



CIPC

Committee, International of Pipe Clubs



A GUIDE FOR THE ORGANIZATION OF A CIPC CHAMPIONSHIP IN SLOW PIPE SMOKING



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Contents

1.	What is the purpose of this guide	3
2.	Who, when and in what form can apply for the organization of the championship	3
3.	The main program of the championship	3
4.	An overview of the tasks that the organizer must ensure	4
5.	Preparatory works in chronological detail	4
5.1.	Communication with CIPC management and participants	4
5.2.	Securing a venue for the competition and other activities	5
5.2.1.	Presidents' Dinner	5
5.2.2.	CIPC General Assembly	5
5.2.3.	Sales exhibition of pipes, tobacco, and accessories	5
5.2.4.	Gala Dinner	6
5.2.5.	Competition	6
5.3.	Promotion of the event	6
5.4.	Competition logo and uniform graphic design	6
5.5.	Funding of the event, sponsoring	7
5.6.	Website and domain	7
5.7.	Competition pipes, tamper, and tobacco	7
5.8.	Prizes for winners	8
5.9.	Registration of participants, payment of the fee	8
5.9.1.	Who can register a competitor	8
5.9.2.	Login method	8
5.9.3.	Payment of the fee for the Competition, Gala Dinner, and Exhibition	9
5.10.	Records of registered participants	9
5.11.	The timer at the competition	9
5.11.1.	Smoke Timer software	9
5.12.	Best practices for registering participants in the Smoke Timer software	10
5.13.	The main material	11
5.13.1.	Material for the competition	11
5.13.2.	Prizes for winners	11
5.13.3.	Bulletin	11
5.13.4.	Diplomas	11
5.13.5.	Time-registration cards and name tags	12
5.13.6.	Promotional material, orientation signs,	12
5.13.7.	Other printed materials	12
5.14.	Necessary personnel (staff), auxiliary material, technical equipment	12

5.14.1.	Necessary personnel - Staff	12
5.14.2.	Stewards	13
5.14.3.	Auxiliary material and technical equipment.....	13
5.15.	Checking the readiness of the premises	14
5.15.1.	Presidents' dinner, CIPC meeting, Gala Dinner	14
5.15.2.	Competition	14
5.15.3.	Exhibition	14
5.16.	Final preparation of material, printing of Time-registration card and Name tags.....	15
5.17.	Registration at the venue	16
5.17.1.	Procedure for registering participants using the Smoke Timer software	16
5.17.2.	Training of stewards	18
5.18.	Initiation, progress, and termination of the competition	18
5.18.1.	Preparation of competition tables and prizes for winners.....	18
5.18.2.	The start of the competition.....	18
5.18.3.	Checking the correctness of the recorded time by the participant himself.....	20
5.18.4.	End of the competition.....	20
5.18.5.	Printing of results and diplomas	20
5.18.6.	How to hand over diplomas to all contestants.....	20
5.18.7.	Prize giving ceremony.....	20
6.	Attachments	21
6.1.	Sample - Diploma, A4 format	21
6.2.	Sample - Time-registration/Name card	22
6.3.	Sample - Tutorial for reading a Bar code.....	23
6.4.	Manual for the table Steward	24
6.5.	REGULATIONS FOR THE INTERNATIONAL PIPE SMOKING CHAMPIONSHIPS	27

1. What is the purpose of this guide

Every year, the top international competition in slow pipe smoking takes place under the banner of the CIPC. Competitions alternate in four-year cycles according to the following key:

- European individual and Team championship
- World Cup teams
- World Individual and Team Championship
- World Cup teams

Despite the different types of competitions, their course, preparation, and implementation are the same except for minor differences. The main purpose of this guide is to help the organizer in organizing one of these world's top slow pipe smoking events.

This guide is based on the experience gained during the organization of the European Championship in slow pipe smoking in 2016, but it also includes experience from organizing other similar competitions. It contains the most important and tried-and-tested procedures, and at the same time it should help the organizer to remember everything and enable them to ensure the smooth running of the competition. It also tries to answer some questions that every organizer will encounter.

This guide should be taken as a guideline only. The manual is presented in the form of a recipe book, but this recipe can be modified or supplemented by the organizer using their own creativity and adapting it to their own unique situation.

2. Who, when and in what form can apply for the organization of the championship

The CIPC national association president can apply to host the championship. For this purpose, they must send a request for organizing the championship to the CIPC management with sufficient advance notice (2-3 years). Preliminary information about the place and location of the event should also be part of the application.

The mandate to hold the championship will be decided at the CIPC meeting during the next championship.

3. The main program of the championship

The championship is usually held on the second or third weekend of October. The exact date is decided by the organizer, but the date must be consulted with the Secretary General of the CIPC (CIPC SG). The championship lasts 3 days, usually from Friday evening to Sunday evening, during which the organizer must provide the following activities.

- Friday evening
 - 19:00 – 23:00 Presidents' Dinner
- Saturday
 - CIPC General Assembly
 - 8:30 – 9:30 CIPC Board meeting
 - 10:00 – 12:00 CIPC General Assembly
 - 12:00 – 13:00 CIPC lunch
 - 1:00 p.m. – 3:00 p.m. Continuation of the CIPC General Assembly, followed by Sample (10) checking of the weight of the tobacco and size check of the tampers and pipe
 - 10:00 – 17:00 Sales exhibition of pipes, tobacco, and accessories

- 10:00 – 17:00 Registration of competitors
- 19:00 – 23:00 Gala Dinner

Note: The organizer may wish to organise a cultural program for the President's accompanying persons and others during the GA e.g. a city tour, museum visit, etc.

- Sunday
 - 10:00 – 18:00 Continuation of the exhibition of pipes and tobacco
 - 10:00 – 12:30 Continuation of registration of competitors
 - 14:00 Competition
 - 19:00 Evaluation and prize giving ceremony

Note: The organizer may wish to organise a cultural program for the President's accompanying persons and others during the competition e.g. a city tour, museum visit, etc.

- Monday
 - According to considerations and possibilities, the organizer may want to extend the program for competitors and/or accompanying persons by adding another cultural program e.g. a city tour, museum visit, etc.

Note _ the listed times are indicative only, the exact schedule of each championship can be adapted as needed.

4. An overview of the tasks that the organizer must ensure

- provide suitable, nearby venues for the competition and accompanying programs
- suggest suitable close by accommodation options (and negotiate deals where possible)
- provide competition pipes and tobacco and other material - see Chapter 5.13.1
- design the competition logo and uniform graphic design
- secure funding and sponsorship
- create a website with information for those interested in participating
- allocate a person - persons for a reliable e-mail or phone communication with potential applicants being able to communicate in English language
- devote sufficient effort to effectively promote the event
- propose a way for participants to register and pay the fee
- prepare a system for registration and registration of participants and payment of fees
- prepare the system for the timer
- organize the competition itself and accompanying activities

5. Preparatory works in chronological detail

Preparatory work must be started well in advance. Works as well as all other procedures in the manual are presented in chronological order

5.1. Communication with CIPC management and participants

Deadline: already during the interest in organizing the championship

Communication with CIPC management, presidents of national associations as well as with those interested in participating is an important part of the preparation. It takes place mostly by email, in some cases by phone or using social network applications or WhatsApp, etc. During the preparation of championships, several hundred e-mails can be sent, with which organizational issues can be solved, or answers given to the questions of interested parties.

Therefore, it is necessary for the organizer to entrust this function to one of the organizers who controls the organization process and at the same time can communicate in English.

In addition to providing correct information, the speed of response to email inquiries is particularly important.

5.2. Securing a venue for the competition and other activities

Deadline: as soon as possible, or after being authorized to organize the championship

For the holding of the competition and accompanying programs, it is necessary to provide areas with the possibility of smoking, considering the necessary capacities. It is ideal if all accompanying events can take place in the same building or location as the venue of the competition. If necessary, some events can be organized outside the venue of the competition - see below; however, travelling distances must be minimized.

5.2.1. Presidents' Dinner

The Presidents' Dinner is organized for the presidents of national pipe associations, honorary members and their partners or accompanying persons. Approximately fifty people participate in this accompanying event. When choosing meals, it is advisable to consider diets, vegetarians, or other dietary restrictions, e.g., because of religion.

After the ~~festive~~ dinner, the informal meeting continues with a pipe and good tobacco.

The Presidents' Dinner may be held in a different building or location than the competition venue, but easy accessibility to the location must be considered. The selected accommodation hotel for the presidents should ideally also host the dinner and if it can be close to the competition venue, this is ideal.

5.2.2. CIPC General Assembly

About thirty people attend a CIPC General Assembly. The CIPC SG will provide the exact number of participants before the competition. It should be held in the same building where the competition will take place and close to the presidents' accommodation hotel.

The CIPC General Assembly also includes lunch for the participants. After lunch, the session continues as necessary with further discussion. At the end, it is customary to check the correct weight of the tobacco (10 sample bags) and the dimensions of the tamper to be used, so it is necessary for the organizer to prepare competition pipes, tobacco, and tampers for the meeting.

Equipment of premises

- desk and chairs for CIPC management
- tables and chairs for participants
- small snacks during the session (mineral water, coffee...)
- It is convenient if a projector or a TV with a large screen with the possibility of connecting a computer is available at the meeting.
- Lunch is usually served in a separate room, but, if necessary, it can be provided by a catering service directly in the meeting room. When choosing meals, it is advisable to consider diets, vegetarians, or other dietary restrictions, e.g., because of religion.

5.2.3. Sales exhibition of pipes, tobacco, and accessories

20-40 exhibitors usually attend tobacco and accessories exhibitions, for whom tables must be prepared. The exhibition should be held in the same building where the competition will take place.

5.2.4. Gala Dinner

100-200 people usually attend the Gala Dinner on Saturday evening. Local specialties are served at the Gala Dinner. When choosing meals, it is advisable to consider diets, vegetarians, or other dietary restrictions, e.g., because of religion.

It is appropriate and encouraged if the dinner includes musical accompaniment and a cultural program for the presentation of domestic culture (dance, music etc.).

The Gala Dinner may be held in a different building or location than the competition venue, but easy accessibility of the location must be considered.

5.2.5. Competition

300-350 people usually take part in the competition. In the same premises, the registration of participants for the competition and the Gala Dinner is also done from Saturday morning. The competition itself then takes place on Sunday afternoon.

Equipment of premises

- screen and projector to display the timer
- table for the management of the competition and members of the jury
- tables for storing prizes handed over to participants
- space for awarding prizes
- tables for competitors max 10 + 1 seat for the steward - the steward must sit with a view of the timer
- space for registration of competitors and timer.
- A separate room or other areas where competitors who have finished and must leave the competition room are relocated. It is convenient if refreshments are available in these areas.

5.3. Promotion of the event

Deadline: to start organizing the championship as soon as possible after being commissioned

Effective promotion of the event is particularly important to ensure the highest possible number of participants. The main communication language for promotional materials is English. As an additional language, the organizer can use another language as needed.

The following methods can be used to promote the event:

- personal participation in important international events, during which the organizer will provide space for promotion - this is one of the most effective promotional tools
- publication of information on the CIPC website
- publication of information on FB CIPC
- sending an invitation to the president of the national associations with a request for their distribution within the given country.

5.4. Competition logo and uniform graphic design

Deadline: from January

The competition logo and uniform graphic design contribute to the professional appearance of the event. It is used on all materials related to the event:

- invitations
- Web page

- posters
- prospectuses
- packaging materials.

5.5. Funding of the event, sponsoring

Deadline: from January

The organization of such a top event can be financially demanding and therefore it is necessary for the organizer to devote sufficient attention to the calculation of income and expenses. The payment of the costs of the organization of the event can be secured from several sources:

- fee for the Competition, Gala Dinner, and Exhibition
- sponsoring
- CIPC contribution
- other sources.

5.6. Website and domain

Deadline: from January

For holding the championship, it is recommended to register a second-level domain, the name of which contains information about the championship.

Example:

- www.pipeworldcup2015.it
- www.pipenitra2016.sk
- www.pipeworldcup2017.com
- pipeworldcup2019.lviv.ua
- www.pipeupturkey.com

The page should contain all necessary information about the competition, program, instructions for interested parties, promotional information, registration of participants, venue, etc.

It is also possible to create a Facebook account to support the event. However, this should only be an additional form of providing information, as not every potential participant has an account on FB.

As stated, before a dedicated email contact and good website in English is essential.

5.7. Competition pipes, tamper, and tobacco

Deadline: from February, or as needed

In accordance with CIPC rules (see attachment), the competition pipe must be made of briar, straight (billiard), which can hold at least 3 g of tobacco. It may or may not have the option to apply a filter. Filter is not allowed during the competition.

The organizer will publish the type and dimensions of the pipe no later than 2 months before the competition. The organizer must allow potential interested parties to purchase a pipe against payment.

The tamper should be made of hard wood, it is cut off at both ends without smoothing the edge. Dimensions: length 100 mm and diameter 14-15 mm.

The choice of competition tobacco is fully within the control of the organizer (but ideally should be a ready rubbed tobacco).

5.8. Prizes for winners

Deadline: from April, or as needed

The organizer will provide prizes for the winners, which usually consist of:

- medals (one for each awarded individual and one for each member in awarded team)
- cups for the winners
- other prizes provided by the sponsors and the organizer, e.g., pipes, tobacco, lighters, wine...
- CIPC also contributes the prize for the winner

The organizer decides how many best overall individuals, women's category individuals and teams will be recognized during the ceremony. When making this decision, however, it is recommended to consider the fact that while the World and European Championships are primarily an individual competition, but teams are also awarded, the World Cup is primarily a team competition, but individuals are also awarded.

According to the decision, the organizer will then provide medals, cups, and other prizes.

5.9. Registration of participants, payment of the fee

Deadline: from April

Registration of participants, including registration of fee payments, is one of the most demanding tasks assigned to the organizer.

All participants **MUST** be familiar with all of the CIPC regulations for pipe smoking championships.

5.9.1. Who can register a competitor

Team World Cup - as it is a competition of teams from each country, the registration of competitors must be carried out by the president of the national association

European and World Championship - it is up to the organizer to decide whether, even in this case, the president of the national association must implement the registration of competitors, or the organizer will allow individual registration of competitors. Individual registration, on the one hand, can contribute to a higher participation in the competition, but it is more demanding for the organizer, because the list of registered participants must then be sent to the president of the national association for approval and the formation of teams.

5.9.2. Login method

The organizer, at its discretion and possibilities, can decide in which technical form the contestants will apply:

- by e-mail (e.g., by filling in and sending back a pre-prepared EXCEL, WORD or PDF form that will be published on the event's website)
- by online registration
- a combination of several options

The registration process must be simple regarding the usual age category of the participants and should guide the interested party so that he does not forget to fill in any of the necessary data:

- name and surname
- gender
- pipe club
- country
- belonging to a team

- information about the price / prices for the competition, Gala Dinner, and exhibition
- whether he will participate in the Competition, the dinner of the presidents, the Gala Dinner, or whether he will exhibit pipes and accessories
- dietary restriction (if participating in an event where food is served)
- method of payment

5.9.3. Payment of the fee for the Competition, Gala Dinner, and Exhibition

The method of payment of the fee can be chosen by the organizer according to its requirements and technical possibilities. As a rule, it is possible to use a combination of the following options:

- online (payment card, Google Pay, Apple Pay, PayPal, ...) as part of online registration
- Bank transfer
- by cash and/or payment card at the venue of the competition

Note It is recommended to have payment of the fee in advance as much as possible. Among other advantages, this procedure will simplify and speed up the process of registration of participants at the venue of the competition, since it is not necessary (or only necessary to a limited extent) to deal with additional payments and ambiguities associated with it.

When choosing a method of payment, it is necessary to consider:

- Technological difficulty for the organizer but also for the participant regarding their usual age category.
- Bank fees for payments outside of SEPA - Single Euro Payments Area. In this case, it is more advantageous to recommend to the national association a mass payment by one transfer for all participants at once.

5.10. Records of registered participants

Deadline: from April

The method of registration of registered participants depends on the possibilities and choices of the organizer. Today, probably no one will keep records on paper, but even a simple form in Excel will fulfill its role in record keeping. However, to eliminate errors, it is advisable if the records are somehow connected to the timer.

5.11. The timer at the competition

Deadline: from April

The type of timer used, the method of recording times and evaluation depends on the possibilities of the organizer.

Smoke Timer software can be used for both participant registration and timekeeping purposes

5.11.1. Smoke Timer software

The **Smoke Timer software** is a freely available software that can be used by any smoking club that is a member of the CIPC-affiliated association. It contains all the necessary functions, **from registration of all participants, including non-competitors, payments, to display of the timer, evaluation of the competition to printing of diplomas.**

This program makes it possible to keep records of all participants for:

- competition
- Presidents' Dinner
- Gala Dinner

- exhibition,

For contestants, the software can:

- register teams
- assign the contestant a table where he should sit.
- show stopwatch
- record the times achieved
- evaluate the results of individuals and teams
- print all necessary documents from name tags to diplomas.

In addition to the registration of participants, the program also allows to register fee payments, to send an email with confirmation of payment and a barcode, which the participant then presents in printed form or on a smartphone during registration at the venue of the competition, so that its search using a barcode reader is very fast and the registration process is greatly accelerated

The software is very extensive, and for its successful use at the top competition, I recommend that you try working with it in advance at one or more smaller competitions. It is ideal if the organizer used this software at their local competitions even before the organization of the championship.

More software and instructional videos can be found on the CIPC website <https://cipc.pipeclubs.com/smoke-timer/>

The next continuation of this guide describes the procedures using the Smoke Timer program, which can handle all the required tasks. If the organizer uses other software, he can find inspiration in the procedures.

5.12. Best practices for registering participants in the Smoke Timer software

Deadline: from April

The registration process at the competition venue is often very lengthy and stressful. Here we offer some tips to speed up the process.

At a small competition (up to 60-70 participants), it is possible to register participants in the software only during registration just before the competition, and during registration all Time-registration cards and name tags can be printed immediately.

With many participants, such a procedure would be very delaying. Therefore, we recommend using the following, tried-and-tested procedure:

- We continuously register all participants in the software well in advance, preferably immediately after their registration, when all the necessary information is known (e.g., participation in a team).
- Notify each participant whether they will participate:
 - competitions
 - President's dinner
 - Gala Dinner
 - exhibitions as an exhibitor
- Current changes are recorded immediately so that they are not forgotten.
- Assign each competitor participation in the team if he is a member of it.
- Assign each competitor a table at which they will sit. The organizer of the championship can decide how to seat the contestants at the tables.
 - For the **World Cup**, it is recommended to seat the teams at one table, or at a table placed next to each other.
 - For **the European and World Championships**, it is recommended to disperse the competitors to fulfill one of the main ideas of the CIPC - to promote friendship and camaraderie among pipe smokers.

- The program allows you to send a payment confirmation by email after paying the fee. The confirmation also includes a barcode, which significantly speeds up the registration process when the participant registers at the competition venue. The use of this function is at the discretion of the organizer according to its needs and technical capabilities.
- Set the "Registered" flag to each contestant who is highly likely to participate in the contest. In the software, it is possible to set this flag automatically after the entry of the competitor.
 - After setting this flag, the competitor will be assigned a starting number and the competitor cannot be deleted.
- **At this moment, no documents are being printed** (time-registration card, name tag, etc...). Due to changes, it is advisable to wait until the last day just before the competition to print - see Chapter 5.16.

5.13. The main material

Date: August, September

5.13.1. Material for the competition

see Chapter 5.7

- pipe
- tamper
- matchbox with two matches
- tobacco

Pipes, tampers, and matches should be placed in a box with the competition logo

5.13.2. Prizes for winners

see Chapter 5.8

- medals
- cups for the winners
- other prizes

5.13.3. Bulletin

It is a good practice for the organizer to prepare a newsletter in A5 format when organizing the event, which contains speeches, information about the event organizer, advertising...

5.13.4. Diplomas

For Diplomas, it is necessary to prepare a pre-printed form with a free space for reprinting the competitor's name, location and time achieved. Program Smoke Timer can also print the names of persons who sign the diploma, but for large competitions it is recommended that the name / names of persons with signatures be part of the prepared diploma, as there is no time for manual signing. A4 format, thickness, and quality of paper according to the printer used (I recommend 160 g/m2)

The draft of the diploma should be made according to the test print, which the organizer will print from one of the previous or test competitions that he has already implemented in the program.

- Example of a diploma - see Chapter 6.1

5.13.5. Time-registration cards and name tags.

The **Time-registration /Name cards for competitors** are printed together as one assembly on one printout, thus ensuring data consistency. After printing, the Time-registration card is cut out and the name tag is inserted into a name tag holder with lanyard.

- Since the recommended size of the plastic tag is 110 x 160 mm, the assembly is printed on the standard A4 format 210 x 297 mm.
- For frequently used name tag holder 100 x 150 mm, the set can be printed on a reduced format of 180 x 260 mm

The assembly can be printed

- on clean paper
- on a pre-printed form with the competition logo - see Chapter 6.2. If a pre-printed form is used, it is convenient if it has a horizontal perforation in the middle, which will allow you to easily separate the name tag and Time-registration card after printing.

Name cards for non-competitors (if used) are automatically printed on the same form as Time-registration card with name tag for competitors, only in this case the lower half (Time-registration card) is not used. This procedure makes it possible to print Time-registration card and name tag for competitors and name tags for non-competitors without the need to change the paper form.

5.13.6. Promotional material, orientation signs,

- badges with the competition logo
- designation of the competition venue
- marking the place for registration
- designation of the Exhibition
- advertising banners
- large-scale posters
- orientation boards
- rollups

5.13.7. Other printed materials

- stickers for marking tobacco
- a box for a pipe and tamper
- match box with the competition logo

5.14. Necessary personnel (staff), auxiliary material, technical equipment

Deadline: September

Check whether the necessary number of people (Staff) will be available during the competition and whether the necessary material is prepared

5.14.1. Necessary personnel - Staff

For the successful course of the competition, the organizer must ensure enough people to perform the necessary tasks:

- registration – 3-5 persons speaking English

- table judges – stewards, if possible speaking English - according to the number of tables + reserve - see 5.14.2 and 5.17.2
- time-registration card collectors (Runners) – 2-3 – during the competition they collect the Time-registration cards and hand them over to the timekeeper
- other members of the organizing team for information and chitchat with the participants, if possible speaking English
- health and fire service

5.14.2. Stewards

With the number of three hundred or more competitors, it is necessary to provide approx. forty or more table referees - stewards, who will help at the start of the competition, supervise the regular course, and record the times achieved in the Time-registration card. In most cases, this task is performed by people who do not have the necessary experience. For this purpose, a separate manual was developed for table stewards - see Chapter 6.4

It is also recommended that the chief referee and timekeeper briefly train the stewards just before the competition.

5.14.3. Auxiliary material and technical equipment

- Plastic bags for tobacco (tobacco is recommended to be weighed and placed in bags 1-2 days before the competition)
- “Goodie bags” for participants with gifts and promotional materials (Any gift items should be light and easy for competitors to transport home in hand luggage).
 - newsletter
 - badge with the competition logo
 - gifts
 - promotional materials for competitors.

The bags can be prepared as soon as possible when all the material is available

- Material for Table/ Steward
 - Table numbering on a high stand. In the upper part, the notch into which the Time-registration card with the recorded time is inserted has proven itself. This way, the runner sees the Time-registration card and takes it himself (the steward does not have to wave the card at him).
 - Folders for each table marked with table number - see Chapter 5.16.
 - Green and red signaling card A5 for each steward.
 - A4 papers for preparing tobacco, clean or with a watermark of the competition logo.
 - Spare matches for the steward.
 - A paper bag marked with the table number for dispensing material to each table, in which pipes, tampers, tobacco, matches, documentation and other material for the steward belonging to the given table are stored.
- Name tags, staff identification, Time-registration card, ticket to the Gala Dinner
 - Name tag badge holder
 - Lanyard for Name tag badge holder with print
 - Ticket to the Gala Dinner - even though the name tag contains information on whether the given participant is allowed to enter the Gala Dinner, in practice it often happens that the participant does not take the name tag with them to the Gala Dinner. If the organizer wants to control the entrance to the Gala Dinner, it has been proven to use tag Wristband for this purpose, which are placed on the participants' hands during the registration process.

- Tag holders with lanyard, for marking staff. Tags can be printed on plain paper or a pre-printed form (see Chapter 5.13.5), using any program, e.g. MS Word.:
 - chief referee - 1 piece
 - referee – 3 pieces
 - steward – according to the number of tables
 - staff – according to the number of organizers
 - timekeeper – 3 pieces
 - Time-registration card collectors (Runners) – 3 pieces.

Name tags for staff can now be inserted into name tag holder with lanyard

- Folders for diplomas, results sheets
 - Folders for diplomas marked according to the participating countries, if they will be used - see Chapter 5.18.6
 - Enough clean A4 papers for printing reports and results sheets
- Technique
 - Computer + one backup, barcode reader to read the number to eliminate the error
 - Projector for timer
 - Fast enough laser printer
 - It is also advisable to use another computer in the lobby with a webcam or a barcode reader, where after the competitors can check the correctness of the recorded time and preliminary ranking using the barcode on their name tag. Connect the computers with an RJ45 cable, not via Wi-Fi!!! Do not forget to clearly indicate what the computer is for and brief instructions on how to read the barcode on the label - see. side dish
 - Consider security in the event of a power outage
- A gong or bell to signal the start of tobacco preparation and competition is recommended
- Other material
 - scissors, paper cutter (if needed)
 - duct tape
 - stapler
 - ...

5.15. Checking the readiness of the premises

Deadline: A few days before the competition

5.15.1. Presidents' dinner, CIPC meeting, Gala Dinner

- Find out the number of participants at the CIPC meeting through the CIPC SG.
- Check the readiness of the premises regarding the number of participants registered for individual events.

5.15.2. Competition

- Check the readiness of the tables and their layout with the premises manager.
- Provide water, glasses, and ashtrays for each table.
- Check promotional billboards, competition location markings (signposts to exact location), space markings, large-scale posters, orientation boards, rollups, etc.

5.15.3. Exhibition

- Ensure enough tables for exhibitors.
- It is recommended to prepare uniform labels for exhibitors.

5.16. Final preparation of material, printing of Time-registration card and Name tags

Deadline: One or two days before the competition

- Prepare tobacco: weigh 3 g of tobacco for each competitor and place it in a plastic bag. The tolerance during inspection is 2.9 to 3.1 g. Samples (10) will be checked by the CIPC SG at the General Assembly.
- Prepare “goodie bags” with gifts and promotional material for the contestants - see Chapter 5.14.3.
- Prepare List of participants, Name cards and Time registration cards:
 - Check whether each participant who will participate in the competition has the "Registered" flag set. Only after setting the "Registered" flag, the competitor will be assigned a starting number and it is possible to print the Time-registration card and Name tag
 - Choose the order in which the name tags will be stored in a box. The program allows sorting by surname, PID (personal ID) or by country-club-surname
 - Print the “List of participants” (sorted by surname, PID or by country), which is used for searching if a computer is not currently available. It is better if the participant searches the list himself, due to possible problems of correctly understanding the name in different languages.
 - For all contestants, print all Time-registration /Name cards (sorted by surname, PID or by country). Tear off or cut off Time-registration cards - see Chapter 5.13.5.
 - For the non-competitors, print all Name cards (sorted by surname, PID or by country) - see Chapter 5.13.5

Warning: If the Time-registration card and Name cards are printed on a pre-printed form, which probably already has the competition data pre-printed, it is necessary to set the program not to print the competition data. Also, before printing, do not forget to set the correct paper type in the printer settings - heavy.

- Put all Name cards in Name tag badge holder.
- If the participant also attends the Gala Dinner, put the tag Wristband (if used) in the Name tag badge holder.
- Warning:** Do not put a Lanyard on the tags, as it complicates the search for the name tag and, moreover, there is a risk of tangling them. Lanyards must be handed over separately.
- Sort the name tags in plastic packaging according to the chosen key (by surname, PID or by country) and store them upright in a plastic box so that they can be searched quickly.
- Place the Time-registration card in the folder with the table number they are sitting at.
- For each table/ steward, prepare a bag marked with the table number, which contains:
 - the appropriate number of pipes, tampers, matches
 - the appropriate number of plastic bags with 3g of tobacco. Tobacco will be handed over to the contestants by the steward unless instructed by the chief referee
 - spare pipes, tampers, and matches
 - one or two pens
 - folder marked with a table number, which will contain:
 - Time-registration cards for a given table – they can be modified or supplemented during the competitor registration process
 - the list of competitors who are sitting at the control table or those who belong there are sitting behind his table. The achieved time is also entered here in duplicate in case the Time-registration card is lost. This list will be printed just before the start of the competition
 - Ten pieces of A4 paper for preparing tobacco, clean, or with a watermark of the competition logo
 - green and red signaling card - A5 format
 - manual for the table steward
 - one or two pieces of clean A4 paper for notes

Warning: Do not put the folder with the table number in the bag yet, it will be used during registration

- Final preparation of competition areas
 - Prepare and test the timer and projector.
 - Plug in and test the second computer in the lobby, where the contestants can use the bar code on their name tag to check the correctness of the recorded time (if it will be used).
 - Prepare the tables and mark them with numbers.
 - Check that glasses and ashtrays will be available on each table before contest starts.
 - Check that water will be available for each table. Water will not be freely available on the table, but will be distributed to each steward (eg in a bag). The steward will put water on the table as directed 10 minutes after the start.
 - Place promotional billboards, competition venue markings, space markings, large-scale posters, orientation boards, rollups, etc.
 - Place the prizes for the winners on the prepared tables so that they can be easily handed over during the ceremony.

5.17. Registration at the venue

Date: Saturday, Sunday in the morning

5.17.1. Procedure for registering participants using the Smoke Timer software

The purpose of registration process at the venue is:

- Find out the actual status of the participants present
- Give each participant a Name tag and Lanyard
- Give each participant of the Gala dinner a ticket/ tag Wristband
- Give each participant a goodie bag with gifts
- Register the presence of the participant in the software. A participant who does not have a registered presence in the software cannot participate in the competition
- Resolve discrepancies and possible changes in records and fee payment
- After registration, print the current assignment of contestants to the tables for each table and other documents

Best practice for registration:

3 workstations/desks and 3-5 workers are recommended for registration. Workplaces are equipped:

Workplace equipment no. 1

- 1 – 2 persons
- computer with the software and database
- printer
- clean papers or forms for printing Time-registration/Name card – see Chapter 5.13.5
- clean papers A4
- cash box for additional fee payments

Workplace equipment no. 2

- 1-2 persons
- Printed “List of participants” sorted by agreed key - see Chapter 5.16
- Name tags stored in a box, sorted by agreed key (see Chapter 5.16) + a tag Wristband for the Gala-Dinner
- Folders marked with a table number, that contain Time-registration cards - see Chapter 5.16

Workplace equipment no. 3

- 1 person
- lanyards
- Goodie bags

Each participant must go through the registration process preferably in person, proceeding from workplace no. 1, to workplace 2 and 3.

Operator /workplace no. 1

- participant search (by name, or by scanning the barcode received upon payment confirmation)
- checking the payment of the fee, possibly additional payment of the fee
- registration of new participants and printing of Time-registration/Name card
- record of changes and printing of Time-registration/Name card
Warning: in the event of a change, informs operator 2 that it is necessary to remove and dispose of the old Time-registration/Name card
- **confirmation of the "is present" checkbox.** Only those contestants who have the "Is present" checkbox set will be admitted to the competition in the software.

Operator/workplace no. 2- closely cooperates and communicates with operator 1

- Search for a Name tag - already during the search on the computer at workplace 1
- Sticking on the tag Wristband for the Gala Dinner (if used)
- If a new Time-registration card and Name tag has been printed
 - separates the Name tag, puts it in a badge, and hands it to the participant
 - sticks a tag Wristband (if used) for the participant of the Gala dinner
 - places the Time-registration card in the folder marked with the table number**Warning:** If the operator has been informed that it is a repair of an already existing and printed Time-registration/Name card, he will ensure the disposal of old documents to avoid duplicity.

Operator/workplace no. 3

- Adding a Lanyard to the Name tag
- Handing over the goodie bag

Warning: If it is expected that a lot of changes will be made in the registration process (e.g. due to a large number of missing fee payments), it is advisable to consider adding a 2nd workstation No. 1 with a computer that will only record changes, so that participants who have everything in order do not have to wait long.

Saturday evening, after the end of registration

- After closing the registration on Saturday evening, print the list of participants at the gala evening for the needs of additional control and records at the venue of the gala evening.

Sunday around 11:00

- When the end of the registration is approaching, it is advisable to continuously check the list of participants who do not have "Is present" marked (use the filter in the program) and compare it with the Name tags that have not yet been handed in so that there is enough time to correct any deficiencies in the registration as soon as possible.

After closing the registration

- After closing the registration on Sunday (approx. 1-2 hours before the start of the competition), print out:
 - start lists of individuals and teams
 - statistical overview (number of participants, number of clubs, countries, men, women...) this serves as a basis for the initial official welcome of participants
 - assignment of contestants for each table:
 - put the list in the folder marked with the table number
 - store the folders in the prepared bags marked with the table number

5.17.2. Training of stewards

The head referee and the timekeeper will provide it just before the competition, in accordance with the manual for the table referee - see the attachment.

During training, each steward is given his bag marked with a table number.

5.18. Initiation, progress, and termination of the competition

Date: Sunday

5.18.1. Preparation of competition tables and prizes for winners

- Check the number and readiness of the tables, place a sign with a number on the tables
- Place and mark the prizes for the winners on the prepared table. Place the prizes in consideration of easy handing over during the ceremony
- Other checks...

5.18.2. The start of the competition

The program of the official start of the competition will be agreed by the organizer with the CIPC management. As a rule, the procedure is as follows:

- Welcoming participants
- Speeches, preferably in English language:
 - President of the CIPC
 - President of the domestic association
 - Chief Referee – brief information on the CIPC rules. Possible things to remind the contestants:
 - There must not be any items on the table except what the competitor received from the organizer
 - Pipes will be distributed to the contestants for inspection at a later time when instructed by the Chief Judge
 - It is not allowed Insert a filter into the pipe
 - Not to touch tobacco before 5 minutes interval will start
 - During 5 minutes interval to prepare tobacco and load the pipe it is not allowed to moisten the tobacco in any way

During the competition:

- One minute rule to light the pipe. Broken match will be replaced by the steward
- The tamper may only be used when the pipe is in the mouth
- It is strictly forbidden to knock or shake the pipe in any way or by any means whatsoever

- The participant may remove the mouthpiece from the pipe for a few seconds during the competition in order to get any liquid out of it by knocking it on the sheet of paper or by blowing through it
- The sheet of paper can be used by each participant to wipe the tamper during the competition.
- Participants may remove ash from the pipe, but may not put back any tobacco which falls out during this operation
- Participants are allowed to drink after the first ten (10) minutes of the competition. There will be water and glasses on each table at their disposal
- It is not allowed to keep the pipe alight by blowing in the bowl of the pipe through neither the mouth nor the nose. These are grounds for disqualification.
- Explanation of sequence that will be followed (see below) in native language and then English all countdowns etc. will be in English.
- Sequence for starting the competition: The start of the competition is done by the leader of the competition and consists of the following steps, during which he communicates with the stewards and checks their green / red signaling cards. Ideally, when asked if everything is OK, each steward must raise the green card at least four times - see below. If the steward registers a problem, he raises a red card instead of a green card. In such a case, the leader of the competition repeats the question after providing sufficient time to solve the problem.
 - Question to the Stewards if they have checked the participants at each table (Manual for the table Steward, point 1). **Is everything OK?** (Watch Green Red Cards)
 - Order to the Stewards to distribute the pipe, matches and tamper for the purpose of inspection by the contestants, for which they have approx. 30-60 seconds. (Manual for the table Steward, point 2)
 - After the inspection time has passed, he asks the contestants to put down their pipes and is followed by the question to the Stewards: **Is everything OK?** (Watch Green Red Cards)
 - Order to the Stewards to distribute tobacco to the contestants (Manual for the table Steward, point 3). Competitors must not handle the tobacco until the tobacco preparation has started! **Is everything OK?** (Watch Green Red Cards)
 - Now comes the countdown (3 – 2 - 1) and the start of the 5 minutes for tobacco preparation and packing of the pipe. It is recommended to use a gong or a bell to signal the start. Check if the timer is running.
 - After 5 minutes, the leader of the competition calls on the contestants to put down their pipes.
 - Question to the Stewards whether the contestants are ready for the start of the competition (Manual for the table Steward, point 4). **Is everything OK?** (Watch Green Red Cards)
 - Now comes the countdown (3 – 2 - 1) and the start of the one minute to light the pipe (using one or both matches) and the start of the competition. It is recommended to use a gong or a bell to signal the start. Check if the timer is running.
 - After one minute has passed, the leader of the competition warns the contestants that it is no longer possible to use matches.
 - After 10 minutes, the leader of the competition asks the stewards to place water on the table and informs the competitors that it is possible to drink
 - The leader of the competition further comments on the progress of the competition and communicates with the contestants at his discretion

During the competition, runners continuously collect Time-registration cards and bring them to the timekeeper. The timekeeper reads the competitor's number from the card with the help of a barcode reader and records the time. The numbers of finished competitors are displayed on the projector.

If necessary, the timekeeper can check the correctness of the recorded times and correct them, if necessary, even during the competition in the program by reading the bar code on the Time-registration card.

5.18.3. Checking the correctness of the recorded time by the participant himself

Competitors who have finished must leave the competition room so as not to disturb other competitors. It is therefore advisable to have another suitable space available outside the competition room, where competitors can wait for the competition to end while enjoying a light snack. It is good if there is another computer with a barcode scanner or webcam located in these areas, with the help of which the competitors can read the barcode from the name tag and thus check their achieved time and preliminary position. This procedure minimizes additional complaints regarding the correctness of the recorded time – see Chapter 6.3. and Chapter 6.5 art. 40 and 41

5.18.4. End of the competition

When only the last few contestants remain, it is recommended to continuously check the compliance of actual smokers with the records in the program to detect a problem in time (unsubmitted or unregistered Time-registration card of a contestant who has already finished, etc.)

The jury (see Chapter 6.5 art. 10 and 11) will inspect the pipes smoked by the top ten (10) smokers to determine whether the pipes have not been burnt.

After entering the time of the last competitor, the program automatically closes the competition and displays the winner's name and time on the projector.

5.18.5. Printing of results and diplomas

After the end of the competition, the program will allow you to immediately print the results sheets (individuals, women's category, teams) and diplomas. When printing, it is advisable to set the correct type of paper in the printer – heavy.

If during the ceremony prizes will be awarded only to a limited number of contestants (e.g., the best ten, the best three teams, etc.), for the sake of speed, it is advisable to print only these diplomas first so that the prize-giving ceremony can be prepared. Subsequently, all diplomas can be printed.

5.18.6. How to hand over diplomas to all contestants

At large competitions, we often encountered the problem of how to hand over diplomas to competitors. The organizer often solves this in a simple way, where he places the printed diplomas on one table and the contestants must look for their diploma there. Unfortunately, with a high number of participants, this method is bad and causes chaos.

For this purpose, it is possible to print diplomas in the Smoke Timer program not only according to order, but also according to countries, so the diplomas of all competitors for one country are printed one after the other. In this way, it is quite easy to put the diplomas in the folder marked with the country name and:

- leave on the table where users can take them themselves
- or hand over to the president of the association or another representative of the given country, who will already ensure their distribution.

5.18.7. Prize giving ceremony

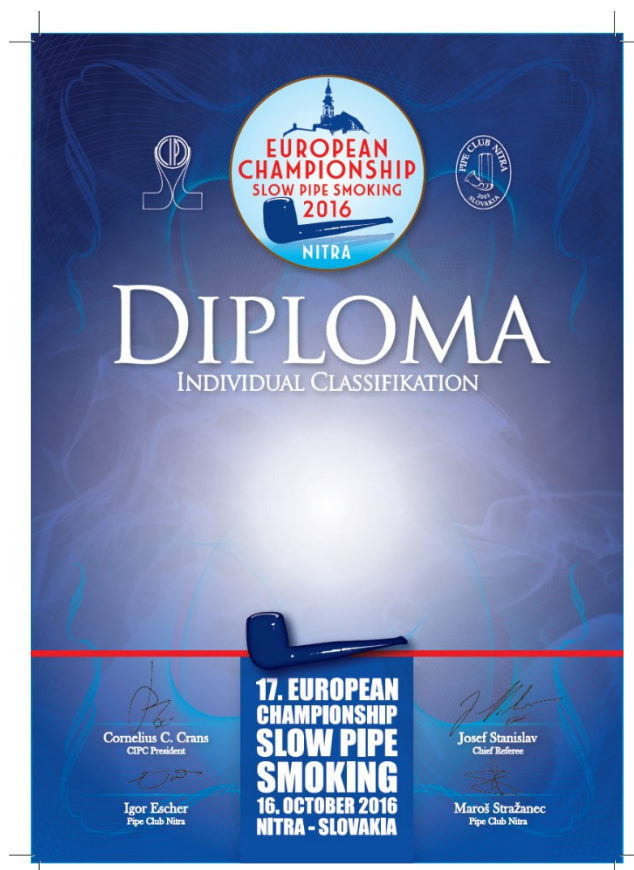
During the prize-giving ceremony, the best competitors are awarded - see Chapter 0

For the awarding process, the program allows to display on the projector the name, ranking and time achieved of the currently awarded participant or team.

6. Attachments

- Sample – Diploma, A4 format
- Sample - Time-registration card with name tag
- Sample - Tutorial for reading a Bar code from the Name tag and finding time and place using a webcam
- Manual for table Stewards
- CIPC REGULATIONS FOR THE INTERNATIONAL PIPE SMOKING CHAMPIONSHIPS

6.1. Sample - Diploma, A4 format



6.2. Sample - Time-registration/Name card

Double-sided name tag (upper half), Time-registration card (lower half), format 180 x 260 mm, with horizontal perforation for separation



6.3. Sample - Tutorial for reading a Bar code

Sample - Tutorial for reading a Bar code from the Name tag and finding time and place using a bar code reader or webcam

**Get closer and you will
find out your time
and preliminary ranking**

- 1 You have a name tag with a barcode hanging around your neck?



- 2 Access directly in front of the screen
at a distance of 40 - 60 cm



- 3 Don't move for a few seconds
for the system to read the barcode



- 4 Your time and
preliminary ranking
will be displayed
on the screen



6.4. Manual for the table Steward

The task of the table steward is to:

- Check the occupancy of the table.
- Distribute competition items to the contestants (pipe, matches, tamper, A4 paper, tobacco and water) when instructed.
- Supervise the regularity of the competition.
- When a participant announces that they have finished, check, and record the timer time in the Time-registration card, and on your list.

Checking the Steward's material

Check that you have all the necessary material available:

- A bag marked with the table number, which contains:
 - the appropriate number of pipes, tampers, matches
 - the appropriate number of plastic bags with 3g of tobacco. Tobacco will be handed over to the contestants by the steward unless instructed by the chief referee
 - spare pipes, tampers, and matches
 - one or two pens
 - folder marked with a table number, which will contain:
 1. this manual 1 piece
 2. list of competitors belonging to the table - 1 piece
 3. time-registration cards with names of participants (check according to list two.)
 4. A4 paper with or without watermark – according to the number of contestants (check according to list two.)
 5. red and green signaling card size A5- 1 + 1 piece
 6. one or two pieces of clean A4 paper for notes
- A bag with water for participants. Do not distribute water on the table now, you will be instructed on this later.

Signal cards

At the call of the Chief Referee (see tasks below), the steward **MUST IMMEDIATELY** raise one of the signal cards, thereby signaling the completion of one of the tasks below:

- task completed - **GREEN**
- the task is not yet completed, I need more time, or there is another problem - **RED**.

If the steward registers any other problem, he will report this fact without delay by raising a **RED** card even without a call from the referee.

Before the start of the competition

No.	THE TASK	OK
1	When all the contestants have arrived at the table, give them A4 paper with a watermark and their TIME REGISTRATION CARD while checking your name list of contestants and comparing it with each contestant by name. Only the person on your list may sit at the table. No one must be absent. Is everything OK? Raise GREEN or RED card	<input type="checkbox"/>
2	On the instructions of the chief referee, distribute to the participants: PIPE, MATCHES and TAMPER for inspection. NO TOBACCO! Is everything OK? Raise GREEN or RED card	<input type="checkbox"/>

The participant can only have on the table in front of him:

- a pipe
- wooden tamper
- two matches in a box
- a sheet of A4 paper
- time-registration card

In the middle of the table:

- glasses
- ashtrays

Packing (or Filling) the pipes

No.	THE TASK	OK
3	At the Referee's instruction, give out TOBACCO. Check or ask the contestants if they are all ready to start filling the pipe. Is everything OK? Raise GREEN or RED card	<input type="checkbox"/>

At the instruction of the chief referee, the filling of the pipe is started, and the timer is started. Competitors have 5 minutes to prepare tobacco (grind) and fill the pipe.

It is not allowed:

- moisten the tobacco in any way
- insert a filter into the pipe

After the end of the 5-minute period, the head referee announces the end of the time for filling the pipe **and the competitor must put the pipe on the table.**

Competition

No.	THE TASK	OK
4	Check that all competitors are ready to start the competition. Is everything OK? Raise GREEN or RED card	<input type="checkbox"/>

At the instruction of the head referee, the competition starts, and the timer starts. Competitors can use one or both matches to light a match up to the end of the first minute from the start of the competition.

If a match does not work for one of the contestants (it breaks when struck, the head flies off, or it does not light for some other reason), the steward will issue him a new match.

After the end of the first minute, it is no longer allowed to light the pipe in any way, even if the competitor has saved one match.

During the competition

- The tamper may only be used when the pipe is in the mouth.
- It is strictly forbidden to knock or shake the pipe in any way or by any means whatsoever.
- The participant may remove the mouthpiece from the pipe for a few seconds during the competition in order to get any liquid out of it by knocking it on the sheet of paper or by blowing through it.
- The sheet of paper can be used by each participant to wipe the tamper during the competition.
- Participants may remove ash from the pipe, but may not put back any tobacco which falls out during this operation.

- Participants are allowed to drink after the first ten (10) minutes of the competition. The steward will put water on the table as directed 10 minutes after the start.
- It is not allowed to keep the pipe alight by blowing in the bowl of the pipe through neither the mouth nor the nose. These are grounds for disqualification.
- Should the steward suspect that a pipe is extinguished, he will be allowed to ask the participant to exhale smoke.
- Should the steward suspect that a pipe is extinguished, he will be allowed to ask the participant to exhale smoke. If the pipe is totally extinguished and the participant has not signaled it immediately, the steward will request the jury to disqualify the participant for lack of fair play.

If the steward registers any problem during the competition, he will report this fact without delay by raising a red card.

When a competitor's pipe goes out

A competitor whose pipe goes out will immediately report this fact to the steward and hand over his time-registration card:

- **Steward notes the time indicated on the timer at that moment on the auxiliary paper.**
- **Steward writes down the marked time**
 - on the time-registration card, which the competitor hands over to him
 - on the list of competitors belonging to the table
- **BOTH SIGN the Time-registration card.**
- **Steward pushes the Time-registration card into the prepared wooden stand, from which one of the card collectors (runner) will then pick it up. Alternatively, he can also raise his hand to alert one of the passing collectors that he has a card ready for collection.**
- **A competitor who has finished must leave the table and the competition hall.**

PURPOSE OF THE COMPETITION

The purpose of the competition is to have participants or teams to smoke a pipe for the longest possible period without relighting it and to determine who does this longest. Each participant or team will have to use the same amount of tobacco, a similar pipe and tamper.

PARTICIPATION

1. Only persons over the age of 18 and members of pipe smoking clubs affiliated to the national pipe club, member of the CIPC, can take part in the competition.
2. The organizing association has the right to limit the number of participants. However, the limit must be stated when the association is appointed to organize the competition.

TOBACCO

3. Participants will only use the tobacco selected by the organizers of the competition.
4. The quantity of tobacco to be used will be three (3) grams.
5. The organizers will make the name of the selected tobacco known, together with the full programme of the event, latest two (2) months in advance.

PIPE

6. The organizers will provide all participants with the pipes to be used at the beginning of the competition.
7. The pipes will be made of briar, straight and classical in shape, with or without a removable filter and will be able to hold at least three (3) grams of tobacco. They will be supplied by the pipe club organizing the competition.
8. The organizers will announce the exact dimensions of the pipe to be used for the competition at least two (2) months in advance following the provisions of art. 7 above. The organizers will also send a sample of the pipe to any club on request, against payment.
9. Should the pipe have a filter, the participant may remove it.

JURY

10. The jury has the full binding power, and shall be composed of at least five (5) persons:
 - a) the president of the CIPC or his nominee
 - b) a competition-leader, from the organizing pipe club, whose duty is to appoint the time-keepers, announce the decisions and results, and if necessary, the intermediate times of the competition
 - c) at least three (3) jury-members, being the presidents of national pipe clubs or their nominees, nominated at the CIPC-meeting on the preceding day of the competition.
11. Each group of ten (10) participants will be attended by at least one (1) steward. The stewards will be appointed by the competition-leader. They will control the competition, constantly supervise the participants and use the time-registration card placed in front of the participant to register the time achieved by each participant. The stewards will distribute pipes and other items stipulated in art. 16 herein. They will seek instructions from the jury whenever the need arises. The jury is allowed to replace a steward during the competition if found inefficient.

PARTICIPANTS

12. Each participant will receive a numbered card and may be given a name plate which is to be placed visibly. Each participant will then be seated at their respectively numbered table/seat.
13. The participants will only be allowed to use a wooden tamper as supplied by the organizers, with diameter allowed to vary as of fourteen (14) up and until fifteen (15) mm and ten (10) cm long.

14. When the competition-leader gives the signal, the steward will supply each participant with one (1) pipe each; after examining it, the pipe shall be placed in front of each participant. Any defective pipe may be replaced.
15. When the competition-leader gives the signal, each steward will place one (1) tamper as described in art. 13 and one (1) packet of tobacco in front of each participant. The participants are not allowed to touch the tobacco until the starting signal is given.
16. The steward will control that only the following items are in front of each participant:
 - a) the pipe
 - b) the packet of tobacco
 - c) the wooden tamper
 - d) two (2) matches in a box
 - e) an A4-sized sheet of paper
 - f) a time-registration card.

Each participant will have to keep in mind that:

- 1) the tamper may only be used when the pipe is in the mouth
 - 2) it is strictly forbidden to knock or shake the pipe in any way or by any means whatsoever
 - 3) the participant may remove the mouthpiece from the pipe for a few seconds during the competition in order to get any liquid out of it by knocking it on the sheet of paper or by blowing through it
 - 4) the sheet of paper can be used by each participant to wipe the tamper during the competition.
 - 5) participants may remove ash from the pipe, but may not put back any tobacco which falls out during this operation
 - 6) participants are allowed to drink after the first ten (10) minutes of the competition. There will be water and glasses on each table at their disposal
 - 7) it is not allowed to keep the pipe alight by blowing in the bowl of the pipe through neither the mouth nor the nose. These are grounds for disqualification.
17. When the competition-leader gives the starting signal, the participants will open the packet of tobacco and will have five (5) minutes to fill the pipe.
 18. The tobacco may be shredded only within this preparation period.
 19. The participants are not allowed to humidify the tobacco in any way.
 20. The participants are not allowed to put any extraneous matter such as chalk, filter, or similar materials into the pipe.
 21. After the allowed five (5) minutes, the timekeeper will remove the remaining tobacco.
 22. When the competition-leader gives the signal, the participants must light their pipes, and time will be registered from then on.
 23. The participants shall have one (1) minute to light the pipe by using one (1) or both matches. Any match which breaks or does not light will be replaced by the timekeeper.
 24. The participant whose pipe extinguishes will immediately hand over his time-registration card to the steward.
 25. Should the steward suspect that a pipe is extinguished, he will be allowed to ask the participant to exhale smoke. If the pipe is totally extinguished and the participant has not signaled it in due time as stated in art. 24, the timekeeper will request the jury to disqualify the participant for lack of fair play.
 26. The disqualified participant must give up his time-registration card to the steward.
 27. Should any pipe burn, the jury will disqualify the participant.

ADVERTISEMENT

28. No advertisement or trade name is permitted on the clothes of the members of the jury.

ENTRY FEE

29. The organizers will lay down the entry fee for the competition; each participant will pay the fee, non-refundable, until the registration deadline fixed by the organizers.

30. Last minute entry or replacement may be accepted or rejected by the organizers.
31. In addition to the entry fee, each participant will pay for any incurred cost. These are equally nonrefundable.

FINAL RESULTS

32. The jury will draw up the final list of the winners. The jury's decision is final and binding.

INDIVIDUAL WINNER

33. The winner shall be the participant who smokes the longest, provided that the pipe is not burned, and the participant did not break any of the regulations. The jury will inspect the pipes smoked by the top ten (10) smokers to determine whether the pipes have not been burnt.
34. The winner will be entitled to be called "World", "European", "Asian" or "American Champion", as the case may be.
35. The organizers may however offer special awards and may draw up a special list of winners for the ladies.

NATIONS WINNER

36. Each team may be comprised of a maximum of five (5) smokers, whose names will be notified by the president of the national pipe club. The times recorded by the top three (3) winners of each national team will be considered.
37. Each team will be composed of members affiliated to the national pipe club that nominated them. Teams can be of mixed genders.
38. The team-winning country will be authorized to use the title according to art. 34.

WORLD-CUP

39. Each team may be comprised of a maximum of 5 smokers, whose names will be notified by a local club affiliated to a national club belonging to the CIPC. The times recorded by the top three (3) winners in each local team will be considered.

COMPLAINTS

40. The participants are allowed to appeal against the decision of a timekeeper by lodging a complaint with the jury up to fifteen (15) minutes after the competition.
41. No complaint will be accepted after the above-mentioned time.
42. The organizers decline any liability for any damage or injury caused by things or persons, whether they are participants or not.
43. By entering the competition, participants implicitly agree to abide by the general CIPC Regulations, ipso facto.

AGREEMENTS AMONG NATIONAL CLUBS

44. Clubs belonging to the CIPC accept these regulations as the only ones applicable for the awarding of the titles according to art. 34 and 38.
45. The articles 10, 11, 12, 16.6) and 36 can be settled otherwise by a national club for the organization of a national championship. The title of national winner, eventually of winner of the clubs, is entitled in accordance with art. 33 to 39.
46. The CIPC reserves the right to adjudicate any cases which may arise.