

Federation of International Polo

**Ambassadors Cup  
Procedures**



**December 2015**

## General Rules

- 1) Apply in writing at least 3 months in advance to either the President, the CEO or the Chairman of The Ambassador Cup Committee whose contact details are listed below, giving your preferred dates (and if at all possible any alternative dates to allow for clashes with other events)
- 2) To qualify as an Ambassador's Cup Tournament there should be a minimum of 4 Teams. Depending on the number of teams, horses and guest players anticipated will determine if you will need to have 1 or 2 Guest players per team.
- 3) Local players should be encouraged to lend horses to the guest players, however if this is difficult due to circumstances then it is permissible to hire in ponies, this would normally be at the organisers expense or through event sponsorship.
- 4) Either organise accommodation with local playing families or arrange a good rate for local accommodation at suitable commercial venues to be able to offer guest players the options.
- 5) It is recommended that the host organise a programme of social events to coincide with the Tournament such as dinners, cocktail parties or BBQs etc. Remember that many of the guest players will come accompanied by their partners, this encourages networking.
- 6) Encourage a short meeting of the players at some stage during the Tournament to discuss relevant issues and have an exchange of ideas and initiatives which might benefit FIP. The host should then make a brief report on the Tournament, such as, who attended, the events and the results of the matches and comments on the meeting. These should be submitted to the CEO along with selected photographs which can be used in the FIP Newsletter.

### Contacts:

Ricardo Mihanovich – Chairman of the Ambassador Tournament Committee

E-Mail: [rmihanovich.fip@gmail.com](mailto:rmihanovich.fip@gmail.com)

### **Ambassadors Cup Organizing Committee Responsibilities:**

- Invitations to the event
- Welcome reception for Ambassadors
- Hotel arrangements for the guests (block rooms) at guests' personal expense
- Agenda/schedule of events for participants (including suggested clothing for the tournament and any events planned during the tournament)
- The FIP official sponsor provides team jerseys, team hats, team jackets and team equipment bag or similar item.

The Council of Administration, Executive Committee, Ambassadors and Delegates of FIP have first priority to participate. If there is space available, other members of FIP can participate. A list of the Council of Administration, Executive Committee, Ambassadors and Delegates will be sent to the Organizing Committee along with the list of FIP membership which includes the most current mailing address, phone, fax and e-mail for those affiliated with FIP.

Invitations to the Ambassadors Cup should be sent from the Organizing Committee. FIP registration form and bank wiring instructions for the \$xxx (U.S.) fee must be sent with the invitation. The \$xxx fee to play in the tournament must be sent directly to FIP headquarters. Reservations for an Ambassadors Cup are confirmed on a first-paid, first-confirmed basis. Invitations to the event should include the dates of the tournament, suggested date of arrival, a list of hotels recommended for the tournament including the cost in U.S. dollars, the address, phone, fax number and e-mail address for the hotels and any information necessary in order to make the reservations at the hotel for the tournament. Please also provide the name of the best airport to use when coming to the event and suggested transportation to the hotels (car, train, and bus).

The FIP "*International Rules for Polo*" will be provided in both Spanish and English for use during the tournament.

The FIP "Guidelines for Conducting a FIP Tournament" will be provided to the Organizing Committee in advance of the tournament.

The hotel expense is the responsibility of the participants and not the organizing committee.

All correspondence sent regarding the tournament must also be sent to FIP Headquarters. The fees for the tournament must be wired to the FIP account and copies of the registration forms must be sent to FIP headquarters for our records.

## **Tournament Fees**

Each person (who is not a part of the organizing committee or donating horses or other important items to the tournament) participating in the Ambassadors Cup must pay a \$xxx fee to FIP headquarters. Reservations are confirmed on a first paid, first confirmed basis. The \$xxx fee must be wired to FIP headquarters.

### **Please note:**

Each participant's national association dues must be paid in full prior to competing in the tournament. If the dues have not been paid, the participant becomes ineligible to participate in the tournament.

## **Tournament Communications**

The Organizing Committee for the FIP tournament must communicate directly with the other participating countries and not through FIP headquarters. FIP headquarters should be copied on all communications, but FIP is not the channel through which the communications travel.

## **Photos**

Photos are to be taken at the tournament and should be sent to FIP headquarters as soon as possible for use in publicity and press releases related to the tournament. Please print clearly the names and country of the people in the photos on the back.

## **Tournament Summary**

The organizing committee should prepare a brief summary of the tournament for FIP immediately following the conclusion of the tournament. It should include answers to the following questions.

1. The exact dates of each of the tournament games
2. The name of the club and city where the tournament was played
3. Names of the persons that organized the event
4. Names of key people attending
5. Names of any sponsors of the event
6. The names of all players (and their countries) and which team won
7. Other activities in which attendees participated
8. Name of horse donors.
9. Any additional comments on the tournament

### **Hold Harmless**

All players in the tournament must sign the attached FIP liability "Hold Harmless" document. The copies should be sent to FIP headquarters once all the participants have signed them. If the player is a minor (under 21 years old), the parent or guardian must sign the form as well.

### **Trophies and Awards**

FIP will provide medals for the teams finishing first, second and third. It is the responsibility of the Organizing Committee to provide all other trophies and awards for the participants in the tournament.

## **Official Supplier-FIP Promotional Agreement (FIP Obligations Section)**

### **F. Obligations of FIP**

1. FIP will require the Organizing Committee of FIP officially sanctioned tournaments to provide a location for tenting to xxxxx for a retail booth for the sale of FIP products developed by xxxx pursuant hereto during such tournaments. If the official supplier requires any security or storage facilities, the official supplier will be responsible for the expense of said facilities.
2. FIP will allow the official supplier to use its "Official Sponsor" status in all advertising, sales promotion, packaging, literature, and apparel.
3. FIP will permit the official supplier access to the FIP website to advertise official supplier products.
4. The official supplier will be allowed at its sole cost and expense to exhibit a field side banner at all FIP officially sanctioned tournaments. The design and placement of said banners must be approved in writing by FIP at least thirty (30) days prior to the commencement of the FIP sanctioned tournament. There will be no cost to the official supplier for the space to exhibit the field side banner. In addition FIP will use its best efforts to have a full page advertisement featuring the items specified in C.1. hereinabove, as well as other FIP promotional items to appear in the official program, if any, at its own cost and expense for the preparation of the "camera ready" artwork for said full page ad.
5. For all items requiring FIP approval specified hereinabove, FIP agrees to approve or disapprove same within ten (10) days of receipt of the item or items that the official supplier is requesting the approval thereof. If such approval or disapproval is not given by FIP within ten (10) days, the official supplier will request approval or disapproval from the President of FIP, in writing, return receipt requested, and if such approval or disapproval is not given by FIP within ten (10) days thereafter, the items submitted will be deemed to be approved.
6. If an item or items is disapproved by FIP the official supplier agrees to make any commercially reasonable changes to the item or items requested by FIP.

At the beginning of each year of this Agreement, FIP will provide the official supplier with a schedule of proposed FIP sanctioned tournaments. FIP will retain the rights to modify said schedule with thirty (30) days prior written notice.

**Federation of International Polo**  
**Hold Harmless Statement**  
**Waiver of Intellectual Property Rights Worldwide**

I recognize that **polo is a dangerous sport**. I am knowledgeable and understand the risks of the game of polo. I hereby agree that I participate in the tournament solely at my own risk and I hereby hold harmless any other person or entity including the Federation of International Polo, the host club, the host association or any of the individuals participating in any way in this tournament, for any injuries or damages to me or my property. This is binding upon my family heirs and assigns.

Furthermore, whereas I recognize that several **medical insurances** do not cover polo, I do hereby certify that I subscribe to, and am validly covered worldwide by, a medical insurance that will cover my medical and surgery expenses, and return journey expenses in case I suffer injury or death caused by a polo incident or accident. I will notify my insurance details to the host association or host club, as applicable, at least ninety (90) days before the beginning of the tournament.

I also irrevocably confirm by signing this statement, that I authorize the Federation of International Polo, the host club, the host organization, and the official sponsors of the tournament, to reproduce, represent and/or adapt any photography, video or other medium representing **my image or of my personality** during a tournament game or during any non private occasion during the tournament for the following uses: press, edition, expositions, video broadcast or interview, films, promotions via any medium including but not limited to Internet, mobile phones, and I hereby release and give to the above any intellectual property rights worldwide that I may have in this tournament without time limit from this day.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_