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מיכל 201

מוזיאון מכבי ע"ש פייר גילדסגיים

PIERRE GILDESGAME MACCABI SPORTS MUSEUM

חשבוני צפון אמריקה 1385

8-1141

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מיקום פיזי: ארכיון, מכל: 0291

SO YOU WANT TO HOLD
THE NORTH AMERICAN

שם התיק:

פרסומי מכבי

שם החטיבה:

01/02/1985

מתאריך:

01/02/1985

עד תאריך:

1142

מס. פריט

במחשב:

SO YOU WANT TO HOLD THE NORTH AMERICAN MACCABI YOUTH GAMES IN YOUR COMMUNITY



Jewish Community Center
OF METROPOLITAN DETROIT

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INTRODUCTION

In 1982 the first Maccabi Youth Games were hosted by the Memphis Jewish Community Center. In 1984, the Detroit Jewish Community Center hosted these games, and participation grew from 300 in 1982 to 1,000 in 1984.

It is hoped that over the coming years on an annual basis except when Maccabi Games are held in Israel, Maccabi Youth Games similar to those held in Memphis and Detroit, be conducted in North America sponsored by the Jewish Community Centers and Ys of North America in conjunction with the World Maccabi Union, AZYF, and JWB.

The advantages for the Jewish Community Centers are:

1. The ability to attract Jewish youth for purposes of athletics in Jewish environment and surroundings.
2. To develop a potentially significant basis of affiliation on behalf of Jewish youth to Jewish Community Centers using athletics as the primary vehicle.
3. To develop a support base of adults in the community who will provide the necessary financial and volunteer backing to promote and conduct physical education activities in Centers.

4. It creates for Jewish youth in the respective cities an opportunity to participate on a national basis in a "youth movement" based around athletics.

5. It promotes Centers to develop regional games during the winter and spring vacation periods should cities be interested in using these regional games for high visibility and momentum for this area of youth activities.

We believe this has a great many positive implications for World Maccabi. They are:

1. The ability to tap into American Jewish youth for purposes of relationship to Israel, Jewish life and World Maccabi.

2. Jewish Community Centers can provide a significant support base for World Maccabi.

3. The Centers are in the position to coalesce the necessary resources to make the youth games a programmatic as well as a financial success.

4. There is a minimum amount of investment of resources both financial and professional by World Maccabi in order to obtain the above goals.

It would be our intent to create a national committee of "physical education". Their chairman should represent the Jewish Community Center who will sponsor teams for the national and regional games. This committee will be responsible for rules, regulations, city selection, and assist in the

national publicity which should be a part of the national program.

Further, it is purposed that the official title of the games be "North American Youth Maccabi Games", sponsored by the Association of Jewish Community Centers and Ys of North America and in conjunction with the World Maccabi Union, AZYF and JWB.

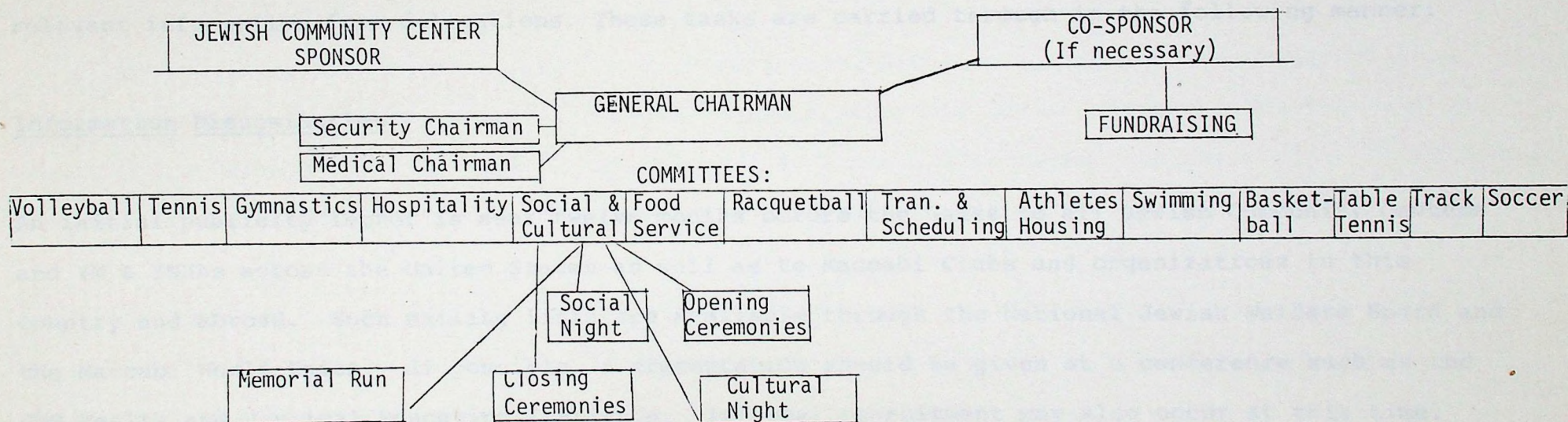
Furthermore, it is the commitment of the Jewish Community Center of Metropolitan Detroit to willingly take an active leadership role in the development of this movement over the coming years.

It is hoped that this manual will serve as a guideline for communities considering hosting the Games. The recommendations in this manual are based on the experiences of the organizers of the 1984 Games hosted by the Jewish Community Center of Metropolitan Detroit.

ORGANIZATION OVERVIEW

The Maccabi Youth Games are a joint venture between the Professional and volunteer leadership of the Jewish Community Center or Y. No Center or Y has the manpower, time, and resources to handle the project on its own. The need for a Center or Y to have the community involvement coincide with needs of the community to have an agency whose professional staff, facilities, and service enable the Games to exist. Volunteer leadership should be organized as early as eighteen months prior to the Games. An overall chairperson should work with Center professional staff in determining a committee structure for the Games and in turn selecting chairpersons for each committee. Each chairperson should be assigned specific responsibilities relevant to their area, such as developing guidelines for athletic competition. The following chart illustrates the Games' structure.

MACCABI YOUTH GAMES



The Jewish Community Center or Y hosting the Games has the responsibility of providing professional, clerical and other support staff to assist in the planning and coordination of the games with the lay leadership and the corps of volunteers. It is essential that the Center assign one or two key staff, such as a Physical Education Director or Program Director to work with the overall Games chairperson in overseeing the volunteers as well as coordinating the Center staff.

A major task for the Center professional staff is that of coordinating the various delegations to the Games. While this position might have been filled by a volunteer, it is recommended that it be a professional staff member. It is essential that the coordinator be knowledgeable in all areas of the Games, remain in contact with all chairman regarding their areas, and be at the Center at all times to answer questions from delegations.

The tasks of the coordinator are three-fold: 1) To provide information on the Games to delegations. 2) To actively recruit delegations. 3) To collect and verify receipt of registration and other relevant information from delegations. These tasks are carried through in the following manner:

Information Dissemination

An initial publicity letter is sent twelve months before the Games to all Jewish Community Centers and YM & YWHAs across the United States as well as to Maccabi Clubs and organizations in this country and abroad. Such mailing lists are available through the National Jewish Welfare Board and the Maccabi World Union. If possible, a presentation should be given at a conference such as the JWB Health and Physical Education Institute. Informal recruitment may also occur at this time.

Recruitment

Ten months prior to the Games a second letter should be sent to the afore-mentioned mailing lists reintroducing the concept of the Games and asking for the return of a survey indicating degree of anticipated participation in the Games. Organizations responding to the survey should be called and the beginnings of a more definitive target list of potential delegations established. Organizations on this list should be contacted, on a monthly basis to ensure the Games are being promoted in each of the respective communities.

The formal registration packet should be mailed in January and is the third and most detailed form of written communication to potential delegations. The deadline of the return of critical registration materials will prompt numerous calls to and from delegations.

Confirmation & Follow-up

As information regarding participation in particular athletic events, housing and transportation becomes available, the information is relayed to the appropriate Games chairman. Insufficient and incomplete information on the part of the delegations necessitates meticulous follow up. It is also the task of the coordinator to monitor the receipt and refund when necessary of registration fees.

During the week of the Games, the coordinator may function as an informational resource person positioned in the Main Lobby of the Jewish Community Center. This is a logical task as the coordinator has developed a working relationship with many of the delegation leaders and his/her

accessibility to "trouble shoot" is critical throughout the Games.

COMMITTEE GUIDELINES

The following pages detail the responsibilities and guidelines for the various committee chairpersons.

HOUSING GUIDELINES

Essential to the success of the Games is the housing of athletes. By using home hospitality among the families of the Jewish community, not only do the athletes experience the warm, close feeling of staying with a Jewish family, but Jewish families become involved in the Games. The Memphis and Detroit Games have proven that lasting friendships often developed based on the home hospitality provided in both communities.

The housing process should begin one year prior to the Games. The housing chairperson has the task of coordinating housing publicity with the publicity chairperson. A Speakers' Bureau should be established which promotes the need for housing by sending speakers to various Jewish organizational meetings.

Housing applications should be distributed throughout the Jewish community. As applications are returned, a follow-up should be done with each family to answer specific questions. Host family orientations should be held 6 weeks prior to the Games with a review of the responsibilities of the family and a summary of the overall Games program. An information packet should also be prepared for the host families.

The matching process may begin as soon as athletes' applications for the Games are received. Consideration should be given to matching the requested information on both the athletes and host family applications.

It is recommended that extra host families be recruited to allow for last minute changes in delegation size or to accomodate athletes or families who are having problems with their respective hosts or guests.

The following forms are recommended for housing purposes.

MACCABI YOUTH GAMES
HOST HOUSING APPLICATION

NAME _____
ADDRESS _____
CITY _____ ZIP _____
NEAREST INTERSECTION _____ PHONE _____

THE FOLLOWING INFORMATION WILL HELP US MATCH ATHLETES AND HOSTS:

HOW MANY ATHLETES CAN YOU ACCOMMODATE? _____

DO YOU PREFER MALE, FEMALE, NO PREFERENCE? _____

DO YOU SPEAK ANY FOREIGN LANGUAGE? _____

DO YOU HAVE ANY HOUSEHOLD PETS? _____ IF SO, WHAT KIND? _____

DO YOU HAVE A KOSHER HOME? _____

ARE YOU IN WALKING DISTANCE TO A SYNAGOGUE? _____

WHICH SYNAGOGUE? _____

DO YOU HAVE ANY CHILDREN LIVING AT HOME? _____ IF SO, MALE/FEMALE, AGE

DO YOU HAVE ANY CHILDREN PARTICIPATING IN THE MACCABI GAMES? _____ IF
YES,

WHICH EVENTS _____
(RESPOND ONLY IF YOU KNOW AT THIS TIME)

CAN YOU SUGGEST OTHER FAMILIES INTERESTED IN HOUSING ATHLETES?

NAME	ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

SIGNATURE _____

MACCABI YOUTH GAMES
INDIVIDUAL PARTICIPANT FORM

NAME _____

PARENTS' NAME _____

ADDRESS _____

PHONE # _____ EMERGENCY # _____

DO YOU PREFER TO STAY IN A KOSHER HOME? _____

WOULD YOU LIKE TO BE IN WALKING DISTANCE OF A SYNAGOGUE? _____

ARE YOU ALLERGIC TO ANY HOUSEHOLD PETS? _____ WHICH ONES _____

HAVE YOU EVERY PARTICIPATED IN THE GAMES BEFORE? _____

WHAT SPORT(S) WILL YOU BE PARTICIPATING IN? _____

SEX _____ AGE _____ PLEASE ATTACH COPY OF BIRTH CERTIFICATE OR OTHER
PROOF OF AGE

DO YOU TAKE ANY MEDICATIONS? _____

ARE THERE ANY HEALTH PROBLEMS WE SHOULD BE AWARE OF? _____

MEDICAL INSURANCE CO. _____

POLICY NUMBER _____

PARENTS AUTHORIZATION

In the event I cannot be reached in an emergency, the undersigned parent or guardian gives permission to the physician selected by the Maccabi Youth Games Organizing Committee to hospitalize, administer treatment or secure proper treatment for, and to order injection, anesthesia or surgery for my child, as named on this application.

RELEASE OF LIABILITY/ASSUMPTION OF RISK

The undersigned Athlete and Parent Guardian in consideration of participation in the Maccabi Youth Games agree to idemnify and hold harmless the HOST AGENCY, its representatives, successors and assigns and release the same from any and all liability for any injury or illness which may be suffered by the athlete named herein arising out of, or in any way connected with, the participation in the Maccabi Youth Games, and assume the risk of such injury or illness.

SIGNATURE OF PARENT

DATE

SIGNATURE OF ATHLETE

DATE

PUBLICITY GUIDELINES

An extensive publicity campaign should be adopted beginning as early as eighteen months prior to the games. This campaign may be used to promote the games as well as recruit housing for the athletes and volunteers.

Specific contacts to be made include:

1. JCC Newsletter - announcements and articles in each issue
2. Local Jewish News - feature articles on the games and the need for housing
3. Synagogue and Jewish Organization Newsletters
4. Local papers - feature articles
5. Radio and Television - arrange for interviews with organizers, athletes, volunteers
6. Establish a Speakers Bureau to recruit volunteers and housing at local organizational meetings.

OVERALL ATHLETIC GUIDELINES

Chairpersons should be selected for each of the sports to be contested. The following are the responsibility for each chairperson.

Secure experienced/certified officials.

Formulate schedule and time of events with master scheduler.

Be responsible for site and equipment readiness.

Provide for first aid.

Report results to officials.

Award medals.

Recruit volunteers.

The particular format for each sports tournament should be determined by each chairperson based upon the number of competitors and the time frame for competition. The following pages detail guidelines for each of the sports.

TABLE TENNIS GUIDELINES

Divisions: Boys and Girls

Age groupings: 12-14 and 15-16

Categories: Singles and Doubles

Each delegation is allowed 2 participants in each singles male and female age grouping and 1 doubles team for each male and female age grouping.

Rules: United States Table Tennis Association

Special Rules:

1. Players must check in 15 minutes prior to match time.
2. All players must wear solid color clothing (non-white) without any large lettering or print on front.

VOLLEYBALL GUIDELINES

Divisions: Boys (ages 12-16) and Girls (ages 12-16)

Roster Limit: 9 (6 participants play at one time)

Rules: United States Volleyball Association

Specific Rules:

1. This may be a Round Robin, double elimination, or consolation round tournament depending upon the number of teams.

2. Three 11 pt. games will constitute a match.

3. Playoffs

2 out of 3 - 15 pt. games for semi-finals and Bronze Medal Game

3 out of 5 - 15 pt. games for Finals (Silver & Gold)

4. Use USVBA Volleyball rules except that allowance should be made for each player to substitute an unlimited number of times into the same position. Two time-outs per game.

5. Each team should arrive one match early and provide 4 linespeople for the prior match if necessary. Starting times are times listed on schedule unless changed by referee or tournament director.

6. If time allows, teams should be allowed 10 minutes before 1st game for warm-up and 5 minutes between games. A warm-up area should be available for teams not playing current matches.

7. Teams may not have less than 4 players or more than 6 players in game at once, or forfeit will occur. Only one person can be designated as coach and identified to referee at beginning of match. Only one person may be designated as floor captain and may talk to referee during game.

GYMNASTICS GUIDELINES

GIRLS

Age groupings: 12-16

Events: Vault, Uneven Bars, Beam, Floor Exercise

Rules: The competition should use the FIG code of points. With additional supplemental material used through the current season.

Optional competition should be 1B. Individual finals will also be judged by 1B rules. Top six gymnasts in each event will compete. All U.S.G.F. Class I and Elite judges should officiate.

Minimum of four girls will comprise a team with maximum of six. All around and team awards will be presented on Day 1. Team scores will be tabulated with top 4 raw scores per team determining the winners. This will also be a qualifying competition for the Individual Finals. Delegations with individual girls not having a team will compete this day to qualify. The top six girls in each event will be in the Individual Competition on Day 2 with qualifying scores being added to the final scores to determine the individual winners.

BOYS

Age groupings: 12-14 and 15-16

Events: Floor Exercise, Vault, Pommel, Rings, Even Bars, High Bar

Rules: The competition should use the FIG code of points. Vault will be adjusted for height

according to age group.

A minimum of four boys will comprise a team with a maximum of six. All around and team awards will be presented on Day 1. Team scores will be tabulated with the top four raw score per team determining the winner. This will also be a qualifying competition for Individual Finals. Delegations with individual boys not having a team will compete this day to qualify. The top six boys in each event will be in the Individual Comptition on Day 2 with qualifying scores being added to the finals score and the average will then determine the winners.

Competition 1 Rules will be used in the optional individual finals. The competition's top six gymnasts in each event will compete in the individual finals. Judges should be national card holders.

SWIMMING GUIDELINES

It is recommended that the swimming competition be held over a four day period with the following schedule:

DAY 1

8:00 A.M. Warm Up

9:00 A.M. First Event

1:30 P.M. Timed Finals

Day 1 A.M.

Event #

Boys

1	13-14	400 I.M.*
3	15-16	400 I.M.*
5	12	100 Free
7	13-14	100 Free
9	15-16	100 Free
11	12	50 Breast
13	13-14	200 Breast
15	15-16	200 Breast

Event #

Girls

2
4
6
8
10
12
14
16

(*Timed Finals A.M.)

Any event which has 6 or fewer swimmers should be swum as an automatic final with no preliminary heats.

DAY 2

8:00 A.M. Warm Up

9:00 A.M. First Event

1:30 P.M. Timed Finals

Day 2 A.M.

Event #

Boys

17	12	50 Back
19	13-14	200 Back
21	15-16	200 Back
23	12	100 Fly
25	13-14	100 Fly
27	15-16	100 Fly
29	12	200 Free
31	13-14	200 Free
33	15-16	200 Free

Event #

Girls

18
20
22
24
26
28
30
32
34

Day 3

8:00 A.M. Warm Up

9:00 A.M. First Event

1:30 P.M. Timed Finals

Day 3 A.M.

Event #

Boys

35	12	400 Free*
37	13-14	500 Free*
39	15-16	500 Free*
41	12	100 Breast
43	13-14	100 Breast
45	15-16	100 Breast
47	12	200 I.M.
49	13-14	200 I.M.
51	15-16	200 I.M.

Event #

Girls

36
38
40
42
44
46
48
50
52

(*Timed Finals A.M.)

Day 4

8:00 A.M. Warm UP

9:00 A.M. First Event

1:30 P.M. Timed Finals

Day 4 A.M.

Event #

Boys

52a	12	50 Fly
53	13-14	200 Fly
55	15-16	200 Fly
57	12	100 Back
59	13-14	100 Back
61	15-16	100 Back
63	12	50 Free
65	13-14	50 Free
67	15-16	50 Free

Event #

Girls

52b
54
56
58
60
62
64
66
68

TRACK GUIDELINES

Divisions: Boys and Girls

Age groupings: 12, 13-14, and 15-16

Events: 100M, 200M, 400M, 800M 1600M, 4x100M relay, 4x200M relay

Each delegation is allowed 2 participants in each boys and girls individual event and 1 team in each boys and girls relay event.

An individual athlete may compete in up to 3 track events.

Rules: National Federation of State High School Athletic Associations.

SOCCER GUIDELINES

Divisions: Boys (ages 12-16) and Girls (ages 12-16)

Roster limit: 14

Rules: FIFA - Federated International Football Association - 2-35 minute periods; certain substitution changes.

This tournament may be round robin, double elimination, or a consolation round tournament depending upon the number of teams.

BASKETBALL GUIDELINES

Divisions: Boys (ages 12-16) and Girls (ages 12-16)

Roster limit: 10

Rules: International Basketball Rules

This tournament may be round robin, double elimination, or a consolation round tournament depending upon the number of teams.

Rule Modifications

1. Fouled in Act of Shooting

If a player is fouled in the act of shooting and the goal is missed, and either one of the free throws is missed, one additional free throw is awarded, (three to make two). If fouled in act of shooting and goal is made, one free throw is awarded (same as USA rule).

2. Bonus Situation

After a team has committed nine player fouls (personal or technical) in a half, (extra periods part of second half) all subsequent player fouls shall be penalized by 2 free throws.

3. Technical Fouls Count as 1 of 5 for disqualification.

The five fouls for elimination include both personal and technical fouls.

4. Two shots for player technical foul.

Technical fouls by a player are penalized by awarding two shots with ball in play following second shot. Technical foul by coach or substitute, however, carries a penalty of one free throw and ball awarded to offended team at mid-court.

5. Option to Pass Up Shooting Two Free Throws for Ball Out of Bounds

A team has the right of option on all two-shot free throw situations to take the ball out of bounds at mid-court instead of shooting the two free throws. This option prevails throughout the entire game.

6. Two Time Outs Per Half

Two charged time outs may be granted to each team per half. One additional time out is given for each overtime period. Time outs may not be accumulated. If two time outs in first half were not used, you may not carry these over to second half as in USA rules.

7. All Violations at Sideline

On all violations the ball is awarded out of bounds at the sideline nearest the violation. Official does not handle the ball on back court violations; therefore, be alert for quick throw-in especially on questionable decision by official. The only time the ball is taken out of bounds at the end line is after a score.

8. May Not Throw Ball Off Opponent

If a player deliberately throws ball of an opponent, causing it to go out of bounds, the ball is awarded to the opponent.

9. Five-Minute Intermission at Half-Time

10. Ten-Minutes Will Serve as the Pre-Game Warm-Up Time

RACQUETBALL GUIDELINES

Divisions: Boys and Girls

Age Groupings: 12-14 and 15-16

Category: Singles only

Each delegation is allowed 2 participants in each male and female age grouping.

Rules: American Amateur Racquetball Association

1. All matches will be governed by American Amateur Racquetball Association Rules (AARA).

2. There should be both a winners tournament and consolation tournament. In order to assure that each player participates in at least two matches, there should be a first match consolation draw. A player will remain in the main draw until defeated. If the defeat occurs in the first match played, the player will go into the consolation draw. (A first round bye, is not considered a match.) The winner of the tournament shall receive the gold medal, the runner-up the silver medal, and the bronze medal will be awarded to the winner of a playoff between the winner of the consolation draw, and the winner of a match between the main draw semi-finalists.

3. The players should report to scorers table at least 15 minutes prior to their match. Any player who fails to report to play ten minutes after their match has been called, may be subject to forfeit.

4. A match is won by the first side winning two games. The first two games of a match are played to 15 points. If a tie breaker is necessary, the game is played to 15 points and a player must win by 2 points.

5. The player winning the coin toss becomes the first server and starts the first game. The loser of the toss will serve first in the second game. The player scoring the most total points in games 1 and 2 shall serve first in the event of a tie breaker. In the event that both players score an equal number of points in the first two games, another coin toss shall determine the server of the tie breaker.

6. Points are scored only by the server. When the serving side loses a rally, it loses the serve. The game is won by the side first scoring 15 points. A player need only win by one point except in a tie breaker.

7. There will be no referee or scorekeeper for preliminary matches that are through the quarter finals. Therefore, it is important to see that there is no misunderstanding in this area; so THE SERVER IS REQUIRED to announce both the servers and receivers score before EVERY FIRST SCORE.

8. Safety is the primary and overriding responsibility of every player who enters the court. At no time should the physical safety of the participants be compromised. Players are entitled, and expected to, hold up their swing, without penalty, anytime they believe there might be a risk of physical contact. Anytime a player says he held up to avoid contact, even if he was overcautious, he is entitled to a hinder (rally replayed without penalty).

9. Each player is entitled to two 30 second time-outs per game.

10. Players shall immediately, upon conclusion of their match, report the results to the scorers table.

11. All semi-final and final matches shall have a referee and scorekeeper. The referee may rule on all matters not covered in the rules. However, the referee may be overruled by the Tournament Director.

9. Each player is entitled to two 30 second time-outs per game.

10. Players shall immediately, upon conclusion of their match, report the results to the scorers table.

11. All semi-final and final matches shall have a referee and scorekeeper. The referee may rule on all matters not covered in the rules. However, the referee may be overruled by the Tournament Director.

TENNIS GUIDELINES

Divisions: Boys and Girls

Age Groupings: 12, 13-14, and 15-16

Categories: Singles only

Each delegation is allowed 2 participants in each male and female age grouping.

DRAW

The draw is to be determined by random selection. In order to assure that each player participates in at least two matches, there should be a first match consolation draw. A player will remain in the main draw until defeated. If the defeat occurs in the first match played, the player will go into the consolation draw. (A first round bye, is not considered a match.)

MEDALS

GOLD Will be awarded to the winner of the main draw.

SILVER Will be awarded to the other finalist of the main draw.

BRONZE Will be awarded to the winner of a playoff between the winner of the consolation draw, and

the winner of a match between the main draw semi-finalists.

TOURNAMENT RULES

1. USTA tournament rules as they appear in the 1984 yearbook will apply.
2. Players are required to report to the site of their match 15 minutes prior to their scheduled match time. There should be a five minute warm-up period before each match, during which all players must take their practice serves. There is a 15 minute default time which should be strictly enforced.
3. Each match is the best two out of three sets, with a twelve point tie-breaker at six all in any set.
4. At the conclusion of the match, both players are to report the scores to the tournament desk and check the time for their next match. The winner is asked to return the balls.

SOFTBALL

Softball competition was held in Memphis in 1982, but not in Detroit in 1984. It was the decision of the Detroit Maccabi organizers not to have softball competition because of the uncertainty involved in the length of each game for softball. It is recommended that guidelines for softball be developed for future games.

KARATE, WRESTLING AND FIELD EVENTS

Suggestions were made to the Detroit Maccabi organizers to have future competition in the Maccabi Youth Games for Karate, Wrestling, and Field Events. As these sports are contested by Jewish athletes, ages 12-16, it is recommended that guidelines for these competitions be developed for future games.

GRIEVANCE GUIDELINES

A procedure for handling athletic grievances should be adopted for the games. The following is a recommended procedure:

1. Prior to all athletic events, all managers, coaches, and participants should be briefed on the rules under which the athletic contests, events, or games are being played.

This should include a clear interpretation of the rules, ground rules as well as the rules under which the contests are being played. Every effort should be made to account for language interpretation problems.

2. Every coach or manager has the right to request a form on which a written protest can be filed.
3. Protests must be filed within one (1) hour after the completion of the event.
4. No protest will be honored that concerns a judgement of a referee, umpire, or track official of any kind. The judgment ruling of the official on the field must be absolutely upheld.
5. Protests would then concern such things as:
 - a. the eligibility of a given athlete, e.g., appropriate age category.

b. the interpretation of a rule.

c. a mistake of an assisting official, i.e., timekeeper.

6. Protests of the above nature would be heard by a three-person (3) commission some time within 12 to 24 hours of the game or event. The commission would be composed of three (3) people drawn from a group of 12. (This would allow for people not being available to hear protests.)

The decision of this group of three would be final. The commission's action could, for example, disqualify an athlete or cause a portion of a game to be replayed. Whatever action this group takes would have to result in resolution of the problem. There could not be a carryover of the problem or further appeal.

CULTURAL AND SOCIAL PROGRAM GUIDELINES

The cultural component for the Games should consist of the following:

1. Information on the origin of the Maccabi movement and its significance to be developed in conjunction with AZYF and sent out several months in advance of the Games to all delegations.
2. Displays and information booths during the Games that relate to Israel, the Maccabi Games in Israel and the local Jewish community.
3. A formal program for the athletes and host families that uses entertainment such as the Belles of Peace.

A social component of the Games should consist of the following:

1. A gameroom with activities, games, and movies.
2. Use of the Center's recreation facilities, such as the pool, when not in use for the Games competition.
3. An evening program for the athletes and host families that incorporates entertainment and recreational activities in and around the host city.

HOSPITALITY GUIDELINES

Arrange for housing for adults in local motels.

Arrange for information and any special packages to be forwarded for use by visiting adults.

Arrange for all gifts and souvenirs to be given to athletes: toiletries, stationery items, snacks, hats, buttons, pins, etc.

Maintain hospitality and information area for athletes and guests during the tenure of the games.

Maintain athletic results postings in hospitality area.

Recruit volunteers.

FOOD SERVICE GUIDELINES

The Food Service Chairman oversees the planning, preparation, and serving operation for all meals during the Games.

PLANNING

Menu developed with caterer capable of handling this size group.

A floor plan should be prepared of the designated area where the main food service is to be provided. The plan should include (1) traffic flow, entry and egress patterns, (2) identification control stations, (3) buffet table and kitchen access, (4) eating tables.

Pre-planning should include the necessity for identifying all participants and others eligible to receive food service from the main food area. This is accomplished by using a participant's I.D. card, which has numbers at the top edge. When an entry is requested, the individual's card is punched at the entry door. The number corresponds to a certain meal date.

PREPARATION

All of the food is to be prepared and placed in serving trays to be placed on a buffet table.

The food should be placed on the buffet tables in duplicate. Starting at each end of the buffet table, paper goods such as large plates, forks, knives, spoons and napkins are set out for access of each person. Food items for serving or self-serve are also placed. The final food station is a beverage dispensing unit. Soft drinks in cups should be placed out in advance by servers and replenished as needed or requested.

SERVING

Meals should be scheduled for a 2 - 2 1/2 hour period. This reduces congestion and allows for individual needs. Allowances should be made for late arrivals due to lengthy games and matches.

Volunteers are stationed at each entry door to establish I.D. and punch the I.D. cards. They also disperse food and soft drinks at the buffet tables as well as assist in the set up and clean up procedures.

Volunteers maintain the soft drink dispensing unit filling pitchers, cups and maintaining the condenser unit.

SCHEDULING AND TRANSPORTATION GUIDELINES

The Scheduling and Transportation Chairman works with the other Chairpersons to develop a busing schedule for the Games. Major responsibilities are:

1. Formulate master schedule.

2. Disseminate all schedule information to athletes and officials.
3. Make any necessary emergency schedule changes and advise affected parties.
4. Secure adequate transport for busing schedule.
5. Formulate busing schedule for:
 1. Athletes arrival at airports, etc.
 2. Daily morning and evening shuttle bus to specific pick-up points.
 3. Transport athletes to and from activities away from JCC. Provide a shuttle service every half hour.
 4. Athletes departure from your community.

SECURITY GUIDELINES

The Chairperson should develop contacts with the following agencies:

- Israeli Consulate
- C.I.A.

- U.S. State Department
- State or Provincial Authorities
- Local Police Department

A co-ordinated plan of surveillance should be determined with the local police department. This should consist of the following elements:

- Armed uniform private security.
- Unarmed private security in uniform.
- Plainclothes armed private security.
- Surveillance by uniformed and plainclothes local police.
- Use of building maintenance staff for surveillance of physical plant (e.g. windows, doors, roof hatches) and grounds.

MEDICAL SERVICE GUIDELINES

The medical facilities for the Maccabi Games should be staffed by one nurse, one physician, two advanced cardiac life support trained ambulance technicians, and one ambulance. These personnel are available approximately 12 to 14 hours per day. Supplies required for these games include splinting equipment, waterproof and cloth tape, mole skin, hydrogen peroxide, ice bags, antacids, aspirin, Tylenol, Ace bandages 4x4 and band aids. The local hospital should provide two-way radios for

communication. The first aide station should be in a visible area. The coaches and trainers should be made aware of the personnel and their responsibilities.

OPENING CEREMONIES GUIDELINES

The Chairman should develop an opening that includes:

1. A processional of the athletes to begin the ceremony.
2. Introduction of the delegations in alphabetical order, with Israel first and the host city last.
3. U.S. Flag raising.
4. Singing of the National Anthem.
5. Welcoming remarks.
6. Introduction of guests on the dias. The dias should include all National Maccabi Chairmen, Officials of the community, JWB representatives, etc.
7. Invocation.

8. Welcome by State and Federation Dignitaries.

9. Entertainment.

10. Memorial to Slain Munich Athletes.

11. Torch Lighting.

12. Oath of Athletes.

13. Official Games Opening.

14. Singing of Hatikvah.

The ceremony should last no longer than 75 minutes.

Regarding the procession, the Chairman should oversee:

Line Up Area

Meeting areas should be set up for each delegation. Divide area into geographic locations (west coast, east coast, foreign countries or alphabetical). Within each location, designate a specific place for each delegation which will be distinguished with their placard.

Volunteers

There should be a volunteer assigned to each delegation that will have the responsibility of lining up the delegation and checking each person as they arrive and as they leave. Each delegate should leave only with their host family.

Volunteers should also quietly go onto the field after the opening parade in order to maintain quiet among their assigned delegation.

Materials

Each delegation should be responsible for bringing a flag or banner which will be carried by one of their delegates. A placard for each delegation should be provided as well as someone to carry the placard. This placard will also be used in the line up procedures.

MEMORIAL SERVICE GUIDELINES

As part of the Closing Ceremonies, a Memorial Service and Run/Walk should be held to honor the eleven Israeli athletes slain during the 1972 Olympics. This program will carry on in the tradition established by Memphis and Detroit.

It is recommended that a local Rabbi and Cantor be included in a ceremony that recognizes each of the slain athletes. The twenty minute ceremony should be followed by a two mile run or walk. This run or walk is an opportunity for the entire community to be involved in the Games.

Pins or other mementos should be given to each participant as a remembrance.

CLOSING CEREMONIES GUIDELINES

The Closing Ceremonies immediately follow the Memorial Walk and Run and are a time for various delegations to honor the host community. Entertainment as well as several closing speeches are appropriate. An official closing for the Games should also occur as well as an announcement for where the Games will be held next, with the host community passing the flag and a symbolic passing of the torch. This should last no more than 45 minutes.

FUNDRAISING

As a conflict may arise between the local Jewish Welfare Federation and the host Center or Y regarding fundraising, it is recommended that an outside organization be recruited to handle fundraising. Efforts may consist of individual solicitation of larger donors and a direct mailing to various sectors of the local Jewish community. Major fundraising events should also be considered.

RESALE MERCHANDISE GUIDELINES

It is recommended that T-shirts and other memorabilia be purchased from a local company and in turn sold during the Games. The profits may be used to defer the costs for the Games. By using a local merchant, a more efficient reordering system may be established enabling you to maintain a smaller inventory.

FOR MORE SPECIFIC INFORMATION ON ANY ASPECT OF THE GAMES, please contact:

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