



GUIDE to entry

COVENTRY
54th INTERNATIONAL CHILDREN'S
GAMES 2022

11-16 August 2022



Coventry & Warwickshire
Chamber of
Commerce
The Ultimate Business Network

Delivered in partnership with





Welcome to Coventry 2022



Key Dates

| | |
|---------------------|---|
| 24 September 2021 | <ul style="list-style-type: none"> Invitations sent to all Cities Payment starts for ICG Participation Fee |
| 31 December 2021 | <ul style="list-style-type: none"> Deadline for confirmation of Intent to Participate Entry by number and sport completed |
| 25 February 2022 | <ul style="list-style-type: none"> Deadline for payment of ICG Participation Fee |
| 14 March 2022 | <ul style="list-style-type: none"> Online registration Opens |
| 30 April 2022 | <ul style="list-style-type: none"> Online registration Closes |
| 11 August 2022 | <ul style="list-style-type: none"> Official Arrival Day |
| 12 August 2022 | <ul style="list-style-type: none"> Official Training Day Opening Ceremony |
| 13 – 15 August 2022 | <ul style="list-style-type: none"> Competition Days |
| 15 August 2022 | <ul style="list-style-type: none"> Closing Ceremony & Party |
| 16 August 2022 | <ul style="list-style-type: none"> Official Departure Day |

Event schedule

| | |
|----------------|--|
| 11 August 2022 | <ul style="list-style-type: none"> Official Arrival Day |
| 12 August 2022 | <ul style="list-style-type: none"> Sport Technical Meetings Heads of Delegation Meeting Official Training Day Opening Ceremony |
| 13 August 2022 | <ul style="list-style-type: none"> Competition Day 1 |
| 14 August 2022 | <ul style="list-style-type: none"> Competition Day 2 |
| 15 August 2022 | <ul style="list-style-type: none"> Competition Day 3 Closing Ceremony |
| 16 August 2022 | <ul style="list-style-type: none"> Official Departure Day |



🕒 Delegation

A city delegation is made up of athletes, coaches, Head of Delegation and a City Representative (often the Mayor).

Each delegation may consist of maximum 23 (18 athletes) and minimum of 10 (7 athletes).

Athletes of both genders should be represented in all City delegations.

🕒 Participants

(Athletes: up to 18)

Participating athletes must reside or attend school in the city in which they represent.

Athletes/participants must be 12 years old by the **1st of January 2022** and must still be 15 years old on **31st December 2022**.

🕒 Sports Coaches / Head of Delegation (up to 4)

Sports Coaches will be the lead contact for their nominated sport. They have the responsibility for ensuring the welfare of participants. There must be one coach responsible for each sport and a nominated head coach for the delegation.

As there should be athletes of both genders, each city must ensure that their coaches also represent both genders.

The Head of Delegation (HOD) is the main contact with the Organisers during the Games. They will also be responsible for ensuring the registration of their city, for meeting deadlines and for organising their city delegation during the Games. HOD will

stay at Athletes' accommodation for the duration of the Games.

Additional coaches for team sports are welcome at delegations' expense (subject to room availability). This will need to be registered and paid for before **30th April 2022**.

Coaches will stay at athletes' accommodation for the duration of the Games.

🕒 City Representatives / VIP

Each City attending ICG 2022 can bring 1 City Representative / VIP as part of their travelling delegation. This individual will gain access / tickets to the VIP events during the Games along with access to the Games transport system.

They will be allocated accommodation at a VIP hotel which will include breakfast, lunch and evening meals.

There is an opportunity for a visiting city to fund an additional guest of the City Representative / VIP (subject to room availability) to share a double occupancy room.

Cost per night for City Representative / VIP Guest: **£65 per night** and in shared room with City Representative.

This additional guest can be booked by completing and returning the "City Representative / VIP Guest Booking Form".

This form will need to be completed and paid for before **30th April 2022**.

If you would like to book an additional single occupancy room please contact the LOC.

☉ City Visitors / Supporters

Visitors such as parents, family members, chaperones etc are encouraged to attend the ICG in Coventry at their own or participating city's expense.

Bed & Breakfast accommodation located in a hotel at the Games Village and can only be booked by completing and returning the "Friends & Family Accommodation Booking Form".

Accommodation Details:

Radcliffe House
University of Warwick
Scarman Road

Cost per single room

£93.00 per night

Cost per double / twin room

£156.00 per night (based on 2 people sharing a twin/double room)

The above cost includes the following: -

- ☉ B&B Accommodation
- ☉ Airport Transfers from ICG 2020 Official Ports of Entry on the official arrival and departure days only.
- ☉ Access to Games Time Transport (shuttle service)
- ☉ Ticket to the ICG 2022 Opening Ceremony – TBC dependent on capacity.

In order to book the above accommodation you must complete and return the "Visitors & Supporters Accommodation Booking Form" and complete payment by the **30th April 2022**.

We welcome everyone to visit Coventry 2022 International Children's Games.

Guidelines

- ☉ Athletes of both genders should be represented in all City delegations.
- ☉ At least 1 male coach for male participants and at least 1 female coach for female participants. Minimum Ratio 1:10
- ☉ There must be one coach responsible for each sport.
- ☉ One coach must be nominated Head Coach.
- ☉ Cities are requested to ensure a balance between numbers of male/ female participants in general.

☉ Registration

Cities will receive an invitation to participate in the Games. Upon acceptance of this invitation and payment of the ICG Participation Fee, they will be provided with a login and password details for the registration process.

Online Registration for Coventry 2022 opens on **14th March 2022** and closes on **30th April 2022**; these deadlines will be strictly enforced.



☉ Insurance

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

☉ Entry Visas

The LOC can provide Visa support letters to athletes and members of the City delegation that require them. In order to obtain your invitation letters, please contact **coventryicg2022@mls.gb.co** and request a visa invitation form.

A form will be issued to be completed and returned to the LOC who will then issue an invitation letter.

The links below will help attendees to check if they need a visa to travel to the UK, with a helpful step by step procedure. The standard visitor visa rules will allow visitors to participate in sports events. The UK Government Home Office page explains what a visitor can and cannot do.

www.gov.uk/apply-standard-visitor-visa

www.gov.uk/standard-visitor-visa

New rules for visiting the UK came into force from the 1st January 2021. Please use the link below for full guidance.

www.gov.uk/guidance/visiting-the-uk-from-1-january-2021

☉ Games Village

The Games Village for Athletes and Coaches will be hosted at the University of Warwick in single bedrooms with 3 meals served each day in the Games Village. This is the Games Village for athletes for the 2022 Commonwealth Games

www.warwick.ac.uk

☉ Hospitality

During the 54th International Children's Games, cost-free days for City Reps/ VIPs, Coaches and Athletes have been scheduled as follows:

First meal:

Evening Meal **Thursday 11th August 2022**

(for early arrivals the lunch on Thursday is possible upon request)

Last meal:

Breakfast **Tuesday 16th August 2022**

☉ Accommodation

Check-in:

Thursday 11th August 2022

Check-out:

Tuesday 16th August 2022

Extended stays are available for cities wishing to leave later than the official departure day. Cities are responsible for covering the cost of any additional stays.

Please contact **coventryicg2022@mls.gb.co** for more details or assistance.



◎ **Transport**

Arrival of delegations:
Thursday 11th August 2022

Departure of delegations:
Tuesday 16th August 2022

Transport on arrival and departure from and to the following official ports of entry will be provided free of charge: -

- **Birmingham International Airport**
- **Coventry Train Station**

Please ensure that you add all of your travel information to the on-line registration form.

During the Games there will be transport provided to sports and social events taking place outside of the Games Village.

◎ **Uniforms**

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

◎ **Costs**

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

Heads of Delegations will be required to submit credit card details to the organisers as security against loss or damage to property. An amount of £500 will be blocked

on the account during the Games and it will be released 7 days after the Games, if no loss or damage occurred.

◎ **Dietary Requirements or other needs**

Please inform the organisers of any special dietary or other needs for your delegation during the registration process in order to ensure the appropriate arrangements are made in time for the event.

◎ **Parental consent, Release and Waiver of Liability**

All completed and signed forms must be submitted with your registration.

◎ **Photography / Film**

Please note photographs and filming will be taken during the event and used by all official partners of the International Children's Games in all global media (Press, TV/Streaming & Social Media)

By completing and returning the above forms you agree to the participant featuring in all forms of coverage.



© Medical

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

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

This form will be sent to the Head of Delegation by email.

© Covid-19

The 2022 ICG LOC will ensure that all UK Government regulations and any necessary safety protocols to help create a Covid safe environment will be put in place.

Further details will be shared closer to the Event.

© Code of Conduct for Athletes/ Coaches

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

© Safeguarding

The Local Organising Committee of the Coventry International Children's Games 2022 is committed to the highest standards in Safeguarding practice. Visiting cities must ensure that they follow their own city / country's guidelines in ensuring that the selection of adult leaders and their athletes is conducted appropriately. All necessary ratios and gender supervision requirements must be met.

A Safeguarding guidance document will be produced and circulated in advance of your attendance at the Games.

© International Children's Games Participation Fee Payment

Upon receiving the formal invitation letter for participation, cities are required to pay the International Children's Games participation fee.

Member cities **500 Euros**

(member cities are cities that have hosted the Games)

all other cities **750 Euros**

This must be done by 25th February 2022 and before starting the Registration Procedure.

The payment of participation fee can only be done by bank transfer. See next page



Methods of payment

Beneficiary name

Comité des Jeux Internationaux
des Écoliers

Bank address

Banque Cantonale Vaudoise
Case postale 300
CH-1001-Lausanne

Beneficiary full address

Heidelberger Landstr. 270A
D-64297 Darmstadt
Germany

Reference text (mandatory!)

"Your City name" and
"Summer Games 2022"

IBAN Number

CH0200767000H53268666

BIC Number

BCVLCH2LXXX

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

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

Payment of participation fees is mandatory before the deadline of invitation

The participation fee is nonrefundable.