medal. All competitors in the World or Regional Championships shall receive a Championship medal after the conclusion of the competition. Teams ending up first, second and third place shall be received a gold, silver or bronze medal. For each team 11 medals shall be provided. For each participating federation one extra medal shall be provided for promotion presentation. The ropes on the TWIF medals have the five Olympic colours in the following order, from the top; (ropes left side) yellow, red, green, blue, and black. (ropes right side in reverse order)



Figure 13 TWIF Medals

Medals Open TWIF Club Competition

The design for the medals for the Open TWIF Club Competition shall be provided for by the organiser of the event.

All competitors in the Open TWIF Club Competition shall receive a medal after the conclusion of the competition. Teams ending up first, second and third place shall receive a gold, silver or bronze medal. For each team 11 medals shall be provided.

Medals for Officials

TWIF officials, Judges, Timekeepers and Recorders, officiating during the event shall be awarded a Championships medal or an appropriate memento with the Championships design. The organisers shall present the medals or memento's either directly following the last medal ceremony of the Championships or at another suitable occasion after the closing such as a reception or a dinner.

Awards World or Regional Championships

All teams participating in the World or Regional Championships shall receive an award, indicating the place reached in the final result.

Awards Open TWIF Club Competition

In each weight class, at least four (4) Awards, for number one, two, three and four in the final result, shall be provided. In a point's competition, in each weight class at least three (3) Awards for number one, two and three shall be provided.

OPENING AND CLOSING CEREMONY

Opening ceremony

The Organiser will, in co-ordination with TWIF, determine the program of the Opening Ceremony. The program Opening Ceremony contains cultural elements (music, dance etc), the presentation (parade) of the participating teams per country and the event will be opened by the President of TWIF. Attention should be given that the teams would not have to stand during a long period of the ceremony, during cultural show (music, dances) the teams could be seated in the stands. Regularly the Opening Ceremony is staged on the competition area at the start of the first day of the TWIF Championships. However Organisers may opt to stage the Opening Ceremony on the evening before the Championships in an appropriate hall. In such a case attention should be given to the timing, as on the same evening also the briefing for the Championships will be held.

Closing ceremony

The program for the Closing Ceremony will be, like the Opening Ceremony, coordinated with TWIF. The Closing Ceremony will be on the competition arena immediately following the last medal ceremony. The teams of the participating countries will be presented in a parade and the ceremony can contain cultural elements. The TWIF President will close the Championships.

Signs for country names

For the purpose of presenting the teams of the participating countries in the Opening and the Closing Ceremony, the Organiser shall provide name signs for each participating country, to be carried in the parade Opening and Closing Ceremony.

MEDALS AND AWARDS CEREMONY

Flags and national anthems

During the World or Regional Championships, flagpoles for the national flags of the participating countries as well as the national anthems of all participating national teams shall be available. For the awards ceremony, three (3) flagpoles (outdoor) or a hoisting frame for three flags (indoor) for the national flags of the three winning teams per competition shall be available, as well as equipment to play the national anthem of the winning team.

Podium

The podium for the award ceremony shall be a three-platform podium of different height, in accordance with TWIF specification, each platform capable of providing space for a complete tug-of-war team inclusive of coach and reserves. (See specification on page 37)

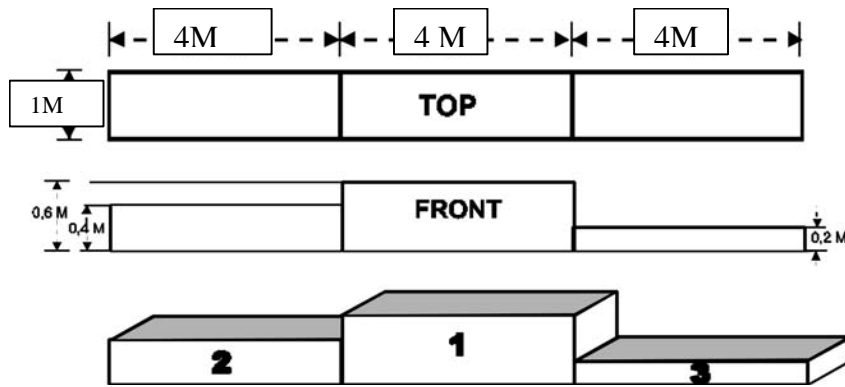


Figure 14 Awards Podium

Presentation of medals and awards

Medals and Awards as specified for World, Regional Championships and the Open TWIF Club Competitions shall be arranged on a cushion or plate for presentation by the TWIF Executive for the awards ceremony directly after the conclusion of the competitions. Hostesses shall be available to assist in the presentation of the medals, one hostess for each team in the ceremony. TWIF officials will do presentation of medals and awards. Other officials of organising committee and/or Host City can participate in award ceremony after consultation with the TWIF Executive.

GENERAL FACILITIES

Emergency Medical Services

An emergency Medical Station shall be provided, manned with qualified personnel for sport medical care. An ambulance shall be available on stand-by, manned with qualified personnel.

Catering / refreshments officials

Provision shall be made to cater for space in which the officials and competitors will have their lunch during the days of competition. Officials, officiating during the events shall be provided with refreshment coffee, tea and soft drinks throughout the duration of the contests. In case a lunch break is not feasible, officials will be provided with lunch boxes in the competition area.

Program

Programs shall be available for spectators on payment. The program shall list the names of the participating Clubs in the Open TWIF Club Competition with their corresponding competition team numbers. The program shall also list the countries participating in the World or Regional Championships. The order of pulling for the Championship will be made available by TWIF for publication after the draw has been made.

Restaurant

A restaurant or tent shall be available at the venue to cater for refreshments, beverages and lunches during the competition.

Toilets

Sufficient and regularly maintained (cleaned) (portable) toilets shall be available near the competition area (outdoor). For Indoor event additional portable toilets shall be available in case the number of existing toilets is not enough. Hand washing facilities shall also be provided.

Publication of results (see also page 49)

The final results of the Open TWIF Club Competition and the World or Regional Championship shall be reproduced on a result CD.

Internet for public use

Arrangements shall be made to ensure that the public are able to use internet connections near the venue (outdoor) or in the venue (indoor).

Banking facilities

Arrangements shall be made to ensure that the public are able to find banking facilities to change or cash money.

PUBLIC LIABILITY

Public Liability Insurance

Appropriate measures shall be taken to cover the public liability with regard to the event.

BUDGET FOR ORGANISATION

Local situations may differ in the various countries, particularly with regard to, for example, available facilities and the cost of accommodation (board and lodging) etc. Therefore it will not be possible to provide an exact budget for cost and revenue figures for the organisation of an international Tug of War event. However it is possible to provide guidance to the cost elements of the organisation, in order to give an indication on the range of the estimated budget.

Financing concept

LEADING IDEA

The leading idea of the concept of international TWIF events, well proven over the last 15 years, is the combination of the TWIF Open Club Competition with World or Regional Championships.

The total number of participants and visitors in the event will make it possible to purchase attractive accommodation packages from hotels, holiday resorts or university campuses. The advantage of profitable packages is twofold; the participants will be offered adequate board and lodging for an affordable price, while the organisers are able to make lucrative and good deals with the providers of the accommodation.

Satisfactory results for all involved

This concept has worked well for the participants, as well as for the organisers. The fact that several organisers (national associations and host cities) have organised more than one event, is a clear sign that they are very satisfied with the outcome of the organisation.

Net profit for organiser

The net results of the last World and Regional Championships showed a reasonable profit for the organisers. Depending on the chosen option for the event organisation and the management structure, the administration and sales of the packages is done by the organiser or by a booking agency, on basis of a commission per package.

Total cash flow

The total money involved in the organising of an international tug of war event depends on a number of variables, such as the cost of accommodation, meals and transport in the various countries. But also on whether or not sports facilities have to be rented or are being provided for free by the City Council etc.

An indication of the scope for the cash flow involving all elements of the organisation such as cost of event, accommodations, meals, transport, purchases of souvenirs, etc. will be US \$ 350.000, - to \$ 500.000, -.

Budget World Championships

Based on experience from previous organised events, the following table is an indication for a budget for a World Championship (Outdoor).

Cost indication for World Championships

Cost of the event

Information from recent events indicate that the total cost for the required elements for the event are in the range of US \$ 120.000,00 to US \$ 170.000,00

The indication of the cost range per cost- and revenue item is given in a percentage of the total budget.

Cost	%	Revenue	%
License fee	15 - 20	Entry fees	15 - 20
Ropes	5 - 8	Sale of ropes	3 - 5
Ceremonies Awards Medals	12 - 15	Sale of souvenirs	7 - 10
Accommodation TWIF officials	8 - 10	Sales of Accommodation	35 - 40
Administration	8 - 10	Sales tickets/concessions	5 - 10
Committees/Volunteers	10 - 12	Sponsors	5 - 10
Competition operation	15 - 20	Grants (Government City)	10 - 15
Publicity	10 - 12	Others	5
Hospitality of VIPs, Media, Officials	4 - 6		

Information on specification of the cost items.

Administration

Printing

Telecommunication

Postage

Meetings

Accommodation staff

Committees/Volunteers

Meetings

Accommodation volunteers

Meals

Competition operation

Scales

Individual scales

Barriers

Stands

Toilets

Preparation grounds

Tents

Medical service

Public Address and music system

Score screen

Tents

Marquees for restaurant

Tents for teams Tents

for recorders Tent for

marshal areas

List of popular souvenirs

Sweaters

T-shirt

Polo-shirts

Caps

Pins

Stickers

TWIF FORMS FOR INTERNATIONAL COMPETITIONS

The following forms are required in the administration for the organisation of an international Tug of War event.

A	TWIF ENTRY FORM NATIONAL TEAMS	TWIF will distribute this form
B	TWIF ENTRY FORM CLUB TEAMS	On line
C	TWIF WEIGHING CERTIFICATE CLUB TEAMS	Use form on page 44
D	TWIF WEIGHING CERTIFICATE NATIONAL TEAMS	Use form on page 45
E	APPLICATION FORM FOR ACCREDITATION	On line

	ACCREDITATION CARD	Example is given on page 46
--	--------------------	-----------------------------

1) The TWIF member association will enter national teams through the TWIF Secretary General. The Secretary General will keep the Organisers informed on the entries of national teams.

2) These forms might also be distributed through online forms on website TWIF.

Note: Only the actual weight classes as on the competition programme for the Championships and for the TWIF Club Competition shall be printing on the entry forms (A and B)

Each individual shall be given 2 individual weigh in forms. One form will stay with the athlete after weighing and the second shall stay in the possession of control. Forms for the individual weigh in are shown on page 43.

TWIF WEIGH CERTIFICATE FOR INDIVIDUALS

Please fill in name, gender, country and accreditation number:

Indicate Jr., Sr. Mixed or all:

Full Name Gender Country Accreditation Number

M / F

--	--	--	--

Category: mark with an (X)

Junior Senior Mixed All

--	--	--	--

Weight _____KGS

Signature TWIF Official _____

TWIF WEIGH CERTIFICATE FOR INDIVIDUALS

Please fill in name, gender, country and accreditation number:

Indicate Jr., Sr. Mixed or all:

Full Name Gender Country Accreditation Number

M / F

--	--	--	--

Category: mark with an (X)

Junior Senior Mixed All

--	--	--	--

Weight _____KGS

Signature TWIF Official _____

TWIF WEIGHING CERTIFICATE CLUB TEAMS

Weighing will take place

Between _____ hrs And _____ hrs

To all Team Managers

Please fill in (block letters) the details requested below and hand the certificate to the Weighmaster when you report with the team for weighing. On completion of weighing your team, the Weighmaster will sign the Certificate to indicate the weight for which the team has qualified and hand it back to you.

You then take the completed Certificate to the Controller of the competition to check whether your team is qualified for participation in the competition. Failure to hand in the Certificate to the Controller will result that your team will not be able to participate in the competition.

Name Club Country Team number

Category	Weight Class	
	KG	

Team Colours

Shirt :	Short :	Socks :
---------	---------	---------

Names and Accreditation numbers of Team Members

	Name	Accreditation Number	Weight
1	Puller		
2	Puller		
3	Puller		
4	Puller		
5	Puller		
6	Puller		
7	Puller		
8	Puller		
9	Coach		NA
10	Attendant		NA
11	Reserve		

To be completed by the Coach;
Weight of team

KG

Controller name: _____ Signature:

TWIF WEIGHING CERTIFICATE NATIONAL TEAMS

Weighing will take place

Between hrs and hrs

To all Team Managers

Please fill in (block letters) the details requested below and hand the certificate to the Weighmaster when you report with the team for weighing.

On completion of weighing your team, the Weighmaster will sign the Certificate to indicate the weight for which the team has qualified and hand it back to you.

You then take the completed Certificate to the Controller of the competition to check whether your team is qualified for participation in the competition.

Failure to hand in the Certificate to the Controller will result that your team will not be able to participate in the competition.

Name Country :	Team letter :
Category	Weight Class
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	KG

Team Colours

Shirt :	Short :	Socks :
---------	---------	---------

Names and Accreditation numbers of Team Members

		Name	Accreditation number	Weight
1	Puller			
2	Puller			
3	Puller			
4	Puller			
5	Puller			
6	Puller			
7	Puller			
8	Puller			
9	Coach			NA
10	Attendant			NA
11	Reserve			

To be completed by the Coach,
Weight of team

KG

Controller name: _____ Signature:

ACCREDITATION CARD

The following is an example for the design and lay-out of the accreditation card for TWIF international events.

The diagram shows a rounded rectangular accreditation card layout. At the top is a box for the 'CHAMPIONSHIP LOGO'. Below it is the text 'NAME TWIF CHAMPIONSHIP'. The card is divided into three groups: 'GROUP A' on the left, 'GROUP B' on the right, and 'GROUP C' at the bottom. A central 'photo' box is flanked by boxes 5 and 6. Below the photo are boxes 1, 2, 3, and 4. Below these are boxes 7 and 8. At the bottom are six boxes, each containing the number 8.

- 1 Accreditation number
- 2 Date of birth
- 3 Name
- 4 Country
- 5 Group A
 - TWIF ExCo
 - TWIF Official
 - TWIF Judge
 - Recorder
- 6 Group B
 - National Judge Grade 1
 - Organisation official
 - Team officials
- 7 Group C
 - SENIOR
 - JUNIOR
 - MEN
 - WOMEN
- 8 Meals
 - Dinner
 - Breakfast

Figure 15 Accreditation Card

Examples of accreditation cards

This example accreditation card is for the 'World Championship 2000 Outdoor'. It features the TWIF logo at the top. The cardholder is 'MISTER PULLER' from the 'UNITED STATES', assigned to 'GROUP C SENIOR MEN'. The ID number is '00 12 25 15-11-42'. The card includes meal options: 'DIN WED', 'BRE THU', 'DIN THU', 'BRE FRI', 'DIN FRI', 'BRE SAT', 'DIN SAT', and 'BRE SUN'. It also has 'BRE MON' and 'DIN SUN' options on the right side.

This example accreditation card is for the 'World Championship 2000 Outdoor'. It features the TWIF logo at the top. The cardholder is 'MISTER JUDGE' from 'ENGLAND', assigned to 'GROUP C'. The ID number is '00 1130 3-8-40'. The card includes meal options: 'DIN WED', 'BRE THU', 'DIN THU', 'BRE FRI', 'DIN FRI', 'BRE SAT', 'DIN SAT', and 'BRE SUN'. It also has 'BRE MON' and 'DIN SUN' options on the right side.

PUBLICITY REQUIREMENTS

TWIF has the objective to promote the tug of war sport. International events are certainly an important element in the promotion of the tug of war sport. Consequently there are a number of requirements in the field of PR and media.

PR Officer (to be provided by the Organisers)

The PR Officer shall arrange for all contacts with Press and Media including the accreditation of the press and media. It is essential that the PR Officer is involved in the organisation of the event and has set up adequate contact with national (and international) press before the event. The PR Officer will keep a good liaison with the TWIF Officials during the event.

Press centre

A press centre shall be installed and equipped with sufficient international telecommunication equipment, such as telephone, fax and internet connections. The press centre shall also have equipment for the reproduction of the result sheets of the competition in sufficient quantity for the press. Arrangements shall be made to have catering service for refreshments in the Press Centre

Press identification vests

Press identification vests shall be given to persons authorised to work in the competition area during the contest. Sufficient stewards shall be provided to prevent unauthorised spectators entering the competition area during the contest.

Weight class results

The results of the competition in the Open TWIF Club Competition and the World or Regional Championship shall be reproduced on results sheets per weight class. These results shall be made available at the Press Centre as soon as possible after the conclusion of the weight class.

Result CD

The results will be published in the form of a CD and provided for free to the participating countries (1 copies per country) and TWIF officials. The result CD could be made available as a saleable item after they have been pre-ordered and pre-paid.

Speaker

The Organizer shall arrange for a speaker (presenter) who will give sports commentary during the event. The speaker should be bilingual in English and the language of the host country. He should be fully familiar with the tug of war sport so he can give relevant commentary during the competition.

He/she should coordinate when giving commentary with the control (for competition announcement) and with the operator of the electronic score board. Furthermore he/she should coordinate with the operator of the sound and music.

He/she should be mindful during the competition not to give comments which have the possibility to adversely affect the teams currently competing.

PHASES IN ORGANISATION

Pre - planning

This period shall be used to test the feasibility of organising an international Tug of War Championship or Competition.

Tender

TWIF has prepared a tender document
Document is published in this Manual

Planning stage

The period after the TWIF Championships has been awarded to the National Association/Organising Committee

Preparation stage

This is the period in which the actual preparation is performed. In general this period starts one year before the actual Championships

Executive stage

This is the period of the actual Championships, starting a week before the Championships until two days after the Championships.

Wrap up

In this period the finances shall be concluded and the Championships evaluated and a final report compiled.

Pre - planning

This period shall be used to test the feasibility of organising an international Tug of War Championship or Competition.

Tender

After the member association has studied the feasibility of organising a TWIF Championship either through an own organisation form or through a third party (such as a Host City), the member association needs to prepare a tender for the event.

TWIF has prepared a tender document covering the most essential elements on which the tender (bid) can be assessed.

The Tender of a member association needs to be forwarded to the TWIF Secretary General before 1 August. The Tender will then be assessed by the TWIF ExCo in the ExCo meeting coinciding with TWIF event in September. The ExCo can invite the member association (and third party if applicable) to provide further information in order to assess the viability of the tender.

In case the tender is assessed and found to be in accordance with the requirements for a TWIF Championships. The tender will be placed on the Agenda of the next Congress.

The TWIF Championships are open for tenders not earlier than six (6) years before the event

In case the tender is accepted and put on the Agenda, the member association will be invited to prepare information for the TWIF member associations and distribute this information to the members. The member association making the bid will be invited to make a presentation to the TWIF membership on the afternoon before the Congress.

During Congress the membership will vote on the tenders.

Tendering procedure TWIF championships

TWIF Congress shall select the Country in which the World and Regional Championship take place. The selections, save in exceptional circumstances, shall be made at least two years in advance.

Each Country submitting its Candidature for the organisation of a TWIF Championship must deposit, £1000, -. This sum shall be returned immediately if that Country is not selected, but shall be retained in the case of selection and deducted from the total License Fee for staging the Championship.

Together with its formal Tender for TWIF Championships, the Member must submit the completed Questionnaire on staging the Championship. (See Tender Form)

The TWIF Championship must be conducted according to the Rules of TWIF and the organisation shall meet the conditions, requirements and directives as laid down in the Agreement and the Organisers Manual for TWIF International Events. The Program of the Championship shall be subject to the approval by TWIF and concluded in the aforementioned Agreement, between the Member (Organising Party) and TWIF.

The Member Country being granted a TWIF Championship, must pay a License Fee, from which the initial deposit of, £1000, - will be deducted.

The initial submission of the Candidature of a Country shall be made at least 3 years in advance.

The TWIF has prepared the following tender documentation

Tendering Form for TWIF Championships

1. Indicate the proposed year and dates for the TWIF championship

Year

Dates

2. Give the general information on the proposed venue in your country and the reasons why it should be considered as an appropriate site for the TWIF Championship.

General information with picture of the venue, exact dimensions of field or hall and relevant specifications of the facility.

Reasons why the site is selected (indicate when previous events have been staged on the venue)

3. Give an indication of the arrangement for lodging. Provide an indication of the accommodation packages. Provide a map with accommodation sites (hotels etc) and the venue, including the distances between them.

Hotels

Other lodging (dormitories, bungalows etc.)

4. Describe the facilities for visitors and spectators

Accommodation arrangements for visitors

5. Indicate the transport facilities by air, rail or road to the venue, as well as local transport. If applicable indicate arrangements for reduced travel cost for participants to the venue. (barter agreement with airline)

Airport and/or seaport (including transfer arrangement)

Railway station

Road

6. Indicate the proposed programme for open TWIF Club Competition and Championship.

TWIF Championships

Open TWIF Club Competition

7. Indicate the financial support that you are expecting to receive from central government, local authorities or finance from sponsors and private funds.

Government support

Sports council support

Sponsor support

8. Indicate the action you have taken or will take to ensure that you have assistance of the National Government Department dealing with Visa applications. Include a list of countries that require visa to attend the competition.

9. Indicate the organisation form you intent to use for the organisation of the championship.

Structure of Organisation Committee

10. Name the previous TWIF Championships your association have followed and studied.

11. Name the previous national or international events that have been organised by your association.

TWIF Championships

Other major events

12. Indicate the results your efforts to arrange television coverage of the event. Confirm that possible television revenues will be arranged in accordance with TWIF regulations. In case no television coverage is confirmed indicate the measures you have taken to obtain video footage of the event.

13. Describe the arrangements for the promotion of the event in the media, press, radio and television.

Promotional activities

Television

Newspapers and radio

Planning period

The period after the TWIF Championships has been awarded to the National Association/Organising Committee

Preparation stage

The period in which actual preparations are performed. In general this period starts one year before the actual Championships
In this period the administration programme needs to be installed and tested.
The online forms developed and placed on the internet and linked with the database on the server of the administration.

Executive stage

This is the period of the actual Championships, starting a week before the Championships until two days after the Championships.

EXAMPLE OF ACTIVITY SCHEDULE

THREE DAYS BEFORE

- Make sure that the pulling arena is ready
- Check control stand
- Prepare tents for:
 - national teams
 - marshalling area
- timekeepers/recorders etc. (see TWIF Specification)

TWO DAYS BEFORE

- Finalise Championships Headquarters Offices
- Assemble packets for each visiting team with:
 - Meal tickets
 - Weigh certificates
 - Schedules (transport meals etc)
 - Teams numbers or letters (bibs)
- Take care of teams or person's arriving early

ONE DAY BEFORE

- Open Registration and accreditation of teams and officials
- Provide transport for officials to accommodation.
- Inspection by TWIF of:
 - Grounds and Control stand
 - Ropes and Scales
- Co-ordinate with TWIF plans for:
 - Individual Weigh in of team members
 - Opening and Closing ceremony and Award ceremonies
 - Briefing of teams
 - Arrange to have test scales ready and open for test weigh-ins
 - Dinner for Participants and Officials Etc
 - Briefing for TWIF Open Clubs (in the evening after dinner)
- Make arrangements for late arrivals

SUGGESTED DAILY SCHEDULE DURING CHAMPIONSHIPS

06.30	09.00	Breakfast
TBD	TBD	Weighing for open clubs to be arranged by the organizers and TWIF.
TBD	TBD	Weighing for National Teams to be arranged by the organizers and TWIF.
09.00		Emergency Medical Service people to be at their posts.
09.00		Field checked for readiness / test sound system/lay out ropes/ open souvenir shop
09.15		Opening Ceremonies time determined by organiser and TWIF
09.30		Start of the Competition
11.30	13.00	Refreshments served to the officials /timekeeper recorders.
13.00		Lunch for officials / timekeeper recorders.
14.00	17.00	Refreshments served to the officials /timekeeper recorders. Presentation of Awards/ times shall be worked out with the organisers and TWIF. (following each competition)
17.00	1930	Dinner
20.00		Briefings (Wednesday and Friday.)
20.30		Entertainment for Participants
2000		Each day the organisers and TWIF shall discuss any problems or changes that have to be resolved. Closing Ceremony details for timing shall be agreed by the organisers and TWIF Farewell Party for all (Sunday)

* TBD To Be Determined

Wrap up period

In this period the finances shall be concluded and the Championships evaluated and a final report compiled.

ANNEX EXAMPLE SCORE BOARD

Figure 16 Example Score board

Non-Electronic Score board. Difficult to update, not clear for spectators



LED screen use in World Games 2005 Duisburg Germany



Small mobile electronic score board used European Championships 2005, Cento Italy



Stage of Competition

GROUP START

CAT/WEIGHT		GROUP			FINALS			CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG			MEN 720 KG		1		
POINTS COMPETITION					POINTS COMPETITION							
COUNTRY	NUM PULL	TOT PTS	FINAL POS		COUNTRY	NUM PULL	TOT PTS	FINAL POS				
A NORTH IRELAND				FINAL	A SWITZERLAND							
B UNITED STATES					B UNITED STATES							
C NETHERLANDS				BRONZE	C P.R. OF CHINA							
D SWITZERLAND					D GREECE							
E REP. IRELAND				SEMI FINALS	E GERMANY							
F P.R. OF CHINA					F NETHERLANDS							
					G CHINESE TAIPEI							
		2		MEN 720 KG				2				
A GREECE					A REP. OF IRELAND							
B ENGLAND				FINAL	B WALES							
C GERMANY					C SWEDEN							
D FRANCE				BRONZE	D JAPAN							
E CHINESE TAIPEI					E LATVIA							
F SOUTH AFRICA				SEMI FINALS	F SCOTLAND							
G WALES					G BELGIUM							
					H SOUTH AFRICA							

At the start of the competition where weight classes are split into Groups, the weight class sign is placed on top and the Group numbers with the respective groups.

ANNEX EXAMPLE SCORE BOARD

Stage of Competition

GROUP COMPETITION

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
POINTS COMPETITION					POINTS COMPETITION								
	COUNTRY	NUM PULL	TOT PTS	FINAL POS						COUNTRY	NUM PULL	TOT PTS	FINAL POS
A	NORTH IRELAND				FINAL				A	SWITZERLAND			
B	UNITED STATES								B	UNITED STATES			
C	NETHERLANDS				BRONZE				C	P.R. OF CHINA			
D	SWITZERLAND								D	GREECE			
E	REP. IRELAND				SEMI FINALS				E	GERMANY			
F	P.R. OF CHINA								F	NETHERLANDS			
									G	CHINESE TAIPEI			
			2		MEN 720 KG							2	
A	GREECE				FINAL				A	REP. OF IRELAND			
B	ENGLAND								B	WALES			
C	GERMANY				BRONZE				C	SWEDEN			
D	FRANCE								D	JAPAN			
E	CHINESE TAPEI				SEMI FINALS				E	LATVIA			
F	SOUTH AFRICA								F	SCOTLAND			
G	WALES								G	BELGIUM			
									H	SOUTH AFRICA			

During the competitions the score board will indicate the number of pulls of each the teams, as well as the points won at that stage of the competition.

Stage of Competition

GROUP END

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
POINTS COMPETITION					POINTS COMPETITION								
	COUNTRY	NUM PULL	TOT PTS	FINAL POS					COUNTRY	NUM PULL	TOT PTS	FINAL POS	
A	NORTH IRELAND	5	7	4	FINAL				A	SWITZERLAND	6	12	3
B	UNITED STATES	5	6	5					B	UNITED STATES	6	6	5
C	NETHERLANDS	5	12	2	BRONZE				C	P.R. OF CHINA	6	3	6
D	SWITZERLAND	5	15	1					D	GREECE	6	9	4
E	REP. IRELAND	5	10	3	SEMI FINALS				E	GERMANY	6	15	2
F	P.R. OF CHINA	5	0	6					F	NETHERLANDS	6	18	1
									G	CHINESE TAIPEI	6	0	7
			2		MEN 720 KG							2	
A	GREECE	6	18	1					A	REP. OF IRELAND	7	21	1
B	ENGLAND	6	12	3	FINAL				B	WALES	7	6	6
C	GERMANY	6	9	4					C	SWEDEN	7	12	4
D	FRANCE	6	3	6	BRONZE				D	JAPAN	7	0	8
E	CHINESE TAPEI	6	0	7					E	LATVIA	7	15	3
F	SOUTH AFRICA	6	15	2	SEMI FINALS				F	SCOTLAND	7	3	7
G	WALES	6	6	5					G	BELGIUM	7	9	5
									H	SOUTH AFRICA	7	18	2

At the end of the point competition of each of the groups, the score board will show the number of pulls (the same for all teams in the group) the totals number of points scored and the final position in the point's competition.

ANNEX EXAMPLE SCORE BOARD

Stage of competition
 PULL OFF
 for
 RANKING

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
RESULT					RESULT								
COUNTRY	NUM PULL	TOT PTS	FINAL POS						COUNTRY	NUM PULL	TOT PTS	FINAL POS	
1					FINAL				1				
2									2				
3					BRONZE				3				
4									4				
5	UNITED STATES				SEMI FINALS				5	UNITED STATES			
6	ENGLAND				NETHERLANDS	SOUTH AFRICA			6	LATVIA			
7	NORTH IRLAND				SWITZERLAND	GREECE			7	GERMANY			
8	GERMANY								8	SWEDEN			
9	REP. IRELAND				MEN 720 KG				9	NETHERLANDS			
10	CHINESE TAIPEI								10	WALES			
11	P. R. OF CHINA				FINAL				11	CHINESE TAIPEI			
12	WALES								12	BELGIUM			
13	FRANCE				BRONZE				13	P.R. OF CHINA			
									14	SCOTLAND			
					SEMI FINALS				15	JAPAN			
					REP.IRELAND	SWITZERLAND							
					SOUTH AFRICA	GREECE							

After the point's competition, the names of the top four will be placed in under the **SEMI FINALS** section.

The remainder of the teams in the one group will pull off against the equal rankings of the other group. The final ranking in the weight class will be indicated under the **RESULT** sign in the column of the weight class.

Stage of competition

SEMI FINAL

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
RESULT					RESULT								
COUNTRY	NUM PULL	TOT PTS	FINAL POS						COUNTRY	NUM PULL	TOT PTS	FINAL POS	
1					FINAL				1				
2									2				
3					BRONZE				3				
4									4				
5	UNITED STATES				SEMI FINALS				5	UNITED STATES			
6	ENGLAND				NETHERLANDS	SOUTH AFRICA			6	LATVIA			
7	NORTH IRLAND				SWITZERLAND	GREECE			7	GERMANY			
8	GERMANY								8	SWEDEN			
9	REP. IRELAND				MEN 720 KG				9	NETHERLANDS			
10	CHINESE TAIPEI								10	WALES			
11	P. R. OF CHINA				FINAL				11	CHINESE TAIPEI			
12	WALES								12	BELGIUM			
13	FRANCE				BRONZE				13	P.R. OF CHINA			
									14	SCOTLAND			
					SEMI FINALS				15	JAPAN			
					REP.IRELAND	SWITZERLAND							
					SOUTH AFRICA	GREECE							

The winners of the semi-finals will be placed under the **FINAL** sign in the respective weight class. The name sign of the losers of the semi-final will be placed under the **BRONZE** sign

ANNEX EXAMPLE SCORE BOARD

Stage of competition

FINALS

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
RESULT					RESULT								
COUNTRY	NUM PULL	TOT PTS	FINAL POS						COUNTRY	NUM PULL	TOT PTS	FINAL POS	
FINAL					FINAL								
1					1								
2					NETHERLANDS		GREECE		2				
BRONZE					BRONZE								
3					3				3				
4					SWITZERLAND		SOUTH AFRICA		4				
SEMI FINALS					SEMI FINALS								
5	UNITED STATES				5	UNITED STATES							
6	ENGLAND				6	LATVIA							
7	NORTH IRLAND				7	GERMANY							
8	GERMANY				8	SWEDEN							
MEN 720 KG					MEN 720 KG								
9	REP. IRELAND				9	NETHERLANDS							
10	CHINESE TAIPEI				10	WALES							
11	P. R. OF CHINA				FINAL					11	CHINESE TAIPEI		
12	WALES				SWITZERLAND		SOUTH AFRICA		12	BELGIUM			
BRONZE					BRONZE								
13	FRANCE				REP.OF IRELAND		GREECE		13	P.R. OF CHINA			
SEMI FINALS					SEMI FINALS								
					14	SCOTLAND							
					15	JAPAN							

The pull off for the bronze medal will result in ranking 3 and 4. The name signs of the countries will then be placed in the **RESULT** column in position 3 and 4.

The final will result in ranking 1 and 2.

The name signs of the countries will then be placed in the **RESULT** column in position 1 and 2.

Stage of competition

RESULT TABLE

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP		
MEN 640 KG		1			MEN 640 KG				MEN 720 KG		1		
RESULT					RESULT								
COUNTRY	NUM PULL	TOT PTS	FINAL POS						COUNTRY	NUM PULL	TOT PTS	FINAL POS	
1	GREECE				FINAL				1	SOUTH AFRICA			
2	NETHERLANDS								2	SWITZERLAND			
3	SOUTH AFRICA				BRONZE				3	GREECE			
4	SWITZERLAND								4	REP IRELAND.			
5	UNITED STATES				SEMI FINALS				5	UNITED STATES			
6	ENGLAND								6	LATVIA			
7	NORTH IRLAND								7	GERMANY			
8	GERMANY								8	SWEDEN			
9	REP. IRELAND				MEN 720 KG				9	NETHERLANDS			
10	CHINESE TAIPEI								10	WALES			
11	P. R. OF CHINA				FINAL				11	CHINESE TAIPEI			
12	WALES								12	BELGIUM			
13	FRANCE				BRONZE				13	P.R. OF CHINA			
									14	SCOTLAND			
					SEMI FINALS				15	JAPAN			

At the end of the competition of each respective weight class, the full results of the weight class will be showed on the score board under the **RESULT** sign.

The results will remain on the board until the start of the subsequent weight class.

ANNEX EXAMPLE SCORE BOARD

Stage of competition

THREE WEIGHT CLASSES

CAT/WEIGHT		GROUP			FINALS				CAT/WEIGHT		GROUP			
JUNIOR 560 KG					KG				MEN 680 KG					
POINT COMPETITION										POINT COMPETITION				
	COUNTRY	NUM PULL	TOT PTS	FINAL POS							COUNTRY	NUM PULL	TOT PTS	FINAL POS
A	GERMANY	3	9		FINAL					A	SWITZERLAND	6	18	
B	BELGIUM	3	9							B	NORTH IRELAND	6	12	
C	NETHERLANDS	4	11		BRONZE					C	REP. OF IRELAND	5	15	
D	SWITZERLAND	4	12							D	ENGLAND	6	18	
E	REP. OF IRELAND	4	10		SEMI FINALS					E	UNITED STATES	5	6	
F	P.R. OF CHINA	4	3							F	LATVIA	6	12	
										G	GERMANY	6	12	
										H	SWEDEN	6	9	
	WOMEN 520 KG				WOMEN 520 KG					I	NETHERLANDS	6	9	
	RESULT									J	WALES	6	0	
1					FINAL					K	JAPAN	6	0	
2														
3					BRONZE									
4														
5	SWITZERLAND				SEMI FINALS									
6	GREECE				NETHERLANDS	ENGLAND								
					UNITED STATES	SWEDEN								

In case the weight class is not split into groups, the score board can indicate three (or four) weight classes.

The left and right sections will be used for the;

POINT COMPETITION

and the

RESULT

of the weight class

In the example shown here, the Junior 560 KG and the Men 680 KG classes are in the points competition stage, while the Women 520 KG has just started the semi-finals.