

# APC HANDBOOK

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SECTION 1  
GENERALITIES  
CHAPTER 2  
DEFINITIONS

**CHAPTER 2     DEFINITIONS**

1.     **GAMES**  
“Games” means the Asian Para Games
2.     **SECRETARAT**  
“Secretariat” means the Secretariat of APC Federation.
3.     **SPORT**  
“Sport” means a specific sport such as athletics, swimming, wheelchair basketball and so forth.
4.     **EVENT**  
A competition included in a sport or in a discipline resulting in ranking and medal rewards in each specific class.
5.     **DISCIPLINE**  
A branch of a sport with one or more events.
6.     **TEAM EVENTS**  
Team events are those in which the rules call for two or more individuals to compete per side in a sport or discipline which is identified primarily as an individual sport or discipline.
7.     **DISABILITY CATEGORIES IN SPORTS**  
Amputee, Blind, Cerebral Palsy, Deaf, Les Autres, Intellectually Disabled, and Spinal Paralyzed.
8.     **MINIMUM DISABILITY**  
A specification of a disability (in medical or equivalent terms for disabilities) which is the minimum for being eligible for participation in a particular sport or discipline.
9.     **OFFICIAL APC COMPETITION**  
Competition for which the APC is responsible to seek organizers and which is the property of APC.
10.    **PARALYMPIC GAMES**  
Olympic type games for disabled athletes, held in the Olympic years.

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SECTION 1  
GENERALITIES  
CHAPTER 3  
ABBREVIATIONS

**CHAPTER 3      ABBREVIATIONS**

CAS	Court of Arbitration for Sport
CDCO	Certified Doping Control Officer
CISS	Comité International de Sport des Sourds
CP-ISRA	Cerebral Palsy International Sports and Recreation Association
DCD	Doping Control Delegate
APC	Asian Paralympic Committee
EB	Executive Board
EC	Executive Committee
APOC	Asian Para Games Organizing Committee
GA	General Assembly
IBSA	International Blind Sports Association
INAS-FID	International Sports Federation for Persons with an Intellectual Disability
IOC	International Olympic Committee
IOSD	International Organization Sport for Disabled (general term)
IPC	International Paralympic Committee
IF (ISF)	International Sports Federation
ISMWSF	International Stoke Mandeville Wheelchair Sports Federation
ISOD	International Sports Organization for the Disabled
MO	Medical Officer
NPC	National Paralympic Committee
NSO	National Sports Organization (general term)
OCA	Olympic Council of Asia
SPPC	South Pacific Paralympic Committee
TD	Technical Delegate
TO	Technical Officer
IWAS	International Wheelchair and Amputee Sports Federation, a merged body of ISMWSF & ISOD as from 2003
MSSC	Medical and Sports Science Committee of PCA
GLC	Games Liaison Committee
SDC	Sports & Development Committee

## APC HANDBOOK

SECTION 2  
CONSTITUTION AND BY LAWS  
CHAPTER 1  
CONSTITUTION**2.1 Constitution of the Asian Paralympic Committee (APC)**

*(as adopted at the General Assembly of nations/NPCs of Asia held on 17<sup>th</sup> November, 2005 in Beijing, China)*

## Preamble

Inspired by the enthusiasm of Sir Ludwig Guttmann who started to develop sports for Disabled persons and organized annual games in Stoke Mandeville in the 1940's, some pioneers in the Far East (Asia without Middle East ) and the South Pacific including Dr. Y. Nakamura, Dr. J.F. Grant, Mr. G.E. Pryke, Sir Harry S.Y. Fang, Mrs. M. Wagg, Mr. P. Manurang and Mr. J.L. Mckie formed the Far East and South Pacific Games Federation for the Disabled ( FESPIC ) in 1974, with the aims of promoting Disabled persons' independence and rehabilitation through sports, and also promoting the understanding of the community towards Disabled persons in the region. The first FESPIC Games were held in Oita of Japan in 1975. As from 1982 onward the Games have been held in between two summer Paralympic years. FESPIC Games grew very fast in number of participating nations and athletes over the years and it also becomes increasingly competitive when more sports are partially or wholly associated with qualification of athletes in competitions of the International Paralympic Committee (IPC). It was also noted that Middle East Paralympic Committee, Asean Para sports Federation and other regional bodies of the West and Central Asia had organized international events and contributed to the development of sports for persons with disabilities in Asia. In the light of recent change of sports for people with disabilities in our region and to consolidate the good foundation laid down by the FESPIC Federation since its inception, the FESPIC Federation and the Asian Paralympic Council have agreed to continue to develop sports for people with disabilities by merging the two organizations.

***To realize the spirit and statements in the Co-operative Agreement jointly signed by the Presidents of the FESPIC Federation and Asian Paralympic Council, it has been agreed that the new organization shall take over the management and the assets including FESPIC records and where applicable the liabilities of the FESPIC Federation and the Asian Paralympic Council ( APC ).***

**1. Name**

The name of the organization shall be ASIAN PARALYMPIC COMMITTEE, hereinafter referred to as APC

**2. Definition of APC Regions**

APC shall include all the countries and territories of Asia, with its geographical boundaries being determined by IPC. The five sub-regions being East, South East, South, Central and West Asia.

**3. Objects and Principles**

- a. To support the aims and objectives of the IPC in the Region.
- b. To promote sports for all persons with disabilities within Asia, without discrimination for political, religious, economic, disability, gender or racial reasons.
- c. To promote general interest and welfare for and strengthen friendship among persons with disabilities in Asia through the support of activities such as education, rehabilitation, human resources development and knowledge transfer.
- d. To award, monitor and co-ordinate the APC Games (the Asian Para Games), or other competitions which are recognized and /or approved by APC within the region.
- e. To recognize outstanding contributions by an individual, and/or organizations to the objects and principles of the Federation, by awarding "The Asian Paralympic Order".
- f. To co-operate, collaborate with the IPC, International Organization Sports for Disabled (IOSDs) or any other agency to ensure the achievements of the above objects and principles.
- g. To seek in liaison with the IPC the integration of sports for all athletes with disabilities into the international sports movement for able-bodied athletes at regional level, whilst respecting the autonomy of the sports organizations in membership of the IPC and whilst safeguarding and preserving the identity of sports for disabled athletes.
- h. To do all such other lawful things as are incidental or conducive to the attainment of the above objects and any of them.

**4. Membership**

**Full Member**

National Paralympic Committees or other representing organizations of athletes with disabilities in that nations/territories (\*) which are affiliated to the IPC in Asia will be granted full membership if they apply and are subsequently approved by the APC General Assembly.

*(\*) Territory is applicable to these specific geographic areas that are not countries but have a recognized membership with the IPC.*

**Provisional Member**

National Paralympic Committees or National representing organizations which apply APC Memberships may be awarded provisional memberships by the Executive Board before approval of the APC General Assembly.

The General Assembly shall admit an organization to APC membership only with recommendation of the Executive Board that confirms the exclusive national status of the organization and having satisfied the requirements relating to constitution, national recognition, qualification and suitability of the organization.

Existing members, which are in the region as stated in Article 2 above and are NPCs of IPC, are automatically members of APC provided that they continue to pay annual membership fees as stated in Article 5 below. For those members which are not yet NPCs of IPC, they shall be

provisional members of APC and they shall be encouraged to become NPCs within two years after they are accepted as Provisional Members of APC.

#### **5. Rights and Obligations of Members**

Full members of APC shall have rights, subject to this constitution and the By-Laws and decisions of APC, to submit motions for consideration by the General Assembly, to vote at meetings of General Assembly at which they are present, to nominate persons for committees of APC and to participate in other activities of APC.

All members of APC shall pay the annual membership fee to APC during the first ninety (90) days of the applicable fiscal year and any levies within ninety (90) days of their imposition

A member shall only be permitted to exercise its entry, voting, nominating and participation rights if the annual membership fee, any outstanding levies and all fees have been paid and received.

#### **6. Admission, Suspension and Expulsion of Members**

a. Every admission or expulsion shall be decided by the General Assembly after considering the recommendation of the Executive Board.

b. A suspension may be determined by the Executive Board, which may also lift the suspension when reasons for the suspension no longer apply.

c. A member may be expelled for violation of the principles or terms of this Constitution. The member concerned shall have the right to be heard by the General Assembly prior to taking such expulsion decision.

d. A member may be suspended for :

- Prolonged or persistent non-payment of the annual membership fee or any levy in contravention of Article 5.3

A member under suspension loses all rights and privileges of membership. In particular a suspended member shall not be entitled to attend or vote at the General Assembly or enter athletes in competitions recognized by APC. The above clauses, if related to IPC interest, shall be subject to the IPC By-Laws on Specific Rights and Obligations for Regions.

#### **7. Relations with IPC**

APC is an independent regional body and made up solely of IPC national members (NPCs) of the Asia region, with its geographical boundary determined by the IPC.

Subject to the above, the APC is autonomous to conduct its own affairs and business as it deems fit.

APC shall guarantee the compliance with the provisions of IPC Handbook with regard to the rights and obligations of IPC members.

#### **8 Organizational Structure and Administration**

The affairs of the APC shall be controlled by the General Assembly, the Executive Board, and the Management Committee, with the support of the Secretariat. There shall be Honorary Members of APC who have made significant contribution towards sports for people with disabilities.

## **8.1 The Honorary Members**

### **8.1.1 The Board of Permanent Advisors**

8.1.1.1 The Board of Permanent Advisors shall comprise of :

- (a) Past Presidents of FESPIC Federation, Asian Paralympic Council, Middle East Paralympic Committee and Asian Paralympic Committee.
- (b) Subject to the approval of the General Assembly, past Directors of FESPIC Games and/or Chairman of FESPIC Games and APC Games\* Organizing Committees.

8.1.1.2 Members of the Board of Permanent Advisors shall hold office for life.

8.1.1.3 Members of the Board of Permanent Advisors shall be invited to the major activities of APC.

### **8.1.2 Patrons and Vice Patrons**

The Executive Board may recommend to the General Assembly persons or benefactors of distinction, who have made significant contributions to APC and the Asian Paralympic Movement, to become Patrons or Vice Patrons of the APC. Nominations and tenure for Patrons or Vice Patrons shall be endorsed by the Executive Board prior to be submitted to the General Assembly. Patrons and Vice Patrons shall be invited to the major activities of APC and receive up-to date information on the activities of APC.

## **8.2 The General Assembly**

8.2.1 The General Assembly, formed by all Full Members, shall meet at least once every four (4) years. An extraordinary General Assembly may be convened either by the Executive Board or upon requisition of at least one-third of those entitled to votes.

8.2.2 Each delegation may consist of up to two (2) delegates.

8.2.3 Each Full Member shall have one (1) vote at the General Assembly.

8.2.4 The General Assembly shall :

- (a) act as the supreme governing body of APC, and decide any and all matters relevant to APC.
- (b) determine the policy for, and set fundamental directions for the development of sports for persons with disabilities.
- (c) elect the President, two (2) Vice-Presidents, Chairpersons of the Sports & Development Committee and the Medical & Sports Science Committee.
- (d) endorse the five (5) Sub-regional representatives.
- (e) endorse one (1) Vice-President to be nominated from the NPC of the next Games host nation/territory.
- (f) consider motions from Full Members.
- (g) adopt a four year action plan.
- (h) approve admission and expulsion of Full Members
- (i) consider and approve the annual membership fee.
- (j) consider and approve financial reports submitted by the Executive Board.

## **8.3 The Executive Board**

8.3.1 The Executive Board shall consist of the Office Bearers as :

- (a) One (1) President
- (b) Three (3) Vice-Presidents
- (c) Chairperson of Sports & Development Committee
- (d) Chairperson of Medical & Sports Science Committee
- (e) Chairperson of Games Liaison Committee
- (f) One (1) representative of athletes elected by athletes at an athlete's meeting.
- (g) Five (5) Sub-regional representatives

- (h) Secretary General
  - (i) Representative of the next Games Organizing Committee
  - (j) Co-opted members
- 8.3.2 The members of the Executive Board shall hold office for a period of four (4) years.
- 8.3.3 Apart from the Secretary General and co-opted members, all members of the Executive Board shall have voting right.
- 8.3.4 The Executive Board shall hold at least one (1) meeting per year in accordance with the procedures laid down in the By-Laws.
- 8.3.5 The Executive Board shall :
- (a) formulate policies and strategies for APC, and implement the policy decisions made by the General Assembly.
  - (b) appraise the bidding of APC Games and other sports competitions, and awards the Games and competitions accordingly.
  - (c) consider and make recommendations on all proposals and amendments, other than emergency motions, submitted to the General Assembly.
  - (d) establish its own rules of procedure and By-Laws.
  - (e) supervise and monitor all approved events to ensure that they comply with the established rules and agreements.
  - (f) conduct the affairs of APC between meetings of the General Assembly, including filling vacancies in the Executive Board and Standing Committees.
  - (g) be responsible, through the President, for relations with IPC, Olympic Council of Asia (OCA) and other international sports organizations, as well as other bodies deemed necessary to further the objects and principles of APC.
  - (h) consider and approve the budget of APC.
  - (i) consider and approve the rules of procedure for the election of the office bearers.
  - (j) appoint the Secretary General
  - (k) appoint the Chairperson of Games Liaison Committee
  - (l) appoint auditors
  - (m) establish three (3) Standing Committees
    - i) Games Liaison Committee
    - ii) Sports & Development Committee
    - iii) Medical & Sports Science Committee
  - (n) establish such ad hoc committees or task forces, as it may deem necessary.
- 8.3.6 The Executive Board may co-opt up to two (2) members in the Executive Board for specific roles and functions. Any such co-opted member may not be a member of the General Assembly or a member organization. Co-opted members have no voting right.
- 8.3.7 Members of the Standing Committees shall be approved by the Executive Board.
- 8.3.8 All committees and sub-committees of APC shall act in conformity with the constitution, policies and regulations of APC.



#### **8.4 The Management Committee**

- 8.4.1 The Management Committee shall deal with the operational management of the APC. It shall take all necessary decisions in between the Executive Board meetings;
- 8.4.2 The Management Committee shall comprise :
- (a) The President, who shall preside over the committee
  - (b) Two (2) elected Vice-Presidents
  - (b) Chairperson of the Sports & Development Committee
  - (c) Chairperson of the Medical & Sports Science Committee
  - (d) Chairperson of the Games Liaison Committee
  - (e) Secretary General

#### **8.5 The Secretariat**

- 8.5.1 The Secretariat location shall be decided by the Executive Board.
- 8.5.2 The Secretary General shall keep due minutes and records of the deliberations and decisions of the General Assembly, the Executive Board, the Standing Committees and any ad hoc committees. The books of account shall be entrusted to the Secretary General for the archives. The Secretary General shall carry out such other duties as the President and the Executive Board determine.

#### **9. Elections and voting at General Assembly**

A General Assembly shall have a quorum when at least one third ( $1/3$ ) of the members entitled to vote are present.

All resolutions including the admission of members shall be determined by a simple majority of votes of delegates present and voting, except in the case of expulsion and constitutional amendments where a two thirds ( $2/3$ ) majority of such votes shall be required.

Elections shall be conducted by secret ballot. .

Voting by proxy shall not be permitted.

The procedure for voting and elections shall be prescribed in the By-Laws.

For the purpose of calculating whether an appropriate majority has been obtained in any vote, an abstention or absence shall not be treated as a vote.

#### **10. Finances, Financial Year and Audit**

The funds of the APC shall consist of :

Annual membership fees of members and any levies on members.

Such contributions, legal grants and other income as may be received for use by or in connection with APC.

Rights Fee paid by the hosting city of the APC Games prior to the Games.

The fees paid by the organizers of the APC Games, of the APC recognized events, or any other event, in accordance with APC policies.

- 10.1 The fiscal year shall be the calendar year.

- 10.2 Auditors shall conduct an annual audit of books and accounts of APC and report to the Executive Board and the General Assembly.

**11. By-Laws and Amendments to Constitution**

The Executive Board shall make and amend By-Laws whenever necessary and such By-Laws shall be abided by all its members.

By-Laws and regulations must be consistent with this Constitution

The Constitution may be amended only by the General Assembly. Two thirds (2/3) of those attending and voting delegates have to approve the amendments. Amendments to the Constitution proposed by member organizations or the Executive Board must be submitted to the Secretary General at least three months prior to the scheduled General Assembly and will be circulated to the member organizations not less than 6 weeks prior to the General Assembly.

**12. Dissolution**

12.1 The dissolution of the APC may only be decided by a General Assembly at which three fourths (3/4) of the members present and where a secret ballot to dissolve APC is carried by two thirds (2/3) of those present and eligible to vote.

12.2 In case of the dissolution of the APC and in case of cessation of the tax relief status, the assets of the organization shall be assigned to a juristic person under public law, or another incorporated body entitled to tax relief, for use for sports for the disabled.

**13. Language**

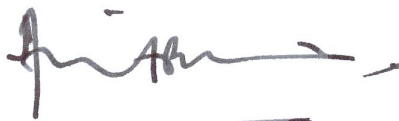
13.1 The English language shall be the official language of APC.

13.2 Publications shall be in English.

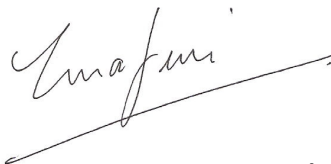
13.3 In the event of any differences in the interpretation of any text, the English version shall be accepted as the reference.

**14. Effective Date**

14.1 This Constitution shall become effective on the date of its adoption by the General Assembly of the Asian Paralympic Committee.



**APC President**  
**Dato' Zainal Abu Zarin**  
*(Revised as at 30-11-05)*



**APC Secretary General**  
**Malini Rajasegaran**

APC HANDBOOK

SECTION 2  
CONSTITUTION AND BYLAWS  
CHAPTER 2  
BY LAWS  
2.1 INTERNAL REGULATIONS  
2.1.1 GENERAL ASSEMBLY

CHAPTER 2 - BY LAWS

2.1 INTERNAL REGULATIONS

2.1.1 GENERAL ASSEMBLY

1. **RIGHTS OF THOSE ATTENDING**

1.1 Accredited delegates are members of Full Members of the APC. Each delegation may consist of up to two (2) delegates. They are grouped in delegations. They alone have the right to vote, on payment of the current prescribed membership fee and all levies.

1.2 Observers may attend plenary sessions. The Chairperson may invite an observer to speak.

2. **CHAIRPERSON AND VICE CHAIRPERSON**

The Chairperson of the General Assembly shall be the President of the APC, or, in his/her absence, one of the Vice-Presidents designated by the President.

3. **VOTING**

See Constitution Article 9

3.1 All voting shall be done by show of hands, except when, at the request of any member, a secret ballot is agreed. Voting by name may also be requested.

3.2 The Chairperson shall appoint tellers from among the delegates for all secret and roll-call votes, and for any other votes for which he/she deems it necessary. Tellers may be appointed to serve throughout the Assembly.

3.3 When the Chairperson announces that a vote shall be taken, no delegate may interrupt such a vote except to raise a point of order concerning the manner in which such vote is being taken.

4 **ELECTION**

4.1 Nominations for the office bearer or other position in APC Committees will be administered by the Secretariat.

4.2 General Conditions of Nomination

4.2.1 Nomination for election can be submitted by APC member organization.

4.2.2 Only APC member organizations, which have paid the annual membership fee and any outstanding dues, have the right to submit nominations.

4.2.3 Nominations must be submitted in writing by APC member organization, together with curriculum vitae of each nominee.

- 4.2.4 Nominee must be a citizen of the country or territory of APC member organization which is nominating him/her. If he/she is not a citizen of that country or territory, he/she must have been a resident at least for twelve (12) months and must have received authorization from APC member organization of the country or territory of his/her origin. An authorization from APC member organization of his/her origin is not required if he/she has been a resident for more than three (3) years in the country or territory of a APC member organization which is nominating.
- 4.2.5 An individual nominated by its member organization of APC is to serve, if elected, in a position for a full term of four (4) years. The elected individuals shall fulfill his/her duties until the successor arrives.
- 4.2.6 An individual can be nominated for a maximum of two (2) positions.
- 4.2.7 Nominees should have sufficient knowledge of the English language to carry out the responsibilities of the position, or the nominating body must be prepared to cover any expenses related to the services of a translator.
- 4.2.8 Nominees must be responsible for the traveling costs for the APC Meetings, or the nominating body should be responsible for his/her traveling costs.
- 4.3 Timetable for nominations:  
The Secretariat shall comply with the following timetable in relation to elections by the General Assembly:
- a) six (6) months prior to the General Assembly at which elections are held - circulation of positions to be filled by election at the General Assembly and appropriate explanations of the positions, together with an invitation to nominate.
  - b) Three (3) months prior to the General Assembly - closing of nominations
  - c) Two (2) months prior to the General Assembly circulation of nominations and supporting material to the APC members
- 4.4 Procedure for elections at the General Assembly
- (a) Tellers will be appointed.
  - (b) The Chairperson shall present to the General Assembly the nominations for the position.
  - (c) If, by reason of the number of eligible nominees, there is a need for an election, the Chairperson shall distribute suitable ballot papers approved and by the Secretary General.
  - (d) The Chairperson shall thereupon conduct the election, count the ballot and declare the result to the General Assembly
  - (e) All elections shall be decided on a "first past the post" basis, with voters being required to place a suitable mark alongside the name of the person for whom the voter wishes to vote. Every ballot paper which in the opinion of the tellers sufficiently discloses the voter's intended choice shall be counted.

5. **MOTIONS FROM MEMBER ORGANIZATIONS**

5.1 Motions for rule amendments shall be directed to the Executive Board. Full Member and Standing Committees have the right to submit motions.

5.2 The following rules shall apply to consider the motions from Full Members, Executive Board and Standing Committees:

- i) They shall be submitted in writing not less than three (3) months before the General Assembly.
- ii) All motions for the General Assembly shall first be considered by the Executive Board which may permit the General Assembly to consider motions not meeting the three (3) months requirement.
- iii) The motion, any amendments thereto and, where the Executive Board so wishes, its recommendation or observations shall be dispatched to members with the agenda of the General Assembly not less than six (6) weeks before the General Assembly is due to meet.
- iv) Motions shall be decided by a simple majority of voting delegates present and voting.
- v) Notwithstanding the foregoing, an emergency motion may be considered by the General Assembly. The President, or the person occupying the chair at the relevant time, shall rule whether a motion is an emergency motion.

APC HANDBOOK

SECTION 2  
CONSTITUTION AND BYLAWS  
CHAPTER 2  
BY LAWS  
2.1 INTERNAL REGULATIONS  
2.1.1 GENERAL ASSEMBLY

Appendix 2-2.1.1

General Conditions of Election

**Election of APC Executive Board Members**

**General Conditions**

1. Election of APC Executive Board Members will be held at the APC General Assembly which will be held in  Name of Hosting City  in  Date of the Games  during the  th APC Games.
2. Only member organizations which have paid all the APC membership fees have the right to attend the APC General Assembly.
3. Date and place of the APC General Assembly will be informed as soon as it is confirmed.
4. One (1) APC President, two (2) Vice Presidents, Sports Officer, Medical Officer, Games Liaison Officer will be elected by voting at the APC General Assembly.
5. The term of APC Executive Board Members will be for four (4) years.
6. Each APC member organization has one (1) vote for the election of APC Executive Board Members, except for those who have not paid all the past membership fees prior to the APC General Assembly.

**Condition for Nomination**

1. Nomination for election can be submitted by APC member organization.
2. Only APC member organizations, which have paid the annual membership fee and any outstanding dues, have the right to submit nominations.
3. Nominations must be submitted in writing by APC member organization, together with curriculum vitae of each nominee.
4. Nominee must be a citizen of the country or territory of APC member organization which is nominating him/her. If he/she is not a citizen of that country or territory, he/she must have been a resident at least for twelve (12) months and must have received authorization from APC member organization of the country or territory of his/her origin. An authorization from APC member organization of his/her origin is not required if he/she has been a resident for more than three (3) years in the country or territory of APC member organization which is nominating.
5. An individual nominated by its member organization of APC is to serve, if elected, in a position for a full term of four (4) years. The elected individuals shall fulfill his/her duties until the successor arrives.
6. An individual can be nominated for a maximum of two (2) positions.
7. Nominees should have sufficient knowledge of the English language to carry out the responsibilities of the position, or the nominating body must be prepared to cover any expenses related to the services of a translator.
8. Nominees must be responsible for the traveling costs for the APC Meetings, or the nominating body should be responsible for his/her traveling costs.

Appendix 2-2.1.1-2 Nomination Form

THE PARALYMPIC COMMITTEE OF ASIA  
EXECUTIVE BOARD NOMINATION FORM

**NAME:** Title / Mr. Ms. Dr. Others ( )

First \_\_\_\_\_ **SEX:** M / F

Middle \_\_\_\_\_

Last \_\_\_\_\_

Photo

**NATIONALITY:**

\_\_\_\_\_

**DATE OF BIRTH:**

\_\_\_\_\_

**PROFESSION:**

\_\_\_\_\_

**CONTACT ADDRESS:**

\_\_\_\_\_

**PHONE NUMBER:**

**FAX NUMBER:**

\_\_\_\_\_

**EMAIL ADDRESS:**

\_\_\_\_\_

CURRENT POSITION IN THE NATIONAL / INTERNATIONAL ORGANIZATION

\_\_\_\_\_

SUPPORT FROM THE NATIONAL ORGANIZATION

**Name of the Organization:**

\_\_\_\_\_

**Name and Signature of the President:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

**Name and Signature of the Secretary:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

**NOMINATED FOR THE FOLLOWING POSITION(S):**

Please mark maximum two positions in the right hand column.

PRESIDENT	
VICE PRESIDENT	
EXECUTIVE BOARD MEMBER	

**MAJOR PREVIOUS CONTRIBUTIONS TO PCA /  
SPORTS FOR PERSONS WITH DISABILITIES**

Please attach your Curriculum Vitae.

COMPLETED FORMS AND YOUR CURRICULUM VITAE  
MUST BE RECEIVED **BY MAIL**

AT PCA SECRETARIAT PRIOR TO THE DUE DATE



APC HANDBOOK

SECTION 2  
CONSTITUTION AND BYLAWS  
CHAPTER 2  
BY LAWS  
2.1 INTERNAL REGULATIONS  
2.1.2 APC COMMITTEES AND MEETINGS

CHAPTER 2 - BY LAWS

2.1 INTERNAL REGULATIONS

**2.1.2 APC COMMITTEES AND MEETINGS**

**1. RULES FOR THE CONDUCT OF APC EXECUTIVE BOARD MEETINGS.**

**1.1 Convening**

1.1.1 The APC Executive Board meetings shall be convened in accordance with the Constitution of APC.

1.1.2 The invitation and the tentative agenda for the Executive Board meetings shall be sent out 40 days prior to the meeting to each of the members of the Executive Board.

**1.2 Procedure**

1.2.1 When the number of members present has been checked and the apologies for absence, if any, read out, the Chairman shall open the meeting, and start the discussion on the various subjects on the Agenda.

1.2.2 The Executive Board may not reach decisions unless 50% plus one of the members are present.

1.2.3 Regarding the reading of the minutes of the previous meeting; if written comments on the draft sent by the Secretary to each member of the Executive Board are not presented well in advance, the minutes may be taken as read and approved.

Written comments presented at least 20 days before the date of the meeting may limit the reading of the minutes to the comments only. The Secretary shall state in each case those comments accepted and evoked, and they shall be incorporated in the final draft. The Secretary shall state the reasons why the others are excluded or rejected.

**1.3 Voting**

1.3.1 All voting shall be done by show of hands, except when, at the request of any member, a secret ballot is agreed. Voting by name may also be requested.

1.3.2 All decisions are taken by simple majority. The Chairman of the meeting has a casting vote.

**2. VACANCIES**

Vacancies occurring in the Executive Board through resignation, death, or any other reason, may be filled by appointment by the Executive Board.

**3. PROCEDURES**

3.1 Finances

- 3.1.1 All expenditure must be within the agreed budgets or in accordance with special authorization of the APC Executive Board.
- 3.1.2 Anyone wishing to increase expenditure must check with the Secretary General.
- 3.1.3 All claims or accounts for payment must be submitted to the Secretary General for certification before payment.
- 3.1.4 The Secretary General will maintain a record of commitments approved to ensure that all expenditure is within the funds available.
- 3.2 Printing Matters
  - 3.2.1 All printing matters have to be approved by the APC President or Secretary General.
  - 3.2.2 The APC authorizes the Secretary to execute official publications with the PCA logo.
- 3.3 Criteria for Travel and Accommodation
  - 3.3.1 The President will decide on:
    - a) Who is to attend a meeting or event.
    - b) What costs will be paid by the APC.
- 4. **REGULATIONS GOVERNING THE MEMBERS OF THE COMMITTEES, COMMISSIONS AND WORKGROUPS**
  - 4.1 Chairpersons of Standing Committees shall be appointed by the Executive Board. Chairpersons shall have sufficient knowledge and experience to conduct his/her responsibilities, but may not necessary be a member of APC Member Organization.
  - 4.2 All committee members shall be nominated by full member of APC or the Chairpersons of Standing Committees. Members shall have sufficient knowledge and experience to conduct his/her responsibilities, but may not necessary be a member of APC Member Organization. The Chairpersons of Standing Committees shall make recommendation on the membership to the Executive Board for approval.
  - 4.3 Chairpersons of Standing Committees and full members of APC which have paid the annual membership fee and any outstanding dues have the right to submit nominations.
  - 4.4 Nomination must be submitted in writing by full members of APC and Chairpersons of Standing Committees, together with curriculum vitae of the nominee.
  - 4.5 Appointed individual shall serve in a position for a full term of 4 years.
  - 4.6 Committee members must be responsible for traveling costs for the meetings or national body of such committee members should be responsible for his/her traveling costs.
  - 4.7 An individual nominee must not necessary be supported by the member organization of APC, but it is in the best interest of the nominee to seek that support.

- 4.8 Members of committees, commissions or workgroups, elected or appointed, may be suspended or have their membership terminated by the Executive Board on recommendation of a 2/3 majority of the full committee concerned, for reasons of not following established APC policies or not fulfilling their duties.
- 4.9 Substitutes for appointed members in any APC Committee will be allowed observer status only.
- 4.10 All committees, commissions or workgroups have the right to fill any vacancy on their committee.
- 4.11 The President, Secretary General, and the Chairpersons of Standing Committees are ex-officio members with only speaking rights of all APC Committees and Commissions.  
(This implies that the President and the Secretary General should receive invitation and agenda for the meetings, as well as the minutes).

5. **SECRETARIAT**

- 5.1 Correspondence to the APC is only officially received when sent to the secretariat.
- 5.2 Only documents, sent at least 6 weeks before the next Executive Board Meeting, can be discussed during this meeting.

6. **CONDITIONS AND REQUIREMENTS FOR ORGANIZING EXECUTIVE BOARD MEETINGS AND GENERAL ASSEMBLIES**

6.1 General Guidelines

- Management Committee (MC) meetings are normally held twice a year.
- Executive Board (EB) meetings are normally held once a year.
- Games Liaison Committee meetings are held prior to the Executive Board meetings
- The FOC shall organize the MC/EC meetings and Games Liaison Committee meetings in four consecutive years prior to the APC Games
- General Assembly is held in conjunction with the APC Games.
- Duration: General Assembly - maximum of two days
- MC/EB - maximum of three days

Responsibilities of the organizers:

1. Ground transportation for all delegates
2. Accommodation and meals for twenty five (25) APC Executive members and the secretariat members for a maximum of eight days.
3. Meeting rooms and necessary arrangements and equipment. Ensuring that all meeting rooms and accommodation space is accessible for the disabled persons.
4. Suite for President
5. Airfare for four (4) Games Liaison Committee Members
6. Two extra days accommodation and meals for eight (8) persons (Games Liaison Committee Members including Secretary General and four staff members of APC Secretariat) arriving earlier to coordinate and check all arrangements with the organizer for all meetings.
7. Additional rooms supplied for APC secretariat and APC commissions when required.
8. Organizing country may not object to any APC member nation from entering the host country.

6.2 Management Committee Meeting (seven (7) members)

6.2.1 Requirements

- meeting room for twelve (12) persons
- square shape set up
- tables draped
- audio visual equipment available

6.3 Executive Board Meeting (nineteen (19) members)

6.3.1 Requirements:

- meeting room for forty (30) persons
- additional space for observers, guest presenters and media
- meeting room arrangements: see 6.7.1
- tables draped
- refreshments supplied for meeting as well as for coffee/ snack breaks.
- audio visual equipment available
- simultaneous translation for English
- recording of all sessions on audio-cassettes
- microphones for each participant
- additional arrangements must be made through the Secretary General
- nameplates for all members

6.4. Games Liaison Committee Meeting (four (4) members)

6.4.1 Requirements:

- meeting room for eight (8) persons
- square shape set up
- tables draped
- audio visual equipment available

6.5 General Assembly

6.5.1 Requirements:

- meeting room for one hundred (100) persons
- head table for twelve (12) persons with at least six (6) microphones
- nameplates for head table as well as for APC member nations and the like

meeting room arrangements: see 6.7.2 (classroom style)

- audio visual equipment supplied including two (2) wireless microphones
- simultaneous interpretation into English
- recording of all sessions on audio-cassettes and overnight transcription services
- each delegation shall have one table with a maximum of three (3) chairs.

6.5.2 Registration:

Entry forms to the APC member nations, and APC MC/EC to be sent out by FOC at least three (3) months in advance.

Entry fees for delegates must be approved by APC.

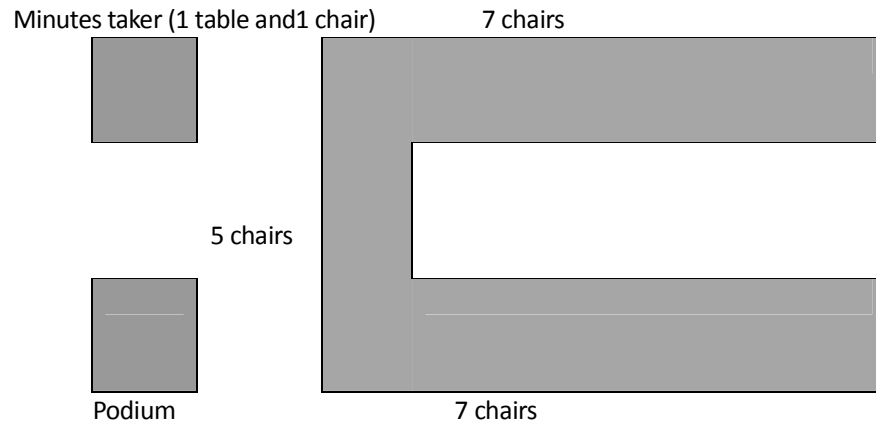
6.5.3 Other Requirements:

- Personnel shall be provided to assist the APC Secretariat in the check-in and accreditation of the delegates. Personnel must be English speaking.
- An APC office shall be provided and equipped with computer and appropriate software, printer, photocopier, telephone and office material (scissors, paper, pens, etc.).
- Other equipment shall be discussed with the APC Secretary General.

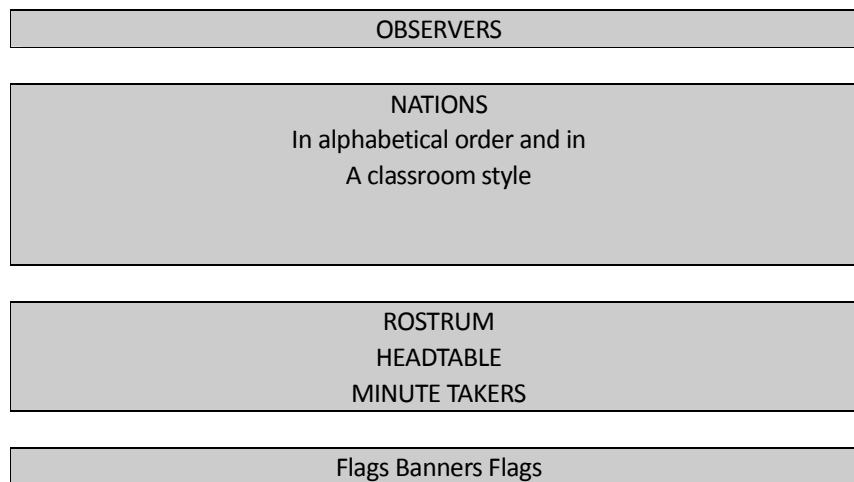
6.6 Bids for organizing other MC/EC Meetings and/or General Assemblies Member countries of APC or bidding cities for APC Games may introduce to the APC Secretary General a bid for hosting the remaining uncommitted meetings.

6.7 Arrangements for the Meeting Room

6.7.1 Executive Board Meeting



### 6.7.2 General Assembly



### 7. Proposed Schedule (subject to change)

- Day 1 - Arrival of Management Committee and Games Liaison Committee
- Day 2 - Meetings of Management Committee and Games Liaison Committee / Arrival of Members of Standing Committees
- Day 3 – Meetings of Standing Committees / Arrival of Executive Board
- Day 4 - Meeting of Executive Board
- Day 5 - Departure of all Delegates

#### During the Games

- Day 1 - Arrival of Management Committee and Games Liaison Committee
- Day 2 - Meeting of Management Committee and Games Liaison Committee / Arrival of Executive Board
- Day 3 – Meetings of Standing Committees
- Day 4 - Meeting of Executive Board
- Day 5 – Opening Ceremony of the Games
- Day 6 -
- Day 7 - Meeting of General Assembly
- Day 8 - Meeting of General Assembly
- Day 9 - Meeting of Executive Board

APC HANDBOOK

SECTION 2  
CONSTITUTION AND BY LAWS  
CHAPTER 2  
BY LAWS

2.1 INTERNAL REGULATION  
2.1.3 THE ASIAN PARALYMPIC ORDER

**2.1.3 THE ASIAN PARALYMPIC ORDER**

1. An Asian Paralympic Order is created, the personal wearing of a decoration. In addition, each recipient receives a diploma.
2. Posthumous awards may be made.
3. Any person who has illustrated the APC ideal through his/her action, has achieved remarkable merit in the sporting world of the disabled, or has rendered outstanding services to the APC cause, either through his/her personal achievement or his/her contribution to the development of sport for the disabled, may be admitted to the order.
4. Active Members of APC may not be admitted as such into the Asian Paralympic Order.
5. Members of the Asian Paralympic Order may be expelled if they commit a crime against honor or publicly deny the APC idea. Only APC is empowered to take this decision.
6. The recipient is considered by the Executive Board.
7. The candidate must sign a declaration accepting entry into the Asian Paralympic Order.
8. The insignia of the Asian Paralympic Order and the diploma are conferred upon the recipient by the President or a member of the APC nominated by him.
9. The official and obligatory protocol stipulates that the insignia of the Asian Paralympic Order must be conferred after the following speech:
10. Mr.\_\_\_\_(surname, given name and, where applicable, his APC titles only), in recognition of your outstanding merit in the cause of sport for the disabled, and your faithfulness to the APC ideal, as fostered by APC and its constitution, I award you (in the name of the APC President) the Asian Paralympic Order.

APC HANDBOOK

SECTION 2  
CONSTITUTION AND BY LAWS  
CHAPTER 2  
BY LAWS  
2.2 GAMES LIAISON COMMITTEE

**2.2 GAMES LIAISON COMMITTEE**

**1. Name:**

1.1 The name of the Committee will be “The Games Liaison Committee of APC”. Hereafter, this will be referred to as the “Games Liaison Committee”.

**2. Definitions:**

2.1 The Games liaison committee will be set up according to the Constitution. (Section 2 Constitution and Bylaws, Chapter 1 Constitution, Art. 8.3.5 (k))

2.2 The Chairperson of the Games Liaison Committee is appointed by the Executive Board.

2.3 The Chairperson will preside over all meetings of the Committee and the Vice Chairperson will assist the Chairperson. If the Chairperson is absent due to unavoidable circumstances, and then the Vice Chairperson may preside over the meeting.

**3. Objects and Policies:**

The Games Liaison Committee should reflect the objects and policies of the APC Federation. It is to be responsible for the following matters;

(a) to supervise and support the organization of each APC Games

(b) to assist in the development of the APC Handbook

(c) to develop guidelines for bidding for the APC Games

(d) to manage any other matters that the Executive Board deem necessary

**4. Membership:**

4.1 Sports Officer, Medical Officer and an invited member from host organizing committee.

4.2 The Secretary General shall act as secretary and be responsible for an accurate record of minutes of all meetings.

4.3 Members serve from time of approval by the Executive Board to the end of the next APC Games. They are eligible for re-election.

4.4 Membership of the Games Liaison Committee can be terminated by two thirds majority of the Executive Board.



5. **Meeting:**

- 5.1 The Chairperson will convene meetings when appropriate. These meetings usually will be convened after consultation with the organizing committee of next Games. The Chairperson will also convene meetings at request of the Executive Board and/or at the request of a majority of the members of the Games Liaison Committee.
- 5.2 A quorum is one half of all the members, includes letters of attorney (proxies).
- 5.3 All attending members will have voting rights, including the Chairperson and Vice Chairperson.
- 5.4 Where possible, 30 days notice of the meetings will be given to all members of the Games Liaison Co0mmittee.
- 5.5 The Chairperson will submit the minutes of the Games Liaison Committee meetings and an annual report on its activities to the Executive Board.

## APC HANDBOOK

SECTION 2  
CONSTITUTION AND BY LAWS  
CHAPTER 2  
BY LAWS  
2.3 SPORTS AND DEVELOPMENT COMMITTEE**2.3 SPORTS AND DEVELOPMENT COMMITTEE****1. Name**

The name of the Committee shall be “The Sports and Development Committee of APC”. Hereafter, this shall be referred to as the “Sports and Development Committee”

**2. Definitions**

The Sports and Development Committee shall be set up according to Article 8.3.5 (k) of the Constitution;

The Chairperson of the Sports and Development Committee shall be appointed by the Executive Board of the Federation.

**3. Objects**

The work of the Sports and Development Committee shall reflect the objects of the APC Federation. Within the aims of APC, the Sports and Development Committee shall;

- a) Oversee and advise the sports programs in Asia;
- b) Co-ordinate all sports programs in particular in areas of training of technical officials in the region;
- c) Co-ordinate technical courses and seminars for members of the APC, and where possible to provide technical assistance to member nations/territories;
- d) Work closely with the Games Liaison Committee for the sports programs of APC Games;
- e) Set up system of accreditation of technical officials within the region as far as possible;
- f) Evaluate sports programs and make recommendations wherever appropriate;
- g) Compile a database of IPC and APC accredited officials and classifiers in member nations/territories; and
- h) Work in collaboration with IPC, IPC Sports and with all other Committees of APC to achieve the above objects;

**4. Membership**

4.1 There shall be a Chairperson and 2 Vice-Chairpersons, and the membership of the Committee should not be more than 18;

4.2 Member nations/territories will be asked to make nominations for membership of the Sports and Development Committee, from which the Chairperson shall appoint 2 Vice Chairpersons.

- 4.3 The Chairperson, together with the Vice-Chairpersons, shall make the selection of the rest of the members and recommend to the Executive Board for endorsement;
- 4.4 The next and the immediate past host nations shall be invited to nominate at least one technical expertise to serve in the Committee;
- 4.5 Technical expertise in target sports, to be identified by the Sports and Development Committee from time to time, should be included; and
- 4.6 The Sports and Development Committee may co-opt members whom it considers helpful to the work of the Committee, eg. Secretary etc., yet with no voting right.

## **5. Meetings**

- 5.1 The Chairperson shall convene meetings when appropriate. There shall be at least one meeting of the Sports and Development Committee each year.
- 5.2 A quorum shall be 50% of members, including letters of attorney or proxies;
- 5.3 All attending members shall have voting rights;
- 5.4 Decisions shall be by a simply majority of members present voting. When there is a tie, the Chairman shall have a casting vote;
- 5.5 Where possible, thirty days notice of meetings shall be given but in exceptional situation the Sports and Development Committee may agree to meet at shorter notice. The agendas and meeting papers shall be circulated with the notice of the meeting or as soon as practicable thereafter;
- 5.6 Motions for consideration by the Sports and Development Committee shall be submitted to members as soon as possible and should not be less than two weeks before a meeting. But Sports and Development Committee may consider matters that are urgent and important at shorter notice.
- 5.7 The Chairperson shall preside over all meetings of the Committee with the assistance of the Vice-Chairpersons. Shall the Chairperson be absent one of the Vice-Chairpersons shall preside over the meeting.

**6. Reporting and Record**

- 6.1 The Secretary of the Sports and Development Committee, together with the Chairperson, shall be responsible for keeping minutes and notes of all meetings; and
- 6.2 All meeting minutes and notes shall be sent to all members of the Sports and Development Committee and also to the Secretary-General of the APC for information and record, and for any necessary actions to be required.

**7. Amendments to the By Law**

The Sports and Development Committee may make amendments to the By Law wherever appropriate subject to the approval of the Executive Board.

APC HANDBOOK

SECTION 2  
CONSTITUTION AND BY LAWS  
CHAPTER 2  
BY LAWS

2.4 MEDICAL AND SPORTS SCIENCE COMMITTEE

**2.4 MEDICAL AND SPORTS SCIENCE COMMITTEE**

**1. MEDICAL AND SPORTS SCIENCE COMMITTEE (MSSC)**

The Medical and Sports Science Committee is a sub-committee of the Asia Paralympic Committee .

**1.1 Membership**

The Medical and Sports Science Committee shall normally consist of:

- 1.1.1 The Chairperson shall be elected by the APC Executive Board.
- 1.1.2 Members of MSSC shall be open to the medical doctor who is nominated by National Paralympic Committee (NPC) or other national organization with membership of International Paralympic Committee (IPC).
- 1.1.3 The Chairperson will from the list presented select the required persons to form this committee.
- 1.1.4 The Chairperson shall choose a person to be its Secretary.
- 1.1.5 The Committee shall consist of a maximum of 15 members legally qualified in their own country and having an interest in disabled persons and sports.
- 1.1.6 Any vacancy shall be filled by an appointment at the next meeting of the Committee after the vacancy has occurred. The person appointed shall serve the balance of the term vacated.
- 1.1.7 Members shall serve for a period of four years

**1.2 Meetings**

- 1.2.1 The Committee shall meet at each APC Games.
- 1.2.2 Other meetings may be convened at the request of the APC Executive Board.
- 1.2.3 All members of the Committee shall have the right to vote.
- 1.2.4 At all meetings the quorum shall be 50% plus one (1) of the voting members
- 1.2.5 Decisions will be taken by a simple majority of those voting
- 1.2.6 Two(2) months notice of meetings shall be given to all MSSC members.  
Agenda and papers shall be circulated with the notice of the meeting.

**1.3 Reporting**

- 1.3.1 The Secretary of the Medical and Sports Science Committee together with the Chairperson shall be responsible for keeping accurate minutes of the meetings.
- 1.3.2 The Chairperson shall submit a report on its activities to the APC Executive at each meeting.
- 1.3.3 The Chairperson shall submit a comprehensive report on its activities to the APC prior to the General Assembly.
- 1.3.4 The minutes shall be submitted to all APC Executive Board and the Secretary General of APC

#### **1.4 Functions**

- 1.4.1 The Medical and Sports Science Committee will be responsible for all medical and general regulations regarding to medical affairs.
- 1.4.2 The Medical and Sports Science Committee is responsible for carrying out all duties assigned to it by the Executive Board.
- 1.4.3 Give directives to the subcommittees of the Medical and Sports Science Committee.
- 1.4.4 Advise and recommend to the APC Executive Board on the policies of sports for the disabled.
- 1.4.5 Approve the Medical and Sports Science Committee representative to external conferences with sports medical interest.
- 1.4.6 Exercise the right to formulate motions to the APC General Assembly.
- 1.4.7 Make recommendations for amendments to the By Laws of the Medical and Sports Science Committee.

#### **2. THE SUBCOMMITTEES**

Medical and Sports Science Committee establishes such ad-hoc committee or task force, as it may deem necessary.

##### **2.1 Membership**

- 2.1.1 Members shall be elected at a MSSC meeting and shall serve for a period of four years. Any vacancy shall as far as possible be filled by co-option.
- 2.1.2 Each of the subcommittees shall consist of 5 members (excluding the Chairperson), who will elect a Chairperson and a Secretary.
- 2.1.3 The Medical chairperson is ex-officio member of the subcommittees.
- 2.1.4 Subcommittees
  - 1) Anti-Doping subcommittee
  - 2) APC Sport Science, Research and Education Committee (FAAREC)
  - 3) Sports Medicine subcommittee
  - 4) Classification subcommittee

##### **2.2 Meetings**

- 2.2.1 The Chairperson shall convene at least one meeting every four years.
- 2.2.2 The Chairperson shall convene other meetings at the request of the Executive Board or Medical and Sports Science Committee.
- 2.2.3 All members shall have the right to vote. The Chairperson has a casting vote.
- 2.2.4 Sixty days notice of meeting shall be given to the Committee Members.  
A tentative agenda shall accompany the notice.

##### **2.3 Reporting**

- 2.3.1 A minutes secretary is appointed and together with the chairperson is responsible for keeping an accurate record of the meeting.
- 2.3.2 Minutes shall be submitted to the APC secretariat. Recommendations shall be submitted for consideration and action to the Executive Board.

#### **2.4 Role**

- 2.4.1 There shall be a anti-doping subcommittee responsible for the regulation and administration doping control and testing.
- 2.4.2 A sports science committee related with other organizations in the field of sports science shall coordinate and encourage research and education in the field of disabled sports science.
- 2.4.3 A sports medicine subcommittee shall be responsible for the development of program to promote research and education in the treatment and prevention of sports injuries of disabled athletes.
- 2.4.4 A classification committee shall be a joint committee with the APC Sports and Development Committee. They shall have a central coordinating and educating task.

APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARA GAMES  
CHAPTER 1  
BASIC PRINCIPLES

**CHAPTER 1**

**1. BASIC PRINCIPLES**

Following the APC Constitution Section 2, Objectives and Principles of the Games shall be implemented and following principles shall be adhered:

- 1.1 The Asian Para Games take place every four (4) years. The Games unite competitors with a disability of all APC Member countries and territories in fair and equal competition. No discrimination is allowed against any country or person on grounds of race, creed, religion, politics or disability.
- 1.2 Asian Para Games are a great festival of disabled sports people of the APC region, the social, educational, aesthetic and moral sides of which must be emphasized. The Asian Para Games must be staged in a dignified manner as an independent event and not in connection with nor at the same time as any other international or even national sports event for disabled people in the region.
- 1.3 The Games are contests between individuals and teams rather than between countries and territories.
- 1.4 As many countries and territories in the APC region as possible can participate
- 1.5 APC Member Organizations shall try to have at least 30 % of novice athletes in their delegation.
- 1.6 Categories and degrees of disabilities and gender of athletes shall be equally participated.

**2. APC**

**2.1 Supreme Authority**

Every person or organization that plays any part whatsoever in the Asian Para Games shall accept the supreme authority of APC and shall be bound by its rules and submit to its jurisdiction. APC is the final authority on all questions concerning the Asian Para Games. On all matters, including matters of discipline affecting all concerned, and for permanent and temporary penalties of all kinds, the heaviest of which are suspension, expulsion, disqualification, exclusion, the powers of APC are paramount.

**2.2 GAMES LIAISON COMMITTEE**

The Games Liaison Committee is established by the Executive Board to work in close consultation with APOC. The Committee is to comprise the Chairperson, the Chairperson of Sports and Development Committee, the Chairperson of Medical and Sports Science Committee and the Secretary General. The Committee may invite a representative of APOC



as its committee member for closer cooperation.

The Committee shall meet at the site of the Asian Para Games at least once per year.

The full travel and accommodation costs, including meals, for the Committee shall be the responsibility of APOC.

**3. APC MEMBER ORGANIZATIONS**

The objects of the APC Member Organizations, in accordance with the fundamental principles contained in the rules, shall be to ensure the development and safeguarding of the APC movement and sports for the disabled. The APC Member Organizations shall be the sole authorities responsible for the representation of their respective country or territory at the Asian Para Games as well as at other events held under the patronage of the APC, and to see that arrangements are made for the organization of other events when they are held in their own country or territory. APC may help the Member Organizations to fulfill their mission.

**4. THE ASIAN PARA GAMES ORGANIZING COMMITTEE (APOC)**

The Asian Para Games Organizing Committee (APOC) must possess legal identity. It shall be the executive body for the organization of the Asian Para Games, and shall be responsible for all the physical problems of organization. It shall function by virtue of the powers which shall have been delegated to it within prescribed limits, and it may not usurp the powers and responsibilities of APC.

President and/or Secretary General and/or representative of the relevant Member Organization must be included on Executive Board or Management Committee of APOC.

The APOC shall enter into liquidation six months following the closing ceremony of the Asian Para Games and it shall not thereafter carry on business except for the purpose of winding up, a process which shall not exceed twelve months. During this period, it may conclude contracts only in respect of APC rules. It must settle all outstanding questions and disputes concerning the Asian Para Games to the satisfaction of APC. As soon as APC shall have been wound up the Member Organization shall take over any rights and obligations entered into by the APOC.

**5. OBLIGATION TO RESPECT THE APC RULES**

The APOC undertakes to respect the APC rules and strictly follow the described protocol. The rules and regulations of the APOC as well as any contract it signs must be in conformity with the APC rules and expressly refer to them.

The Asian Para Games must be conducted according to the rules of APC and their program must be subject to its approval.

All sports installations must follow the regulations of the relevant IPC Sports and/or International Sport Federation (ISF).

APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 2  
GENERAL RULES

**CHAPTER 2**

**1. GENERAL RULES**

- 1.1 The Asian Para Games take place every four (4) years.
- 1.2 Name of the Games  
In official name of the Games, year of holding Games is added before the Asian Para Games.
  - 1.2.1 APOC may put a term of endearment of the Games with approval of the Executive Board.
  - 1.2.2 Name of the host city can be added before “Asian Para Games”.
  - 1.2.3 The number of the Games can be counted from the first FESPIC Games in 1975 and is added before “Asian Para Games”.
- 1.3 Host City of the Games
  - 1.3.1 Cities of member countries/territories of APC can host the Games.
  - 1.3.2 Cities which hope to host the Games shall apply for the Secretariat through member organizations of APC seven (7) years before the Games.
  - 1.3.3 Host City shall be decided by the Executive Board in accordance with Section 3, GUIDLINE OF BIDDING THE ASIAN PARA GAMES.
- 1.4 Time and duration of the Asian Para Games
  - 1.4.1 The Games shall take place in the middle year of the Summer Para Games.
  - 1.4.2 Duration of the Games shall be within seven (7) days including opening and closing days.
  - 1.4.3 Time for the Games must be approved by the Executive Board
- 2. **GENERAL PROVISION OF THE GAMES**
  - 2.1 APOC shall propose the General Provision (Appendix 3-2-1) of the Games. General Provision shall be approved by the Executive Board with recommendation of the Sports and Development Committee.
  - 2.2 General Provision shall be sent to the member nations 24 months before the Opening Ceremony of the Games.

3. **SPORTS**

- 3.1 Sports to be implemented in the Games shall be approved by the Executive Board. The number of sports shall be more than ten (10).
- 3.2 All sports in any Asian Para Games must follow the rules of the ISF and/or IPC.

4. **ENTRY**

Entry to the Games (See Section 3, Chapter 3 Entry Procedure)

5. **CANCELLATION OF EVENTS**

- 5.1 Events will be cancelled when following conditions are not satisfied:
- (a) Individual events must have a minimum of two (2) countries and/or territories represented.
  - (b) Team events must have a minimum of two (2) countries and/or territories represented.
- 5.2 Prior to cancellation of an event APOC is required to consider other options with the consultation with the APC Sports and Development Committee
- 5.3 If conditions to implement an event turn out to be unfulfilled due to the withdrawal of some country or other reason after the event has been decided to be held, the event can be implemented as far as one country can participate.
- 5.4 If a country/territory must withdraw from an event due to unavoidable circumstances after the deadline for submission of the final entry form, the member organization must notify in writing the person responsible for managing the sport event. If a member organization withdraws from an event without a reason, the organization may be disqualified from the sport event thereafter.

6. **COMPETITION VENUES**

- 6.1 Competition Venues shall meet the regulations of specific ISF and IPC Sports. From a technical point of view a high standard of equipped facilities must be provided for all sports chosen for the program to the satisfaction of the ISF and the respective IPC Sports and apart from competition venues.
- 6.2 All these facilities must be conveniently located next to the athletes Village, and Main Stadium.
- 6.3 A sufficient number of training grounds must be included in the venues.
- 6.4 All these facilities must be accessible for the use of persons with a disability. (See Section 3, Chapter 15 Accessibility for Persons with Disabilities.)
- 6.5 In case of not, competition venues shall be approved by the Games Liaison Committee before the due date of first entry.

8. **COMPETITION RULES**

7.1 The latest competition rules promulgated by ISF and IPC Sports shall be applied to the sports in the Games.

7.2 Competition rules except 7.1 which can be applied to the sports in the Games shall be approved by the Games Liaison Committee.

8. **ENTRY QUALIFICATION**

8.1 Competitors must be entered through and represent their APC Member Organizations. The APC Member Organization must be a full member and provisional member of APC and in good standing.

8.2 Participation of non-APC Member organization (Guest status participation)  
National representing organization of countries/territories which has not applied to become APC Member Organization may be invited as guest status to participate in the Games, when the Executive Board approves.

8.3 Nationality Code

A competitor must fulfill one of the following requirements to represent a APC Member Organization:

- a competitor must be a citizen of that country or territory of the APC Member Organization
- if he/she is not a citizen of that country he/she must have been a resident for twelve (12) months and must have requested and received authorization from the organization of the country of origin.
- an authorization from the organization of country of origin is not required if he/she has been resident for more than three (3) years in another country, or if there is no organization in his/her country of origin.
- In the final resort, questions in dispute shall be settled by the Games Liaison Committee.

8.4 Eligibility Code

(f) To be eligible for participation in the Asian Para Games a competitor must observe and abide by the rules of APC.

(b) All Competitors shall:

- i) respect the spirit of fair play and non-violence
- ii) refrain from using substances and procedures prohibited by APC
- ii) be eligible to be classified in the classification of sports rules of relevant sports established by ISF and IPC

- 8.5 Age Limit  
No age limit for competitors in Asian Para Games is stipulated by APC. An age limit established in the competition rules by an ISF, or IPC Sports, shall apply to APC program.
- 8.6 Competitions
- (a) Team Events  
Each delegation can only field one male and one female team in each team event.
- (b) Individual Events
- Each delegation can field up to three (3) competitors in each event under an individual discipline.
  - Each competitor is allowed to participate in no more than 4 events in 1 sport
  - Each competitor can compete in up to a total 4 events in 2 sports.
  - In addition to above, each competitor may compete in relays according to competition rules for Athletics and Swimming.
- 8.7 Classification (See Section 3, Chapter 4 Medical and Classification)
- Competitors shall be classified by the classifiers approved by the Medical and Sports Science Committee, in accordance with the classification rules of relevant sports organizations.
- 8.8 Number of participants per one country or territory shall be proposed by APOC and approved by the Executive Board.
- 8.9 The ratio between the number of officials (includes Chef de Mission, doctors, coaches and accompanying persons) and competitors must be less than or equal to 1:3. However, special circumstances do exist for the visually impaired, cerebral palsy and high lesion quadriplegic or paraplegic athletes.
9. **TECHNICAL DELEGATES, CLASSIFIERS, OFFICIALS AND JURIES**
- 9.1 Technical Delegates, Classifiers, Officials  
The necessary technical delegates, classifiers, officials (referees, judges, umpires, time-keepers, etc., and juries for sports as required) shall be appointed by the APOC in consultation of APC.
- 9.2 The APOC shall provide, when necessary, interpreters for the technical delegates, classifiers and officials.
- 9.3 Accommodation for Technical Delegates shall be provided in the APC Headquarters Hotel or the Athletes' Village. Classifiers, officials and jury members may live in the Athletes Villages, but in a separate section with no access for team members. The APOC shall ensure that living accommodation, including dining and transportation, is available.
- 9.4 These technical delegates, classifiers, officials and jury members may not be part of the APC Member Organization's delegations but are under the responsibility of APOC.

- 9.5 The full travel and accommodation costs, including meals, for all technical delegates, classifiers, officials and jury members are the responsibility of the APOC.  
Accommodation for all technical delegates, classifiers, officials and jury members is for the full duration of the Games including an acclimatization period prior to the Opening Ceremonies of the Games.
- 9.6 Judges of each sport shall be appointed by APOC.
- 9.7 Referees and judges of the sports in the Games will be composed of APOC, accompanying referees and judges of participating delegations and invited referees and judges. In principle the judges of team sports shall be accompanied by participating countries and territories. If not, APOC can appoint the judges of team sports.
- 9.8 Each delegation must bring accompanying referees and judges for the sports upon the request from APOC according to the sports rules.
- 9.9 A jury of appeal for each of the sports in the Games shall be formed consisting of relevant personnel from the Asian Para Games Liaison Committee, Sports and Development Committee and Medical and Sports Science Committee and relevant Technical Committee members of APOC.
- 9.10 Protest
- (a) Protest on Eligibility of participants shall be submitted 30 hours before the competition with written form signed by the Chef de Mission followed by USD 100 of protest fee.
- (b) Protest on competition shall be submitted in accordance with the sports rule with written form signed by the Chef de Mission followed by USD 100 of protest fee.
- (c) Protest fee will not be returned if the protest were rejected.
10. **ENTRY FEE**  
Entry fee shall be determined at each Games by the Executive Board in accordance with the proposal from APOC.
11. **PLACES AND AWARDS**
- 11.1 Places
- (a) For each team events and individual events, only top places will be recognized.
- (b) After registration, if there are less than 4 teams or 4 competitors (that is, only three teams or competitors) participating in a event, only top 2 places will be recognized. When there are 2 teams or 2 competitors competing, only the top place will be recognized.
- 11.2 Awards  
Winners of top 3 places in each event will receive gold, silver and bronze medal respectively. In team events, top 3 places teams will receive gold, silver and bronze medal respectively, according to the number of participating competitors in each team.

12. **RECORD**

- 12.1 APC recognizes Asian Para Games Records in the measurable sports.
- 12.2 To be recognized as an Asian Para Games Record, the performance has to be made according to the Rules of the Sport.
- 12.3 Record of the events and sports in the Games will be recognized by official publication of APOC. This publication is to be distributed to APC Secretariat immediately following publication.
- 12.4 APOC is responsible to proceed without delay to collect all information required to establish a record when broken at the respective competition.
- 12.5 Unless otherwise stated in the respective Sports Rules, the Records application form of the specific sports rules shall be used by Organizing Committees to claim a Record.
- 12.6 List of records shall be displayed in a separate volume.

13. **JURISDICTION**

No competitors, team or delegation may withdraw from the Asian Para Games once final entries have been made, except in the case of illness or "force majeure". Any such withdrawals shall render the individual competitor, team or APC Member Organization liable to sanctions under this rule.

14. **PENALTIES IN CASE OF FRINGEMENT OF THE PCA RULES**

A competitor found guilty of having knowingly infringed the APC rules shall be disqualified and lose any position that they may have gained. If the APC Member Organization of this competitor is found guilty of having been party to the infringements, the APC Member Organization may be suspended and entire team in the sport involved may also be disqualified.

15. **CEREMONIES**

Details of all ceremony programs shall be submitted to APC for approval at least six (6) months before the Games. Details of the cultural program shall be requested at the same time.

16. **EDUCATIONAL WORKSHOPS FOR TECHNICAL DELEGATES, CLASSIFIERS, REFEREES, COACHES AND OFFICIALS**

The APOC should give full cooperation to host educational Workshops for Technical Delegates, Classifiers, Referees, Coaches and officials in four consecutive years prior to the Games.

17. **FLAG, ANTHEM, LOGO, MOTTO AND NAME 'ASIAN PARA GAMES'**

- 17.1 The flag, anthem, logo, motto and name 'Asian Para Games' are the exclusive property of APC.
- 17.2 The APOC may use them for publicity or commercial purpose. Any use shall be submitted to the Executive Board in advance for approval. The APOC shall ensure for APC the protection according to the law of its country.

18. **STAMPS**

To contribute to the spreading and financing of the APC movement, APC shall encourage the issue of postage stamps to an approved design by the competent authority in a country, acting in conjunction with the APC Member Organization of that country/territory.

19. **EXCLUSIVE USE OF STADIUM**

No religious, political or commercial meetings or demonstrations shall be held in the stadium or other sports grounds nor in the Athletes' Village, during the Games.

20. **EXHIBITION SPORTS**

The APOC with the approval of APC may choose not more than two (2) sports as exhibition during the period of the Games.

21. **PUBLICITY AND ADVERTISING**

All contracts that contain any element whatsoever of advertising or are related to publicity must, before they are entered into be submitted to APC for its necessary consent.

22. **ART EXHIBITIONS**

The APOC may arrange, subject to the approval of APC, exhibitions and demonstrations of the host country's art (architecture, literature, music, painting, sculpture, photography and sports philately, etc.) and fix the dates during which these exhibitions and demonstration shall take place. The program may also include theatrical, ballet, opera performance and concerts.



APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 2  
GENERAL RULES

Appendix 3-2-1: Sample of the General Provision

General Provision		Reference in the Handbook
1	<p>Name</p> <p>The official name of the Games is the <input type="text"/><sup>th</sup> <i>Asian Para Games</i>. The other name is <input type="text"/> <i>year</i> <input type="text"/> <i>name of the host city</i> Asian Para Games, e.g. "2010 Guangzhou Asian Para Games".</p>	Section 3 Chapter2 General Rules
2	<p>Objectives</p> <p>The objectives of the <input type="text"/><sup>th</sup> <i>Asian Para Games</i> are:</p> <ol style="list-style-type: none"> <li>1. Complete acceptance and rights of equality for the disabled in the society</li> <li>2. Lay a foundation for the development of sports for the disabled</li> <li>3. Encourage the disabled in their determination for rehabilitation, and to contribute to the improvement of social perspective towards the disabled</li> <li>4. To contribute, on an international level to the mutual friendship and cooperation among the disabled.</li> </ol>	Section 3 Chapter 1 Basic Principles
3	<p>Slogan</p> <p>e.g. "A challenge towards equality" is the theme of the Games.</p>	
4	<p>Competition Period</p> <p>The <input type="text"/><sup>th</sup> <i>Asian Para Games</i> will be held <input type="text"/> <i>from</i> <input type="text"/> <i>to</i> <input type="text"/>.</p>	Section 3 Chapter2 General Rules
5	<p>Competition Venues</p> <p>Competition will be held in <input type="text"/> <i>name of the host city, country</i> Specifically, the venues are:</p>	Section 3 Chapter2 General Rules
6	<p>Sports</p> <p>There will be <input type="text"/> <i>number of sports</i>.</p> <p>There are: Archery, Athletics, Badminton, Boccia, Cycling, Fencing, Goalball, Judo, Lawn Bowls, Powerlifting, Shooting, Soccer, Swimming, Table Tennis, Volleyball, Wheelchair Basketball and Wheelchair Tennis.....</p>	Section 3 Chapter2  General Rules

7	<p>Qualifications for Participating in the Competition</p> <ol style="list-style-type: none"> <li>1. Participating countries or territories must be official financial members of the APC.</li> <li>2. Non-member countries or territories within the territory of the APC may participate after their applications are approved by the Executive Board of the APC.</li> <li>3. Please note Section 3, Chapter 2 General rules of APC Handbook.</li> </ol>	<p>Section 3 Section 3 Chapter2 General Rules</p>
8	<p>Rules in Participating in the Competition</p> <ol style="list-style-type: none"> <li>1. It is requested to try to include 30% or more novice competitors who are competing at the Asian Para Games for the first time in each delegation.</li> <li>2. The ratio between the number of officials (includes Chef de Mission, doctors, coaches and accompanying persons) and competitors must be less than or equal to 1:3. However, special circumstances do exist for the visually impaired, cerebral palsy and high lesion quadriplegic or paraplegic athletes.</li> <li>3. The entry fee for each delegation member including officials, coaches and competitors will be charged US\$ [ ] (Capitation fee included). Extra officials will be charged US\$ [ ] each. 10% of the entry fee must be paid when returning second entry. The rest of the amount must be paid when returning final (third) entry.</li> <li>4. The entry procedures are as follows: <ul style="list-style-type: none"> <li>(1) First (Preliminary) Entry <p>[Asian Para Games Organizing Committee (APOC)] will be sending out the first entry to all APC member organization on [the date of sending]. Each delegation must fill up the reply form indicating its intention in participating in the [ ]th Asian Para Games. They must also indicate expected sports and number of competitors and staffs that will be participating in the [ ]th Asian Para Games. This entry must be returned to [APOC] before or on [date of deadline].</p> </li> <li>(2) Second (Entry by number) Entry <p>[APOC] will send out the second entry to all member countries and territories that indicated will participate in the [ ]th Asian Para Games on the [date]. Each delegation must notify the number of competitors that will participate in each event to [APOC]. This entry must be returned to [APOC] before or on [date of deadline].</p> </li> </ul> </li> </ol>	<p>Section 3 Chapter 1 Basic Principles Chapter2 General Rules Chapter 3 Entry Procedure</p>

	<p>(2) Final ( Entry by name) Entry</p> <p>APOC will send out the Final ( Entry by Name) entry on <u>date</u>. Each delegation must notify the names and previous competition results, set on or after <u>date</u>, of its participating competitors to APOC. This entry must be return to APOC before or on <u>date of deadline</u>.</p>	
9	<p>Rules for Participating in the Competition Events</p> <p>1. Team Events Each delegation can only field one male and one female team in each team event.</p> <p>2. Individual Events - Each delegation can field up to three (3) competitors in each event under an individual discipline. - Each competitor is allowed to participate in no more than 4 events in 1 sport - Each competitor can compete in up to a total 4 events in 2 sports. - In addition to above, each competitor may compete in relays according to competition rules for Athletics and Swimming.</p>	Section 3 Chapter2 General Rules
10	<p>Cancellation of Events</p> <p>1. Events shall not be implemented unless a minimum of 2 countries apply in the final (third) entry.</p> <p>2. Participating delegations shall notify APOC for any cancellation of entries after the final entries before the beginning of classification.</p> <p>3. When participating countries become less than 2 due to cancellation of entry after the sports program has been finalized, the sports events can be implemented as far as one country can participate.</p>	Section 3 Chapter 2 General Rules
11	<p>Registration</p> <p>Accreditation Cards and Classification Issuance will take place in <u>city, host</u> between <u>dates</u>. For the convenience of delegations, prior issuing of Accreditation cards will be reviewed. Each delegation must inform days in advance. APOC must be notified of changes to flight schedule at least 3 days before arrival.</p>	
12	<p>Methods of Competition</p> <p>1. Competition Rule The latest competition rules promulgated by IPC sport shall be applied to the Games.</p>	Section 3 Chapter2 General Rules

	<p>2. Competition Forms</p> <p>2.1 Team events: competition will proceed in one or more round robin series.</p> <p>2.2 Individual events: Competition will be conducted in accordance with the competition rules of each discipline/sport.</p> <p>2.3 Grouping will be decided by <u>APOC</u>.</p> <p>3. Classification appraisal must be examined and approved by the APC Medical and Sports Science Committee before the competitors are allowed to join in the competition.</p> <p>4. If there is only 1 competitor left in an event due to a decision by Classification sub-Committee, the competitor may choose any of the following two options a day before the competition.</p> <p>4.1 Participate in another event.</p> <p>4.2 Participate in a competition designed for competitors with less serious disabilities, that is in a class higher in order, in the same event.</p> <p>5. After the Classification sub-Committee readjusts the classification of a competitor after examining their original appraisal, and the competitor is put on a class where there is no planned event, no new event will be introduced. In this case, the competitor may undergo the entry procedure again in accordance with the General Provisions of the competition regulations on <u>    </u> th month, year.</p> <p>6. If there is only 1 competitor left in an event due to a decision by Classification sub-Committee, and options mentioned in point 4 are not valid, the competitor shall undergo the event by oneself and the score of the competitor will be recorded, but the participating competitor will only receive a commemorative medal. To receive a gold medal, the competitor must break the world record.</p> <p>7. All competitors are subjected to doping control using the latest regulations of the IPC.</p> <p>8. Appeals against ruling in competition and classification shall be filed in written format and shall be handled according to relevant competition rules. The protest fee will be <u>US\$xxx</u>.</p>	
13	Places and Awards	Section 3

	<p>1.Places</p> <p>(a) For each team events and individual events, only top 3 places will be recognized.</p> <p>(b) After registration, if there are less than 4 teams or 4 competitors (that is, only three teams or competitors) participating in a event, only top 2 places will be recognized. When there are 2 teams or 2 competitors competing, only the top place will be recognized.</p> <p>2.Awards</p> <p>Winners of top 3 places in each event will receive gold, silver, and bronze medal respectively. In team events, top 3 placed teams will receive gold, silver, and bronze medals respectively, according to the number of participating competitors in each team.</p>	Chapter2 General Rules
14	<p>Umpiring and Jury of Appeal</p> <p>1. A jury of appeal for each of the <input type="text" value="number of sports"/> shall be formed consisting of relevant personnel from the APC, APC Sports and Development Committee and APC Medical and Sports Science Committee and relevant Technical committee and relevant Technical committee members of <input type="text" value="APOC"/>.</p> <p>2. Referees and judges of the Games will composed of <input type="text" value="Koreans"/>, accompanying referees and judges of participating delegations and invited referees and judges.</p> <p>3. Each delegation must bring accompanying referees and judges for the sports upon the request from APOC according to the sports rules.</p> <p>4. <input type="text" value="APOC"/> can appoint judges for team events.</p>	Section 3 Chapter2 General Rules
15	<p>Arrival and departure</p> <p>All participating delegations shall arrive on <input type="text" value="date"/> and depart <input type="text" value="date"/>.</p> <p>The athletes village will open on the <input type="text" value="date"/> and will close <input type="text" value="date"/>.</p>	

APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 3  
ENTRY PROCEDURE

**CHAPTER 3**

**1. ENTRY PROCEDURE**

1.1 Participating countries and territories shall finalize entry procedure, with payment of entry fee, by due date determined in the General Provision of the Games

1.2 Time schedule for sending invitations and entry forms

- a) The APOC shall send the first entry form with invitation and General Provision of the Games to participate in the Asian Para Games to all APC Member Organization, 24 months before the first day of the Games.
- b) The participating country shall give notification of entering including approximate number of participants and entering sports not later than 18 months before the first day of the Games.
- c) The APOC shall send the second entry form not later than 12 months before the first day of the Games.
- d) The participating country must return the second entry forms mentioning number of male and female participants and staff in relevant sports, followed by 10 % of the entry fee, not later than 8 months before the first day of the Games.
- e) The APOC shall send the third (final) entry form not later than 6  months before the first day of the Games.
- f) The participating country must return the third (final) entry forms identifying names of staff and names of participants in each sport and each event, followed by the remaining entry fee, not later than 3 months before the first day of the Games.

**2. ENTRY FEE**

APOC shall determine an entry fee with the consultation of APC Executive Board.

**3. CAPITATION FEE**

A capitation fee may levied by APC. Amount of the capitation fee shall be determined by the Executive Board.

**4. INVITATIONS**

The invitation to take part in the Asian Para Games shall be sent out by the APOC and addressed to all PCA Member Organizations and recognized guest organizations.

5. **ENTRY FORM**

5.1 The entry form must include the text of the entry qualification code (See Section 3, Chapter 2 General Rule) and the following declaration to be signed by the competitor:

*“I, undersigned, declare that I have taken notice of the eligibility conditions for the Asian Para Games and that I comply with them. I agree to be filmed and photographed during the Games under the condition and for the process authorized by APC Executive Board.”*

- Each APC Member Organization shall also sign this form to confirm that they have brought all the rules to the notice of the competitor.
- No entry will be valid unless the above rule shall have been observed. Entries by telex, cable or telefax must be confirmed and received in writing within seven (7) days of entry deadline.

5.2 The following declaration shall be signed by Team Officials, Trainers, Coaches:

*“Understanding that as a Official/ Trainer/ Coach in the Asian Para Games I am participating in an event which has ongoing international and historical significance, and in consideration of the acceptance of my participation therein, I agree to be filmed, televised, photographed and otherwise recorded during the Asian Para Games under the conditions and for the purposes now or hereafter authorized by the APC in relation to the promotion of the Asian Para Games and APC Movement.*

I also agree to respect the APC Rules, valid for these Games in particular the details of the entry qualification code ;

- being entered through his/her the APC Member Organization
- accepting the criteria of participation laid down by the sports
- respecting the rules of fair-play and non-violence and behave him/herself accordingly during the competitions- not taking any substance or using processes forbidden by the APC Rules
- respecting the medical code of the APC
- without approval by APC allowing any exploitation of his/her person, name, future or sport performance for publicity means during the Asian Para Games
- not conditioning his/her participation in the Asian Para Games to any financial return whatsoever

The rules and the corresponding disposition have been brought to my knowledge by my APC Member Organization and/or my national sports federation.”

5.3 Infringements of the APC Rules / APC Handbook.

The APC Executive Board may withdraw accreditation from any person who infringes the APC Rules/APC Handbook.

The competitor or team at fault shall be disqualified and lose the benefit of any ranking obtained; any medal won by him or it shall be withdrawn, as well as any diploma which has been handed to him or it.

6. **CANCELLATION OF EVENTS**

The APOC will inform the countries of events to be cancelled because of insufficient participation 1 month before the first day of the Games.

No cancellation of events will be allowed after that, unless there is no one to start at the time of competition. (See Section 3, Chapter 2 General Rules)



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SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 4  
MEDICAL AND CLASSIFICATION

**CHAPTER 4**

**1. MEDICAL CODE**

Doping control shall be performed at the Asian Para Games. The Medical and Sports Science Committee of the APC is authorized to carry out doping tests at any time during the Games. The cost of testing shall be the responsibility of the APOC.

Doping testing shall be supervised by the Medical and Sports Science Committee of APC. Appropriate facilities and persons to carry out doping procedure must be approved by IOC and the Medical and Sports Science Committee. For full information, refer to the IOC anti-doping regulations.

**2. CLASSIFICATION FACILITIES**

Personnel and Equipment for classification prior to competition

2.1 Administrative staff is required for registration and guidance of the athletes to examination areas. The staff is to record all classification changes and to act as interpreters for non-English speaking teams.

2.2 APOC must prepare the registration area including waiting area.

2.3 APOC should have an adequate number of classification cards from each sport.

2.4 APOC must ensure that all athletes entering the classification room have an appropriate classification card completed by a national staff. And the athletes who have classified by international classifier will bring the international classification card during classification.

2.5 A classification room is required, preferably a gymnasium or indoor area that can be divided into separate classification areas, i.e., divided by curtains and with enough examination benches. Each cubicle should be equipped with a table and chairs, goniometers, hammer, sharp pins, tape measurers, stationary, towels, blankets, and disinfectant, posters and signs to denote classification as per sport.

In swimming and wheelchair basketball, the classification area is prepared at the venue.

2.6 For Blind athletes

A room (or part of a room) at least 6 meters in length with ordinary indoor light conditions. Snellen cards, ophthalmoscope, tables and chairs and etc must be prepared. The equipment of the test for blind athletes must be confirmed by the classifier.

2.7 For CP athletes

A big space, preferably 15-20 meters long, so that athletes can be tested running. And Boccia balls must be prepared.

- 2.8 Sport practice testing will take place in several sports. Appropriate venues and equipment (eg. Boccia ball in Boccia, racket in table tennis) are required for this purpose. For special needs concerning practice testing, see the respective sports rules.
- 2.9 For the observation of the athletes' classification during the competition, the classification teams require appropriate places with good view over the athletes' performances in the sports arenas. The observation will normally take place during the whole time of the competition.
- 2.10 For all medical examination purposes the Classification Officers of each sport should contact the Chairman of Medical and Sports Science Committee concerning the number of necessary equipment items, chairs, couches, signs and practice testing facilities.
- 2.11 When the entries by name have been received, the APOC must contact the Classification Officers of each sport and inform them of how many competitors can be expected to participate in the Games in their sport.  
The Classification Officers will then advise on the number of classifiers necessary and of the time required for classification examinations and provide the APOC with updated classification lists.
- 2.12 Seminar rooms for meeting of classifiers will be required. The Classification Officers of each sport should contact the APOC concerning details.
- 2.13 The Medical and Sports Science Committee is responsible for selecting classification teams and juries in cooperation with the APOC. An ophthalmologist is required for athletes with visual impairment
- 2.14 When required, sufficient qualified classification teams, including medical and technical experts, must complete the classification before 5 P.M. on the day before opening ceremony. The village for Athletes must be open four days before opening ceremony.
- 2.15 Further Classification Rules and Classification protests, see Classification regulation of IPC and the each sports rules respectively.

### **3. MEDICAL CARE AND FIRST AID**

- 3.1 The APOC shall be responsible for the provision of adequate medical support (doctors, nurses, dentists, etc.) during the Games.
- 3.2 All team doctors, nurses and Chefs De Missions shall be informed as soon as possible upon arrival about telephone numbers, locations, purpose and resources of medical services.
- 3.3 First aid stations shall be available at all competition areas adequately staffed with medical and first aid personnel and ambulance facilities for emergencies.
- 3.4 The Emergency on call services shall be available 24 hours a day.

- 3.5 Hospital services, consisting of emergency rooms and hospital beds to deal with more serious difficulties: 24 hours a day operation shall be available.
- 3.6 Necessary facilities where physiotherapists can treat competitors shall be available. There shall be provision for visiting therapists to treat their own teams.
- 3.7 Toilets for the disabled are necessary both at the sport arenas and living quarters.
- 3.8 Adequate space must be made available in the accommodation site for countries to establish their own sports injury and medical clinics.
- 3.9 Orthotics and Prosthetics Service Center (OPSC) shall be installed near the hospital and stadium. And the basic services to athletics will be provided at no cost.
- 3.10 Temporary licenses for team doctors shall be issued by the host nation.
- 3.11 The APOC should consider insurance covering for medico-legal issues.
- 3.12 APOC should provide the insurance about medical treatment for the athletes and staff during the period from opening day of village to closing day of village.

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SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 5  
ACCOMMODATION

**CHAPTER 5**

**1. ACCOMMODATION**

**1.1 Athletes Village**

The APOC shall provide adequate accessible accommodation for a maximum of 2000 athletes (men and women) and 1,000 staff members for the Games, so that all competitors and team officials can be housed and fed together at reasonable price, unless there are special circumstances which APC would agree to consider.

The Athletes Village shall be opened to the delegations to a minimum of three (3) days prior to the opening ceremony and closed three (3) days after the closing ceremony of the Asian Para Games.

The Village shall be located as close as possible to the main stadium, practice field and other facilities and be adapted for the use of persons with disabilities.

Arrangements shall also be made for the accommodation of technical delegates, classifiers, officials, judges, umpires, time-keepers, etc. appointed by APC and APOC within the limits approved by APC.

**1.2 Inhabitants of the Village**

Competitors and persons whose services are necessary to the competitors will live in the Village. Accommodation for Technical Delegates shall be provided in the APC Headquarters Hotel or the Athletes' Village. Classifiers, officials and jury members may live in the Athletes Villages, but in a separate section with no access for team members. The APOC shall ensure that living accommodation, including dining and transportation, is available.

**1.3 Housing**

The APOC shall provide good housing which is totally adapted to meet the needs of disabled sportsmen and sportswomen in consultation with APC.

Housekeepers will ensure the proper use of the rooms and solve housing problems. Extra facility for short isolation in housing area is desirable.

Special attention will be given to wheelchair users when sharing rooms.

Bathroom and restrooms shall be cleaned daily. Bedrooms and Offices on a regular basis (every 2 days).

**1.4 Meals**

The APOC shall ask countries and territories whether special food according to religion, diets, etc. should be available for specific competitors.

**1.5 Repair Services**

In the Village and at the sports venues there shall be provision for repair workshops (wheelchair, orthopedic material, etc.)

- 1.6 Post Centre

A post distribution centre shall be situated in the Village. This centre will sort and distribute incoming post for the inhabitants of the Village as well as necessary information about sports venues, meetings, daily results and daily circulars.
- 1.7 Recreation facilities

A recreational program shall be made by the APOC for the inhabitants and the staff. This could include films, sight-seeing, dances, cultural program, etc.
- 1.8 Laundry

The APOC shall provide laundry facilities.
- 1.9 APC Headquarters Hotel
  - 1.9.1 All members of the APC Executive Committee may be lodged in the APC Headquarters hotel at the expense of the APOC; including meals. The APC Headquarters Hotel must be approved by the APC.
  - 1.9.2 Rooms shall also be provided for guides for the visually impaired members, five (5) APC secretaries, and APC guests on a full board basis as above.
  - 1.9.3 Within the APC Headquarters Hotel, the APOC will provide, free of charge, a suite for the President of the APC, which includes a sitting room capable of hosting meetings and lounge area. The suite is to be fully serviced with snacks, fruit and beverages (including beer and wine) on a daily basis.

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CHAPTER 6  
PERSONNEL

**CHAPTER 6**

**1. PERSONNEL**

**1.1 Attaché**

In order to facilitate co-operation between APOC and APC, APOC shall appoint an "attaché". The attaché should speak English, the language of the host country. He/she will act as a liaison between APOC and APC and shall be in continuous contact with both organizations in order to assist with the traveling, housing and meeting arrangements and to help solve any problem which may arise.

**1.2 Protocol Team**

See SECTION 3, Chapter 7 PROTOCOL.

**1.3 Information Group**

APOC will train an information group. This group shall occupy the information offices at the Village, Headquarters Hotel, and the various venues.

This group will give all necessary information about the sports program, social program, host city, etc. to officials, competitors, spectators, and the like.

**1.4 Hosts**

A pool of hosts shall be kept available to guide the guests of honor and the official guests, as well as to assist at the opening and closing ceremonies.

Personal hosts will be assigned to Executive Board Members.

APOC shall train a group of hosts to support the teams, proportionate to the number of team members. All hosts should speak the language of the team as well as the language of the hosting country. The hosts should attend meetings with the team leaders and help the team and the staff with any difficulties.

**1.5 Interpreters**

During the Games a group of qualified interpreters shall be available. APOC should supply each non-English speaking team with an interpreter who speaks the language of those teams and English.

**1.6 Security**

APOC shall be responsible for the security of participants and equipment. They shall therefore employ safety officers and liaise with embassies and police regarding any special security arrangements.

**1.7 Volunteers**

At the Village and all other venues, APOC should supply a pool of volunteers with sufficient knowledge of the venue, village and sports to help the participants towards services and amenities.

1.8 Education

APOC shall organize lectures for the personnel prior to the Games. All necessary information, e.g. sports for the disabled, APC movements, APOC, protocol, risk management including sexual harassment, shall be given to each personnel.

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CHAPTER 7  
PROTOCOL

**CHAPTER 7**

**1. PROTOCOL**

**1.1 Protocol Team**

The protocol team of APOC is responsible for the management and financial coverage of:

- Opening and Closing Ceremonies
- Receiving of the guests
- Seating, reservations of seats and appropriate catering for APC Family and special guests on all occasions
- Welcoming Ceremonies for the athletes into the Village
- Medal presentations
- Invitations to all the APC Member Organization and APC Family and honored guests.
- Management of Receptions, including those of the host nation APC Member Organization, APOC, City/State and APC at an appropriate non-competition venue. This may be the APC Headquarters Hotel. The APC President's Reception should cater for 250 people.
- APOC should liaise with the host Nation, APC Member Organization and the host City/State to determine the need, appropriate venue and all services for their receptions.
- Safety of VIP's in close co-operation with security officers and city police
- Special permits for parking and transportation for all the APC Family as arranged prior to the event.

1.1.1 In all matters of protocol, the decision of APC is absolute and final. Intended procedures and programs must be communicated to APC through

1. The Secretary General, and
2. The Chairperson of Games Liaison Committee

following continuing consultation with APC beginning immediately after the awarding of the Games.

1.1.2 The protocol team of the APOC will provide adequate and appropriate seating at all events and ceremonies in order to accommodate the following:

- exclusive seating for up to 120 APC Family and guests immediately adjacent to any/all VIP and honors stands
- exclusive seating for up to 60 APC Officials, TDs, Classifiers, etc., as detailed in Section hereafter.

The two categories above are to be provided with separate catering facilities providing appropriate catering prior to, during, and following all events and ceremonies.



- 1.1.3 APOC will provide appropriate and adequate transport for all APC Executive Board members and APC Family to and from all ceremonies. Separate motor vehicles must be provided for all APC personnel who are playing an active participatory role in Ceremonies. Where coaches/buses are used for APC Family members, exclusive (non-public transport) set-down and pick-up points must be provided at the ceremony venue as close as possible to the VIP venue entrance/exit.
- 1.2 Precedence
- 1.2.1 At all functions during the Asian Para Games, the President of APC takes precedence over all guests except the person who has been especially invited to officiate at the event. The President of APOC then follows and members of the APC Executive Board have precedence over all other APOC members and guests.
- 1.2.2 The APOC must not give official recognition to any foreign delegation or mission, nor recognize any authority over participants other than that of the APC Member Organization's and APC, unless prior authorization has been granted by APC at least six (6) months in advance of the Games.
2. **OPENING AND CLOSING CEREMONIES**
- 2.1 Opening and Closing Ceremonies have to be approved by APC. The proposed program shall be submitted to the Games Liaison Committee for approval at least 6 months prior to the events.  
All Ceremonies must be conducted in the official language of the APOC with (where appropriate) simultaneous translations into English. APC undertakes to approve all proposed ceremonial activity at least 3 months prior to the Games.
- 2.1.1 APOC will provide adequate security and management to ensure that APC personnel (especially those taking an active part in Ceremonies) had precedence over all other guests in matters of transport and seating.  
APOC will clearly define the special venue entry/exit point for APC Family members at least three months in advance of the Games.
- 2.2 Opening Ceremony  
The Sovereign or Head of State who has been invited to open the Asian Para Games shall be received at the entrance by the President of APC, the Vice Presidents of APC and by the President of APOC.  
The above personnel will also farewell the head of state and official party at the VIP entrance/exit upon completion of the Ceremony.
- 2.2.1 The two Presidents shall conduct the Sovereign or Head of State to a box in the stand of honor where he/she shall be greeted with the national anthem of the country in which the Games are being held.
- 2.2.2 The parade of participants shall then follow. Each delegate dressed in its official uniform must be preceded by a name-board bearing its name and must be accompanied by its flag.
- 2.2.3 No participant in the parade is permitted to carry any political and/or commercial banners, photographs, posters, etc. on the field during the Opening, Closing or Medal ceremonies.

- 2.2.4 The contingent shall parade in alphabetical order according to the language of the country organizing the Asian Para Games; the organizing country shall bring up the rear. Only those who are competing in the Asian Para Games, their accredited team managers, assistants and their guides shall parade.
- 2.2.5 The delegates shall salute the Sovereign or Head of State of the country by turning their heads towards the stand of honor with no other demonstration. The flags of the participating delegations, as well as the name-boards and their bearers, shall be furnished by APOC and shall all be of equal size.  
Each contingent, after completing its march around the stadium shall line up in the centre of the field and maintain its position in a column behind its name board and flag facing the stand of honor.  
Seats must be available for the teams.
- 2.2.6 The President of APOC, accompanied by the President of APC, shall then proceed to the rostrum placed on the field in front of the stand of honor where he/she may make a speech of welcome of not more than three minutes' duration and shall introduce the President of the APC with the following words:  
  
"I have the honor to introduce (name of person), President of APC, to whom I extend the warmest welcome."
- 2.2.7 The President of APC shall then mount the rostrum and deliver a brief speech of welcome, of not more than three minutes, concluding with the words:  
  
"I have the honor to invite (the Sovereign or Head of State) to proclaim open Asian Para Games."  
  
The Sovereign or Head of State shall then say:  
  
"I declare open the (number) Asian Para Games of (name of city)."
- 2.2.8 Immediately a fanfare of trumpets shall be sounded and to the strains of the Asian Para Games anthem, the APC flag shall be slowly raised on the flagpole erected in the arena.  
(APOC may erect three flag poles as distinct from the Medal Ceremony poles expressly for the purpose of displaying the flags of the APC, host nation and the APOC the latter two flags to be hoisted.)
- 2.2.9 The flame shall be brought into the stadium, used to light a symbolic "Games" flame which shall not be extinguished until the closing of the Asian Para Games. APOC may determine the personnel and actual passage of the flame. This knowledge forms part of the overall Ceremony information to be ratified by APC.
- 2.2.10 The solemn APC oath shall then be taken in the following ceremony:  
The flag bearers of all countries shall advance and form a semi-circle around the rostrum, an athlete of the country where the Games are taking place shall then advance to the rostrum, accompanied by the flag bearer of his/her country. He/she shall mount the rostrum and,

holding a corner of the flag in his/her left hand, and removing his/her hat shall raise his/her right hand and take the following oath on behalf of all the athletes:

"In the name of all the competitors I promise that we shall take part in these Asian Para Games, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship for the glory of sport and the honor of our teams."

- 2.2.11 Immediately following, a judge of the host country shall then advance to the rostrum and similarly take the following oath on behalf of all the judges and officials:

"In the name of all the judges and officials, I promise that we shall officiate the Asian Para Games with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

- 2.2.12 The anthem of the organizing country shall then be played or sung. During this time, the flag of the country hosting the Games, followed by a flag bearing the official emblem or logo of APOC may be hoisted to fly alongside the centrally positioned APC flag. These flags are to be appropriate representations of the marks owned by APC, the host country and APOC. They may not be projected electronic images. In the event of there being no APOC emblem, the flag bearing the mark of the host city will be used.

In all circumstances the APC flag takes precedence in size and height over all others. All flags must be flown or displayed with their logos or mottos in their correct aspect.

- 2.2.13 The teams may then leave the arena by the shortest route to be seated in exclusively positioned seating as close as possible to the stand of honor. The official ceremony according to the protocol described above so comes to an end. Only then may any artistic/cultural program take place.

The complete program of the Opening Ceremony (including the artistic/cultural program) must not exceed two (2) hours.

- 2.2.14 In the case of an opening ceremony being authorized by APC to be held at a secondary APC venue, the rules of protocol described above shall not apply.

### 2.3 Closing Ceremony

This event shall take place in the main stadium as soon as possible after the conclusion of the medal presentation of the last event.

- 2.3.1 In the event of the Closing Ceremony being attended by the Head of State of the host nation, the same protocols as in 2.1, 2.2 and 2.2.1 must apply.

- 2.3.2 The bearers of the flags of the participating delegations shall march into the arena in single file behind bearers of their name-boards in the same order, and shall take up the same positions in the centre of the field as in the opening ceremony.

Behind them competitors of each delegation will enter in informal, but APOC managed groups. Athletes from different nations may march together, but in a manner determined by APOC and communicated beforehand to each delegation.

Seats must be available for all team members.

- 2.3.3 The flag of the host country shall then be hoisted while its anthem is played.
- 2.3.4 The head of state of the host country or his/her representative may say a message of farewell of not more than two (2) minutes duration. The President of APOC may be the representative.  
This may be followed by a message of (maximum) 2 minutes from the Mayor of the city within which the Games have taken place. The latter person to speak will then introduce the President of the APC.
- 2.3.5 The President of APC will then present a message of farewell, extolling the athletes to gather together for the next Games, and will officially declare the closure of the Games.
- 2.3.6 To the strains of the Asian Para Games anthem, the APC flag will be lowered from the flagpole and carried horizontally to the rostrum.  
The APC flag proper may then be ceremonially folded for transfer and exchanged for an alternative, smaller flag which will be handed unfurled by the mayor of the host city to the President of APC thence directly to the Mayor of the city hosting the next Games.  
During this solemn ceremony, nor words will be spoken, no other messages exchanged other than commentators' explanations at appropriate times.
- 2.3.7 The APC flame will then be extinguished having been delivered to a representative of the future host city for safe carriage from the arena.
- 2.3.8 An artistic program may take place which includes a live representation of the dominant and desirable features of the cultures of both the present and future host cities and nations.  
The total ceremony, including the artistic/cultural program, must not exceed two (2) hours.
3. **FLAG, LOGO, FLAME**  
The APC flag, the APC logo, motto, hymn and name 'APC' are the exclusive property of the APC.
- 3.1 APC Flag
- 3.1.1 In the main stadium the APC flag must be flown freely in its correct aspect throughout the Asian Para Games. Within the stadium proper it may be joined by flags of the host nation and the emblem of APOC.  
Flags of the participating nations must be flown around the outer walls of the main stadium or, in the case of a winter venue, in the immediate vicinity of the main entrance to that Venue.
- 3.1.2 In all cases the flag of the APC will take precedence in size and height. The registered shape, colors and "style" information is shown in the Appendix 3-7-1.  
Whenever used unfurled or as a static display, the APC flag and logo must be depicted in its correct and trademarked aspect. No flag of any other organization, unless it is the registered flag of attending nations and/or delegations may be flown in the stadium or other competition venues unless ratified by APC.

- 3.1.3 The APC flag must be flown and clearly visible at all training and other competition venues as well as at other locations such as the athletes' village, APOC headquarters, official games hotel, city hall and APC conference venue and all locations where cultural or other events in connection with the Games are organized.
- 3.2 Asian Para Games Flag  
The Asian Para Games Flag is the flag designed by APOC for the Games and approved by APC. It will bear only the registered emblem/logo of the current Asian Para Games.
- 3.3 APC Flame
- 3.3.1 The flame must be in a prominent position and clearly visible from within the main stadium and, where the structure of the stadium permits, visible also from outside the stadium.
- 3.3.2 It must remain constantly lit during all appropriate occasions throughout the Games.
- 3.4 Asian Para Games Logo
- 3.4.1 The Asian Para Games Logo, designed by APOC for the Games, must incorporate the APC logo as an equi-dominant feature and is subject to ratification by APC.
- 3.4.2 The intended Asian Para Games Logo must be submitted to APC at least four years prior to the Opening Ceremony of the Asian Para Games preceding those for which the logo is intended.
4. **MEDALS**
- 4.1.1 The APOC will arrange for the presentation of “gold, silver and bronze” medals to all who gain these in final competition. All design features including size, shape, logo and metallic constitution must be submitted to APC for approval at least 6 months prior to the Games.
- 4.1.2 In individual events and team events the first prize shall be a gold medal and a diploma, the second prize a silver medal and a diploma and the third prize a bronze medal and a diploma. The medals shall bear the name of the sport concerned and be fastened to a detachable chain or ribbon to be hung around the neck of the athlete. The text on the medals shall also be written in Braille.  
Flowers must also be awarded to medalists.  
In team events, whether preliminary or final, only those athletes who have taken an active part by participating “on the field of play” will be awarded medals. Reserve players who are not chosen to represent their country on the field of play in any of the events comprising the APC Competition are not eligible to receive a medal. No other awards whatsoever, either individual or team, can be awarded during the Asian Para Games without specific permission of APC.
- 4.1.3 All competitors and officials of the Asian Para Games shall receive a diploma and a commemorative medal.

- 4.1.4 The members of the APC Executive Board and the APC Member Organization who are present at the Asian Para Games, as well as technical delegates, classifiers, judges, referees, timekeepers, inspectors, umpires, etc., officiating at the Asian Para Games and officially appointed by the APC shall also be given diplomas and commemorative medals according to scales fixed by APC, and advised to APOC at least 12 months prior to the Games. These awards will be made at appropriate occasions organized by APOC, but must not be in any way associated with the athletes' medal ceremonies.
- 4.1.5 No diplomas or commemorative medals shall be awarded to competitors or members of the APC Member Organization who did not take any part in the Asian Para Games or who withdrew from them. No prizes or awards other than those described above shall be given at the Games, and all surplus medals and diplomas shall be delivered up to APC immediately after the Games are closed.
- 4.1.6 Additional medals shall be presented:
- (a) in team events, a medal to each member of the team plus the Coach and Assistant Coach
  - (b) in events for blind athletes necessitating Guides, the Guide shall receive a medal equivalent to that of the athlete.
- 4.1.7 APOC must ensure that, if a competitor is disqualified following the presentation of medals, his medal and diploma must be returned to APC. If this is not done, the APC Member Organization of the offending athlete shall be liable to suspension from further participation in the Games. Further, should there be any delay in return following any Games, then the APC Member Organization of the athlete renders itself liable to suspension from membership of APC.
- 4.1.8 APOC shall ensure that valid assignment of the copyright on the medals referred to in this rule is made by all the designers thereof in favor of APC which shall 'ipso facto' be the recognized owner of the copyright. The assignment must be made in writing prior to use of the design by APOC. APOC shall be obliged to draw up the necessary document to have it signed by all necessary parties and deliver it to APC which shall thereupon be the sole person entitled to make any disposition of such a copyright.
- 4.1.9 APOC must hand over the moulds of all medals and all surplus medals to APC Secretariat following the Games.
- 4.2 Medal presentations
- 4.2.1 The medals shall be presented during the Asian Para Games by the APC President, Executive, and Committee Members. APOC Executive Members and prominent guests or representatives of the country where the Games are held will give the flowers. If possible, all medal ceremonies will be held immediately following the event at the place where the competition was held and in the manner described below.

- 4.2.2 The competitors who have been judged first, second and third take their places in their official uniform, on a stand in the stadium facing the stand of honor, with the winner slightly above the second who is on his right and the third who is on his left. The athletes mount the stand singly or, in case of team events, in unison.
- 4.2.3 Medals will be awarded in the order of gold, silver, bronze. There will be no variation of this rule.
- 4.2.4 The flag of the gold medal winner's country shall be hoisted on the central flagpole and those of the second and the third on the adjoining flagpoles on the right and on the left, as they face the arena.
- 4.2.5 The national anthem (or some part thereof) of the gold medal winning athlete or team shall be played, during which all competitors and the spectators shall face the flags. All medal winners must remain on the stand until the medal ceremony is completed. In all cases where it is intended to use only a portion of a nation's anthem, this portion must be ratified by APC no later than 90 days prior to the Games.
- 4.2.6 A list of medal presenters shall be provided daily by the APC Secretary General to the APOC, with whom he/she shall coordinate the medal presentations.

## 5. **RESERVED SEATS**

- 5.1. The APOC shall reserve seating (at its own cost) according to the schedule following:
- 5.1.1 In the Main Stadium
- a specially prepared and decorated Box for the Sovereign or Head of State and his/her retinue, APC senior personnel and appropriate security
  - a Stand of Honor containing:  
in the centre, APC sector (for APC Executive Members and one accompanying guest) to the right, APC Standing Committee members, APC Staff, classifiers sector
  - a Stand "B" containing:
    - The APC Member Organization leaders
    - Chefs de Mission or their appointed representative
    - Members of previous and future APOCs
  - a Stand "C" containing:
    - Technical Officials, jury members, referees, umpires
  - a Stand "D" containing
    - Media
- 5.1.2 In all other stadia
- a box and one stand for occupants of the Stand of honor, separate from other stands. (15 seats shall be reserved for APC President and Executive Members)
  - Suitable accommodation for the occupants of stands B, C, D.
- 5.1.3 During Opening and Closing Ceremonies, the two Vice Presidents of APC shall follow the President in the stand and shall be seated just beside or behind the APC President.

5.1.4 Seating shall be reserved for guests, VIPS, APC sponsors, technical delegates, classifiers and other officials as required by the APC and notification to the APOC at least 60 days in advance of the Games.

6. **RECEPTIONS**

6.1 All receptions, dinners or entertainment provided for guests, competitors or officials must be approved by APC and APOC. APOC asks the embassies if they are intending to organize a reception for the teams of their countries and informs the embassies about the possibilities for such receptions as near as possible to the venues of the Games, no later than 90 days prior to the commencement of the Games.

6.2 A reception shall be offered by APOC to guests, APC Executive members, technical delegates, classifiers, officials, juries and team leaders.

7. **TICKETS**

7.1.1 Tickets and reserved seating to all Ceremonies and events will be at nil cost to APC Executive and their Partners, APC Family and all technical, medical, classification and other APC staff.

7.1.2 Fifty (50) tickets for Opening and Closing Ceremonies and for the various venues and events shall be made available to APC, to be used at its discretion.

8. **PROTOCOL PLAN**

8.1.1 A complete Protocol Plan must form part of the report of APOC to the APC Executive Board at each of its meetings from at least 6 months prior to the Games.

8.1.2 APOC may be called upon by the APC Management Committee to report on any matter referred to in this chapter at any time.



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CHAPTER 8  
ACCREDITATION DOCUMENTS

**CHAPTER 8**

**1. ACCREDITATION DOCUMENTS**

- 1.1 The APC accreditation card authorizes access to the sites where the competitions, ceremonies and demonstration events connected with the Asian Para Games are held.  
The accreditation card is strictly personal. All persons not related to the Games shall be denied accreditation.

All applications for accreditation must be approved by the APC Secretary General.

Only persons with the special permission of APC and APOC may enter the Village. There has to be a strict control before entering and leaving the Village.  
Holders of the APC accreditation card are allowed in the Village except when otherwise stipulated in the APC Handbook.

- 1.2 The accreditation card shall contain the following particulars:
- surname
  - gender (sex)
  - given names
  - nationality
  - date of birth
  - address
  - place of birth
  - APC function

In addition the accreditation card shall bear a recent photograph and signature of the holder. The accreditation documents are made available by APOC and they shall be signed by it and contain a space for the countersignature of the APC President.

The following shall be sent:

APC Card

**For the members of the Executive Board and for each of them one accompanying guest.**  
This card only restricts the access to competition and athletes' competition areas. The President, Secretary General, Members of Games Liaison Committee and APOC Liaison Officers shall have an unrestricted access to all areas.

**Card A**

## Delegations

- Chef de Mission, Assistant Chef de Mission
- Competitor
- Delegation Medical Staff
- Delegation Staff
- Press Attaché
- APC Attaché

**Card B**

- APC Standing Committee members
- APC Secretariat staff members

**Card G**

- for the VIP/Guest
- President and Secretary General of previous and future APOCs
- President and Secretary General of IPC and ISF
- delegates of future Asian Para Games bidding Cities

**Card APC Member Organization**

- for delegates APC Member Organizations
- observer

**Card J**

- IPC TD
- Judge Officials
- Classifier
- Member Doping Committee

**Card M**

- for the Media

**Card R**

- Host broadcasters
- Host broadcast technicians

**Card X**

Security

- Law Enforcement Agencies
- Security Films
- Emergency Personnel
- Ticket Takers/Ushers/Access Control (Volunteer)

**Card SC**

- Vendors

**Card APOC**

- Staff
- Volunteer

Note : APOC may, with the approval of APC, deliver identity cards to those officials, coaches or trainers who could not be accommodated in the Village.

20 transferable and non-identified B accreditations will be available to the APC.

APC HANDBOOK

SECTION 3

GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES

CHAPTER 9

MASS MEDIA, MARKETING, SPONSORSHIP AND ADVERTIZING

**CHAPTER 9**

**1. MASS MEDIA**

1.1 Accreditation

In order to ensure the fullest news coverage and the widest possible audience for the Asian Para Games, the necessary steps shall be taken to accredit the representatives of the different mass media so that they can attend the competitions, demonstrations and ceremonies accompanying the Asian Para Games.

1.2 Broadcasting

- APOC shall seek full coverage of broad casting of the Asian Para Games by television, film and otherwise.
- All agreements with radio/television networks, whatever their term, may be negotiated by APOC.
- The sums negotiated by APOC with radio/television net works may take account of the technical facilities which shall be provided by APOC and at its sole expense.
- APC may grant the right to broad cast and/or distribute reports on the Asian Para Games.
- As from the opening and closing ceremony, APOC may contract for broadcasting and distribution rights.

1.3 Press and Television

1.3.1 Measures shall be taken to allow the press, radio, television and cinema to give the public the best possible information.

1.3.2 APOC shall keep passes into the residential area for the use of journalists/photographers/TV-crews. These passes (day accreditation) will be issued in concert with APC and the national delegation(s) concerned. Each journalist/photographer/TV-crew will be given strict guidelines for the visit of the village and will be accompanied by a APOC staff and/or security member.

1.3.3 The Main Media Center (MMC) is open to all accredited media persons.

1.3.4 If the media is accommodated in the Athletes Village the following is required:

- 24 hour access to the MMC
- 24 hour transportation to and from the village to the MMC
- every room to be provided with a telephone with the capability of a second telephone at the media's cost. Lines to be direct ones and NOT through a PABX for transmitting pictures without corruption and to receive faxes after hours when PABX is unmanned.
- provide a central film processor in the village and at the MMC for photographers developing their films.

- 1.4 Results  
The results of each event must be communicated daily to APC, the press, the radio and television.
- 1.5 Control Cameras  
APOC shall exercise control over the use of all cameras set up in the stadium and stands. Cameras used privately for strictly non-commercial purposes in the enclosures reserved for spectators shall not, however, be subject to any restriction.
- 1.6 Press Centre  
A Press Centre should be available that is fully equipped for worldwide communication, with a separate refreshment room. APOC will supply this centre with the necessary personnel help.
2. **MARKETING AND SPONSORSHIP**
- 2.1 Corporate sponsorship for the Asian Para Games will be negotiated by APOC and is its exclusive right.
- 2.2 The APC flag, logo, motto, hymn, name "APC" and its marks are the exclusive property of APC and may only be used, for any reason, with contractual authorization of APC.

## APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 10  
TRANSPORTATION**CHAPTER 10****1. TRANSPORTATION**

All transport shall be adapted for the use of wheelchair participants. APOC must provide frequent, regular and on-going coach transportation between the sports venues, the APC Headquarters Hotel, the Athletes Village and any other APC venue and must work in collaboration with the airport and police authorities in order to provide appropriate and adequate transportation.

- 1.1 APC Family and Honored Guests:  
(This must be read in conjunction with Section 3, Chapter 7 Protocol)
  - 1.1.1 Transport for the Executive Board members will be available from the day of arrival until the day of departure
  - 1.1.2 Personal cars must be at the exclusive disposal for each of the APC President, Vice Presidents, Secretary General, Chairpersons of Standing Committees and members of the Games Liaison Committee. If necessary, these cars will be escorted by police for traffic and/or security reasons.
  - 1.1.3 A pool of cars shall be kept available for APC Executive Board members and Secretariat staff. These must be available from 0600 - 2400 daily. There must be at least one car available for each venue for the full day to transport APC Medal Presenters to and from that venue. The car may also be used (at the discretion of the Secretary General) to transport other APC personnel to/from each venue.
  - 1.1.4 APOC must provide transportation for people with special invitations and guests of honor according to a schedule provided by APC at least 30 days in advance of the Games.
  - 1.1.5 APC will use its best endeavors to optimize available personal transport to minimize call on extra APOC vehicles. APOC will manage the transport of APC personnel on a “first come, first served” basis via APOC staff stationed at the APC Headquarters Hotel.
  - 1.1.6 If there is to be any variation of the transportation arrangements above, APOC must submit plans for the arrangements to the APC at least 6 months prior to the Games.
- 1.2 Competition Personnel
  - 1.2.1 Transport for the Competition Personnel will be available from the day of arrival until the day of departure
  - 1.2.2 Personal cars for immediate transport shall be at the disposal of the Technical Delegates in all sports.

- 1.2.3 A pool of cars in adequate numbers shall be at the disposal of the APC Standing Committees, referees and umpires.
- 1.2.4 One car shall be at the exclusive disposal of each of the accredited delegations competing at the Games. This vehicle is for the exclusive use of the President and Secretary General of the APC Member Organization and the Chef de Mission of each delegation at their discretion.
- 1.3 Transportation Plan
  - 1.3.1 A complete Transportation Plan must form part of the report of APOC to the APC Executive Board at each of its meetings from at least 6 months prior to the Games.
  - 1.3.2 APOC may be called upon by the Games Liaison Committee to report on any matter regarding Transportation at any time.
- 1.4 Travel

Air fares for APC President, three (3) Vice-Presidents, Secretary General, Chairperson of Sports and Development Committee, Medical and Sports Medicine Committee and Games Liaison Committee shall be paid by APOC.

APC HANDBOOK

SECTION 3  
GUIDELINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 11  
PUBLICATIONS

**CHAPTER 11**

**1. PUBLICATIONS**

- 1.1 All publications, videos, films, official documents, reports, newspaper articles at the Games or related to the Games, letterheads, artworks, medals and any other properties, including publications promoting the Games or merchandise for sale to the public must show the APC logo on a prominent and visible place.
- 1.1.1 A message from the APC President shall be included in all publications, public documents, and brochures, the village guides, the final report, official “film” and all other communications.
- 1.2 Brochure
- 1.1.2 An explanatory brochure, containing the general program and arrangements, shall be printed in English and Braille as well as in the language of the country in which the Asian Para Games are being held. It shall be distributed by APOC to APC and to all APC Member Organizations not less than one year before the Asian Para Games are to open.
- 1.3 Circulars
- 1.3.1 During the Asian Para Games, APOC will publish a daily information newspaper for inhabitants of the Village, APC Family, guests, personnel of APOC and the public. It must carry:
- articles about athletes and performances in the official language of APOC, with a translation into English alongside
  - advertisements, identification and “advertorials” on behalf of APC sponsors
  - Highlights of the previous day’s results.
- 1.3.2 APOC shall produce a guide for officials and competitors living in the Village. A shortened version and a map of the Village in Braille shall be available for the visually handicapped.
- 1.4 Daily Results
- 1.4.1 A complete result book of the Games shall be produced within three months following the completion of the Games. The results book shall contain all heats and final results arranged in sports and classifications and the new APC and/or World Record list resulting from the Games.
- 1.4.2 Fifteen (15) copies of this publication will be couriered free of charge to the APC Secretariat immediately following publication.
- 1.4.3 This publication is to be distributed free of charge to each APC Member Organization, IPC, ISF, IOSD, and APC Executive Board member.



- 1.5 Report
- 1.5.1 A full and complete printed report must be prepared for APC and written in the official language of the country in which the Asian Para Games are held. This must contain an authorized translation into English and fifteen (15) copies presented to APC one year following the Asian Para Games.
- 1.5.2 This report shall be distributed free of charge to each APC Member Organization, IPC, ISF, IOSD and APC Executive Board Member.
- 1.5.3 Provision shall be made to publish important and relevant information contained in the Report in Braille.
- 1.5.4 Three (3) copies of all publications published by APOC during the organization of the Games will be provided, free of charge, to APC as part of the Report.
- 1.5.5 Two copies of each item, created during the process of candidature and following through to organization for the Games (medals, torch, posters, souvenir items, etc.) directly linked to the Games shall be provided to APC, as a part of the Report.
- 1.6 Official Film
- 1.6.1 APOC may produce a “film” (16 mm) or videotape (SECAM, Pal or NTSC) or DVD” duration and deliver the product to APC no later than six months following the Asian Para Games, and observing the following:
- This product is to be a documentary with a commentary in English.
  - The product must contain a credit to APC in the form of logo and words at the beginning and end of the product.
  - The product must contain a broad spread of events of all disciplines in all sports at all venues.
  - The product must contain an international flavor and feature athletes *pro rata* with the number of gold medal won by countries.
  - The product should feature the main events in each sport.
  - Two copies of the product (one PAL, one NTSC) will be provided by APOC to APC with an “international sound effects audio rack”, enabling the later addition of a commentary in any language.
  - Two computer floppy discs or CD-ROMs (one PC-DOS based and one Mac based) containing the script of the commentary as recorded in English and a “shot list” of the vision will be provided as part of delivery of the product.
  - Where interviews with athletes, APC personnel or officials are included, these must either be in English - or contain simultaneous video or audio translations.
- The APC will not enter negotiations with any potential producer unless the above mentioned are to be strictly observed under contract.
- 1.6.2 Two preview sub-master SP Betacam copies of the official film (one in PAL, one in NTSC) must be submitted to PCA for ratification, prior to final mastering. Under no circumstances may the product be mastered without APC written approval.

- 1.6.3 The product may be produced by the production company acting as the host broadcaster. Whilst the product is owned by APC under the Host City/APOC/APC contract, arrangements for use, distribution and broadcast of the product (subject to a later agreement) must be negotiated with APC at least twelve (12) months prior to the Games.
- 1.6.4 The producer may not enter negotiations for any television broadcast of the product whatsoever in any part of the world, unless and until given specific written permission by APC.
- 1.6.5 The producer must understand the APC ownership of the product according to the contract between APC and APOC.
- 1.7 Publications Plan
  - 1.7.1 A complete Publications Plan must form part of the report of APOC to the Executive Board at each of its meetings from at least one year prior to the Games.
  - 1.7.2 APOC may be called upon by the Asian Para Games Liaison Committee to report on any matter regarding publications at any time.

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SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 12  
MEETINGS, MEETING ROOMS AND OFFICE

**CHAPTER 12**

**1. MEETINGS, MEETING ROOMS AND OFFICE**

APOC will provide accommodation, facilities, equipment to service for all APC and associated meetings and offices at nil cost to APC.

1.1 General Assembly

At each Asian Para Games the General Assembly will meet during the Games. APOC is responsible for the organization of the meeting. (see Sec. 2 - Chapter 2 By Law 2.1.2 - Art.6 "Conditions and Requirements for Organizing Executive Board Meetings and General Assembly")

1.2 Executive Board Meetings

1.2.1 Meetings prior to the Asian Para Games

APOC shall provide for and organize the Executive Board Meetings in four (4) consecutive years prior to the Games. (see Sec. 2 - Chapter 2 By Law 2.1.2 - Art.6 "Conditions and Requirements for Organizing Executive Board Meetings and General Assembly")

1.2.2 At each Asian Para Games the Executive Board will meet for at least two days prior to, during and/or following the Games. APOC is responsible for the organization of the sessions.

A meeting room in the APC Headquarters Hotel or nearby, large enough to accommodate all members of the APC Executive Board shall be provided.

This must be fitted with adequate public address system encompassing all speakers and tape-recording equipment for all sessions. (see Section 2, Chapter 2 - By Law 2.2, Article 8, "Conditions and Requirements for Organizing Executive Board Meetings and General Assembly").

1.2.3 Should the APC Executive Board wish to meet with representatives of the APC Member Organization's and/or APOC, invitations to attend the meetings shall be sent out by APC and the list of guests forwarded to APOC with the program and other further information. APOC shall organize the sessions.

1.2.4 Services such as simultaneous translation and videotape presentation equipment should be available by negotiation dependant on the needs of APC. In any event, these will be notified by APC at least 1 month in advance.

1.3 Standing Committees Meetings

1.3.1 Meetings prior to the Asian Para Games

APOC shall provide for and organize the Standing Committee Meetings in four (4) consecutive years prior to the Games.

1.3.2 At each Asian Para Games, meetings of the Standing Committees, namely Games Liaison Committee, Sports and Development Committee, Sports Medicine and Science Committee and Development Committee, will be held for at least two days prior to, during and/or following the Games. APOC is responsible for the organization of the sessions. (refer to Section 2, Chapter 2 - By Law 2.2, Article 8, “Conditions and Requirements for Organizing Executive Board Meetings and General Assembly”).

1.4 APC Secretariat and Meeting Rooms in the Athletes Village

1.4.1 APOC will provide an office area and equipment in the Athletes Village at nil cost to the APC to house members of the APC Secretariat and others as the APC sees fit. The office area should be in the international zone of the village, but as near as possible to the entrance to the athletes zone.

1.4.2 APC Office in the Athletes Village

The lockable room should be clearly signed at the door as “APC Office” and should be equipped at no cost to the APC with:

- five (5) desks and ten (10) chairs
- two (2) PCs and one printer each equipped with Microsoft Office and internet access
- one (1) lockable file cupboard
- one (1) fax connected to international subscriber dialing
- two (2) telephones connected to international subscriber dialing
- one (1) sofa and two lounge chairs
- one (1) coffee table
- one (1) photocopier
- one (1) table

APC Secretariat staff and other users of this office need access to all services and amenities (toilets, shops, athletes’ canteen, and the like).

1.4.3 Chef de Mission Meeting Room in the Athletes Village

APOC will provide within the Village a meeting room equipped with services able to provide (potentially) daily meetings for the Chef de Mission and all technical delegates and at least one representative of each team to attend.

Services should also include an overhead projector and screen and recording services for the meetings. This facility may also be utilized for meetings of the sports and other relevant groups.

All meeting rooms should be separated from the international zone of the village, approachable from the athletes' zone side and supplied with volunteer security personnel when meetings are in session.

1.5 APC Secretariat Office in APC Headquarters Hotel

1.5.1 APOC shall provide reception desks, general office space and meeting rooms which together form the APC Secretariat.

1.5.2 APC Family Service Desk

This should be situated in the APC Headquarters Hotel at lobby level in order to provide information services to all APC Family members, APC Member Organization delegates, future APOC delegates, etc.

1.5.3 Reception Desk

This should be the entry point to the APC Secretariat offices. It should be manned by multi-lingual volunteers to provide the following:

- updated practical information on Games, competition schedule, ceremonies, presenters, transportation
- social events
- APC matters as required and through an APC staff member who is appointed as liaison between the APC Family Desk and APC
- controlled mail boxed (pigeonholes) behind the desk for each APC Executive member, guests, APC staff and APC Member Organization heads present in the APC Hotel (NB. The Reception Desk should be clearly separated from any accreditation desk. All accreditation problems are to be handled by APOC in a different area.)

1.5.4 Meeting Rooms

APOC should provide at least one (1) meeting room in the APC Headquarter Hotel, separate from, but as close as possible to the APC Secretariat Office. Each room must be equipped to hold meetings for up to 16 people. Each room is to contain:

- sixteen (16) chairs
- tables set in square or rectangular configuration
- audio visual equipment to be available on request
- catering to be available on request
- A 35mm slide projector, overhead projector, beam projector and a screen to be available on request

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SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 13  
ORGANIZATIONAL MATTERS

**CHAPTER 13**

**1. ORGANIZATIONAL MATTERS**

- 1.1 Communication system
- 1.1.1 APOC has to provide an adequate and appropriate communications system for APC use (telephone, facsimile) available at the APC Headquarters Hotel, the Village and all venues. Adequate access for medical, security, event, media and APC personnel to the permanent switched network must be provided at all venues.
- 1.1.2 Mobile phones (with paging or voice mail services) must be supplied to the following personnel (from the date of arrival until departure):
- APC President
  - APC Vice Presidents
  - APC Secretary General
  - Members of Games Liaison Committee
  - Chairman of the Sports and Development Committee
  - Chairman of the Medical and Sports Science Committee
  - Chairman of the Jury of Appeal
  - Technical Delegates
  - APC Secretariat staff members
- 1.1.3 In the case of the national language of APOC being different from English, the interpreters for the following people will also be provided with a mobile phone:
- President, Secretary General, Chairperson of the Games Liaison Committee, Chairperson of the Sports and Development Committee, Chairperson of the Medical and Sports Science Committee, Technical Delegates.
- 1.2 Computer Center
- APOC should set up a computer center with qualified staff (recognized by APC) to assist the staff of the supporting computer company. APOC should provide board and lodging for the computer personnel. The center shall be accessible only to authorized officials.
- 1.3 Emergency
- As well as the Polyclinic in the Village, APOC will make an emergency plan in close co-operation with the security officers, medical department and host city authorities. During the Games there will be an emergency center staffed on a 24-hour basis.

1.4 Insurance

APOC shall advise the participating countries of the prevailing insurance circumstances in the host country. There may be a need for the APC Member Organization to insure their teams for health care outside the Village and venues.

1.5 Meeting APOC/Team Leaders

In order to ensure the optimum level of communication APOC should conduct daily meetings with the Team Leaders at the meeting room located in the Village.

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SECTION 3  
GUIDELINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 14  
GENERAL RULES FOR OFFICIAL PCA COMPETITIONS

**CHAPTER 14**

**GENERAL RULES FOR OFFICIAL PCA COMPETITIONS**

**BIDDING FOR / ORGANIZING APC APPROVED COMPETITION**

**1. APPLICATION**

- 1.1 Application for official APC Competition shall be sent to APC Secretariat by the APC Member Organization on behalf of an organizing committee.
- 1.2 The Organizing Committee shall propose the General Provision of the competition. General Provision shall be approved by APC Executive Board with recommendation of APC Sports and Development Committee.
- 1.3 To be considered the application form (Appendix 3-14-1), together with completed check list (Appendix 3-14-2) must be sent to APC Secretariat.
- 1.4 Application shall be submitted to the Secretariat 12 months prior to the competition.

**2. ALLOCATION**

- 2.1 All official competitions shall be awarded to an organizing committee through a APC Member organization.
- 2.2 Bidding Organizers are invited to present their bid to APC Executive Board.
- 2.3 Competitions approved by APC are listed on the Sports Calendar of APC.
- 2.4 The Organizing Committee and APC shall enter into an agreement (sample, see Section 4, Appendix 4-1-3).

**3. ORGANIZING COMPETITIONS**

- 3.1 The responsibility for the proper conduct of approved APC competition lies with the organizer.
- 3.2 The Organizing Committee undertakes to respect the APC rules and follow described protocol.
- 3.3 Any divergence from APC rules must be identified in invitation documents
- 3.4 IPC Sanction  
IPC Sanction for the competition is recommended to be sought.
- 3.5 All events in all sports at official APC competitions shall be conducted in accordance with existing International Regulations for the specific sports of IPC and ISF.



- 3.6 These regulations shall be the official regulations for all official competitions. Any divergence from these regulations must be approved by APC Executive Board.

NOTE: APC recommends that National Rules correspond as closely as possible to the Rules of IPC Sports and ISF.

4. **FINANCE**

- 4.1 The Organizing Committee shall be totally responsible for financing the competition allocated to them.

- 4.2 Entry fee of the competition shall be approved by APC Executive Board.

- 4.3 Capitation fee may be levied by APC. Amount of capitation fee shall be determined by APC Executive Board. The Organizing Committee shall collect capitation fee on behalf of APC.

5. **INVITATION AND ENTRIES**

- 5.1 Competitors must enter through and represent their APC member Organization. APC Member Organization must be up-to-date with the payment of any APC fee and in good standing with APC.

- 5.2 The invitation to take part in the competition shall be sent by the Organizing Committee. The invitation shall address to all APC Member Nations. The draft invitation, the General Provision of the competition and other material shall be approved by APC Executive Board prior to the circulation.

6. **APC REPRESENTATION**

The Organizing Committee shall provide board and lodging, and covering travel expense for APC Representative.

7. **APC MEETINGS**

The Organizing Committee may bid for the APC meetings in conjunction with the applied competition.

8. **EDUCATIONAL WORKSHOPS**

The Organizing Committee may organize educational workshops, which is also open for APC Member Nations, in conjunction of the competition.

9. **PUBLICATIONS**

- 9.1 A message of APC President shall be included in the brochures and publications issued by the Organizing Committee.

- 9.2 Each of publications and material produced in association with the competition shall be submitted to APC for reference purpose.

10. **RESULTS AND REPORT**

A full and complete report together with a complete result of the competition must be submitted to APC within three (3) months following the competition.

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GUIDELINE OF ORGANIZING ASIAN PARA GAMES  
CHAPTER 14  
GENERAL RULE FOR OFFICIAL APC COMPETITIONS

**Appendix 3-14-1**

**APPLICATION FOR OFFICIAL APC COMPETITIONS**

Type of Competitions: \_\_\_\_\_

\*Multi-sports Games, Single Sports Games, Championship, Invitational

Sports and Event: \_\_\_\_\_

\*indicating classes or groups if limited

Venue; city & country/territory : \_\_\_\_\_

Date(s) : \_\_\_\_\_

Name of the APC Member Organization submitting application: \_\_\_\_\_

Address : \_\_\_\_\_

Name of person submitting application : \_\_\_\_\_

Official position : \_\_\_\_\_

Address (If different from above) : \_\_\_\_\_

Telephone : Office : \_\_\_\_\_ Home : \_\_\_\_\_

Fax : Office : \_\_\_\_\_ Home : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone : Office : \_\_\_\_\_ Home : \_\_\_\_\_

Fax : Office : \_\_\_\_\_ Home : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Proposed Entry Fee Per person (inclusive of capitation fee) : \_\_\_\_\_

Total number of competitors expected : \_\_\_\_\_ Number of staff per country : \_\_\_\_\_

Other relevant Information (accommodation, catering, transport, countries not allowed to enter, visa, etc.) :

\_\_\_\_\_

The Applicant certifies that the rules and Handbook of the Asian Para Games and relevant sports will be adhered to,

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form and the checklist to be completed and submitted to the APC Secretariat, before January 1st prior to the year of the sanctioned competition.

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SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARA GAMES  
CHAPTER 14  
GENERAL RULES FOR OFFICIAL APC COMPETITIONS

Appendix 3-14-2

APPLICATION CHECKLIST FOR OFFICIAL APC COMPETITIONS

- 1. RELEVANT DOCUMENTATION**
  - 1.1 Do you have current official material; APC Handbook (bidding application, bidding check list, General Provision) and Sports Specific rules?
- 2. DESCRIPTIONS OF SPORTS FACILITIES, EQUIPMENT & INSTALLATION**
  - 2.1 Are the sports facilities approved (homologated) to international standards and measurements? Please list all facilities to be used with photocopies of the appropriate certificates indicating the last date of certification.
  - 2.2 Where are the sports facilities located? (type of facilities, location, distance from accommodation, etc).
  - 2.3 Where are the training facilities located? (type of facilities, location, distance from accommodation, etc).
  - 2.4 Will the required equipment for the sport be available? (please list equipment and type).
  - 2.5 What type of equipment can you provide for the computerized results and what capacity does it have?
  - 2.6 Will the communication system allow immediate contact between Games Liaison Committee, Technical Delegate and Organizing Committee?
- 3. PROGRAMME AND OFFICIALS**
  - 3.1 All events must be conducted according to the rules and regulation of the APC Handbook and Specific Sport rules of ISF and IPC.
  - 3.2 What is the projected daily program? (to be approved by the Games Liaison Committee) Please attach a draft.
  - 3.3 What are the qualifications of key officials? (See rules of relevant ISF and IPC)
  - 3.4 Is information and training officials planned in specific rules of sport for disabled?
- 4. CLASSIFICATION**
  - 4.1 Where are the classification rooms located? (type location, distance form competition venue)
  - 4.2 Will staff be available to administrate and ensure a smooth testing and classification procedure?

**5 MEDICAL CODE**

- 5.1 Will physiotherapy and athlete therapy services be available:  
a) at the accommodation?  
b) at the venue/s?
- 5.2 Describe the type of medical service available in both sport and accommodation facilities (24 hours per day).
- 5.3 Will dedicated space and facilities be available for team's medical clinics?
- 5.4 Will staff be available to administrate and ensure a smooth doping testing procedure?
- 5.5 Name of IOC approved laboratory for doping testing to be used.

**6 ACCOMMODATION**

- 6.1 What type of accommodation will be provided? Indicate entry fee per type of accommodation.
- 6.2 How many persons, maximum, per type of accommodation, will be accommodated in one room?
- 6.3 Is the accommodation (or some) accessible for persons who use wheelchairs? (including entry, toilet, showers, etc.)
- 6.4 What type of food service is planned?
- 6.5 What recreational facilities will be available in or near the accommodation area?

**7 TRANSPORT**

- 7.1 What are the major international and national transportation centers (air/rail/bus) to be designated for the Games?
- 7.2 What type of transfer arranged for arrival/departure will be provided for designated transportation centers?
- 7.3 What types, capacities, frequencies and accessibility of public transport will be available in the host city?
- 7.4 What types, capacities, frequencies and accessibility of transportation will be provided per team?
- 7.5 What is the capacity of designated team transport when used by persons both with and without wheelchairs?
- 7.6 What types of local transport will be offered to the teams?
- 7.7 Will designated transport be wheelchair accessible?

7.7 Will there be 24 hours transport service? If not, state times available.

**8 PERSONNEL**

8.1 Are you aware that some members of the Administration/Sports Department of Organizing Committee staff should be able to understand and communicate in English?

8.2 For non-English speaking teams translation services should be provided. Which languages will you provide?

**9 IPC SANCTION**

9.1 Are you aware that it is recommended to seek IPC Sanction to the Competition?

**10 NECESSARY INTERNATIONAL TECHNICAL/CLASSIFICATION PERSONNEL**

Are you aware that, if you seek IPC Sanction, you must cover the costs of travel, board and lodgings for:

10.1 Certified Technical Delegates of relevant IPC Sports and ISF involved to control the competition as required

10.2 Certified international classifiers to control and supervise classification matters.

10.3 Certified international referees and judges to control the competitions.

**11 APC REPRESENTATION**

Are you aware that if you need or wish official APC representation at the competition you must cover the cost of travel and accommodation for the representatives?

**12 EDUCATIONAL WORKSHOPS AND CLINICS**

Are you aware that the Organizing Committee is requested to consider hosting educational workshops and clinics to train and certify the necessary technical personnel, e.g. technical delegates, classifiers, referees, officials?

Are you aware that you are also requested to invite personnel from APC member organizations to these educational workshops and clinics?

**13. AGREEMENT**

13.1 Do you agree to sign an agreement with the APC?

13.2 Insurance and Judicial Liability, the Organizing Committee must ensure that satisfactory arrangements are made. Specific details must be made available.

**14 CAPITATION FEE**

Do you agree to collect Capitation fee on behalf of the APC?

**15 ACCESSIBILITY FOR THE PERSONS WITH DISABILITIES**

See Section 3, Chapter 15 Accessibility for persons with disabilities.

## APC HANDBOOK

SECTION 3  
GUIDLINE OF ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 15  
ACCESSIBILITY FOR PERSONS WITH DISABILITIES**CHAPTER 15****1. ACCESSIBILITY FOR THE PERSONS WITH DISABILITIES**

Full accessibility should be possible at least on the ground floor of the buildings. The following points are essential elements in providing accessibility for persons with disabilities.

## 1. Space Allowance

Adequate space for persons using mobility devices

- Adequate space should be allocated for persons using mobility devices, e.g. wheelchairs, crutches and walkers, as well as those walking with assistance of other persons.
- The range of reach of a person in a wheelchair should be taken in consideration. All room should be wide enough for a wheelchair to turn around. Minimum width of room is 1.50 meters.

## 2. Pathways and Corridors

- Pathways and Corridors should be wide enough for wheelchair users.

## 3. Ramp

- Ramps for wheelchairs should be made of a material hard enough and slip-resistant surface.
- Gradient of ramps shall be 1:12 for indoor and 1:15 for outdoor.
- If the ramp is longer than 6 meters, there should be a horizontal rest area on the ramp of 1.50 meters in length.
- The width of the ramp should be minimum 1.20 meters.
- A ramped approach should have handrails on both sides, and raises curbstone on open edges.
- Handrails attached to ramps should be of correct height which enables wheelchair users and crutch users to hold easily.
- Hand rails should be bars 700 and 900 mm above the ramp on both sides.

#### 4. Doors

- All doors should have a net opening of minimum 900 mm.
- On the handle side of the door there should be a free wall space of minimum 500 mm on both sides of the door.
- Doors without thresholds provide the best accessibility for users of wheelchairs. If there are thresholds, they should be maximum 25 mm high.

#### 5. Tactile Surface / Guiding Blocks

- Dot-type blocks give a warning signal. They are used to screen off obstacles, drop-offs or other hazards, to discourage movement in an incorrect direction, and to warn of a corner or junction.
- Line-type blocks indicate the correct route to follow.
- Places to install guiding blocks:
  - ✧ In front of an area where traffic is present.
  - ✧ In front of an entrance / exit to and from a staircase or multi-level crossing facility.
  - ✧ Entrances / exits at public transport terminals or boarding areas.
  - ✧ Sidewalk section of an approach road to a building.
  - ✧ Guiding path from a public facility to the nearest public transportation.

#### 6. Hand rails / Grab bars

- A handrail or grab bar should be of a diameter / width and strength so that it may easily be grabbed and used as a support.
- If handrails or grab bars are mounted adjacent to a wall, clearance on space between the wall and the grab bar should be provided.
- A small plate in Braille should be provided at the beginning and at the end of each handrail / grab bar to indicate its position to persons with visual impairments.
- Handrails or grab bars should be in a color that contrasts sharply with the surrounded area.

#### 7. Toilet and Showers

- For full access to toilet for wheelchairs, an European toilet has to be installed. The front end of the toilet should be minimum 800 mm from the back wall.
- A toilet cabin has a minimum measurement of 2.3 X 2.3 meters, with a free floor turning space of a circle of 1.5 meters for wheelchair users. On both sides of the toilet there should be minimum 900 mm of free space.
- On both sides of the toilet there should be fixed stable and removable hand rails.

- The toilet should have a hand wash basin accessible for a person sitting in a wheelchair. Lever-type taps should be installed to wash basins.
- Floor finishes should be non-slip material.
- Toilet Compartment should have support rails at a position and height suitable for wheelchair users and other persons with disabilities. Upward-folding support bars are recommended to allow lateral transfer from a wheelchair.
- The seat of toilet bowl should be the correct height for wheelchair users.
- Doors should be either of the sliding or outward-opening type.
- Locks to toilet doors should be a type that can be opened from outside in case of emergency.
- Shower cubicles should have seats whose width and height facilitate easy transfer by wheelchair users.
- Shower cubicles should have grab rails at a height and position that allow for easy gripping by wheelchair users.
- Shower cubicles should have call buttons or other signal devices at a height and position easily reached in an emergency.
- Sufficient space should be provided beside shower cubicles for transfer by wheelchair users.
- Shower doors, locks or catches should be a sliding or outward opening type.



APC HANDBOOK

SECTION 4  
BIDDING FOR ORGANIZING ASIAN PARA GAMES  
CHAPTER 1  
BIDDING

**BIDDING FOR ORGANIZING ASIA PARA GAMES**

**1. APPLICATION**

- 1.1 Application for Bidding Asia Para Games will be sent to the Secretary-General of the Asian Paralympic Committee by the member organization.
- 1.2 To be considered application form (Appendix 4-1-1) and completed checklist (Appendix 4-1-2) must be sent to the Secretary-General of the Asian Paralympic Committee by a date to be set by the Asian Paralympic Committee.
- 1.3 Applications for the Games will be confirmed by the Executive Board. The Executive Board shall endeavor to ensure that the Games are organized by different countries and territories in turn.

**2. ALLOCATION**

- 2.1 The Games shall be awarded to an Organizing Committee, herein after APOC, through the member organization.
- 2.2 The condition for consideration of an application is that an on-site inspection by the Bidding Evaluation Committee, which is consisted by *five (5) members of Games Liaison Committee or the Task Force before the establishment of the Asian Paralympic Committee*, is arranged by the bidding Organizing Committee. Their travel costs, including airfare, board and lodging, shall be covered by the bidding Organizing Committee.
- 2.3 The Executive Board will select a hosting city to award the Games, in accordance with the report of Bidding Evaluation Committee.
- 2.4 When allocation of the Games has been given, the competition schedule shall be established by APOC with the consultation of the Games Liaison Committee.

**3. CONTRACT**

- The APOC and APC shall enter into a contract. (sample: see Appendix 4-1-3).

APC HANDBOOK

SECTION 4  
BIDDING FOR ORGANIZING ASIAN PARA GAMES  
CHAPTER 1  
BIDDING

**Appendix 4-1-1**

**ASIAN PARA GAMES BIDDING APPLICATION FORM**

Venue; city & country/territory : \_\_\_\_\_

Date(s) : \_\_\_\_\_

Names of the PCA Member Organization submitting application: \_\_\_\_\_

Address : \_\_\_\_\_

Name of person submitting application : \_\_\_\_\_

Official position : \_\_\_\_\_

Address (If different from above) : \_\_\_\_\_

Telephone : Office : \_\_\_\_\_ Home : \_\_\_\_\_

Fax : Office : \_\_\_\_\_ Home : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone : Office : \_\_\_\_\_ Home : \_\_\_\_\_

Fax : Office : \_\_\_\_\_ Home : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Proposed Entry Fee Per person (inclusive of capitation fee) : \_\_\_\_\_

Total number of competitors expected : \_\_\_\_\_ Number of staff per nation : \_\_\_\_\_

Other relevant Information (accommodation, catering, transport, countries not allowed to enter, visa, etc.) :

\_\_\_\_\_

The Applicant certifies that the rules and Handbook of the Asian Para Games and relevant sports will be adhered to,

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form and checklist is to be completed and submitted to the Secretariat **seven (7) years prior** to the Games.

APC HANDBOOK

SECTION 4  
BIDDING FOR ORGANIZING ASIAN PARALYMPIC GAMES  
CHAPTER 1  
BIDDING

Appendix 4-1-2

**BIDD CHECKLIST FOR ORGANIZERS OF THE ASIAN PARA GAMES**

**1. RELEVANT DOCUMENTATION**

- 1.1 Do you have current official material; APC Handbook (bidding application, bidding check list, General Provision) and Sports Specific rules?

**2. DESCRIPTIONS OF SPORTS FACILITIES, EQUIPMENT & INSTALLATION**

- 2.1 Are the sports facilities approved (homologated) to international standards and measurements? Please list all facilities to be used with photocopies of the appropriate certificates indicating the last date of certification.
- 2.2 Where are the sports facilities located? (type of facilities, location, distance from accommodation, etc).
- 2.3 Where are the training facilities located? (type of facilities, location, distance from accommodation, etc).
- 2.4 Will the required equipment for the sport be available? (please list equipment and type).
- 2.5 What type of equipment can you provide for the computerized results and what capacity does it have?
- 2.6 Will the communication system allow immediate contact between Games Liaison Committee, Technical Delegate and Organizing Committee?

**3 PROGRAMME AND OFFICIALS**

- 3.1 All events must be conducted according to the rules and regulation of the APC Handbook and Specific Sport rules of ISF and IPC.
- 3.2 What is the projected daily program? (to be approved by the Games Liaison Committee) Please attach a draft.
- 3.3 What are the qualifications of key officials? (See rules of relevant ISF and IPC)
- 3.4 Is information and training officials planned in specific rules of sport for disabled?

**4 CLASSIFICATION**

- 4.1 Where are the classification rooms located? (type location, distance form competition venue)
- 4.2 Will staff be available to administrate and ensure a smooth testing and classification procedure?

**5 MEDICAL CODE**

- 5.1 Will physiotherapy and athlete therapy services be available:  
a) at the accommodation?  
b) at the venue/s?
- 5.2 Describe the type of medical service available in both sport and accommodation facilities (24 hours per day).
- 5.3 Will dedicated space and facilities be available for team's medical clinics?
- 5.4 Will staff be available to administrate and ensure a smooth doping testing procedure?
- 5.5 Name of IOC approved laboratory for doping testing to be used.

**6 ACCOMMODATION**

- 6.1 What type of accommodation will be provided? Indicate entry fee per type of accommodation.
- 6.2 How many persons, maximum, per type of accommodation, will be accommodated in one room?
- 6.3 Is the accommodation (or some) accessible for persons who use wheelchairs? (including entry, toilet, showers, etc.)
- 6.4 What type of food service is planned?
- 6.5 What recreational facilities will be available in or near the accommodation area?

**7 TRANSPORT**

- 7.1 What are the major international and national transportation centers (air/rail/bus) to be designated for the Games?
- 7.2 What type of transfer arranged for arrival/departure will be provided for designated transportation centers?
- 7.3 What types, capacities, frequencies and accessibility of public transport will be available in the host city?
- 7.4 What types, capacities, frequencies and accessibility of transportation will be provided per team?
- 7.5 What is the capacity of designated team transport when used by persons both with and without wheelchairs?
- 7.6 What types of local transport will be offered to the teams?
- 7.7 Will designated transport be wheelchair accessible?
- 7.8 Will there be 24 hours transport service? If not, state times available.

**8 PERSONNEL**

8.1 Are you aware that some members of the Administration/Sports Department of Organizing Committee staff should be able to understand and communicate in English?

8.2 For non-English speaking teams translation services should be provided. Which languages will you provide?

**9 IPC SANCTION**

Are you aware that you are requested to seek IPC Sanction to the Games?

**10 NECESSARY INTERNATIONAL TECHNICAL/CLASSIFICATION PERSONNEL**

Are you aware that, if the Games are Sanctioned by IPC, you must cover the costs of travel, board and lodgings for:

10.1 Certified Technical Delegates of relevant IPC Sports and ISF involved to control the competition as required

10.2 Certified international classifiers to control and supervise classification matters.

10.3 Certified international referees and judges to control the competitions.

**11 APC REPRESENTATION**

Are you aware that at the Games you must cover the cost of travel and accommodation for the President, three(3) Vice Presidents, Secretary General, Chairperson of Sports and Development Committee, Chairperson of Medical and Sports Science Committee and Chairperson of Games Liaison Committee?

**12 EDUCATIONAL WORKSHOPS AND CLINICS**

Are you aware that it is the responsibility of the Organizing Committee to provide for educational workshops and clinics to train and certify the necessary technical personnel, e.g. technical delegates, classifiers, referees, officials, in 4 consecutive years prior to the Games?

Are you aware that you are also requested to invite personnel from APC member organizations to these educational workshops and clinics?

**13 APC Meetings**

13.1 Are you aware that the Organizing Committee must provide for and organize aPC General Assembly during the Games?

13.2 Are you aware that the Organizing Committee must provide for and organize aPC Executive Committee meetings in 4 consecutive years prior to and during the Games?

13.3 Are you aware that the Organizing Committee must provide for and organize APC Sports Committee, Sports Medicine & Science Committee, Development Committee and Games Liaison Committee in 4 consecutive years prior to and during the Games?

13.4 Are you aware that prior to the Games, you must cover the cost of travel and accommodation for the members of Games Liaison Committee when they attend consultation meetings with the Organizing Committee in the Host Country?

One objective of Games Liaison Committee is to supervise and support the Organizing

Committee for its preparation for and conduct the Games.

**14. CONTRACT**

14.1 Do you agree to sign a contract with the APC?

14.2 Insurance and Judicial Liability, the Organizing Committee must ensure that satisfactory arrangements are made. Specific details must be made available.

**15. CAPITATION FEE**

Do you agree to collect Capitation fee on behalf of the APC?

**16. ACCESSIBILITY FOR THE PERSONS WITH DISABILITIES**

See Section 3, Chapter 15 Accessibility for persons with disabilities.

**17. BIDDING EVALUATION COMMITTEE**

Are you aware that Bidding Evaluation Committee of APC shall have on-site inspection of venues of the Games? Bidding Evaluation Committee normally consists of 4 members. Organizing Committee must be responsible on the all necessary arrangements for the on-site inspection, including travel and accommodation arrangements for the Bidding Evaluation Committee members.

APC HANDBOOK

SECTION 4  
BIDDING FOR ORGANIZING ASIAN PARA GAMES  
CHAPTER 1  
BIDDING

**Appendix 4-1-3**

Sample of Contract (Agreement)

**SAMPLE**

CONTRACT  
TO BE MADE BETWEEN  
ASIAN PARALYMPIC COMMITTEE  
(Hereinafter called 'APC')  
And

THE ORGANIZING COMMITTEE OF   
(Hereinafter called 'APOC')

WHEREAS the PCA Governs the APC movement and owns all rights over the Games;

WHEREAS  applied to the APC to host the   
 (hereinafter called the "Games") in

WHEREAS APOC undertakes to stage the Games in full compliance of this Contract;

WHEREAS it is the mutual desire of APC and APOC that the Games be organized in the best possible manner and take place under the best possible conditions for the benefit of the athletes of APC region.

The undersigned declare:

WHEREAS

APOC has submitted its candidature to organize and conduct the

a  in conformity with the rules of the Asian Paralympic Committee that are applicable in the year of the Games.

APOC has replied satisfactorily to the checklist for the organization of the Games. A copy of this document and the replies are attached to the present contract and forms an integral part thereof.

APC, on the bases of the above, has awarded  to APOC.

IT IS HEREBY AGREED:

ARTICLE 1

1-1 APC hereby entrusts the organization of the Games to the APOC which undertake to fulfill its obligations in full compliance.

ARTICLE 2

2-1 APOC agrees to abide by the rules laid down in the APC Handbook and the rules of relevant sport valid at the time of Games.

PRINCIPLE OF ORGANIZATION AND OBLIGATIONS DURING AND SUBSEQUENT TO THE GAMES

ARTICLE 3

3-1 APOC hereby confirms:

- (a) that APOC shall not use the Games to serve any purpose other than the interests of APC movement;
- (b) that no discussions shall take place nor agreements to be entered into between APOC and any international political organizations, international sports organizations or supranational governmental organizations, or foreign states, without the approval of APC Executive Board;
- (c) that APOC shall promote the development of the spiritual values as well as the sporting merits of the great international festival of athletes constituted by the Games, including, without limitation, their social, educational, aesthetic and moral aspects;

3-2 As soon as possible, but within 12 months after the execution of the Contract, APOC shall submit a general organization plan of APOC and the Games to the APC Executive Board for its approval.

**ACCOMMODATION**

ARTICLE 4

4-1 All facilities should be reasonably close together and convenient to the accommodation area and accessible to all athletes with disabilities.

**SPORT ORGANIZATION**

ARTICLE 5

5-1 The sports included in the Games and the disciplines and events within them must be determined by APOC with the approval of the APC Executive Board.

**FINANCES**

ARTICLE 6

6-1 APOC has the full financial responsibility for the cost of the Games and indemnifies the Asian Paralympic Committee against any possible charges.



## ARTICLE 7

7-1 APOC may assess or charge a competitor's and team official's entry fee (which will include the capitation fee to be collected by APOC on behalf of APC). The entry fee shall be approved by the Executive Board of APC.

7-2 APOC acknowledges that APC may at its discretion impose a levy on any or all of the athletes and team officials attending the Games. APOC agrees to collect any such levies and all capitation fees on behalf of APC, and any money so collected must be remitted to APC within 60 (sixty) days after it is collected.

## **PROTOCOL**

### ARTICLE 10

10-1 A complete Protocol Plan must form part of the report of the APOC to the APC Executive Board prior to the Games.

10-2 APOC shall ensure all Procedures and Ceremonies, including the Medal Ceremonies, during the Games must comply with the Protocol of APC

## **REPORT**

### ARTICLE 11

11-1 Beginning from the date of signing this Contract, the APOC shall forward to the APC Executive Board report in English on the progress of the preparation of the Games.

11-2 Not later than 12 months after the conclusion of the Games, APOC shall publish a final report on the staging of the Games and liquidation of APOC including audited financial statements, to be prepared.

## **MEDIA**

### ARTICLE 12

APOC shall seek the provision of maximum media coverage of the Games, with TV (preferably also webcast) coverage of the Opening / Closing Ceremonies and main sports events, and also provide such access to participating countries and international media.

## **CULTURAL PROGRAMS**

### ARTICLE 13

13-1 APOC will plan and carry out cultural programs.

**APC MEETINGS**

ARTICLE 14

14-1 APOC will host APC meetings, such as Executive Board, Sports and Development Committee, Medical and Sports Science Committee and Development Committee in conjunction of the Games.

**CONSULTATION**

ARTICLE 16

16-1 APOC agrees to establish regular consultation and communication with APC.

**FINAL CLAUSE**

ARTICLE 18

18-1 This Contract will be constructed in accordance with the law of Name of the Hosting Country

18-2 In case of dispute, the issue should be resolved by cordial negotiation, and arbitration by a mutually acceptable body, and in no circumstances in the judicial court of any country.

Signed at \_\_\_\_\_ date \_\_\_\_\_

1. President of Organizing Committee

Signature \_\_\_\_\_

Date \_\_\_\_\_

2. President of Asian Paralympic Committee

Signature \_\_\_\_\_

Date \_\_\_\_\_