



CONSEIL INTERNATIONAL DU SPORT MILITAIRE
INTERNATIONAL MILITARY SPORTS COUNCIL
CONSEJO INTERNACIONAL DEL DEPORTE MILITAR

المجلس الدولي للرياضة العسكرية

The Official CISM Representative will ensure that the Joint Report is completed at the end of the World Championship and sent in electronic version (Word and PDF file, not scanned file) to the Secretary General within two (2) weeks for appropriate distribution. This document shall be in English.

Report on a World Military Championship

Distribution List:

- CISM President
- CISM Secretary General
- CISM Vice-Presidents
- President of Sports Commission
- President of Planning Commission
- Concerned PCSC

(number) World Military (name of the sport) Championship

Date:

City / place:

Organizing nation:

The undersigned authorities confirm the accuracy of their own part of this report.

Chief of Organizing Committee / Chief of Delegation

PART 1

Rank, surname and given name:

Signature:

President of CISM Sport Committee

PART 2

Rank, surname and given name:

Signature:

Official CISM Representative

PART 3

Rank, surname and given name:

Signature:

Introduction:

The purpose of this report is to provide the CISM General Secretariat with valuable information on the most relevant aspects of the Championship.

Three authorities have responsibility in this report: The Representative of the Organizing Committee, the Official CISM Representative (OCR) and the President of CISM Sport Committee (PCSC). The authority in charge for the collection of all information and the forwarding to the CISM General Secretariat is the **Official CISM Representative**.

It must be filled in by the 3 involved authorities separately in electronic version (**Word and PDF file, not scanned file**). The information will be carefully analyzed, and each of the involved above authorities will be kept informed on any further possible action.

Before sending this report and the foreseen attachments, we recommend you to use the following guidance, to make sure all significant information are being sent to General Secretariat, in special:

A. Participants:

- Complete list of participants in electronic version. (**According to the attached Excel file form**).
- Preliminary Agreement and Final Entry of the nations which did not respect their commitments.

B. Sport

- Complete book of results (**Electronic version. Not scanned file**).
- Request for the ratification of a CISM World Record (when necessary).
- Reports on a protest + decision of the Technical / Appeal Jury (+ money when necessary).

C. Anti Doping Information (See Part 3)

- Doping Control Form** sheets of each athlete tested.
- Complete address of the Laboratory (IOC/WADA Accredited).
- Complete address of Organization Responsible to Collect the Samples.
- Anti-Doping final tests results (could be B sample, in some case).
- Therapeutic Use Exceptions (when occurred).

D. Miscellaneous

- CD / DVD with pictures (or movies, if there is any) and press files.

PART 1: ORGANIZING COMMITTEE

1. Organizational Information

1.1 Complete list of participants

In appendix: complete list of participants, in electronic version and per nation (mission)

1.2 Observer nations

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1.3. List of military and civilian authorities responsible for the championship

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1.4 Communication, Public relation, Media coverage

In appendix: CR-ROM / USB Key / Hard Disk with pictures, videos and Press files, results files.

Internet site: yes no

Complete address:

Facebook Page: yes no

Complete address:

Twitter Page: yes no

Complete address:

Other Social Networks: yes no

Complete address:

Media Room: yes no

Cyber corner: yes no

Press conference: yes o no o

Number of participants:

Information session: yes o no o

Video/DVD tape yes o no o

Livestreaming/Broadcasting of the competitions yes o no o

1.4.1. Special requirements

It is mandatory to send to the CISM HQ within 15 days the following materials:

- Press file article in electronic version;
- Appreciation of the organization and friendship through sport activities (CISM values);
- Photos in electronic version and high definition (jpeg max 300 dpi. Min. 150 dpi, HD) to be used as press article (must be accompanied with their description: what, who, when and where);
- The speeches of the high authorities and personalities who attended the opening and closing ceremony; and
- Media coverage (list of national/local press organizations present during the events).

1.5 Was there a previous pre-site visit/accommodations check carried out by the PCSC?

Remarks: (if necessary)

1.6. Disciplinary problems and respect of the CISM regulations

Please specify the nation, the dates, and **enclose copies of documents related to the reported infraction.**

1.6.1. Respect of the commitments set in the preliminary and final agreements

- Number and list of countries that sent the final entry (or a part of the final entry like travel data, pictures, copies of passport) after the deadline given in the invitation file:

- Late withdrawal from participation:

- Arrival before the planned date:

- Late arrival of an expected mission:

- Arrival of an unexpected mission:

- Absence of a mission without notification:

- Early departure:

- Late departure:

2. Doping Information

2.1. General

- Were Anti-Doping tests carried out?

YES NO

If no, why?

-Total number of tests made:

Male:

Female:

Total:

- Number of Anti-Doping Analyzed:

TYPE OF ANALYSIS	QUANTITY
Basic Screening	
ESAs (Incl. recombinant EPOs and analogues)	
GH	
GHRFs	
Total	

Functionality on Doping Control Form (DCF)	
Test Authority (TA)	CISM
Sample Collection Authority (SCA)	
Results Management Authority (RMA)	CISM

- Laboratory in charge of the analysis of the samples (must be WADA accredited):

- Address and email:

- Contact person:

2.2. Information attached to this report

It is reminded that it is mandatory to attach these information to the report

- Doping Control Form (1 per athlete) YES NO
- Therapeutic Use Exceptions (when occurred). YES NO
- Test results from the Labs YES NO

3. List of CISM Awards/Order of Merits handed over during the Championships (Name of the awarded person, rank of the award).

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4. LESSONS LEARNED IDENTIFIED

SITUATION	IMPACT	RECOMMENDATION

Obs: The record of lessons learned aim to eliminate repetition of mistakes in future projects, avoiding rework with consequent loss of time and unplanned costs as well as optimize processes and procedures, and promote a proper environment for learning through the exchange of experiences between CISM members. Here is needed to clarify that lessons learned are not only summarized in negative situations (failures), they can also be originated from positive facts.

5. IMPROVEMENT OPPORTUNITIES (concrete suggestions for the future)

PART 2: PRESIDENT OF CISM SPORT COMMITTEE
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1. Participants nations with number of officials, athletes and referees

#	Nation			Officials		Athletes		Referees	
	Continent	Abbr	Complete Name	Men	Women	Men	Women	Men	Women
1									
2									
3									
4									
5									
TOTAL									

2. Sport information

2.1. Final results

In appendix: complete book of results (or Daily Bulletin) in electronic version.

2.2 A justified appreciation of the organizational quality of the host nation with recommendations.

2.3 A justified appreciation of the quality of the international and national referees with recommendations.

2.4 A justified appreciation of the Competition and Training Schedule (complete competition and training schedule attached)

2.5 Were there International Federation's participation?

YES NO

- If yes, a justified appreciation of the International Federation's participation with recommendations.

2.6 Official Meetings

2.6.1 Short report on the Preliminary Meeting.

2.6.2 Short report on the Enlarge Meeting.

2.7 Awards

2.7.1 CISM Medals (Short report on the criteria and distribution).

2.7.2 Certificates (Short report on the criteria and distribution).

2.7.3 Challenge Cup (Short report on the criteria and distribution).

2.7.4 Other Awards (Short report on the criteria and distribution).

2.7.5 Fair Play Cup (Short report on the criteria and distribution).

2.8 Records

In **appendix**: requests for ratification of a CISM World Record

2.9 Composition of the Technical Jury

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3. CISM Sport Committee

3.1. CSC members present at the championship

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3.2. CSC members absent with notification

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3.3. CSC Members absent without notification

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3.4. New candidates for membership in the CSC

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4. Sports Regulations applied during the Championship

5. LESSONS LEARNED IDENTIFIED

SITUATION	IMPACT	RECOMMENDATION

Obs: The record of lessons learned aim to eliminate repetition of mistakes in future projects, avoiding rework with consequent loss of time and unplanned costs as well as optimize processes and procedures, and promote a proper environment for learning through the exchange of experiences between CISM members. Here is needed to clarify that lessons learned are not only summarized in negative situations (failures), they can also be originated from positive facts.

6. IMPROVEMENT OPPORTUNITIES (concrete suggestions for the future)

PART 3: OFFICIAL CISM REPRESENTATIVE

1. Protocol and official ceremonies

1.1 List of the Protocol and Official Ceremonies which you attended:

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1.2 Evaluation of official ceremonies

1.2.1 Has the CISM flag been hoisted/lowered to the sounds of the CISM anthem?

YES NO

- If NO, please explain.

1.2.2 Have the CISM President (or the OCR) and a dignitary of the host nation been pronounced a welcome address?

YES NO

- If NO, please explain.

1.2.3 Has the event been opened with the traditional phrase: “I declare the ...(event) of the International Military Sports Council open” pronounced by the highest local Authority present ?

YES NO

- If NO, please explain.

2. Disciplinary problems

Be as precise as possible and give details on actions taken on the spot. Send a separately report to Secretary General in case of serious case for further actions (if applicable).

- Irrespective behavior of athletes and/or officials during the competitions

- Irrespective behavior of athletes and/or officials outside competitions

- Material degradations caused by athletes and/or officials in the sport venues

- Material degradations caused by athletes and/or officials in the accommodation places

- Lack of respect of the military standards (uniforms, etc.)

3. Respect of the CISM Regulations

3.1. Conditions of accommodation for the officials and athletes

Excellent Very good Good Satisfactory Unsatisfactory

Remarks:

3.2. Conditions of sport venues

Excellent Very good Good Satisfactory Unsatisfactory

Remarks:

4. Jury of Appeal

4.1. Composition

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4.2. Protests and Final Decisions

In **appendix**, attach all the reports and written protests as well as the written decision of the Technical/Appeal Jury. The money arising from protest must be sent to the General Secretariat. Indicate hereafter the nation protesting and the decision.

- received 100 USD YES NO

- received 100 USD YES NO

Total amount received :

5. Doping

Composition of the Anti-Doping Commission (names and email address)

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6. LESSONS LEARNED IDENTIFIED

SITUATION	IMPACT	RECOMMENDATION

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7. IMPROVEMENT OPPORTUNITIES (concrete suggestions for the future)