



**EUROPEAN HEART AND LUNG
TRANSPLANT FEDERATION**

Rules and Regulations

(Valid from **July 2015**)

European Heart and Lung Transplant Championships

Guidelines, Rules and Regulations

1.1 Introduction

- (A) The European Heart and Lung Transplant Championships is a biennial, 4-5 day multidisciplinary sporting event held under the aegis of the European Heart and Lung Transplant Federation (EHLTF).
The Championships are open to men, women and children who are recipients of Heart, Lung or Heart and Lung Transplants.
- (B) The Purpose of the Championships is:
To encourage the total rehabilitation of transplant recipients through sport and fitness, and to promote friendship and co-operation between individual recipients and National Associations.
- (C) To further knowledge of transplantation.
- (D) To increase public awareness of the value of organ donation.
- (E) The Championships shall be organised in a spirit which is in compliance with the EHLTF Statutes.
The Federation is neutral in political and religious matters.

1.2 Venue

- (A) Every second year the Management Committee (MC) of the EHLTF invite applications from member Associations to organise the Championships. The MC will make the selection of a particular country taking into account, experience/participation in previous EHLT Championships, cost to participants, facilities offered, geographical location, financial and sponsorship status, local authority and/or National Government support, organisational capacity and precedence of the application.
- (B) It is desirable that this selection be established at least two years before the Championships are due to be held.

1.3 Organisation

- (A) At the earliest opportunity, the responsible person (President/Chairperson or his/her representative) of the host country shall be invited to sit as a co-opted member of the EHLTF Managing Committee.
This person will be expected to attend the MC meetings and provide an up to date report on the planning and organisation of the Championships.
The host country must meet any expense involved in this regard.
He/She will assemble a Local Organising Committee (LOC) to prepare for the Championships under his/her chairmanship. There are no restrictions on the size or composition of this LOC.
- (B) It is a condition of a successful bid that regular reports on the planning and organisation of the Championships must be submitted to the Managing Committee at agreed intervals. The LOC must give assurances to the MC at least nine months prior to the commencement of

the Championships that all planning and arrangements are on schedule, and that no significant problems exist. These assurances should be given to the Managing Committee or its representatives during a visit to the proposed host city/town. During this visit the Managing Committee will expect to visit the chosen hotel(s) and sporting venues.

- (C) It is recommended that the host country presents a detailed interim report on the planning and organisation of the Championships to all members attending the General Assembly meeting in the year preceding the Championships.
- (D) The Managing Committee of the EHLTF serve all National Associations, therefore the LOC should not hesitate to call on the MC for help, information or assistance, either at the planning stage, or during the Championships.
- (E) The EHLTF MC may appoint one of its members to assist the LOC in an advisory capacity. He/She is available to help and assist the LOC in every way possible, but also has the authority to object/oppose any decision of the LOC deemed contrary to the interests of the Championships and/or participants.
- (F) The Championships Judiciary Panel shall comprise one delegate from EHLTF and two from the LOC or local Sports Authorities.

1.4 Finance and fund raising

- (A) In order to help the LOC with its organisation the EHLTF is prepared to advance funds to the LOC. The amount of the initial advance/loan will be determined by the MC as soon as successful bid is approved.
- (B) The LOC is fully responsible for the financing of the Championships and must undertake to fund all expenses involved. The EHLTF accept no responsibility for any loss incurred by the host country in arranging and hosting the Championships.
- (C) The overall goal of the EHLTF is to encourage as many as possible transplant recipients, their families and friends to participate in the Championships. It is therefore incumbent upon the LOC to offer participants the lowest possible fee, and to offer when possible, special rates for children.
- (D) Children are the future of our Championships and every effort must be made to offer them special participation fees. Invariably young competitors are accompanied by their parents and siblings making the overall cost for a family extremely expensive, please be conscious of these considerations.
- (E) In order to achieve this, fund raising and sponsorship is an important task for the LOC and their wider membership. All possible efforts should also be made to negotiate the lowest possible rates for hotel accommodation, meals, transport and other services. Whenever there is a choice of hotel standards, impact on costs must be an important consideration. Luxury, (5*) hotels are not necessary to attract support from participants, however if this standard accommodation can be sourced while still offering attractive participation rates, that is acceptable.
- (F) The cost of the previous Championships is also a guideline when calculating what an acceptable cost for the participants and supporters may be. The EHLTF MC should be consulted on the issue before a decision is taken as to the fee to be charged.
- (G) The LOC shall, on behalf of the EHLTF, collect from all participants a "Participation Fee". The amount of such fee is decided by the EHLTF MC and shall be added to an included in the total price offered to the participants.
- (H) The EHLTF will advise the host country of the amount of the participation fee at the time of awarding the Championships.
- (I) The host country must provide a full attendance schedule of participants and supporters, country by country, to the Managing Committee before the end of the Championships.

- (J) The MC may use its discretion to request repayment of all or part of the initial loan together with the Participation fee.

1.5 Public relations & promotion

One of the main purposes of the Championships is to promote Organ Donor Awareness through local and National media coverage. It is suggested that good relationships are established within the Media sector in the lead up to the Championships, and that special human interest stories are identified which may be particularly newsworthy. In this regard the LOC, through the invitation document, should ask each National Association if they have any particularly noteworthy competitors such as, years transplanted, records set, or medals won which could be of interest to the local media.

1.6 Transport

- (A) The quality of coaches, buses and shuttles must be of an acceptable and comfortable standard and whenever possible, air conditioned.

This is particularly important when the Championships are being held during mid summer months when high temperatures can be debilitating to transplant recipients and supporters.

- (B) Good transport facilities are a vital component of the Championships. Arrangements are dominated by local considerations of time and place, but a few general observations may be made.

Coaches alone may be insufficient to cope with the hour by hour flow of small groups between accommodation and sports centres. Mini-buses or cars (preferably with radio contact/mobile phones) should be available, reserving larger coaches and buses for periods of mass migrations.

- (C) Where logistics and planning allow, consideration must be given by the LOC to provide transport for supporters who wish to travel between two sporting venues.
- (D) Transport timetables for all sporting and social events must be issued to all competitors and supporters in the registration pack and displayed each day in a prominent position within the hotel(s). Confirmation of transport arrangements, and timetables for the following day's activities, must be announced at each evening's team managers meeting.
- (E) All participants should be given appropriate emergency numbers, including transport and Championships management centres.

1.7 Accommodation and Catering

- (A) Prices (fees) quoted in the invitation document should be "per participant" sharing a twin or double bedded room. Prices must also be indicated for young children sharing a room with their parents, sole occupancy, and family rooms. (In the context of attracting young children and families these prices are very important).
- (B) Prices should include all meals, E.G, breakfasts, lunches and dinners.
- (C) Prices should also be quoted for extra nights and these should be offered as cheaply as possible.
- (D) Every effort should be made by the host country/LOC to secure agreement with the provider(s) of hotel accommodation to allow a certain number of cancellations (say 1% of total accommodation booked) to cover last minute withdrawals of competitors due to illness and/or hospitalisation.
- (E) Based on earlier Championships one should expect between 500/550 participants. For logistical reasons, including transport (and related costs) it is preferable to use as few hotels as possible.

- (F) The standard of hotels, hostels or campus accommodation must always meet the hygienic needs of transplant recipients.
- (G) Breakdown of participants is estimated as follows, 250 competitors, 300 family/supporters.
It should be possible to negotiate competitive accommodation rates for such numbers.
- (H) Where possible, the content of meals and catering should take into account the general guidelines (diets) given to transplant recipients by their transplant hospital/clinic.
- (I) Catering at sporting venues must receive special attention as to content, hygiene and temperature.

1.8 Medical

- (A) Medical certificates completed by sporting participants **must** be authenticated by normal Transplant hospital physician.
- (B) In case of an emergency, copies of competitor's medical forms must be present at every sporting event and immediately available for medical staff to refer to.
- (C) Adequate medical/paramedical staff and appropriate ambulances must be present at every sporting event and host countries are advised to have a qualified Doctor in attendance at the more strenuous events. Medical staff should wear an identifiable polo shirt or uniform. The availability of a physiotherapist is particularly advised, and the hours and location that he/she is on call should be advised to all team Managers at their first meeting.
- (D) Adequate provision of water must be made at all sporting and social events. (This is particularly important to prevent competitor dehydration during events, as loss of perspiration should be replaced regularly).
- (E) National Associations should remind competitors who suffer from Diabetes to be conscious of developing a hypoglycaemic reaction during events and to carry their appropriate medication/antidote with them at all times.
Other medical conditions might require the same attention.
- (F) The LOC should inform the local Cardiothoracic Transplant centre that the Championships are taking place and obtain their support as the hospital on call.
- (G) Information on an Ophthalmologist, dentist and denture repair mechanic should be available to all participants.
- (H) The use of performance enhancing drugs or stimulants is strictly prohibited. These substances are those listed by the International Sporting Federations/Bodies governing their sports.
Illegal substances can be permitted as long as they form part of a Transplant recipients prescribed drug therapy and the name and strength of the substance appears on the medical form.
Any athlete found guilty of using non-prescribed performance enhancing drugs or stimulants will be disqualified from the Championships, forfeit any medals or trophies won, and may be excluded from all future Championships.

1.9 Social and ancillary events

- (A) the EHLTF consider the following non-sporting gatherings an integral part of the Championships:
- (B) A public Donor awareness march or event.
- (C) An Opening Ceremony on the first evening of the Championships (which in most cases will comprise a parade of athletes and National Flags) followed by a welcome dinner.
- (D) An end-of- Championships Social Evening (Gala Dinner) with food, music and dancing combined with an award of trophies ceremony.

- (E) It is important that at this dinner, adequate arrangements are made to properly announce the next host country of the Championships and to pass over the EHLTF flag to the representative(s) of that country.
- (F) Other social events may be organised during the evenings at the discretion of the LOC, one idea is to have a Sponsors Luncheon prior to the Athletics Finals.
- (G) The EHLTF supports the idea of organising the Volleyball Tournament as an evening social event, preferably during the first part of the Championships.
- (H) Two meetings will take place, normally on the Saturday of the Championships, but always before the closing day's athletics.
- (I) The first meeting is for the Management Committee and is held in the morning, approx 10.30 to 12.30 and is for 7/8 people.
The second meeting is the General Assembly for 30/35 people at 4pm until 6pm, (these times may vary). The LOC should ensure that appropriate accommodation is provided for these meetings.
- (J) Where the LOC arranges additional tours or events, information should be given in the invitation document as to their suitability for wheelchair use. It would be useful if a question on wheelchair participants was asked on the registration form and if any special arrangements are required by the users.

1.10 The Championships co-ordinator & office

- (A) The Championships co-ordinator fulfils a pivotal role and should have a range of qualities including administrative skills, organisational ability, good communication skills, leadership and motivational experience.
It is recommended that the Championships Co-ordinator is appointed well in advance of the Championships in order to co-ordinate the efforts of the Local Organising Committee, to communicate with, and provide quality information and guidance to National Associations/Team Managers, and to set-up office arrangements.
Previous host countries have found that delegating specific responsibilities such as, transport, catering, entertainment, PR/Media, sports, and so on provides the Championships coordinator with a structure which can be monitored and appropriate checks and balances introduced.
- (B) The workload of the Championships Co-ordinator will increase as the commencement date of the Championships approaches, and may require full time working hours several months before the Championships.
Supplementary staff and volunteers will be necessary during the two to three months leading up to, and over the period of the Championships.
- (C) It is necessary to have a dedicated office with all modern communication facilities in place at least nine months before the Championships commence.
- (D) An initial job of the Co-ordinator and LOC is to produce the Invitation Document containing all Championships information as well as registration, sports entry and medical forms and distribute these to all EHLTF member associations at the prescribed time.
These are also to be distributed to non-EHLTF H/L Transplant Patients Associations in Europe as advised by the EHLTF
- (E) This Invitation Document should be distributed not later than November 30th in the year prior to the Championships, with the 1st of March the following year as the latest registration date.
- (F) On arrival at the Championships all participants should receive a registration pack containing the full program of the sport and social events, transport arrangements, information on local sights, and a local map. This information pack should be given to

each guest when checking in at the hotel reception desk or at a central Championships registration desk.

- (G) A participant's supporter's identity badge should also be issued in the registration pack. We recommend that this badge contains the following information: Name, Age Category, Nationality, Type of Transplant, HTX, LTX, HLTX, or S (supporter).

It should also have the name and telephone number of their hotel, plus the telephone number of the Championships management centre and the Hospital on Call. In the event of an emergency, medical staff will know the type of transplant, and they should also have a copy of that person's medical form showing all his/her medication. It is therefore very important that copies of medical forms are available at each sporting event, and that these new guidelines are strictly followed.

- (H) If all sports participants are to be allocated one competitor number for all sporting events, such numbers may be also delivered with the information pack or distributed via the team manager.

It is vital that some cross check procedure is implemented to ensure that in each event, the athletes name corresponds with the competitor number allocated to him

1.11 Communications

- (A) A good communication system is vital to the smooth running of the Championships whereby all venues and key personnel can be contacted. Each Team Manager is to notify the LOC of his./her mobile telephone number.

- (B) The LOC will circulate a list of Team Manager mobile numbers and any other important numbers at the first Team Managers meeting of the Championships. On past experience it is suggested that the LOC use Walkie/Talkie radios which are particularly useful and important at the Athletic Stadium and other sporting venues. This combined option has proved to be the ideal option.

1.12 Insurance

- (A) The EHLTF advise all competitors and supporters to take out personal travel insurance and to make it effective from the time of registration until the day following the Championships. Any such insurance should cover cancellations.

- (B) The European Heart and Lung Transplant Federation (EHLTF) accept NO responsibility for any claims made against the Host Country arising from the Championships.

- (C) The EHLTF strongly recommends that every host country includes a disclaimer notice on the Registration Form in order to reduce the risk of claims from participants and/or supporters.

- (D) It is suggested that this disclaimer is included on the Registration form immediately above where all participants and supporters sign.

- (E) As the laws on Insurance differ from one jurisdiction to another, the EHLTF recommends the LOC seek professional advice on this matter.

- (F) The EHLTF recommends the LOC/ Host association take out appropriate Public Liability Insurance for the duration of the Championships.

1.13 Conditions of Entry

- (A) The Championships are popular among our members. Some recipients are anxious to enter despite strong medical contra-indications such as osteoporotic bone disease, poor graft function, uraemia, fluid overload and hypertension. It cannot be emphasised strongly

enough that competitors should have a good stable graft function and no significant complicating factors.

- (B) Competitors must have received their transplant at least 6 months before the start of the Championships, be medically fit, and have trained for the events in which they intend to participate.
- (C) A separate medical certificate must be submitted before the Championships. The certificate has to be signed by a doctor from the competitors transplant hospital not earlier than 8 (eight) weeks prior to the Championships and must be received 2 (two) weeks before the Championships.
Such certificate should contain questions on graft function, cardio-vascular state and the presence of osteoporotic bone diseases. It should also contain a full list of the medication a recipient is currently taking including strengths and or concentrations. This could prove vital if a recipient is admitted to hospital during the Championships.
- (D) Patients with unstable or deteriorating graft function should not be allowed to participate. The LOC should employ/engage a competent doctor for the full period of the Championships. This doctor should check all medical certificates and be empowered to exclude from competition any person he/she considers unfit or at risk.
- (E) Transplant recipients may compete for another country other than their native one, provided that he/she has been under the medical care of that country for at least six months.
- (F) **Animals** - EHLTF recommends that out of consideration for fellow competitors and supporters, some who may have allergies or other problems, pets should not be brought to the Championships. An exception will of course be made for people who are dependent on a guide dog.

1.14 Medals and awards

- (A) Medals should be struck in gold, silver and bronze for the 1st, 2nd and 3rd places in all events. In racquet events, losing semi-finalists receive a bronze medal.
- (B) Medal award ceremonies for all events should be continually interspersed in the programme.
The use of Kit Carriers, Medal Marshall's and marshalling areas would enhance the smooth running of the program and is highly recommended.
- (C) It is furthermore suggested that **all** participants in sporting events are presented with a commemorative medal or certificate in recognition of their participation in the Championships and that this recognition is extended to include other worthy persons, such as volunteers or local sports officials.
- (D) Medal ceremonies for athletics and swimming should be continuous throughout the competition.
- (E) Medal ceremonies for all other events should take place as soon as possible following the conclusion of the event.
- (F) **Special Trophies.**
The award of these trophies is a most important feature of the closing Gala Dinner.

- (G) The final calculations to establish the winners of the EHLTF and VHT trophies cannot take place until the Athletics program has been completed. It is important therefore to have a recording system which enables the sporting director/LOC to have their records of winners up to date, leaving only the athletic results to be factored in. As there is such a short time interval between the conclusion of the Athletics and the commencement of the closing Gala Dinner it is important that these calculations receive urgent attention.
- (H) The sporting Director/LOC must liaise with the EHLTF delegate on the judiciary panel before any announcements at the closing Gala Dinner takes place as to the winners of the Special Trophies, and must give to the EHLTF delegate a schedule of results showing how the various winners have been calculated.

1.15 Special Trophies

- (A) There are five special trophies to be awarded.
Trophies 1 and 2 are awarded in the same “Athlete of the Championships” competition.
1. EHLTF best Male and Female Athlete Perpetual Cups (2)
(These cups are provided by the EHLTF and are perpetual trophies)
 2. The EHLTF best Male and Female Athlete of the Championships Trophies (2)
(these trophies are purchased and provided by the host country and should be smaller in size!)
 3. The Jean Marc Charlot Trophy
 4. The Geoffrey Finnigan Perpetual Trophy
 5. The Peter Hansen trophy was instituted by the EHLTF board and handed during the closingceremonie to the LOC chairman of the next Championships. The trophy is replaced by a EHLTF PowerPoint presentation which will be shown during the closingceremonie, in a loop. Every “page”shows were the Championships have been, including the present.
The EHLTF board handed the EHLTF PowerPoint Presentation to the organizing LOC.
- (B) The Rules and conditions pertaining to the award of these trophies are contained in section 2.6 Special Trophies

2.1 General

- (A) All competitors must have had a successful Heart, Lung(s) or Heart-Lung transplant.
- (B) The transplant must have taken place no later than 6 months before the Championships and all competitors must be free from complications and have trained for the sports he/she is to take part in.
- (C) Each competitor must have a certificate of medical fitness completed by a doctor from his/her Transplant Hospital not earlier than 8 (eight) weeks before the commencement of the Championships.
If such certificates are not completed in full, the person concerned may be excluded from competing.
The Doctor appointed by the LOC to examine medical certificates may also recommend the exclusion of a competitor if he is unhappy with the information provided to him or considers a competitor medically unfit to compete.
- (D) Each competitor may take part in maximum of 5 events (+volleyball, relays and Biathlon)
The LOC will endeavour to facilitate all participants in their chosen events; however scheduling difficulties may arise necessitating some alterations. Team managers will be consulted and advised regarding any such changes.
- (E) Each sport is governed by current International Rules unless specified otherwise in this document.
- (F) Participating National Associations are required to have paid all outstanding membership fees to the EHLTF before entering the Championships.
Each National Association may only have one National Team representing them at our Championships.
In keeping with our membership criteria where only one National Association can be recognised as member of the EHLTF, so it is with teams at our Championships. It is therefore important to note that where a National Association already exists the Championships organisers will return any applications sent directly to them from individual transplant members.
Any EHLTF National Association planning our Championships, or likely to bid for them in the future, is reminded that it is not permissible for individuals or groups to register independently.
The exception is from transplants/friends whose countries are not yet members of the EHLTF.
- (G) Athletes from non-member countries of the EHLTF may be invited by the host country to compete in the Championships. No individual entries are allowed where a National Association exists. If the LOC receive such applications they are to be returned.
Individual entrants have to comply with EHLTF Rules & Regulations and any LOC rules.
Individual entrants will not have access to the EHLTF General Assembly nor be allowed to be present at the Team Managers briefings.

The day of their event, competitors must report and properly register sufficiently in advance before the beginning of their event.

Individual entrants are invited to participate in the parade of athletes behind all EHLTF National Associations and may carry their national flag.

- (H) Sports registrations are closed 15 days prior the start of the Championships. Athletes are not permitted to change events during the Championships and are obliged to report to the responsible authority in advance of the event in which he/she is participating.
- (I) Names of participants in teams or relays may be reported on the morning of the event. Cancellations must be reported on the morning of the event, (except for medical reasons, which may take place at any time.)
- (J) The organisers cannot be held responsible for any accidents or injuries to person or for damage or lost property. All participants must carry proper insurance for accident, health, property and travel.
- (K) Participants who choose to represent an International team in Swimming and Athletics relay's and Volleyball, may be disqualified by the Judiciary Panel, if their National Team manager considers this action contrary to the interest of his team, and lodges an appeal.
- (L) No new age category was introduced for younger participants, but host countries should always ensure that age differences are carefully considered and medals awarded to recognize special effort, and to reward participation.

2.2 Age categories (Men and Women)

- (A) The following age categories will apply to all Track and Field, Swimming and Racquet Events:

- Juniors	Up to 17 years
- Adults	18 – 34
- Seniors	35 – 44
- Veterans	45 – 54
- Super Veterans	55 – 59
- Old boys and girls	60 – 64
- Super Old Boys and Girls	65 – 69
- Very Special Old Persons	70+

Note:

- (B) In doubles, the age of the younger of the pair will apply
- (C) The age of the competitor on the opening date of the Championships will define the age category.
- (D) There are no age categories in golf, volleyball, swimming or athletic relays.

2.3 List of Events

(A) Track and Field

Purpose built synthetic athletic track should be used.

Keeping the programme to time requires a large number of officials, and volunteers, a first class public address system, clear speaking, experienced commentators, a well planned schedule and where possible, electronic timing.

Duration of Athletics program 8 hours, minimum number of officials 1 x Track Referee, 1 field referee, 10 x Timekeepers, 2 x Starters, 12 x Field Judges, 8 x Track Judges, 2 Commentators, one for events, one for Medal Ceremonies.

4 km road race:

Where possible this race should be held in a park setting, or on safe broad pavements. Highway sections and road crossings should be kept to a minimum and continuously marshalled, safety of competitors is vital.

MEN

<u>Event</u>	<u>Qualification for Finals</u>
100 m, 400m:	Timed heats, best 6-8 to final (according the track size)
1500m:	Straight Final
Shot Putt:	Maximum 3 attempts – best 8 qualify for Final. Final: 3 attempts
	Shot putt weights
	Juniors 4 kg
	Adults + seniors 7.26 kg
	Veterans 5 kg
	Super vets + Old boys 4 kg
	Super Old Boys 3 kg
	VSOP 3 kg
Cricket ball throw: (156 gr)	Maximum 3 attempts – best 8 qualify for Final. Final: 3 more attempts
Long Jump:	Maximum 3 attempts – best 8 qualify for Final Final: 3 more attempts
High jump:	Maximum 3 attempts at each height Each age category agrees the starting height.
4 km Road Race:	Straight Final.

- Sprint Relay: Timed heats. Best 6-8 to final.
 No Age category applies in this event.
 Countries have to field their strongest teams.
 A country may be represented by more than one team.
 International teams are allowed.
 Mixed Gender relay teams are not permitted
- Biathlon: The award of medals in this event is based on the best combined times of competitors in the 1500m and the cycling events.
 Normal age categories apply for the award of medals.

LADIES

Event

Qualification for Final

- 100m, 400m: Timed heats, best 6-8 to final (according to track size)
- 800m: Straight Final
- Shot Putt: Maximum 3 attempts – best 8 qualify for Final.
 Final: 3 more attempts
- Shot putt weights
- | | |
|-----------------------|------|
| Juniors | 3 kg |
| Adults + seniors | 4 kg |
| Veterans | 3 kg |
| Super vets + Old boys | 3 kg |
| Super Old Boys | 3 kg |
| VSOP | 3 kg |
- Cricket ball throw: Maximum 3 attempts – best 8 qualify for Final.
 (156 gr) Final: 3 attempts
- Long Jump: Maximum 3 attempts – best 8 qualify for Final.
 Final: 3 attempts
- High jump: Maximum 3 attempts at each height.
 Each age category agrees the starting height.
- 4 km Road Race: Straight Final
- Sprint Relay: Timed heats. Best 6-8 to final.
 No age category applies in this event.
 Countries have to field their strongest relay team.
- A country may be represented by more than one team.
 International relay teams are allowed.
 Mixed gender teams are NOT allowed.

Biathlon: The award of medals in this event is based on the best combined times of competitors in the 800m and the cycling events.
Normal age categories apply for the award of medals.

(B) Swimming (men and women)

50m (or 25m) Pool with electronic timing, (when possible) 1 x Referee, 1 x Chief Time keeper. 1 x Starter, 2 x Turn Judges, 2 x Finish Judges, 1 x Stroke Judge, 1 x Judge/Time keeper per lane. Est, Duration 4 hours.

Medal ceremonies as described under athletics. PA system and announcer, use of call room.

A Swimming program and timetable to be available to all team managers.

Events:

- 1) 50m Freestyle,
- 2) 50m Breast stroke,
- 3) 50m Backstroke
- 4) 100m Freestyle,
- 5) 100m Breaststroke,
- 6) 100m Backstroke
- 7) Relay 4 x 50m

Competition (Relays)

Timed heats, best 6-8 to finals

No age Categories apply in this event.

Countries have to field their strongest team.

A country may be represented by more than one team in both male and female relays

International relay teams are allowed.

Mixed gender relay teams are NOT allowed.

(C) Golf

18 holes, Stableford Competition. (2 Classes)

Max Handicap: men 28, women 36.

Players with maximum handicap of 18 play in class one, and players with handicap of 19 or more play in class two.

Handicap certificates must be presented before playing as failure to present a proper handicap certificate may result in competitors playing off scratch,

Familiarity with the rules of golf by the LOC/ organisers is essential, as the rules of the R&A should be strictly applied.

(D) **Tennis**

4-5 courts, 6 x Umpires, Est, Duration 4 hours

Singles and doubles: One set match to Quarter-final, best of three in Semi-finals and Finals

(E) **Badminton**

8 courts, 8 x Umpires, Est, Duration 4 hours

Singles and doubles:

will use the International (American) rule system for point scoring. A point will be awarded irrespective of which player served. Serve will change after each lost point. In addition each match, including semi finals and finals will be played to 21 points (2 clear points if tied at 21 all). Players will change ends at 11 points.

Doubles teams may be mixed gender.
Round Robin Format, preferred.

(F) **Table tennis**

8 tables, 8 x Umpires, Est, Duration 4 hours

Male and Female Singles and Doubles.

Service changes every two serves.

Best of 3 sets to 11 points up to Semi finals

Best of 5 Sets to 11 points in Semi Finals and Finals

Mixed gender doubles teams are permitted.

A Round Robin competition format is recommended.

(G) **Cycling**

Men and ladies 20 km Race:

Policed 20 km road race. Must be well sign-posted and marshalled. The course, where possible, should be completely closed to traffic until the last cyclist has finished the course.

Start and Finish areas must be well fenced and controlled.

The safety of the competitors must be given absolute priority.

A map of the circuit should be available to Team Managers at the first Team Managers meeting.

Race officials should be conscious of the dangers of a massed start and are therefore advised to start competitors by age categories or combined categories.

The safety of competitors, particularly children, must be the overall consideration.

Safety helmets must be worn by all competitors and race officials have a duty to ensure that this regulation is strictly adhered to.

(H) Volleyball

2 courts, net height 2,43m, playing area and equipment as Per International rules.

International rules apply.

The play off for the bronze medal must take place before the final is played.

Teams consist of 6 players with a maximum of three substitutes, (men or women)

Best of three sets to 15. Points are awarded on every server.

Finals may be played with points awarded to the serving team only depending on time and local considerations. This is a LOC decision.

(I) Pentanque

The LOC may choose to organize a pentanque event.

At Pentanque all participants are allowed to enter including those who are not transplanted.

This is a social event and transplants may enter in addition to their normal maximum 5-events.

Championship medals will not be awarded, but the LOC is allowed to present other medals.

Each Team consists of 3 players.

Countries have to field their strongest team.

No age Categories apply in the teams.

A country may be represented by more than one team.

Teams can be all male, all female or mixed.

There is no requirement that a team must include a transplant

International teams are allowed.

At least 10 courts, 1 Umpire, about four assistants, Estimated Duration 4 hours

Global number of triples 45-55, so 135 - 165 participants.

Need around 300 boules in different kind of colours and about 25 cochonets

Each team plays four games against four opponents.

The LOC organise the timetable of games to be played.

Each game starts with a signal.

The boule nearest the cochonet wins.

All boules count. The score is determined by counting how many of one team's boules are nearer the cochonnet than their opponents.

Each game ends after 30 minutes with a signal. After the signal the on-going round of throwing will be completed. After completing a draw is possible.

After each game the result sheet should be handed over as soon as possible to the competition organiser by both team captains.

Champion of the tournament is the team who won the most games.

If more than one team ends the tournament with four wins then the difference between the plus and minus score will count. If the difference is the same then each member of the team will throw one boule as close as possible to the cochonnet. The team with the nearest boule will be the winner.

The LOC will display the rules of the competition.

A chart will be used for the results.

The Official Rules of the Game of Petanque will be applied.

2.4.1 Additional Sporting Information and Guidelines

- (A) It is essential that a program and Timetable of events is produced for both Swimming and Athletics.

If this information is available to team managers, it will enable them to organise their teams and ensure that competitors register and report on time for their events.

This should greatly assist the organisers in hosting a well managed event.

- (B) Clear information must be given in the invitation document regarding the availability, type and quality of bicycles which competitors may hire and reserve. It would also be useful to indicate whether safety helmets can be hired.

Hire charges for these two items should be indicated in the invitation document.

- (C) It would be helpful if confirmation of bicycle hire was confirmed to the relevant National Associations(s) before the Championships and further details of hire equipment given to the Team Manager(s) the evening prior to the event.

- (D) The invitation document should contain information on the availability of practise facilities for swimming, cycling and other sports where appropriate.

- (E) It is important to check if tennis balls, shuttlecocks, table tennis balls, volleyballs, relay batons and other sporting equipment is provided by, or is at, the sporting venues.

This should include the various shot putt weights and appropriate cricket balls for the ball throw competition.

- (F) Many competitors in the golf will require buggies (sit on). It is important therefore to ensure the golf course has sufficient buggies to meet the demand. Please ensure the question on the sports form regarding buggies is highlighted for both the practise and competition days. The cost of the buggy hire for both days should be indicated.

- (H) It would be useful to indicate on the invitation document if golf clubs can be hired at the course and at what price. Low Fare Airlines charge 30 (thirty) Euro each way to transport

golf clubs and other oversize equipment. In many cases it might be more economical to hire them at the course.

- (I) If there is a shortage of buggies, it may be better if competitors were sent out in fourballs instead of the usual threeballs. This will facilitate a better sharing of available buggies. At all times competitors must have priority on the use of buggies, and take precedence over supporters, friends or caddies.

2.4.2 Additional events

- (A) The Local Organising Committee has the authority to introduce one extra sport which should be common to as many National teams as possible.

2.4.3 Medals

- (A) Gold, silver and bronze medals are awarded for the 1st, 2nd and 3rd places in all events.
- (B) In the racquet events losing semi-finalists receive a bronze medal.
- (C) The organisers have the right to combine categories in competitions but medals must be awarded in each category.
- (D) It is the strict policy of the EHLTF that medals are awarded even though there may only be one, two or three competitors in any event or competition.

2.4.4 Results

- (A) Copies of each day's results should be displayed in a prominent place (hotel, sports centre) on the morning following competition, and provided to team managers at the evening's team managers meeting.
- (B) It is highly desirable to have competition results posted on the LOC website daily.
- (C) Copies of final result must be available to EHLTF Management Committee at the end of the Championships.
- (D) Where facilities allow, a full schedule of competition results should be posted on the LOC website within two weeks of the Championships.

2.6 Special Trophies

There are 5 Special Sporting Trophies to be awarded;

- (A) **The EHTF Cups for Male/Female (2)**
A Special Trophy will be awarded to the Best Male and Female athlete of the Championships.
- (B) The Best Male and Female athlete of the Championships will be awarded with - the Trophy provided by the organizing comité and

- the EHLTF Perpetual Cup.

(C) **The EHLTF Perpetual Cups** contains the names of all winners of the EHLTF Cups since they were introduced in the year 2000, and will be held by the winning athletes until the next Championships.

It will be the responsibility of the athletes and their National Associations to ensure the Cups are returned properly inscribed maintained and polished.

(D) The rules are as follows:

1. All competing athletes may compete for this special award.
2. The intention is to honour the athlete who has proved to be the most prominent in a variety of sports.
3. Each competitor may take part in maximum 5 events
 4. Points may only be awarded for one event within each category of sport as follows:
 - One event of running 100m or 400m
 - One event of running 800m, 1500m or 4000m
 - One event of swimming (individual)
 - One event of tennis, badminton or table tennis
 - One event of Shot puttor ball throwing
 - One event of long jump or high jump
 - Cycling
 - Golf
5. Points are awarded with
 - 3 points for gold
 - 2 points for silver
 - 1 point for bronze
6. The competitor with the highest number of points will be the winner.
7. In the event of a draw the Judiciary Panel will decide the winner by considering all facts, e.g. comparing results, the level of results, (such as times achieved) number of competitors, age of competitors and so on. The decision of the judiciary Panel is final.

(E) **The Jean Marc Charlot Trophy**

This trophy was instituted by friends of our late member Jean Marc Charlot from France, one of the co-founders of the EHLTF. The Trophy was provided jointly by the French Federation of Heart and Lung Transplant Associations, Mr Fernand Cury, Founder President of the ARGC for the Rhône- Alpes region and Mrs Henry Denneville.

Rules of awarding:

1. This Trophy was awarded in the Volleyball event.
2. The Trophy is awarded to the National or International team with the lowest average age who **MUST** have won either **GOLD**, **SILVER** or **BRONZE** medals in the Tournament.
3. The average age will be computed from the entrance forms completed by each competing team, by converting the ages into months.

This number will then be divided by the number of players in the team.

Should more than one team end up with the same average age, days will be used to calculate the winner.

4. A team will be disqualified if it replaces players during the Tournament.
5. Protests must be made before the results of the Tournament are announced; otherwise, they will be disallowed.
6. The Trophy will be retained by the winning country until the next Championships.
7. In the event of an International team winning the tournament the holder(s) of the Trophy will be decided by the Judiciary Panel and a representative from the French Federation.
8. It is the responsibility of the winning country to ensure that the Trophy is returned at the next Championships, properly maintained, inscribed and polished.
9. The award of the JMC Trophy will take place at the closing Gala Dinner and be presented by a member of the French Federation, together with the award of the Jean Marc Charlot medals.

(F) Geoffrey Finnigan Perpetual Trophy

This Trophy is in honour of Geoffrey Finnigan, founding member and first President of the European Heart Transplant Federation.

Rules of awarding

1. This Trophy is awarded to the best overall competitor in Racquet Events, from the Old Boys and Girls, the Super Old Boys and Girls and VSOP categories.
2. There is an award for the best Male competitor and best Female competitor with the most accumulated points from winning medals in Badminton, Tennis and Table Tennis.
3. Points are awarded as follows, GOLD 3, SILVER 2, and BRONZE 1
4. In the event of a tie, the competitor with most GOLD medals will be deemed the winner. If the competition is still tied, then the competitor with the most SILVER medals will be the winner.
If the competition is still tied then the Trophy is to be shared. The team captains of the competitors sharing the Trophy MUST inform the Secretary of the EHLTF about the arrangements.
5. It is the responsibility of the person holding this Trophy and his/her National Association to ensure that the Trophy is presented at the next Championships, properly inscribed maintained and polished.

2.7 LOC Duties

- (A) The LOC should ensure that all team managers are provided with a timetable of events for both the swimming competition and the athletics program. This will help them organise their team members and ensure that they present on time for their events.

2.8 Team Managers Duties

- (A) **Before** the Championships
- 1 Distribute invitations to the Championships to members of his Association, together with all necessary information and guidelines contained in this document, as well as Registration, Sports and Medical forms.

2. Collect Registration, Sports and Medical forms from the members and accompanying persons.
3. Collect and deposit all monies due.
4. Submit in due time all appropriate forms together with a Summary Payment form.
5. Pay all deposits on time and the balances when due. Ensure that the amount paid is correct.
6. Prior to dispatching the Medical Forms ensure that they are correctly and fully completed, signed by the competitor, and signed by a doctor from the competitors transplant hospital.
7. Provide the host country with a detailed rooming list for accommodation together with group arrival and departure arrangements.

(B) At the Championships

1. Attend team managers meetings and pass on all relevant information to team members.
2. Ensure that team members are fully aware of transport arrangements and report for their events on time.
3. Report any changes in entries to appropriate persons in accordance with the rules.
4. Ensure non-competitors do not encroach on to competition areas.
5. Team managers are responsible for the total organisation of their team. If at any time they are unable to take care of the required duties, they must appoint a deputy.
6. Team Managers should ensure that a responsible and capable person from his group is present at all sporting events to ensure competitors are properly registered for their events and to address any problems
7. Team Managers must appoint a number of deputies on the Athletics day to assist with competitor registration, and to ensure that his team members present themselves at the appropriate location, and time, for their events.
8. Team Mangers are responsible for bringing any sporting protests or disputes to the attention of the Judiciary Panel at the earliest possible opportunity.

Internal Rules and Regulations

3.1 Administration

- (A) Subject to the matters set out below the Federation and its property shall be administered and managed in accordance with its Statutes.

3.2 Core Principles

- (A) The committee have decided to adopt the existing set of rules within Europe which are included within the Patients Charter – Article 35 of the European Charter of Patients Rights. The 14 points meet the criteria we were trying to address. It was agreed we would adopt these as part of our Regulations.

(B) EUROPEAN CHARTER OF PATIENTS' RIGHTS

1. Right to Preventive Measures

Every individual has the right to a proper service in order to prevent illness.

2. Right of Access

Every individual has the right of access to the health services that his or her health needs require. The health services must guarantee equal access to everyone, without discriminating on the basis of financial resources, place of residence, kind of illness or time of access to services.

3. Right to Information

Every individual has the right to access to all information regarding their state of health, the health services and how to use them, and all that scientific research and technological innovation makes available.

4. Right to Consent

Every individual has the right of access to all information that might enable him or her to actively participate in the decisions regarding his or her health; this information is a prerequisite for any procedure and treatment, including the participation in scientific research.

5. Right to Free Choice

Each individual has the right to freely choose from among different treatment procedures and providers on the basis of adequate information.

6. Right to Privacy and Confidentiality

Every individual has the right to the confidentiality of personal information, including information regarding his or her state of health and potential diagnostic or therapeutic procedures, as well as the protection of his or her privacy during the performance of diagnostic exams, specialist visits, and medical/surgical treatments in general.

7. Right to Respect of Patients' Time

Each individual has the right to receive necessary treatment within a swift and predetermined period of time. This right applies at each phase of the treatment.

8-Right to the Observance of Quality Standards

Each individual has the right of access to high quality health services on the basis of the specification and observance of precise standards.

9. Right to Safety

Each individual has the right to be free from harm caused by the poor functioning of

health services, medical malpractice and errors, and the right of access to health services and treatments that meet high safety standards.

10. Right to Innovation

Each individual has the right of access to innovative procedures, including diagnostic procedures, according to international standards and independently of economic or financial considerations.

11. Right to Avoid Unnecessary Suffering and Pain

Each individual has the right to avoid as much suffering and pain as possible, in each phase of his or her illness.

12. Right to Personalized Treatment

Each individual has the right to diagnostic or therapeutic programmes tailored as much as possible to his or her personal needs.

13. Right to Complain

Each individual has the right to complain whenever he or she has suffered a harm and the right to receive a response or other feedback.

14. Right to Compensation

Each individual has the right to receive sufficient compensation within a reasonably short time whenever he or she has suffered physical or moral and psychological harm caused by a health service treatment. (www.activecitizenship.net).

3.3 Membership

(A) Payment of Fees

With reference to Articles 4 and 16 of the Statues, where a country (Provisional Member) has met the minimum requirements for membership and been approved by the General Assembly the Committee may agree that the membership fee is waived and at its discretion a lower fee is payable. This will be reviewed each year and the Committee will determine the future level of fees payable.

3.4 Electronic Voting

(A) If a situation arises where the Committee feels that it is essential that it seeks the immediate advice of Members the use of email voting may be applied.

(B) Where this occurs the Secretary will only send an email to the chairman of each National Association that is allowed to vote.

(C) The email will contain the precise details of the item to be considered.

(D) The email will also include a security word which will be required to be sent with the response. Each National Association will have its own security word to ensure privacy of the vote cast.

(E) Only the Secretary will know the result of each National Association's decision and will only report the total votes for and against to the Committee.

(F) This method of communication will only be used as a last resort and the result of any vote made in this way will be notified to the Members at the next possible General Assembly meeting.

3.5 Elections to the Management Committee

(A) Article 13 states that ‘When there is more than one candidate for a vacant position the election takes place by the use of ballots’. At the Assembly members shall be given a voting form with the names of all the candidates together with copies of their individual CV’s. The members shall vote in secret by indicating their choice by placing a mark against that candidate’s name.

(B) They shall then fold the voting form to prevent anyone seeing who they have voted for. The folded ballot papers will then be collected by a Managing Committee Officer who will be responsible for validating the forms, totaling the votes cast and notifying the Chairman of the results.

(C) Sub-committees

1. The Committee may appoint one or more sub-committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee.
2. At least one person from the Committee shall be included in any such sub-committee. All acts and proceedings of any sub-committee shall be fully and promptly reported to the Chairman and the Committee.

3.6 Appendix 1

Record of changes in R&R

Amendement #	Date	Exécuté par (Nom)	nature
1	31/05/2007	PIERARD	PC
2	15/06/2009	PIERARD	PC
3 Add Part 3	26/11/2010	PIERARD	PC
4 # +	01/11/2011	PIERARD	PC
5 Championships	06/06/2013	PIERARD	PC
6 Lay-out, add pentanque and some wordings	29/04/2015	LASSOOIJ	AL