



Guide to entry

Lake Macquarie International Children's Games 2014
Version 4, May 2014

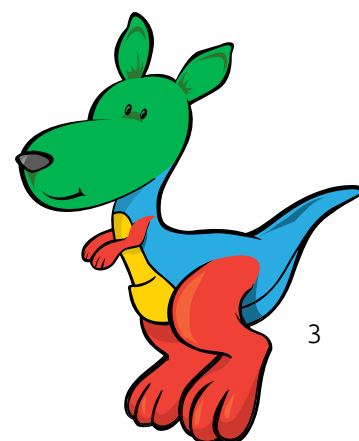






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LAKE MACQUARIE INTERNATIONAL CHILDREN'S GAMES 2014

The 48th International Children's Games will be held from the 6th – 11th December 2014, in Lake Macquarie NSW Australia. The ICG brings together athletes, coaches and city representatives from around the World in a City to City event.

As stated in Clause 2 of the ICG Statutes, the Games aim is to enable, develop and advance the meeting, understanding and friendship of students from different countries around the World and promote the Olympic Ideal.

TIMELINE FOR PARTICIPATION

- Mon 2nd December 2013** First phase Invitations - to previous host and participating Cities
Payment starts for ICG Participation Fee
- Fri 31st January 2014** Deadline for acceptance of Invitation from first phase invites.
Deadline for payment of ICG Participation Fee
Please note: there is a lot of interest from Southern hemisphere cites to participate in the 2014 games. If you do not meet this acceptance deadline before our second phase of invitations goes out, we cannot guarantee a position will be available.
- Fri 14th February 2014** Second phase Invitations - to all other Cities
Please note: we have limited positions available so we suggest you get your acceptance in early.
- Mon 31st March 2014** Deadline for acceptance of Invitation from second phase invites
Deadline for payment of ICG Participation Fee
Both the Participation fee and the acceptance of invitation must be completed by the noted deadline before being considered a participating city.
Please note: if all positions are filled prior to this deadline we cannot guarantee your city a position to participate in the games.
- Tues 1st April 2014** Online registration activated
Participating cities will be sent log in details to our registration system.
- Fri 1st August 2014** Registration Deadline
Including returning all signed forms and waivers
Please note: if your registration is not completed by this date then we will reopen availability to cities on our waiting list, which could result in you losing your position.

GAMES SCHEDULE

6TH – 11TH

DECEMBER 2014

Sat 6th December 2014

Arrival of Delegations
Registration and Accreditation

Sun 7th December 2014

Technical Meetings
Training sessions
Mayor's reception
Opening Ceremony

Mon 8th December 2014

Start of Competitions
VIP evening lake cruise tour
Outdoor movie night and
wildlife experience

Tue 9th December 2014

Competition Day
VIP evening event
Surf carnival

Wed 10th December 2014

End of Competitions
Closing Ceremony

Thur 11th December 2014

Departure of Delegations



CLASSIFICATION DESCRIPTION

Delegation

A city delegation is made up of athletes, coaches, head delegate and city representative (often the Mayor). Each delegation may consist of a maximum 24 (18 athletes) and minimum of 7 (4 athletes).

Participants (Athletes: maximum team size 18)

All athletes must be 12 to 15 years old to participate in the Games. Only athletes aged 12,13,14,15 on December 31 in the year of the games may compete.

Athletes are allocated one sport ONLY and must be supervised by the city coaches and head delegate.

Cities are requested to try and balance between the numbers of male/female participants in general.

Sports Coaches (maximum team size 4)

Sports Coaches will be the lead contact for their nominated sport.

They have the responsibility for ensuring the welfare of participants. There must be one coach responsible for each sport and a nominated head coach for the team.

If there are athletes from both sexes in a delegation, each city must ensure that their coaches and/or Head of Delegation represent both sexes.

Coaches will stay at the athletes accommodation for the duration of the games.

Additional coaches are welcome, at the delegations expense, and will need to secure their own accommodation and transport as spaces are limited at the athletes village.

Head of Delegation (HOD)

The Head of Delegation is the main contact with the Organisers during the Games.

They will also be responsible for ensuring the registration of their city, for meeting deadlines and for organizing their city delegation during the Games.

HOD will stay at athletes accommodation for the duration of the games. Heads of Delegations will be required to submit credit card details to the organisers as security against loss or damage to property.

City Representatives/VIP (1 only)

Each city can send one official VIP/City Representative.

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

Upon arrival, City Representatives/VIPs, will be requested to guarantee their hotel room by credit card. Any additional costs incurred by individuals, e.g. telephone calls and mini bar, must be settled with the hotel before your departure.

City Guests

A city guest is an additional city representative at the visiting cities expense.

City Guests will need to arrange and pay for their own accommodation.

Links to hotels near to the VIP accommodation will be provided within our registration process. City guests will also be able to purchase VIP 'entertainment and meal' packages as part of their registration, which will give them access to VIP events. A dedicated ICG tourist provider will also be able to assist with booking accommodation, car hire and tourist information - please refer to our website.

Visitors/supporters

Visitors such as parents, family members, chaperones etc are at their own or the participating cities' expense. Visit www.icg-lakemacquarie2014.com for tourism and accommodation details.

Lake Macquarie is closely neighboured by Newcastle, Port Stephens, Maitland and Cessnock. All these cities offer accommodation options for visitors and are within a 20 – 45 minute drive of Lake Macquarie and our sports venues.

Please note that due to the layout of Lake Macquarie, our public transport is limited and visitors will need access to their own hire car for ease of getting around.

GUIDELINES

Registration

Cities will be sent an invitation to participate in the games. Upon acceptance of this invitation and payment of the ICG participation fee, they will be provided with login and password details for the registration process.

Registration opens on the 1st of April 2014 and closes on the 1st August 2014, these deadlines will be strictly enforced.

Insurance

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

Medical

Please note that Australian medical services are 'fee-for-service'. In the event of needing a doctor you will be required to pay upfront and will then claim back through your insurance.

Hospitality

During the 48th International Children's Games, cost-free days for City Reps/VIPs, Coaches and Athletes have been scheduled as follows:

First meal: Evening Meal – Saturday 6th December 2014

Last meal: Breakfast – Thursday 11th December 2014

Accommodation

First night: Saturday 6th December 2014

Last night: Wednesday 10th December 2014

The Head of Delegation, Coaches and Athletes will stay at the University of Newcastle and Sport and Recreation facilities at Myuna Bay and Point Wolstoncroft.

City representatives will stay at the Quality Hotel Apollo International and Mercure Hotel Charlestown.

NB: Early arrival/late departure into the games accommodation facilities for Athletes, Coaches and HOD is not possible.

Our team is putting together some affordable options for cities wishing to arrive early and leave later, which will include sightseeing in Sydney, Lake Macquarie and the surrounding areas. However, the responsibility of booking these options will be up participating cities. Keep an eye out for these on our website.

For information on visiting Lake Macquarie, where to stay and things to see and do while you are here please visit www.icg-lakemacquarie2014.com or www.visitlakemac.com.au

Transport:

Arrival: Saturday 6th December 2014

Departure: Thursday 11th December 2014

Transport on arrival and departure to and from Newcastle Airport or Newcastle train station will be provided **free of charge** on the above dates.

Each city will be expected to cover their own transport costs and arrangements for other arrival and departure dates and destinations within Australia, including Sydney airport.

During the Games, there will be transportation to/from Official Hotels, Athletes accommodation, sports venues and social event venues.

COSTS

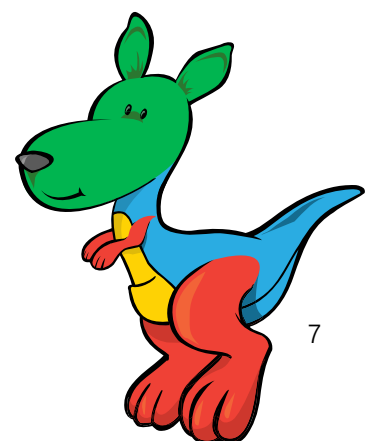
At the host city's expense, VIPs, Heads of Delegation, Coaches and Athletes will be transported, catered for and accommodated for the duration of the 2014 International Children's Games, 6 to 11 December.

Uniforms

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

Dietary needs

Please inform the organisers of any special dietary needs for your delegation upon registration, in order that appropriate arrangements can be completed in time for the event.



PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY

All signed forms must be submitted with registration, closing date being the 1st August 2014.

Photography/Film

Photographs will be taken during the event and used by all official partners of the

International Children's Games in all global media, e.g.:

- Press
- TV
- Internet
- Social Media

Medical

A declaration of all medical conditions/allergies will be requested including details of medication.

Parents/Guardians are requested to sign their consent for the Waiver of Liability, as well as their consent for the Head of Delegation to authorise the medical treatment of participants, should it be required. This form will be sent to the Head of Delegation by email.

Code of Conduct for Athletes/Coaches

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

Child Protection

The Lake Macquarie organisers of the 48th International Children's Games are committed to the highest standards in Child Protection. Visiting cities must ensure that they follow their own city's child protection policies in ensuring that selection of adult leaders and the supervision of their athletes is conducted appropriately.

ENTRY GUIDELINES TO AUSTRALIA

Overseas delegates from visiting cities and participants must comply with Australian Immigration requirements when travelling to Australia for the International Children's Games.

For further information, please refer to the '**sporting event visa fact sheet**' available to download on our website for current visa information.

For general 'tourist' visa information, please visit: <http://www.immi.gov.au/visitors/tourist/visa-options.htm>

We suggest you start your application process with the relevant Australia Visa Office for your country 8 - 10 weeks before you intend to travel. Use the attached link to find the responsible Australian Visa Office for each location, including details on how to lodge a paper-based visa application: **<http://www.immi.gov.au/contacts/overseas/>**

Our team is liaising with the Australian Department of Immigration and Citizenship to assist where possible in streamlining the visa process for registered participants of the International Children's Games 2014.

Upon completion of your registration, LMICG will provide each city (listing all registered participants) with a letter of invitation to support their visa application.



PAYMENT OF PARTICIPATION FEE

Upon receiving the formal invitation letter for participation, cities are required to pay a fee of 350 Euros to the International Children's Games Committee before starting the Registration Procedure. The payment of the participation fee can only be done by bank transfer.

Method of Payment

Name: Executiv-Komitee d. International Children's Games
Heidelberger Landstr. 270
D-64297 Darmstadt, Germany

Account Number: 4024176

Bank: Sparkasse Darmstadt
Rheinstr. 10-12
D-64297 Darmstadt

**Reference text (mandatory!)
"City name" and
"Summer Games 2014"**

IBAN Number: DE17 5085 0150 0004 0241 76

BIC Number: HELADEF1DAS

Note: All remittance handling fees must be covered by the remitter. Failure to do so may result in a delay in city's registration.

Any received fees that are not identifiable with the correct Text reference will not be accepted and not refunded.

Payment of participation fees is mandatory before the initiation of the registration process.



SPORTS SUMMARY

All Sports Rules for the Lake Macquarie 2014 International Children's Games are contained within the Technical Handbook. This is available to download on the Games website: www.icg-lakemacquarie2014.com



Athletics (Track and Field)

- Each squad may consist of maximum 6 boys and 6 girls (12) and a minimum of 2 boys and 2 girls (4)
- Coaches: one (1) for each male team and one (1) for each female team.
- Athletes may compete in two (2) individual events plus one (1) relay, except for 800m and 1,500m athletes cannot compete in another discipline on the same day.
- A maximum of two (2) boys and two (2) girls from each team are allowed to participate in each event.

The competition will take place according to I.A.A.F. rules.

Venue: Hunter Sports Center, Glendale.



Swimming

- Each squad may consist of a maximum of 4 boys and 4 girls (8) and a minimum of 2 boys and 2 girls (4).
- One (1) Coach per squad.
- A and B finals will take place in all 50 and 100 meter events.
- Swimmers may compete in 4 individual events plus 2 relays.

The competition will take place according to FINA rules.

Venue: The Forum, The University of Newcastle (8 x 50m lane facility).



Gymnastics

- Each squad may consist of maximum five (5) athletes per delegation and minimum of two (2)
- One (1) coach per boys team. One (1) coach per girls team

The competition rules will be Men's Gymnastics (MAG) and Women's Gymnastics (WAG).

Venue: Hunter Sports Center, Glendale.



Football

- Each squad of players will be limited to a minimum of six (6) and a maximum of eight (8).
- Teams will consist of six players one of which will be a goalkeeper.
- One (1) Coach per team.
- The Football competition will consist of a boy's tournament up to 20 teams and a girl's tournament up to 16 teams.

The competition will be governed by FIFA rules modified for small-sided games and consist of two 20 minute halves.

Venue: Macquarie Football Complex, Speers Point.

General

- An athlete can only be registered in one sport.
- Your city may compete in as many events as the size of your delegation permits.
- Participation must not exceed the maximum or fall below the minimum number of athletes per sport.
- The organisers reserve the right to limit the total number of participants in each of the sports events.

Code of Conduct

- Enjoy yourself
- Play competitively but fairly
- Respect yourself and your teammates
- Respect your country, city and supporters
- Respect the ICG Games
- Respect the Referees and other competition officials
- Respect the other teams, their officials and their supporters



Sailing

- Each team may consist of one (1) optimist sailor (boy or girl) and one (1) laser 4.7 sailor (boy or girl).
- Coaches: one (1) per team.
- No more than 20 cities in each class.

The competition will take place under the Racing Rules of Sailing (RRS) of the International Sailing Federation, including Appendix C together with the Current Class Rules of IODA and Current Class Rules of ILCA.

Venue: Belmont 16 Foot Sailing Club, Belmont.



Water Polo

- Each squad of players will be limited to a minimum of nine (9) and a maximum of thirteen (13).
- Teams will consist of seven players one of which will be a goalkeeper.
- One (1) Coach per team.
- Water polo caps required for all competitors.
- Players must wear appropriate swim wear.

The competition will take place according to FINA rules.

Venue: Speers Point Pool, Speers Point.



Golf

- Each team may consist of maximum 2 boys and 2 girls (4) and minimum 2 players (1:1 or 2:0).
- Coaches: one (1) per team.
- Total participants will be 60. Boy's competition (33), girl's competition (15).
- Format shall consist of a boys and girls 36 hole stroke play event.
- Boy's and Girls will do both event and handicap event.

The tournament will be governed by R&A & USGA Rules.

Venue: Waratah Golf Course, Argenton.



BMX (First time offered at ICG)

The Competition is for 20" Classes for 12, 13, 14, and 15 Girls and Boys.

A condition of entry is that riders use the provided ICG race plate.

A city may enter as many riders as they choose within the team limits of the ICG outlined in the general technical rules.

A minimum of 5 riders per class is required.

A BMX Race is made up of 3 phases:

The Motos
The Qualifiers
The Final

- All participants are required to have their own bike and helmet.
- Appropriate storage and transportation of bikes will be provided by organisers.

The competition will be conducted according to the UCI rules.

Venue: The Lake Macquarie BMX Club, Argenton.



For more information please contact:

Lake Macquarie International Children's Games office
icg@lakemac.nsw.gov.au Phone: +61 2 4921 0020
www.lakemac.com.au



www.icg-lakemacquarie2014.com