

## **Bulletin No. 1**

Duisburg, in the month of October 2004

Dear Head of Delegation,

enclosed you receive the first edition of the Information Bulletin on the World Games 2005 by the Duisburg Organizing Committee (DOC). This Bulletin shall provide you with all relevant data, information about procedures and organizational details which might be interesting to you for the time being. It was worked out jointly by all Departments of our organization and therefore covers all operational fields. The Bulletin has got two Annexes which inform in detail about the issues of the Accreditation and the Media Representatives. Furthermore a detailed plan of the training and competition schedule is annexed.

We plan to keep you informed about our ongoing preparations during the months to come. The next Bulletins will provide all sort of supplementary information. Please go through the present information thoroughly and inform your co-workers correspondingly.

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## 1. Arrival / Departure

### 1.1. Entry Regulations / Visa

The accreditation application does not replace any visa if required. The participants themselves have to see to it that they get valid visas to enter Germany. In any case of doubt or uncertainty it is recommended to contact the Embassy of the Federal Republic of Germany in good time. Experience shows that sometimes it takes several months until a visa is issued. Therefore please submit your applications in time. For further information please refer to the following website

[http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/index\\_html](http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/index_html)

## 2. Insurance of Participants

### 2.1. Necessary Insurance Cover to be obtained by the Participants

According to the Rules of the IWGA the participants have to prove that they have a sufficient health insurance cover. Without the respective proof the accreditation cannot be effected. Participants unable to prove the insurance cover, shall have the opportunity to effect an insurance on-site for the duration of the World Games 2005. As soon as the concrete conditions shall be clear, we will inform you correspondingly.

### 2.2. Services rendered by the DOC

It is planned to effect a personal accident insurance for athletes and officials. You will be informed about the details at a later time.

## 3. Accommodation

For the accommodation of the participants of the delegations according to the IF passport or the Agreement with the Invitational Sports a sufficient number of hotel rooms has been reserved, supposing the following length of stay:

#### a) Participants from European countries

Arrival 2 days prior to the competition, departure on the day following the last day of the competition

#### b) Participants from non-European countries

Arrival 3 days prior to the competition (first day for jet lag compensation), departure on the day following the last day of the competition  
 The day before the first day of the competition shall be a training day for everybody.

c) Registering extra officials

The IF passports determine how many officials are invited by the DOC. If a Federation wants to take more officials to the World Games 2005, that is possible. The costs for these extra officials however will not be covered by the DOC. In these cases the same provisions shall apply as in the case of extending the length of stay (see respective paragraph). If you should wish to bring extra officials, please inform the IWGA about the respective number by the end of October 2004. You have already been informed correspondingly by the IWGA. The registration of extra officials has to be effected until 20.01.2005. Together with the binding registration a down payment amounting to 50 % of the daily amount of 95.00 € shall become due.

**Important:**

The hotel rooms for all participants and officials of the World Games 2005 have already been reserved. Sufficient rooms are also available for visitors, it will soon be possible to reserve them through our website. Please inform your Federations not to get involved with private travel agents offering accommodation. Participants and visitors should exclusively contact the World Games 2005 GmbH.

3.1. Hotels

In general all athletes will be accommodated in hotels or youth hostels with good standards. The reservation of hotels and the distribution of the athletes is effected by the DOC.

3.2. Accommodation Strategy

Accommodation shall in principle be near the sporting venue. Wherever possible, the athletes will be accommodated by Sports Federations. Accommodation is not done by nations.

3.3. Accommodation of VIP's

The IWGA and the DOC shall invite VIP's. The VIP's will be accommodated in special VIP hotels. As soon as the invitation lists are completed, the VIP's will be allocated to the available hotels.

3.4. Accommodation of Supporters

Fans and family members have to organize their accommodation on their own. To help them the DOC will offer a possibility for online reservation. So it will be possible to check the number of available hotel beds through the World Games 2005 homepage and make a direct reservation. The online reservation will probably be available from end of 2004.

### 3.5. Accommodation of Visitors

Visitors from other places will be offered attractive touring packages which are at present being worked out. It will also be possible to book these packages through the World Games 2005 website.

### 3.6. Extra days

Delegation participants who want to spend extra days in the World Games cities at their own expense will be offered the opportunity to take part in the central catering. For the general conditions please refer to the item "Extending the length of the stay" of the "Accreditation" Annex.

## 4. Catering

### 4.1. General Strategy

Breakfast will be offered in the hotels/hostels. Lunch and dinner will generally be offered at a central place, that is at the MSV Arena

In principle, all participants of the delegations should be transported to the central catering service to have lunch and dinner. If that is impossible due to the competition and training schedule, the central catering service will bring lunch packets to the venues or training sites. Only in exceptional cases lunch and dinner will be offered in the sporting venue or at the hotel/hostel.

Every participant shall be entitled to receive a free lunch or dinner on the day of arrival and a free breakfast (in the hotel) on the day of departure.

## 5. Sports Programme

### 5.1. Time Table

The extensive time table with details about the competition and training schedule is included as the „Time Table“ annex.

### 5.2. Participants watching Sports Competitions

The Accreditation Card entitles the participant to visit other competitions, too. For details please refer to the item the "Other Rights" of the "Accreditation" Annex.

### 5.3. Medical Care

The management of the Medical Center is made up of a medical management and an organizational management.

The DOC has started to actively involve medical doctors with various specializations from the surrounding hospitals. A medical team has been formed.

The needs assessment for the individual sports and disciplines is done together with the coordinators, the DOC and the Technical Delegates of the Sports Federations, taking into consideration the requirements and planning for the medical personnel according to the types of sports and competition schedules.

The Medical Center will be established in a school, the Karl-Lehr Realschule. The Medical Center (Control Room) will be near the DCC (Doping-Control Center). It will be possible to have physicians on a 24-hour emergency stand-by duty there. The participating Federations will receive the respective organizational chart in time.

### 5.4. Anti-Doping Controls

According to the IWGA Rules, which have been adapted to the most recent WADA Rules, the IWGA as the organizer of the World Games 2005 has committed itself to undertake doping controls during the Games.

The World Games 2005 GmbH as the hosting organization is responsible that doping tests are done, that is that the Rules are put into practice properly.

The IWGA Medical Commission will be responsible to fix the practical modalities for the doping control tests. The samples will be analysed in the Biochemical Institute of the Cologne Sports University, a WADA-accredited laboratory. Experienced anti-doping officials will be recruited from the German sports federations.

The central Doping Control Center (DCC) will be located in a school, that is the Karl- Lehr-Realschule.

In addition to urine samples, blood and tissue samples will be taken, too, if required. Alcohol tests will be conducted regularly. Between the IWGA and the Biochemical Institute it has been agreed that the result of analysing the A-sample will be presented within about 24 hours.

Upon submission of their application the IF's confirm that they accept and comply with the IWGA Rules. Anti-doping controls may be carried out from the moment of accreditation. The IWGA Medical Commission shall elaborate the respective control plan.

It will be necessary to prepare a brief record of every athlete on the occasion of the accreditation to ensure viability and recognition.

The TUE procedure will be applied in accordance with the international standard as set forth by WADA. The IWGA will inform you about the details.

#### 5.5. Attaché Services

The communication between the participants of the World Games 2005 and the DOC, the competition juries and other institutions is ensured by proficient hostesses and attachés. They will be located in hotels, the training sites and venues, the Dusseldorf airport and the central Duisburg train station. Additionally it is planned to establish a central Information Desk at the Sport Park Wedau.

The hostesses and attachés will help the participants and in special cases the visitors, too, to sort out any problem with regard to the World Games 2005.

### 6. Cultural and Fringe Programme

Sports and art, the competition of body and mind, are within the tradition of the Olympic Games to which the World Games are committed, too. Therefore they have a Cultural Programme. That ensures that the beginning and the end of the Games take place in a festive spirit and that a daily festival is staged on the Plaza with theatre, music, dance and other art events; two tents and two other open stages for unusual and popular presentations.

And Duisburg and its World Games partner cities additionally will show themselves at their best with a well-known cultural tradition: The "Akzente" shall be dedicated to the game and playing human beings. So this time the renowned cultural festival will focus on sports and its history, too.

The World Games cultural and fringe programme comprises three major elements:

1. The Opening Ceremony in the MSV-Arena (14.07.2005) and the Closing Ceremony (24.07.2005)
2. The Plaza on the "Marathonwiese" and "Klönnewiese" (14.-24.07.2005) and the cultural fringe programme at the sporting venues
3. The Duisburg Festival Programme with the "Akzente" (09.07.-31.07.2005) and the "Traumzeit" (24.06.-26.06.2005) plus the Children's Cultural Festival (02.07.-16.07.2005) prior to the Games.

## 7. Advertising

### 7.1. Advertising on sportswear

Shirt advertisement is allowed as long as this does not conflict with sponsor interest of the DOC. If any IF has an own sponsor for shirt advertisement, it has to send the details (sponsor information) of their advertisement to the DOC. The DOC will check the request and send an answer within six weeks on receipt in Duisburg.

In case there is any conflict, is has to reject the request. In other cases it will allow the advertisement.

### 7.2. Sponsors of the Federations

The DOC has got the entire marketing rights for the World Games 2005. Since the sponsors of the World Games 2005 have been granted exclusivity, no sponsors of the individual Federations can be accepted.



## Accreditation

### 1. General Remarks

The accreditation is a set of rules for all participants from the athlete to the VIP covering participation and access to the entire event programme.

The accreditation is based on a system of rights and privileges agreed with the IWGA.

For every participant the DOC issues an individual Identity and Accreditation Card (IAC) which is not transferable and has to be collected in person by every individual. This IAC gives the participant approved access to take part in specific events and to use specific services.

Wherever possible, participants should submit their accreditation application via internet. For persons whose participation is ruled by the IF-passport issued by the IWGA or by agreements with the International Federations of the invitational sports, the applications are bundled and forwarded by the specific International Sports Federation which shall be given a special username plus password for the web-based accreditation application.

The accreditation procedure for the media representatives is described in the "Media" Annex.

VIP's may submit an online application on their own, they receive a special username plus password for web-based accreditation from the IWGA, an International Federation or the DOC. They may also submit a written accreditation application after receiving a personal invitation.

The accreditation application does not replace any visa if required.

### 2. Accreditation Chart

The accreditation chart determines the right of access (privileges) for all participants according to groups of participants (categories) to all World Games events. The assignment of privileges and the placement into categories was agreed between DOC and IWGA.

Access will be granted to general and special access zones.

## 2.1. General Access Zones

- Competition zone
- VIP zone
- Media zone
- Organization
- All Zones

### Participation in the Sports Programme

The pictogram of the respective sport / discipline on the IAC entitles the bearer to participate in the sports programme of this sport / discipline in the respective venue.

## 2.2. Special Access Zones

- Transport
- Accommodation
- Meals
- Sport

The special access areas, like transport, accommodation and meals, indicate that the participant has approved access to free transport by certain means of transport, accommodation and meals.

### Transport

During the event the participants shall have free access to various means of transport. Whether they are entitled to free transport, is shown by the respective pictogram.

### Accommodation

Participants in the WG according to an IF passport or upon invitation by the DOC are entitled to free accommodation in hotels / hostels. Whether they are entitled to free accommodation, is shown by the respective pictogram.

### Meals

In the hotels/venues the participants in the World Games according to IF passports or upon invitation by the DOC will receive meals. If the respective pictogram for "Meals" is on the IAC, the bearer has free access to meals.

## 2.3. Other Rights

In principle, access to the spectators' area of the sport event indicated on the IAC is free. Additionally the participants accredited according to the IF passports or per agreement with the International Federations of the invitational sports may benefit from a limited amount of free tickets to all other sport events. If available, tickets may also be purchased.



## 2.4. Validity

The validity of the IAC of athletes, coaches and officials is determined by the provisions about the length of the stay in the IF passports or the agreement concluded with the International Federations of the invitational sports.

As for the VIP's, the length of their stay is agreed between the inviting party/IWGA and the DOC.

## 2.5. Extending the length of the stay

If a participant should wish to extend the validity of his or her privileges beyond the provided period of time according to item 2.4, he or she shall have to pay a fix amount of 95.00 € per day in advance. If the request for such extra days is submitted to the DOC until 31.01.2005, we will try to reserve these extra days in the same hotel. Yet this cannot be guaranteed. The fix amount of 95.00 € per day covers the costs for accommodation, meals, transport with the shuttle service and access to sporting events according to item 2.3.

## 3. IAC

### 3.1. Accreditation Application via Internet

The accreditation procedure requires the extensive pooling of personal data and it shall be carried out prior to the WG as far as possible.

Accreditation applications for participants can be submitted from January 2005. In principle these applications shall be submitted via internet (also refer to item 1. General Remarks).

The International Sports Federations shall receive the internet application forms in the month of December.

Deadline for the submission of applications of participants by the International Sports Federations: 19 May 2005.

### 3.2. Written Application

VIP's may submit a written application upon personal invitation. When submitting a written application, a passport photograph (35 x 45 mm) has to be included.

### 3.3. Confirmation of the Accreditation / Issuing of IAC's

After receiving the accreditation application via internet or the written application, the DOC shall verify the application data and issue the IAC. Then the preliminary accreditation shall be confirmed via internet or in writing.

The IAC shall be counterfeit-proof through special technical security features.

### 3.4. Subsequent Accreditations

Exemptions will be made to allow for isolated subsequent accreditations on-site. The decision about such exemptions will be made by the DOC in accordance with the IWGA / the IF or the inviting party.

### 3.5. Distribution

The IAC's may be collected in person as soon as the central Accreditation Center (see item 5) opens. Every person collecting an IAC must forward either an identity card or a passport. The receipt of the IAC is confirmed by personal signature.

### 3.6. Procedure in the Case of Loss

The loss of an IAC has to be reported to the accreditation office as soon as possible. It has to be specified whether the IAC was lost or stolen.

## 4. Data Protection

The collected data will be used by the DOC exclusively for organizing the World Games 2005, in compliance with the German statutes on data protection. After the World Games 2005 the data will be deleted.

## 5. Accreditation Centers

During the World Games two Accreditation Centers shall be established. The central Accreditation Center in the Sport Park Wedau shall be for all participants (including the media representatives). A second Accreditation Center shall be in one of the hotels and shall be exclusively for the VIP's.

The Accreditation Centers shall be open 24 hours per day from 10.07.2005 - 24.07.2005.

## Media

### 1. Working Conditions

#### 1.1. Main Media Center

A Main Media Center shall be established for journalists in the new MSV arena.

The Media Center shall offer journalists

- internet access
- telephone plugs
- copiers
- fax plugs
- electric current
- and working places.

Additionally working places for photographers shall be established with

- internet access
- telephone plugs

The journalists are granted access to a WG intranet with data about the athletes and the result information service from the sporting venues. Additionally a News Desk will provide the media with news from the WG.

It is planned to hold a daily press conference for about 100 persons in a separate room of the MSV arena. In the room there is a small separate TV studio with a neutral decoration.

It is planned to provide meals in the Main Media Center. These plans will be specified in the next Bulletin.

#### 1.2. Sub-Centers

At other venues smaller facilities for journalists will be installed. They will be equipped with

- electric current
- phone plugs
- fax plugs
- internet access
- result information services of the sports taking place at the respective venue.

At the Sub-Centers, too, it will be possible to hold a press conference after the contests.

### 1.3. Press Seats

At the venues press seats will be provided (as far as possible) with electric current and the possibility to plug in a phone.

### 1.4. Mixed Zone

At each venue Mixed Zones will be established. Here journalists have the opportunity to meet athletes, coaches or officials and tape TV or radio interviews. Co-workers of the Media Sector will be present in the Mixed Zone.

In the Sub-Centers, too, there will be a Mixed Zone and the opportunity to tape interviews.

### 1.5. Parking Lots

It is planned to provide parking lots for transmission vehicles of Wige TV and the WDR.

There will also be parking lots for the press at the Main Media Center and the Sub-Centers.

## 2. Accreditation of Media Representatives

Accreditation for journalists will be possible from 01.01.2005. The deadline for accreditation application shall be 31.03.2005.

The accreditation application can be submitted online through the website. The accreditation procedure is done in cooperation with an external company. The DOC will inform the national and international journalists' associations about the start of the accreditation procedure and the accreditation options. Additionally the sports federations will be informed about the details.

It is planned to establish a hierarchy of access (for example for photographers). At present the system is being worked out for each and every venue and sport.

## 3. Accommodation of Media Representatives

The DOC offers accredited journalists and media personnel accommodation in a hotel. The costs will have to be covered by the journalists or their contracting agencies respectively. It is not planned to lodge journalists and athletes in the same hotels. For more details please refer to the next Bulletin.

#### 4. Transport of Media Representatives

It is planned to operate a shuttle service between the Main Media Center and the sporting venues with ongoing competitions. The next Bulletin will provide more details. Additionally the World Games 2005 will provide journalists with directions to the hotel or the MainMediaCenter upon arrival at the airport or central train station. Details about the transport will be explained in the next edition of the Bulletin.