CIPC
Committee, International of Pipe Clubs

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

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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 two-year cycles according to the following key:

- 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 representative (CIPC President, Secretary General etc.) 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 General Assembly 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 (the listed times are indicative only, the exact schedule of each championship can be adapted as needed)

- Friday evening
  - 19:00 – 23:00 Presidents' Dinner
- Saturday
  - CIPC Board meeting and 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 organize 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 organize 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.

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

- Provide suitable venues for the competition and accompanying programs
- Suggest suitable close by accommodation options (and negotiate deals where possible)
- Allocate a person - persons for a reliable e-mail or phone communication with potential applicants being able to communicate in English language. Speed of answer is very important.
- Resolve financing and sponsorship
- Devote sufficient effort to effectively promote the event
- Provide competition pipes and tobacco
- Provide prizes for winners
- Design the competition logo and uniform graphic design
- Design and print many documents and other printed materials
- Proposing a way for participants to register and pay the fee
- Prepare a system for participant registration and fee payments
- Create a website with information and possibly a registration/payment system
- Provide enough people for registration, table judges, support staff, provide medical and fire services (if necessary)
- Provide computer technical equipment for registering and check-in competitors, evaluating the competition and printing the results sheets
- Prepare the system for the timer
- Organize the competition itself and accompanying activities
- …

5. Choice of venue

Timeframe: 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.

5.1. 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 dinner, the informal meeting continues with a pipe and good tobacco.

It is advisable that the Presidents' Dinner be held in a hotel that is recommended for presidents' accommodation.

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.

5.2. CIPC Board meeting and General Assembly

About seven people attend a CIPC Board meeting and 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 bags with weighted 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 to 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.

5.3. 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.

5.4. 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.

5.5. 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

- 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
- place for registration of competitors
- place for timekeepers, computer(s) and printer(s).
- screen and projector to display the 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.

6. Funding of the event, sponsoring

Timeframe: 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

Example of the main costs for organizing an event:

- Venue rental
- Gala evening
- Refreshments
- Competition pipes, tobacco, tampers
- Prizes for winners
- Promotion
- Printed materials
- Graphic design
- Website
- …

The cost of organizing the event can be covered by several sources:

- fee for the Competition, Gala Dinner, and Exhibition
- Sponsoring
- CIPC contribution
- Other sources.

A well-designed Excel spreadsheet is essential for managing finances so you can avoid unpleasant surprises at the end of the event.

7. Required staff

7.1. Communication with CIPC management and participants

Timeframe: already during the interest in organizing the championship and in the entire preparation process

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.

7.2. Necessary personnel – Staff

Check whether the necessary number of people (Staff) will be available during the competition.

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

- Event preparation
  Timeframe: in the entire preparation process
    - event leader - Communication with CIPC management
    - registration and communication with participants
    - graphic designer
    - website creation, web administration
    - other stuff if necessary
- Event
  Timeframe: September
    - time keeper
    - registration – 3-5 persons speaking English
    - table judges – stewards, if possible speaking English - according to the number of tables + reserve - see 7.3 and 17.3
    - 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
    - other stuff if necessary

7.3. Stewards

Timeframe: September

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 18.3

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

8. Competition logo and uniform graphic design

Timeframe: 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.

9. Website and domain, advertising and promotion of the event

Timeframe: from January

9.1. Website

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.pipecupturkey.com

The graphic design of the website should match the overall graphic design for the entire competition. The page should contain all necessary information about the competition, venue, program, instructions for interested parties, registration of participants, fee payment system, accommodation options, promotional information, tourist information, 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 a FB account.

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

9.2. Advertising, promotion

Effective advertising and promotion of the event is 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.

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

10. System for participant registration and fee payment

Timeframe: from April

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

10.1. Who can register a competitor

- When deciding on the method of registration of participants, it is necessary to take into account whether the registration is for the World Championship or the World Cup - see

- World Championship is competition for individuals + one National Team from each country.
- World Cup is a competition for teams (mainly Club Teams)

It is up to the organizer to decide whether he will:

- allow each individual participant to log in separately as individuals or login their team for World Cup
- require central log in of individuals and the Teams for World Cup/National Team for World Championship through the President of the National Association

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 National team.

10.2. Registration method

The organizer may, at their discretion and based on technical capabilities, determine the registration method for participants:

- By email (e.g., by completing and returning a pre-formatted Excel, Word, or PDF form published on the event's website)
- Through online registration
- A combination of multiple options

- It is recommended that participants who are also competitors confirm, upon registration, that they are familiar with the

- CIPC REGULATIONS FOR PIPE SMOKING COMPETITIONS, or that they have been informed of the obligation to familiarize themselves with them.

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
- country
- pipe club affiliation (if the participant is a competitor)
- belonging to a team (if required)
- whether he will participate in the:
    - Competition
    - The Gala Dinner
    - He will exhibit pipes and accessories
    - The dinner of the presidents
- A note where they state, for example dietary restrictions etc.

During the registration process, participants should be informed about:

- information about the price / prices for the competition, Gala Dinner, and exhibition
- method of payment

10.3. 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 (credit or debit card, Google Pay, Apple Pay, PayPal, ...) as part of online registration
- Bank transfer
- by cash and/or credit or debit 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.

10.4. Records of registered participants

Timeframe: from April

The method of recording 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 or inserted to the timer software.

11. Competition pipes, tamper, tobacco and matches

Timeframe: from April, or as needed

See:

It is suitable if the packaging material for all items has a uniform design with the logo of the competition.

- pipe
- tamper
- matchbox with two matches
- tobacco

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

12. Prizes for winners

Timeframe: 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 can also contribute 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.

13. Technical equipment, HW and SW, small materials

13.1. Technical equipment

- 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

13.2. The timer system at the competition

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

13.2.1. Smoke Timer software

The **Smoke Timer software** is 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

Despite being user-friendly, the software includes many features. Therefore, it is advisable for the organizer to use this software at their local competitions before organizing the championship, in order to become familiar with all the possibilities that the software offers.

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

In the next part of this guide, some procedures are described with regard to the use of the Smoke Timer program, which can handle all the required tasks. If the organizer uses other software, they can be inspired by the procedures.

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

Timeframe: 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 delayed. 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.

- 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.
- 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 check-in process** upon participants' arrival 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 "Competing" 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.
- **Assign each competitor:**
  - participate in the team if he is a member of it.
  - table at which they will sit – see Chapter 16.2
    *(Note: These assignments can also be done later, as the information might not be known immediately. For this purpose, you can use the **"Quick Assignment of Teams and Tables"** feature in the Smoke Timer program.)*
- **At this moment, no documents are being printed** (time-registration card, name tag, etc...). Due to possible changes, it is advisable to wait until the last day just before the competition to print - see Chapter 16.216.3.

14. Printed documents, signs, stickers, etc.

Timeframe: August, September

14.1. Bulletin

It is 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...

14.2. Diplomas

For diplomas, it is necessary to prepare a pre-printed form with free space for printing the competitor's name, placement and time achieved.

It is recommended that the name(s) of the person(s) who should sign the diploma be included with their signatures on the printed 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 design of the diploma should be made according to the software used.

Example of a diploma - see Chapter 18.1

14.3. Time-registration cards and name tags.

- **Time-registration /Name cards for competitors**
- **Name cards for non-competitors** (if used)

- **Name tags for staff:**
  - chief referee - 1 piece
  - referee – 5 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
- **Badges with Lanyard** for Name tags. The lanyard may contain a print

The design of the Time-registration card and Name tags should be made according to the software used.

14.4. Wristband for entry to the Gala Dinner

If it is necessary to check who is authorized to enter the gala dinner, there are several options, but in practice, skin-colored wristbands printed with the event name have proven to be the best solution. Wristband for this purpose, are placed on the participants' hands during the check-in process, if possible.

14.5. Promotional material, orientation signs,

- Badges/pins 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

14.6. Other printed materials

- Stickers for marking tobacco
- A box for a pipe and tamper
- Match box with the competition logo

15. Auxiliary material

- Resealable plastic pouches for tobacco (3 g). Tobacco is recommended to be weighed and placed in bags 1-2 days before the competition.
- Table numbering on a high stand (approx. 60 cm). A notch in the top has proven to be a good idea, into which a Time registration card with the recorded time is inserted. This way, the runner sees the Time-registration card and takes it himself (the steward does not have to wave the card at him).
- “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/pins 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
  - **Folders for each table** marked with table number - see Chapter 16.216.3.
  - **Green and red signaling card**, size A5
  - **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.
  - **Water for competitors**
- Folders for diplomas marked according to the participating countries, if they will be used - see Chapter 17.4.6
- Clean A4 papers for printing reports and results sheets
- A gong or bell to signal the start of tobacco preparation and competition
- Other material
  - scissors, paper cutter (if needed)
  - duct tape
  - stapler
  - ...
-

16. Work and checks a few days before the competition

16.1. Checking the readiness of the premises

Timeframe: A few days before the competition

16.1.1. 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.

16.1.2. 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.

16.1.3. Exhibition

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

16.2. Table Assignments

- **Assign each competitor a table at which they will sit.** Championship organizers can decide how to distribute contestants across the tables.

- For the **World Cup**, it is recommended to seat members of the same team at a single table, or at tables placed next to each other.
- For the **World Championships**, it is recommended to disperse competitors to fulfill one of the core ideas of the CIPC—to promote friendship and camaraderie among pipe smokers.

- Enter the assigned table into the relevant software so that the number is printed on the competitor's name tag.

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

Timeframe: Three to one day before the competition

- Prepare tobacco:
  - At least one day before weighing the tobacco, we recommend checking the humidity of the tobacco and, if it is too moist, reduce the humidity.
  - Two days before competition (Friday evening) weigh 3 g of tobacco for each competitor and place it in a resealable plastic pouch/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 15.
- Prepare List of participants, Name cards and Time registration cards:
  - **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.
  - 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
  - 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 14.3.
  - For the **non-competitors, print all Name cards** (sorted by surname, PID or by country) - see Chapter 14.3

    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 check-in process

- 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 or box). 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.

17. Competition

17.1. Check-in at the venue

Timeframe: Saturday, Sunday in the morning

The purpose of check-in process at the venue is:

- Register the presence of the participant in the software. A participant who is not marked as present in the software cannot take part in the competition.
- Resolve discrepancies and possible changes in records and fee payment
- Register new, unregistered participant
- 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

17.1.1. Workplaces / tables

3 workstations/desks and 3-5 workers are recommended for check-in. Workplaces are equipped with:

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 14.3

- 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 16.3
- Name tags stored in a box, sorted by agreed key (see Chapter 16.2) + a tag Wristband for the Gala-Dinner
- Folders marked with a table number, that contain Time-registration cards - see Chapter 16.2

Workplace equipment no. 3

- 1 person
- Lanyards
- Goodie bags

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

17.1.2. Workflow:

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 (see note below)
- **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.
- If an unregistered participant arrives, he will **register them, record their attendance, and print Time-registration/Name card** (**see note below**)
- **record of changes and printing of Time-registration/Name card** (**see note below**)
  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
- requests payment for identified discrepancies or a new registration

Note: If it is expected that a lot of changes will be made in the check-in process (e.g. due to a large number of missing fee payments), it is advisable to consider adding a 2nd workstation with a computer that will only record changes, so that participants who have everything in order do not have to wait long.

Operator/workplace no. 2

He works closely and communicates with Operator 1. It is helpful for him to be able to see the computer screen, so that he can look up a competitor’s name tag the moment their presence is being recorded in the program.

- **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

Saturday evening, after the end of check-in

- After closing the check-in 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 check-in 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.

17.2. Printing of competition lists

After closing the check-in

- After closing the check-in on Sunday (approx. 1-2 hours before the start of the competition), print out:
  - start lists for individuals and teams
  - statistical list - overview (number of participants, number of clubs, countries, men, women...) this serves as a basis for the initial official welcome of participants
  - list of competitors at each table. This list is important so that the Steward can perform a final check of the competitors' presence at the competition.
    - put the list in the folder marked with the table number
    - store the folders in the prepared bags marked with the table number

17.3. Training of stewards

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

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

17.4. Initiation, start, progress, and end of the competition

17.4.1. 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...

17.4.2. 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
  - Should the pipe supplied by the organizer come with a filter or reducer/adaptor, the participants may remove it if they want to. The participants are not allowed to add or put their own filter or reducer/adaptor
  - Not to touch tobacco before 5 minutes interval will start
  - During 5 minutes interval to prepare tobacco and load he pipe it is not allowed moisten the tobacco in any way
  - 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 not allowed to drink after within first ten (10) minutes of the competition.
  - 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 before starting 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 Grean 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 Grean 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 Grean Red Cards)
- The start of the 5 minutes interval for tobacco preparation and packing of the pipe - (3 - 2 - 1 - START). **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 Grean Red Cards)
- The start of the competition - (3 - 2 - 1 - START**). It is recommended to use a gong or a bell to signal the start**. Check if the timer is running.
  - One minute to light the pipe (using one or both matches)
  - 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.

17.4.3. 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 recommended to place 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

17.4.4. 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

CIPC REGULATIONS FOR PIPE SMOKING COMPETITIONS) 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.

17.4.5. 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.

17.4.6. 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.

17.4.7. Prize giving ceremony

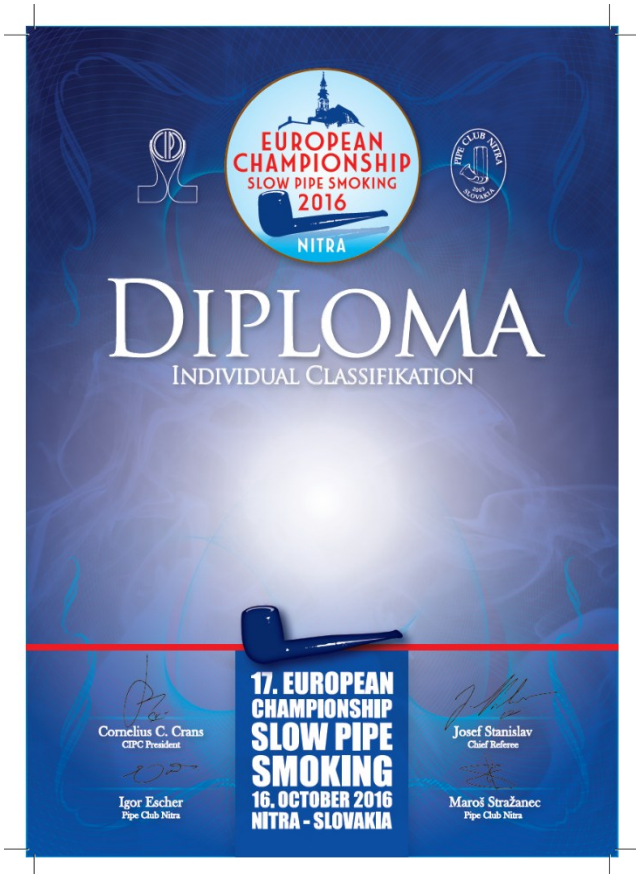
During the prize-giving ceremony, the best competitors are awarded - see Chapter 12

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

18. Attachments

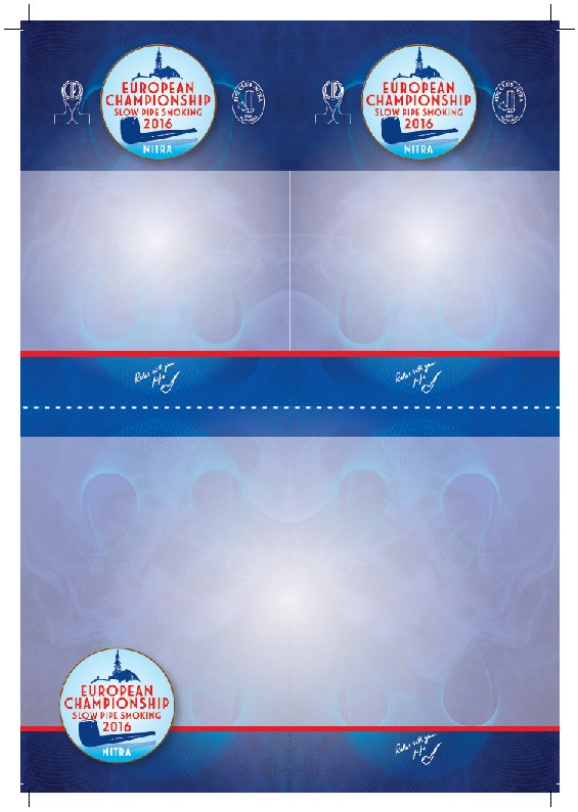
- Sample – Diploma, A4 format
- Sample - Time-registration card with name tag
- Manual for table Stewards
- CIPC REGULATIONS FOR THE INTERNATIONAL PIPE SMOKING CHAMPIONSHIPS

18.1. Sample - Diploma, A4 format



18.2. 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



18.3. 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 or box 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**	☐
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**	☐

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**	☐

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 or reducer/adaptor into the pipe
- Modify the tamper in any way

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**	☐

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. 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 competitor has to leave the competition table for a short time (nausea, toilet, etc.), see CIPC REGULATIONS FOR PIPE SMOKING COMPETITIONS - art. 10.18

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

<u>When a competitor's pipe goes out</u>

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

- **The steward notes down the time shown on the timer at that moment on a scratch paper. The scratch paper is also useful in case two competitors signal the end just a few seconds apart.**
- **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.**

18.4. CIPC REGULATIONS FOR PIPE SMOKING COMPETITIONS

Version 2.6

1. INTERNATIONAL CHAMPIONSHIPS

1.1. International championships in longtime pipe smoking are held every year under the CIPC supervision. There are two types of International championships:

- The World Championship
- The World Cup

1.2. World Championship

1.2.1. The World Championship is a competition for individuals.
1.2.2. The World Championship is held every 2 years.
1.2.3. In addition to individuals, one (1) team from each country can participate in the competition (National Team).
1.2.4. Each National team will be composed of members affiliated to the National Association that nominated them. Teams can be of mixed genders. Teams can also be of mixed nationalities (but they need approval from the presidents of the National Association).
1.2.5. The names of the National Team members will be notified by the president of the National Association.
1.2.6. Both Individuals and National teams are evaluated at the competition.
1.2.7. The individual winner of the World Championship is entitled to be called “World Champion".
1.2.8. The team-winning country of the World Championship is authorized to use the title "The Best National Team of the World".

1.3. World Cup

1.3.1. The World Cup is a competition for teams.
1.3.2. The World Cup is held every 2 years in between World Championships.
1.3.3. Each registered individual competitor must be registered as a club team member, except for the cases according to the art. 1.3.5, 1.3.6 and 1.3.7.
1.3.4. Club teams can be of mixed genders. Club teams can be of mixed nationalities as long as they are members of the club.
1.3.5. If the total number of participants from one club is lower than the minimum number required to create a team (refer to art. 3.1), they can form or complete a mixed team with another club from the same country or may enter as individual competitors – see art. 1.3.7.
1.3.6. If the total number of participants from one country is lower than the minimum number required to create a team (refer to art. 3.1), they can form or complete a mixed team with team from another country or may enter as individual competitors – see art. 1.3.7.
1.3.7. Individual competitors who are not included in the team no later than ten (10) days before the date of the championship, will be assigned to a mixed team or added to the existing team at the discretion of the organizers. They will be informed about inclusion in the team by the organizers during the registration at the competition venue.
1.3.8. The number of teams for each club or country is not limited.
1.3.9. The names of the team members will be notified by a members of local clubs affiliated to a National Association belonging to the CIPC.
1.3.10. Both teams and individuals are evaluated at the competition.
1.3.11. The winning team of the World Cup is entitled to be called “World Cup Team Champions”.
1.3.12. The individual winner of the World Cup is entitled to be called "The Best Individual World Cup pipe smoker".

1.4. The International Championships must be conducted in accordance with these rules.

2. OTHER CHAMPIONSHIPS AND COMPETITIONS

2.1. Other championships and competitions:
- National Championships
- Regional Competitions
- Other competitions

2.2. It is up to the organizer to decide whether individuals and/or teams will compete in the competition.

2.3. Other championships and competitions may be held in full or partial compliance with these rules.

3. TEAM

3.1. The team is a group of individual participants. Each team must consist of a minimum of three (3) and a maximum of five (5) smokers

3.2. The team's final smoking time is calculated as the sum of the three (3) best times of its members.

4. PURPOSE OF THE COMPETITION

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

5. PARTICIPATION

5.1. Only persons over the age of 18 and members of pipe smoking clubs affiliated to the National Association (which must be a member of the CIPC), can take part in the competition.

5.2. The organizer has the right to limit the number of participants. However, the limit must be stated when the association is appointed to organize the competition.

5.3. The participant is obliged to check the correctness of his/her entered data during registration at the competition venue. After closing the registration, the organizer is not obliged to correct incorrect or incomplete data.

6. ENTRY FEE

6.1. 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.

6.2. Last minute entry or replacement may be accepted or rejected by the organizers.

6.3. In addition to the entry fee, each participant who requests last minute/late entry or replacement (see art. 6.2) may be liable to pay for any incurred cost (non-refundable).

7. TOBACCO

7.1. Participants will only use the tobacco selected by the organizers of the competition.

7.2. The quantity of tobacco to be used will be three (3) grams (+\- 0.1 grams).

7.3. The organizers will make the name of the selected tobacco (which must be an easily obtainable tobacco internationally) known, together with the full programme of the event, at least two (2) months before the competition.

8. PIPE, TAMPER, MATCHES

8.1. The organizers will provide all participants with the pipe, tamper and two matches in the box to be used at the beginning of the competition.

8.2. The pipes will be made of briar, straight and classical in shape, with or without a removable filter or reducer/adaptor and will be able to hold at least three (3) grams of tobacco.

8.3. 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. 8.2 above.

8.4. The organizers will send a sample pipe to any club on request, against payment. However, the organizers can limit the total number of pipe samples sent in this way.

8.5. Should the pipe supplied by the organizer come with a filter or reducer/adaptor, the participants may remove it if they want to. The participants are not allowed to add or put their own filter or reducer/adaptor (refer to art. 10.4).

8.6. The wooden tamper must be between fourteen (14) and fifteen (15) mm in diameter and one hundred (100) mm long (+\- 5 mm), without painting or other surface treatment. Engraved or burned logos and/or competition names are allowed. Cut edges should not be sanded, edges have to be sharp.

8.7. The two (2) matches provided will be stored in a box - their length must be between forty-five (45) and sixty (60) mm.

9. JURY

9.1. The jury has full binding power and shall be composed of at least three (3) persons and a maximum of five (5) persons as follows:

9.1.1. the president of the CIPC or his/her nominee

9.1.2. a competition-leader, from the organizing pipe club, whose duty is to appoint the stewards, announce the decisions and results, and if necessary, the intermediate times of the competition

9.1.3. at least two (2) of the jury-members, being the presidents of National Association or their nominees, nominated at the CIPC General Assembly meeting on the day preceding the competition

9.2. 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 supervising the participants and use the time-registration card placed in front of the participant to register the time achieved by each participant. It is recommended to write down the achieved time also on a separate sheet of paper as a backup. The stewards will distribute pipes and other items stipulated below in art. 10.3, 10.7 and 10.17.5. They will seek instructions from the jury whenever the need arises by raising a red card. The jury is allowed to replace a steward during the competition if found inefficient.

10. COMPETITION PROCESS

10.1. Each participant will receive a numbered time-registration card, an A4 sized sheet of white office paper (plain or with a watermark, for example the name or logo of the competition) and an optional name plate which is to be made visible. Each participant will then sit at their respectively numbered table/seat.

10.2. Water is not placed on the table. It will be distributed later by the steward (refer to art.10.17.5).

10.3. When the competition-leader gives the signal, the steward will supply each participant with one (1) pipe, one (1) tamper and two (2) matches in a box as described in art. 8;

after examining the pipe, it shall be placed in front of each participant. Any defective pipe may be replaced.

10.4. The participants are not allowed to add or put any extraneous matter such as chalk, filter or reducer/adaptor (refer to art. 8.5), or similar materials into the pipe. The use of special hand creams or fingertip additives are not permitted.

10.5. The participants will only be allowed to use a wooden tamper as supplied by the organizers.

10.6. The participants are not allowed to modify the tamper in any way by roughening the surface, creating grooves, moistening, etc. Marking the depth of the pipe bowl by circling the tamper or using a pen is allowed.

10.7. When the competition-leader gives the signal, each steward will place 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.

10.8. The steward will ensure that only the following items are in front of each participant:

10.8.1. the pipe

10.8.2. the wooden tamper

10.8.3. two (2) matches in a box

10.8.4. the packet of tobacco

10.8.5. an A4 sized sheet of white office paper

10.8.6. a time-registration card

10.9. No other items (tools, lights, mirrors, special glasses etc) are allowed. Smartphones and personal devices must remain on the competitor’s person. Smartphones must be switched to silent mode.

10.10. 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.

10.11. The tobacco may be shredded only within this preparation period.

10.12. The participants are not allowed to humidify the tobacco in any way.

10.13. After the allowed five (5) minutes, the steward will remove the remaining tobacco and its bags.

10.14. When the competition-leader gives the signal, the participants must light their pipes, and time will be counted from then on.

10.15. 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 steward.

10.16. After one (1) minute, the steward will remove the remaining matches and boxes.

10.17. Each participant must note that:

10.17.1. the tamper may only be used when the pipe is in the mouth

10.17.2. participants must NOT knock or shake the pipe in any way. It is allowed to invert the pipe to tip out ash with a slight tap in an ashtray; however, any lost tobacco cannot be returned to the pipe

10.17.3. participants may remove the mouthpiece from the pipe for a few seconds during the competition to get any liquid out of it by knocking it on the sheet of white office paper or by blowing through it

10.17.4. the sheet of white office paper can be used by participants to wipe the tamper during the competition

10.17.5. participants are allowed to drink water after the first ten (10) minutes of the competition. The steward will put water on the table, as directed, 10 minutes after the start. Each competitor has a glass or his own bottled water available on the table. On the basis of a doctor's prescription, the competitor can, in addition to water, take medicines in solid or liquid form.

10.17.6. it is not allowed to keep the pipe alight by blowing in the bowl of the pipe through either the mouth or the nose. These are grounds for disqualification

10.17.7. silence during the competition is essential - the participants must not make unnecessary noise

10.18. If the competitor has to leave the competition table for a short time (nausea, toilet, etc.), he will notify the steward. The steward asks him to exhale the smoke from his pipe. If the pipe is extinguished, the steward proceeds according to art.10.20. If the pipe is alight, steward will record the current time the contestant left the table. The pipe must remain on the table in front of the contestant's place. When the contestant returns to the table, the steward asks him to exhale smoke from his pipe. If the pipe is extinguished, the steward records the current time when the competitor left the table in the competitor's time-registration card. If the pipe is alight, the competitor continues the competition.

10.19. A participant whose pipe is extinguished, signals this fact to the steward without delay and hands his/her time-registration card to the steward to record the time achieved. The participant confirms the correctness of the recorded time with his/her signature and leaves the table/competition room as quickly and quietly as possible.

10.20. Should the steward suspect that a pipe is extinguished, he/she will be allowed to ask the participant to exhale smoke. If the pipe is totally extinguished and the participant has not signalled it in due time as stated in art. 10.19, the steward will request the jury to disqualify the participant for lack of fair play.

10.21. The disqualified participant must give up his/her time-registration card to the steward.

10.22. Should any pipe burn, the jury will disqualify the participant.

11. ADVERTISEMENT

11.1. No advertisement or trade name is permitted on the clothes of the members of the jury or participants (only club pins etc). Club apparel with club name and/or club logo is allowed.

12. FINAL RESULTS

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

13. THE WINNER

13.1. The winner shall be the individual or team that achieves the longest smoking time, 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.

13.2. The organizers may offer special awards and may draw up a special list of winners for the ladies.

14. COMPLAINTS

14.1. The participants are allowed to appeal against the decision of a steward or timekeeper by lodging a complaint with the jury up to ten (10) minutes after the competition ends.

14.2. No complaints will be accepted after the above-mentioned time.

14.3. The organizers decline any liability for any damage or injury caused by things or persons, whether they are participants or not.

14.4. By entering the competition, participants implicitly agree to abide by these CIPC Regulations.

15. AGREEMENTS AMONG NATIONAL CLUBS

15.1. Clubs belonging to the CIPC accept these regulations as the only ones applicable for

the awarding of the titles according to art. 1.2.7, 1.2.8, 1.3.11 and 1.3.12.

15.2. These articles can be used by a National Association for the organization of a national championship. The title of National Winner (winner of the clubs) is granted in accordance with art. 1.2.7, 1.3.11 and 1.3.12.

15.3. The CIPC Board reserves the right to decide any cases which may arise. During competitions the jury will decide any cases.