

**ANNEXURE A**

<b>FLOWCHART</b>				
	<b>TIMELINE</b>	<b>RESPONSIBLE</b>	<b>ACTION</b>	<b>REMARKS</b>
1	3 Months before the event <b>90 days</b>	Host Country	Request approval from the IJF	Annexure B Section A to be completed
2	Within 14 days <b>76 Days</b>	IJF	Accept or decline the request for an event	This can be done via email
3	Within the next 7 days <b>69 Days</b>	Host Country	a) Send an invite to all applicable countries/institutes b) Request countries to complete Section B of Annexure B and send it back to the Host Country	Including: . Date . Venue . Version of play . Participation fees applicable
4	Within 21 days <b>48 Days</b>	Invitees	a) Accept/decline the invite b) Complete Cross Border Application c) Send back to Host Country	Annexure B Section B to be completed
5	Within the next 7 days <b>41 days</b>	Host Country	a) Send the following to the IJF COO: b) Application for International event c) Invitation letter of the Host Country d) Invitee letters of acceptance	Annexure B Section C to be completed
		IJF COO	e) Acknowledge receipt f) Forward applications to the Director Participation	
		Director Participation	g) Inform Host Country of the status of the application including the participating fees per team h) Place order for medals and/or tokens i) Forward request to Director Umpires	

		Director Umpires	Start process requesting countries for Umpires available	
6	Within the next 7 days <b>34 days</b>	Host Country	a) Confirm invitees of the version of the play b) Request participation fees from invitees	

			c) Make full payment to the IJF d) Send proof of payment to the COO i. proof of payment ii. Complete Annexure F (Checklist) re facilities	
		Invited Countries – Non-official teams of Individuals cross border visits	e) Send to IJF COO for approval	Complete <ul style="list-style-type: none"> <li>• Annexure B Section B</li> <li>• For the info of the IJF only</li> </ul>
		IJF COO	f) Invites Exco members, Honorary Members and Presidents of Countries	
		Host Country	g) Invites guests of honor	Responsible for refreshments for Host Country and IJF guests
7	Next 7 days <b>24 days</b>	Director Umpires	Confirm Umpire appointments	
8	Next 10 days <b>10 days</b>	Host Country	Confirm guests of honour with COO	
		IJF COO	Confirm guests of honour with the Host Country	

9	Within 1 day before the event	Director Participation	Meeting with all Chef de Missions and Team Managers	<ul style="list-style-type: none"> <li>• Discuss Annexure G – Checklist 2</li> <li>• Reminder - Chef de Missions to complete Annexure H</li> </ul>
		Participated Countries	A written copy of the players to the IJF Representative	
		Official Ceremony	Teams to be announced	
10	Day of Play	Umpires	a) Umpires will supervise the points b) Random checks of players' skes and peggs	
11	Within <b>2 weeks</b> after the event	IJF Chef de Missions	Provide IJF Director Participation with results	
		All Chef de Missions	Send Report to IJF COO	Annexure H
		COO	Forward all reports to Director Participation	
		Director Participation	a) Consolidates reports into one report for the coming IJF AGM b) Confidential matters will be discussed with the Exco	