



## **Invitation and general information**

### **2016 IPC Ice Sledge Hockey World Championships B-Pool**

**28 November – 3 December 2016**

Tomakomai, Japan



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## 1 Introduction

The Japan Ice Sledge Hockey Association and the International Paralympic Committee are pleased to invite you to the 2016 IPC Ice Sledge Hockey World Championships B-Pool. The tournament will be held from 28 November - 3 December 2016 at the Hakucho Oji Ice Arena in Tomakomai, Japan.

## 2 Organization and administration

Japan Ice Sledge Hockey Association  
Nippon Foundation Building 4F  
1-2-2 Akasaka, Minato-ku  
Tokyo 107-0052  
Email: [info@sledgejapan.org](mailto:info@sledgejapan.org)  
Website: [www.sledgejapan.org](http://www.sledgejapan.org)

## 3 Dates of competition

27 November 2016	Arrivals
28 November 2016	Classification & Training & Equipment Control & Opening Ceremony & Directorate Meeting
29 November - 3 December	Competition
3 December 2016	Closing/medal Ceremony
4 December 2016	Departures

## 4 Venue

The tournament will be held at the following venue:

**Hakucho Oji Ice Arena**  
Wakakusa-cho 2-4-1  
Tomakomai 053-0021  
Hokkaido

Information about ice arena:

- Rink size: 60m x 30m
- Capacity: 3,000+ people



- Seat heating system
- Construction date: August 1996

Website link:

[http://www.city.tomakomai.hokkaido.jp/kyoiku/sportsshisetsu/shisetsu/hakuchooji\\_icearena.html](http://www.city.tomakomai.hokkaido.jp/kyoiku/sportsshisetsu/shisetsu/hakuchooji_icearena.html)

Hakucho Oji Ice Arena



Ice Rink





## 5 Event schedule

The IPC Ice Sledge Hockey World Championships B-Pool will be played in a round robin format.

### Tentative competition schedule:

29 November 2016	Preliminary round day 1
30 November 2016	Preliminary round day 2
1 December 2016	Rest day
2 December 2016	Preliminary round day 3
3 December 2016	Medal games

## 6 Rules and regulations

The competition will be conducted under IPC Ice Sledge Hockey Regulations, IPC Ice Sledge Hockey Rules and IPC Ice Sledge Hockey Classification Rules and Regulations. If you require further information, please visit: <https://www.paralympic.org/ice-sledge-hockey>

## 7 Maximum entry per NPC

NPCs are allowed to enter a maximum of **seventeen (17) athletes** (15 players and 2 goalkeepers) unless their squad of players (including goalkeepers) includes at least one female, in which case the team may consist of a maximum of eighteen (18) athletes.

Each NPC is entitled to register up to **six (6) team officials**.

An NPC may request to bring additional team officials but this will be subject to prior approval of the IPC. The NPC will be required to pay a correspondingly higher entry fee reflecting the cost of additional team officials.

## 8 International classification

Those athletes who have never been classified or have a designated sport class status of 'Review' or 'Review with fixed review date' of 2016 or earlier will be required to go through international classification prior to the start of the 2016 IPC Ice Sledge Hockey World Championships B-Pool.



A detailed classification schedule will follow after the revision of the final entries by IPC Ice Sledge Hockey. All athletes informed that they require classification must arrive at a time prior to their allocated appointment time. NPCs are advised to contact [ipcicesledgehockey@paralympic.org](mailto:ipcicesledgehockey@paralympic.org) to arrange for the classification schedules.

Athletes due for classification must ensure a copy of both the IPC Medical Diagnostics Form is completed and uploaded by the NPC to SDMS at least four (6) weeks before the Championships.

## 9 Anti-Doping

The IPC is the responsible authority for the anti-doping programme at the 2016 IPC Ice Sledge Hockey World Championships B-Pool and the 2015 IPC Anti-Doping Code applies to this event. Doping control samples may be collected both in-competition and out-of-competition. The samples can be urine and/or blood.

Athletes who require the use of a prohibited substance for a medically justified reason must ensure that they have a valid Therapeutic Use Exemption (TUE) prior to the event. During the event, only emergency TUE applications will be accepted. If an athlete is considered an International Level Athlete (ILA) by the IPC, they must apply directly to the IPC Medical Committee: [tue@paralympic.org](mailto:tue@paralympic.org). All other athletes must apply to their National Anti-Doping Agency. More information on TUEs can be found on the IPC website: <http://www.paralympic.org/athletics/anti-doping/tue>

## 10 Entries and registration

All athletes entered in the Championships must be licensed for the 2016-2017 winter season by the time of the final entries deadline. Athletes' entries not meeting this criterion will be rejected by IPC Ice Sledge Hockey.

All athletes must be entered by their respective NPCs or organisations authorised by the NPC and accepted by IPC Ice Sledge Hockey.

All NPCs must declare their entries within the given deadlines. No late entries are to be accepted.

Replacement entries may be accepted only due to injury or medical reason. The NPC must submit support documents to IPC Ice Sledge Hockey office for approval. The LOC must also approve if such late changes can be accommodated.



## Registration deadlines

The registration process and timeline shall be as follows:

1	Opening of <a href="#">online registration system</a> for Entry (by Number).	16 September 2016
2	Deadline for online Entry (by Number) (NPCs are invoiced based on the number provided in this entry).	27 September 2016
3	Opening of <a href="#">online registration system</a> for Entry (by Name)	29 September 2016
4	Close of online Final Entry (by Name) system and deadline for payment of the entry fee <b>NOTE: No</b> reimbursement for any team members withdrawn will be accepted after this date.	25 October 2016

## Online entry process

The online entry system can be accessed via the following link: <http://www.paralympic.org/entries>

The log-in details are the same username and password used for **SDMS account**.

If you do not have access to the SDMS/Entries system, please **contact your NPC**. The NPC will be able to make the online entry on your behalf.

Detailed **instructions for the online entry process** can be found [here](#).

## Other forms and documents

All necessary documents (travel information form, accommodation reservation form, etc.) must be sent to both of the following addresses:

1. IPC Ice Sledge Hockey at [ipcicesledgehockey@paralympic.org](mailto:ipcicesledgehockey@paralympic.org)
2. Local Organising Committee at [sky4478m@cl.cilas.net](mailto:sky4478m@cl.cilas.net)

## 11 Entry Fee

The entry fee is charged at **540 EUR per participant** (incl. athletes and team officials). The entry fee covers the Championship services during the event.

**NOTE: accommodation is not included** and must be booked and paid separately (see section 15).



## Payment

The entry fee of 540 EUR per participant must be paid by transfer to the IPC. Upon submission of the online Entry by Number, NPCs will be issued with a Participation Fee Invoice. This invoice should be paid direct to IPC (bank details below) by **no later than 25 October 2016** unless delayed payment was approved by the IPC. Please ensure that the correct invoice number is referenced in the payment.

Account Name:	IPC, Adenauerallee 212-214, D-53113 Bonn, Germany
Bank:	Deutsche Bank AG, D-53113 Bonn, Germany
Bank code:	380 700 59
Branch No.:	414
SWIFT Address:	DEUT DE DK 380
IBAN:	DE75380700590029012200

## 12 Transportation

The Local Organising Committee (LOC) will provide a transportation service from New Chitose Airport to the Grand Hotel New Oji (on official arrival/departure days).

If you are arriving by air, in order for appropriate transport to be arranged, please provide advance notice to the LOC by submitting the Transportation Form **no later than 5 October 2016**.

The closest international airport is New Chitose Airport (Sapporo/CTS) which is situated about 23km from the hotel. There are two routes to fly to New Chitose Airport (Sapporo):

- Via Tokyo (Narita/NRT or Haneda/HND)
- Via Seoul (Incheon/ICN)

The ice arena is located walking distance (600m, 7min) from the hotel. If needed, van or taxi will be made available for transport between hotel and ice rink.

## 13 Meals

Breakfast, lunch and dinner will be served at the Grand Hotel New Oji.

Please inform the LOC about vegetarian need, halal, kosher or intolerance/allergies.





## 14 Extra Days

In case of early arrival or late departure, extra need for transportation and/or ice renting, all costs are to be covered 100% by the NPC/team itself. Please contact the LOC with a copy to [ipcicesledgehockey@paralympic.org](mailto:ipcicesledgehockey@paralympic.org) for more information about extra days.

## 15 Accommodation

The official competition hotel will be the Grand Hotel New Oji.

Address: Omotemachi 4-3-1  
Tomakomai, Hokkaido 053-0022

- 3 restaurants, sky lounge, tea lounge, shops, free wifi.
- Laundry service

Website link of the hotel: <http://www.newoji.co.jp>

### Rates

The room charges for the championships period (27 November - 4 December 2016):

- 12,500 JPY (twin room) or 13,500 JPY (single room) per night per person including 3 meals (buffet style) per day

Extra days for early arrival or late departure must be also requested through the LOC. Extra charges are possible.

### Booking

The **Accommodation Booking Form** is attached to this document and needs to be sent back **no later than 5 October 2016**.

Bookings and payment for the accommodation have to be made directly to the LOC.

Deadline for reservation	<b>14 October 2016</b>
Deadline for final payment	<b>28 October 2016</b>

### Cancellations/Refunds Policy

- Cancellation after 4 November 2016 is 50% of accommodation fee.



- Cancellation after 18 November 2016 is 100% of accommodation fee.

## Bank Information

The Accommodation Fees should be transferred to the following bank account according to the terms of payment:

Bank Code	0005
Branch Code	001
SWIFT Code	BOTK JPJT
Account Number	0154347
Name of Bank	The Bank of Tokyo – Mitsubishi UFJ, Ltd.
Bank Address	2-7-1, Marunouchi, Chiyoda-ku, Tokyo, Japan
Beneficiary Name	Hitachi Travel Bureau, Ltd.
Under indication of	<your country> WCHB2016 (example SLOVAKIA WCHB2016)

## 16 Host City

The city of Tomakomai facing Pacific Ocean has become the fifth largest city in Hokkaido with a population of more than 173,000 thanks to the persistent efforts and wisdom of our predecessors.

Having the “double ports” – Tomakomai Port which is an international hub port and New Chitose Airport which is the air gateway in Hokkaido in its vicinity and favourable transport access (e.g., railways, national highways and expressways), Tomakomai is a city full of energy, continuing to grow as an industrial-base city playing a major role of Hokkaido’s economic development.

The city is also attracting nationwide attention as a base for paper/pulp, automobile parts, metal and other industries, an energy base with an oil storage station and Hokkaido’s largest thermal power plant, and a recycling industry base that will lead the next generation.

At the same time, Tomakomai boasts a nature-rich environment including extensive forests at the foot of Mt. Tarumae and Lake Utonai which is designated as a Ramsar Site.

Find out more about the city (<http://www.city.tomakomai.hokkaido.jp/>).



Tomakomai



## 17 Insurance

Each National Federation and/or National Paralympic Committee must ensure that all members of their delegation are appropriately insured, including coverage accidents, health, travel, property and liability.

Each team will need to provide evidence of insurance cover at the first Directorate Meeting.

LOC and IPC will not approve the participation of the teams, which cannot provide appropriate insurance cover at the meeting.

## 18 Medical Information

### Treatment

No medical insurance for accidents will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event.

### Medical services

The LOC will do its best to guarantee the safety of all participants. The WCH hospital is located next to the ice arena. Medical personnel will be present at all events at the tournament venue.



## 19 Immigration

All visitors must have a valid passport to enter Japan. For further assistance on immigration issues please contact the LOC.

## 20 Accreditation

All accreditation details for athletes and team officials are dealt within the online entry system (SDMS). Please ensure good quality photographs are uploaded to SDMS for both athletes and team officials.

All accreditation cards will be handed out to the Team Manager at the Grand Hotel New Oji.

## 21 Contact details

Should you require further information please do not hesitate to contact us:

### Organising Committee

Contact person:	Sachiko Koyama (Japan Ice Sledge Hockey Association Secretary General)
Address:	1-2-2 Akasaka, Minato-ku Tokyo 107-0052, Japan
Email:	<a href="mailto:sky4478m@cl.cilas.net">sky4478m@cl.cilas.net</a>
Telephone:	

### IPC Ice Sledge Hockey

Contact person:	<b>Barbora Kohoutova</b> (IPC Interim Ice Sledge Hockey Manager)
Address:	Adenauerallee 212/214 53113 Bonn, Germany
Email:	<a href="mailto:ipcicesledgehockey@paralympic.org">ipcicesledgehockey@paralympic.org</a>
Telephone:	+49 2282097 149
Fax:	+49 2282097 209