



**INLINE HOCKEY**

*World Skate Europe - IN LINE HOCKEY*

# ***BID AND EVENT MANUAL***

**European Championships**

**U17 Men 2024**

Date to be proposed in the candidacy



WORLD SKATE EUROPE 2023

This World Skate Europe bid and event manual represent a sort of quality management to ensure that World Skate Europe EUROPEAN CHAMPIONSHIPS are planned and staged in a quality and consistent manner.

This World Skate Europe bid and event manual serve as the general guidelines for federations and organizers applying to host Roller In Line Hockey European Championships, assisting them in planning and staging the event in close cooperation with WSE and WSE IN LINE HOCKEY, in order to come up to quality standards.

This document's layout and content should be subject to constant improvements and amendments based on experience of previous Championships.





## 1. The Bidding Procedure

- ◆ World Skate Europe can only accept proposals, for the organization of this event, that are referred to or addressed by European In Line Hockey Federations affiliated to World Skate
- ◆ Prior providing the application document, national federation shall address a 'letter of intent', in which they shall be expressed the interest of organizing, before **December 5th 2023**.
- ◆ Application document shall be addressed to World Skate Europe, before the bidding closing date that is set to **December 31th 2023**. The applicants shall confirm that they satisfy the requirements set in this document.
- ◆ The application shall include official declarations issued by the host cities and the government, which prove that they support the application.
- ◆ World Skate Europe will evaluate all applications and is entitled, if needed, to ask for additional documents.
- ◆ WSE IN LINE HOCKEY members shall visit the applicant country and get information to acknowledge the so-called « event concept » presented by the applicant.



## ***2. In Line Hockey European Championships***

### **2.1. MISSION AND VISION**

World Skate is the sole governing body, recognized by the IOC, for all sports performed on skating wheels. Its main role includes recognizing, assisting and representing over 140 Member Federations in the five Continents in the development and promotion of all disciplines, as well as promoting the development and the spreading of such disciplines in non-member countries. World Skate aims to promote the visibility and the development of all its disciplines through international events, including the Inline Hockey European Championships (hereinafter referred to as “Event”).

### **2.2. CONCEPT**

The concept, as well as the way the event is prepared and operated, shall be taken into consideration by potential Host Cities through the following elements:

- Sense of unity among the athletes from different countries.
- Promotion of the Organizer and its Tourism Industry.
- Harmony with nature and other environmental considerations.
- Compliance with World Skate Statutes and By Laws, with World Skate Europe regulations, IOC Anti-doping Rules, the WADA Code and World Skate Anti-Doping Rules, as well as the Rules of the Game and the Event Regulations.
- Compliance with the obligations under the contract of the Event signed with World Skate Europe.

### **2.3. BENEFITS**



In a consistent manner to develop In Line Hockey in Europe, European Competitions must focus more and more on attracting new spectators and create the conditions to gain the media interest. On the other hand, the focusing on the host country and city benefits the organizer of those competitions. The organizer gets the

opportunity to create great event, forever lasting memories for players, supporters and fans.



- ◆ The organizer shall ensure that:
  - ☐ The government, city and the public support the event
  - ☐ All facilities (hotels, halls, transportation means, technical facilities etc.) meet the reasonable standards to fulfill the goal of creating great events
- ◆ In a concern for quality, without making a mandatory criterion, the World Skate Europe appreciate efforts to:
  - ☐ Implement a promotional campaign of the event
  - ☐ Organize a social program for the participants



## 2.4. The bid and event manual

This manual presents the requirements for the federation hosting competitions, hereafter referred as the Organizer, in order to make it a successful event. World Skate Europe hold the rights of those events.

## 2.5. Key objectives of an European Championship

- ◆ Create the best conditions for players and teams
- ◆ Attract a maximum of spectators to the hall and offer them great moment
- ◆ Put big efforts in interesting media and help In Line Hockey promotion through its European events
- ◆ Make sure the event is integrated into a development plan that will benefit the growth of In Line Hockey inside the host country
- ◆ Make sure that the competition gives financial positive feedback for all parties involved
- ◆ Make sure that past experience is evaluated and well documented in order to benefit future events

### 3. Responsibilities

- ◆ **World Skate Europe** is entitled to organize the Event, and owns all commercial, media and intellectual property rights.
- ◆ **World Skate Europe** grants the right to stage, promote and organize the event in accordance with specific terms and conditions provided for in the Contract.
- ◆ **World Skate Europe President** is the only legal representative of World Skate Europe and is entitled to sign the contract with the Host City.
- ◆ **World Skate Europe Chair of the Inline Hockey Technical Commission** is in charge of the technical program.

#### 3.1. World Skate Europe – key responsibilities

- ◆ Identify potential organizers, coordinate and follow-up candidatures, manage documentation and information, lead inspections, organizational, coordination and technical visits of Candidate Cities.
- ◆ Drawn up the program for both the general event and competitions.
- ◆ Communicate the technical details regarding competitions, sports equipment and regulations.
- ◆ Supervise for approval the activities carried out by the Host City.
- ◆ Track and help to solve any issue or obstacles that may come up during the organization of the event.
- ◆ Approve the general event's concepts, themes and publications.
- ◆ Establish accreditation's guidelines.
- ◆ Ensure that the milestones set out in this bidding application and ratified in the subsequent contract thereof are met and approve the Master and Business Plan submitted by the Host City/Country.
- ◆ Promote the event all over Europe through World Skate Europe Communication and Promotional Media.
- ◆ Coordinate smooth overall event-related operations.
- ◆ Provide the formats for competitions as well as criteria concerning athletes and qualification systems.
- ◆ Ensure the participation of top athletes.
- ◆ Provide the sports live platform for managing the scoring table and digital game sheets.
- ◆ Any other responsibilities agreed with the Organizer or organizer.





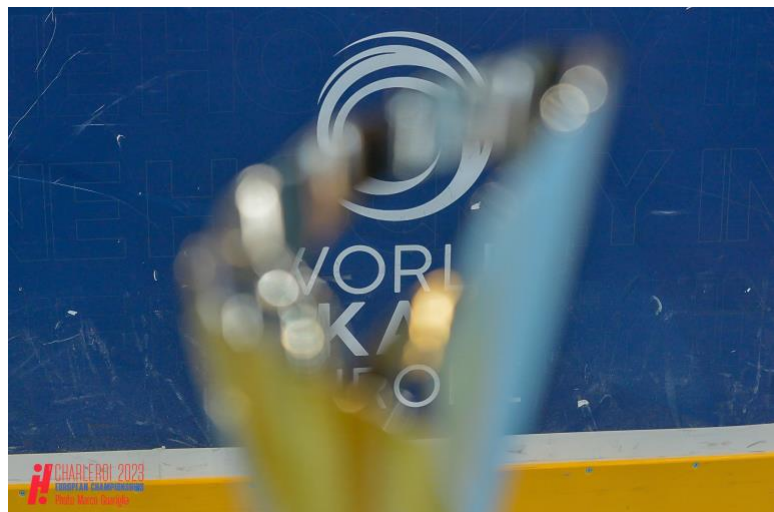
### 3.2. Duties and Responsibilities of the Organizer

- ◆ Establish a Local Organizing Committee (LOC) as follows:
  - President of the LOC.
  - Project Manager
  - Communication Manager.
  - Transportation Manager.
  - Accommodation Manager.
  - Venue Manager.
  - Protocol Manager.
  - Marketing Manager
  - Person/s in charge of Staff, Guides and Volunteers.
  - Person/s in charge of medical care and emergencies.
  - Person/s in charge of Anti-Doping Control.
  - Person in charge of Accreditation.
  - Any other staff deemed necessary.
- ◆ Make available venues adapted for International in Line Hockey events (rink size, spectator capacities, locker rooms, VIP rooms...)
- ◆ Collaborate with World Skate Europe to establish the general event program
- ◆ Manage the organization, coordination and implementation of on-site technical visits and inspections.





- ◆ Provide security for all the participants (in coordination with the local authorities)
- ◆ Establish and manage the infrastructure and the services to enable the anti-doping sample collection and laboratory analysis.
- ◆ Organize medical services to all the people attending the Championships, arranging First Aid and medical care at the training and competition venues; ensure on-site Medical Staff during each competition.
- ◆ Setup infrastructures (Internet, platforms, cable runs, parking, etc)
- ◆ Catch the general public's interest for In Line Hockey and make every effort to obtain full halls
- ◆ Promote the event both domestically and internationally.
- ◆ Propose national and international marketing, communication and promotional plans to be approved by World Skate.
- ◆ Manage all necessary press releases dealing with matters including but not limited to dates, deadlines, announcements and marketing issues that shall always be subject to the prior approval of World Skate Europe; the Organizer shall use its best endeavors to ensure that the Event is widely publicized, ensuring that the dedicated Website contains daily updates on both competitions and results. Press releases of sports or technical nature shall be approved in advance by World Skate Europe.
- ◆ In case World Skate Europe does not provide it, design a logo and related images for the promotion of the event, which will be also used for the "Look & Feel" during the event. Otherwise, use the materials and guidelines provided by World Skate Europe
- ◆ Prepare a financial plan, including the drafting of an event budget.
- ◆ Organize, in relation with World Skate Europe and its technical commission, recurrent coordination meetings to share the various steps regarding the organization of the event, getting in touch with the different Departments that may support the Host in overcoming the problems that may arise from time to time.
- ◆ Organize the logistics for all accredited families.
- ◆ Manage and facilitate the accreditation operations of all the attendees, including national and European media representatives, arrange the look and content of the accreditation cards, the





accreditation zones and access controls following the guidelines provided by World Skate.

- ◆ Provide all the volunteers with uniforms, whose design shall be approved in advance by World Skate Europe.
- ◆ Organize Top Opening, Closing and Medal Award Ceremonies in compliance with the requirements set out by World Skate Protocol Guidelines.
- ◆ Provide Transfer of Knowledge (ToK), as “know how” data, information, working processes, operational strategies, etc. to World Skate Europe within one month after the end of the event, and a “Facts and Figures” document concerning all possible figures and percentages related to any aspect of the event (logistics, communication, press, media etc.) within 10 days after the end of the event.



### **3.3. Duties and Responsibilities of the Organizer**

The Organizer shall retain full rights from for revenues derived from:

- ◆ Ticketing.
- ◆ Local and/or national administrative funding.
- ◆ Advertising spaces on event's program except for a possible Title Sponsor, whose rights and revenues belong to World Skate Europe.
- ◆ Sponsor on billboards within the venues in accordance with World Skate Europe and pursuant Media system retained, see 9. Media
- ◆ Commissions, if any, from restoration and accommodation services, including but not limited to restaurants and hotels.
- ◆ Rental of stands
- ◆ Sale of Championships' clothing, including merchandising and other souvenirs, after the payment of a tax to use the event logo, is provided by World Skate Europe
- ◆ National TV Rights, subject to a written agreement with World Skate Europe

### **3.4. Insurance**

The organizer of the event will be liable of contracting an insurance and other guarantees that may be necessary or required, in particular with regards to accidents that may occur with the representatives of the teams (players and others), with the Referees, with the institutional representatives and employees serving on event and with the spectators.





## 4. Event

### 4.1. Events description

U17 M European Championships requires the availability of one venue and shall last 4 to 5 days, preferably between June – August 2024. Periods such as September, October and November shall be taken into consideration under particular circumstances only. In 2024, due to the Olympic Games in Paris, the period of the Games and the week before and after are prohibited.

The event also entails the possibility to organize (in addition to competitions) also meetings and seminars for coaches, delegates and judges, official events, press conferences, gala events etc.



All the competitions shall be promoted through national and international broadcasting, social networks and media.

A Doping Free Sport program shall be an integral part of the Event. World Skate Europe, in connection with the organizer and the Host City, shall be responsible for all the information concerning the controls before, during and after the competitions, ensuring that these controls shall be conducted in accordance with Wada Code and its international standards.

World Skate Europe is responsible for establishing the official sports program of the Competition. All participating athletes shall belong to World Skate Member Federations, shall comply with World Skate Regulations and World Anti-Doping Code and shall agree to doping controls as deemed necessary.

The general competition format is established by the European Inline Hockey Technical Commission in accordance with the Rules of the Game and the Competition Regulations and officiated by World Skate certified international Referees.

All teams participating in the Event will be given the opportunity to have a practice period within the Competition venue prior to its beginning.

#### 4.2. Field of Play

During the candidature process, World Skate Europe will evaluate the appropriateness of the infrastructures in terms of quality, safety, location, capacity etc. to provide a smooth running of the competitions.

The rinks (FOP) shall be approved by World Skate Europe and shall meet all technical requirements, set in the International



Regulations, in relation to surface:

- ◆ synthetic tiles, wood, asphalt or cement, or on any other surface approved by the Technical Commission
- ◆ size (44\*22m to 60\*30m with a preferred size of 25\*50m)
- ◆ adherence (not slippery) and all safety and health- related requirements f
- ◆ All markers on the floor as expected in the regulations.
- ◆ Corner board curved as expected in the regulations.
- ◆ etc...

The Organizer shall ensure that the surface and the size of the rinks undergo no alterations from the original specifications unless an express written permission by World Skate Europe is provided.

The floor of the rink shall be light colored (white, light grey or light blue) preferably not too dark especially if TV production is considered.

The Organizer shall provide rinks with a minimum number of seats (1,000/1,500) for the spectators, with reserved and diversified seats for authorities, VIP guests, World Skate Europe members, judges, press officers, photographers, athletes and delegates. Access for people with disabilities shall be guaranteed.

The rinks shall be available since at least 2 days before the Event, until the end of competitions.

Training hours for all the requiring teams must be considered.



### **4.3. Venue General Requirements**

The Organizer shall also ensure the following requirements for the entire period of the Championships:

- ◆ Additional areas devoted to offices, equipment and supplies to be used by the members of World Skate Europe delegation and its partners: President, Technical Commission, Judges and Calculators, Communication, Marketing, Project and Protocol Manager, World Skate Europe Staff.
- ◆ Accreditation office.
- ◆ The offices above shall be available two days prior to the beginning of the Championships until the evening of the last day. They shall be equipped with stationery, printers, photocopiers, WIFI connections, tables, chairs and a corner for coffee, tea, food, soft drinks, fruits, snacks etc. In such areas toilet facilities shall also be available.
- ◆ VIP Lounge
- ◆ Athletes locker rooms, with showers, and toilets.
- ◆ Rest rooms, massage area, etc. with direct access to the rink.
- ◆ Officials locker rooms, with showers and toilets.
- ◆ Personnel for cleaning the rink surface at the end of each competition.
- ◆ Storage capacity of 12 sqm with a door, lock and key for each and security service 24/24 and 7/7
- ◆ Mixed zones.
- ◆ Media and press rooms.
- ◆ Fully equipped media seats on the tribunes.
- ◆ Screens /scoreboards available to the athletes and spectators.
- ◆ Anti-Doping control rooms/areas.
- ◆ Area for Medical and First AID services, Ambulances.
- ◆ Adequate nr. of tensile structures/booths for temporary shops and exhibitions, upon agreement with the Organizer near the entrance or, in any case, easily accessible to the spectators.
- ◆ One booth reserved to World Skate Europe and its partners.
- ◆ Sufficient number of toilets according to the number of the accredited participants.
- ◆ Sufficient number of toilets according to the number of spectators.
- ◆ Reserved and monitored area for all communications to be given to delegations.

### **4.4. Around the FOP**

#### **4.4.1. Announcers**

All announcements shall be in English and in the language of the Host Country. A speaker must announce goals, penalties and any action needed to make the game readable for players and spectators. The profile of the speaker is to be expert in the sport and provide clear announcements.

It is also required a speaker for inter period and game animations, opening and closing ceremonies.

#### **4.4.2. Technology**

The presence of one or more scoreboards is required. Organizer shall take measures to ensure ease of communication by engaging relevant technology

A Wi-Fi Internet connection with authentication and exclusively dedicated to the press must be available. This connection is separate from the connection used for web streaming. Alternatively, a LAN cable for each of the accredited journalists should be provided (it is recommended to set up a connection that includes a different username and password for each journalist, with a unique password valid for all, the risk of permitting its use to those not having right, is incurred). The organizers must provide a connection capacity in relation to the number of accredited media.

#### **4.4.3. Medical Services**

The Organizer shall ensure medical services to athletes, spectators, workforce, media and VIP guests. The Organizer shall coordinate hospital services with Public Health Authorities. The Organizer will also arrange First Aid and medical care at the training and competition venues and any other official event venue. The defibrillator inside the competition venue is mandatory.

Transportation vehicles and ambulances will be present. Logistics for Emergency Medical Services and Hospital facilities in the Organizer shall also be arranged.

#### **4.4.4. Anti-doping**

World Skate is the control authority for anti-doping tests. The Organizer shall put in relation World Skate and a local test authority. The Organizer must provide the infrastructure and the services to enable the anti-doping control sample collection processes and laboratory analyses to be conducted in accordance with World Skate Anti-doping Rules.

#### **4.4.5. Security**

All matters related to security fall within the Organizer's responsibility and shall be coordinated with the competent public security authorities of the Host City. World Skate security provisions shall also be taken in due consideration.





## 5. Event Concept

### 5.1. Requirements and Options

The « event concept » is a document developing the criteria needed to meet a Euro standard for In Line Hockey. This document is written in English. The bid and event manual defines, for each event, 2 types of criteria:

- ◆ **The requirements:** criteria that have to be developed in the application as « must-have » to ensure a minimum standard for a euro event
- ◆ **The options:** criteria that enhance the quality of the event and are mostly appreciated, but are not « must-have »

Requirement for the « event concept » of this event should focus on:

- ◆ **General information about the host / host cities**
  - Provide details about country, city, sport org., federation org. and history, In Line Hockey history and statistics
  - Provide presentation of Organizer including sizes, population, location, infrastructure and public transport, city map, location of hall, distances
  - Provide possible organization chart of the Local Organizing Committee
- ◆ **Weather and special climatic conditions**
  - Provide details on conditions that might have an impact on logistics and transportation during the event
- ◆ **Security and Health care**
  - Describe all the elements of the security system organized for the competitions (eg: arena security, teams security, public security, police, professional and volunteer security, access control to the hall)
  - Describe medical services mandatory inside rink during matches
- ◆ **Venue**
  - Field of Play description, floor, boards, scoring system, lights system, audi configuration...
  - Provide location, seating capacity, locker rooms for teams, showers, toilets, locker rooms for referees, , with pictures and drawings
  - Rooms for different categories of staff, WSE office, Media / Press room
- ◆ **Accommodation**
  - Evaluate possible hotels to serve as teams hotels, World Skate Europe hotels, referees hotel, media hotels, location, distance
  - Provide a list of hotels where price has been negotiated or is offer by the organizer to teams, with the process to book
  - Describe accommodation for fans
- ◆ **Catering**
  - Include different kind of catering and different categories for guests, VIPs, World Skate Europe, media, staff etc.
- ◆ **Transportation / Logistics**
  - Include public transportation of teams, World Skate Europe representatives, different categories of transportation for WSE president, highest ranked World Skate Europe representatives, transportation schedule
- ◆ **Medical Services**



- ☐ Detailed information about medical services and special agreement with hospitals
- ☐ Details about doping procedure
- ◆ **Match Schedule**
  - ☐ The definition of the beginning hours of the matches included in the competition, as well as the hours scheduled for the training sessions (adaption to the rink) of the participating teams
- ◆ **Volunteers**
  - ☐ Plan to attract volunteers
  - ☐ Volunteers' of in charge of scoring table detailed competencies and experience
- ◆ **Media**
  - ☐ Provide facilities and equipment to meet media requirements
- ◆ **Technology**
  - ☐ Provide Internet network in the hall
  - ☐ Provide for communication technologies, IT requirements at the hall, hotels...
  - ☐ Provides elements to show the hall meets TV or Internet TV broadcast
- ◆ **Spectators**
  - ☐ Develop spectators' concept in order to ensure sold out halls, such as:
    - ◆ Design a plan to attract young spectators
    - ◆ Offer ticket for teams, In Line Hockey crazed countries
- ◆ **Finances**
  - ☐ Draw up overall budget, including insurances, bank guarantee and assure support from government, public authorities
  - ☐ Detail the revenues of the event and for World Skate Europe
- ◆ **Marketing**
  - ☐ Cooperate with local sponsors in domains such as office equipment, logistics, refreshments, catering etc.
- ◆ **In Line Hockey Promotion and development campaign**
  - ☐ Design campaigns (promotional, activities, special programs) to attract public attention and to increase In Line Hockey popularity inside the country and all over Europe

**Options for the « event concept » of this event should focus on:**

- ◆ **Marketing**
  - ☐ Create corporate identity including logo and Internet website
  - ☐ If possible, draw up the marketing plan to attract possible partners and the rights delegation wished
- ◆ **Village**
  - ☐ Animation concept around the venue to attract and entertained public
  - ☐ Technical means deployed
  - ☐ Animation Plan
- ◆ **In Line Hockey Promotion and development campaign**
  - ☐ Integrate the Euro competition to a development program of In Line Hockey inside the country



## 5.2. Services to teams and public

The Organizer retains full rights for incomes derived from commissions from Arena food service, restaurants, hotel concessions and logistics services.

The organizer has no duties regarding teams in organizing their logistics, accommodation, meals and other services. At the same time, the Organizer has no restriction in putting in place a service to facilitate teams' participation, logistics and providing local facilities. Any service can be set up at its own discretion.

The Organizer can propose an all-inclusive service per team / player at a negotiated price, including accommodation, meals, transfer services. World Skate Europe can promote this offer in the exclusive conditions listed below:

- ◆ Offers are "all inclusive."
- ◆ It Allows the teams to be free from any other "logistics" cost on their stay during the Event (logistics being understood by the hotel, the restaurant, the travel to the official points proposed by the organizer)
- ◆ Price are negotiated to be below the local market standards
- ◆ Proposition gives access to extra services.

World Skate Europe may condition the registration of a team at the Event, to the subscription of the travel agency service if, in addition to the points listed above:

- ◆ Three (3) prices level per day per person are proposed to teams, all inclusive:
  - Low rate (rooms for max 3 pers.) less than 49,99€ all inclusive
  - Medium rate (rooms for max 2 pers.) between 50€ et 64,99€ all inclusive
  - High rate (rooms for max 2 pers. / single rooms) more than 65€
- ◆ Teams can adjust the price of this all-inclusive subscription on a per person basis



## **6. World Skate Europe and Event Logistics**

### **6.1. Introduction**

For the organization of the Event, many competencies are deployed on both sport's side and managerial side. Proposing the best conditions for those people to deploy its competences at its best is key. By "conditions" we mean all the materials, accommodations, meals, services, best place to work etc.

In that sense, we might prefer hosting our team closer to the venue in a decent place than encouraging highest accommodation quality, when it implies relying on an uncertain transport service. We might prefer a big table near the field of play where a team can sit and work, than an office too far from the FOP where people effectively work that imposes many goings and comings. We encourage common sense, with the principle set that everything must be achieved to put all the people working for the event's delivery in their best conditions.

### **6.2. Travel and accommodation**



World Skate Europe Crew is composed of:

- ◆ World Skate President or its representative
- ◆ WSE Inline Hockey Commission (ILH) Chairman
- ◆ WSE ILH Competition manager
- ◆ WSE ILH Referees manager
- ◆ Anti-doping Manager
- ◆ Referees (5 to 10)
- ◆ Communication Crew
- ◆ Streaming Crew (if necessary)

Travelling is at World Skate Europe charge. To encourage National Federation to promote their talents, travelling costs can be allocated to the NF, especially for referees and managers.

The Organizer will be able to choose between 2 options (*see 6.2*). *In a general manner*, accommodation need is full board. Hotels shall be close to the venue, walking distance is preferable.

Ideally, the hotel reserved for the World Skate Europe Crew shall be considered as their Headquarters, and no National Teams shall be lodged in the same hotel.

The abovementioned accommodation plan shall be provided according to the following scheme:

WSE	NR.	Arrival days before the event	Arrival before the Opening Ceremony	Departure after the event	Accomm .	Hotel
World Skate President or its representative	2		Max 4 min.2	1 day	Dus	4/5 stars
WSE ILH Chairman	1	Max.2 min.1		1 day	Dus	4/5 stars
WSE ILH Competition manager	1	Max.2 min.1		1 day	Dus	4/5 stars
WSE ILH Referees manager	1	Max.2 min.1		1 day	Dus	4/5 stars
Referees	5 to 10	Max.2 min.1		1 day	Twin	2/3 stars
Communication Crew	3	Max.1 min.0		1 day	Dus	2/3 stars
Streaming Crew (if necessary)	4	Max.1 min.0		1 day	Dus	2/3 stars
Anti-doping Manager	1	Max.1 min.0		1 day	Dus	2/3 stars

Breakfast shall be available at the hotel, while lunch and/or dinner may require catering at the competition venues with ample and flexible schedules. Food shall satisfy all cultural and religious needs. Snacks, coffee, water and soft drinks shall be available at all times both at the venue or at the hotel.

The Organizer shall provide a contact for the Host Logistics Department which shall take care of all the aspects relating to Accommodation, Meals and Transportation.

### 6.3. Transportation

The Organizer provides transportation to the World Skate Europe Crew with a shuttle service from and to the airport or train station.  
Cars and minivans with drivers shall be available to the World Skate Europe Crew, as necessary, between the hotel and the venues.  
Cars shall be available, as necessary, for World Skate Europe President.  
Vans shall be available for the Technical Commission, Technical officials, Communication Crew and Streaming crew (if necessary).

The Organizer shall arrange transfers throughout the day, including very early in the morning and very late in the evening.



## **7. Financial Conditions**

### **7.1. All applicants payments**

All applicants should pay for the charges listed below:

- ◆ Travel expenses, meals and accommodation in relation to the travel by a World Skate Europe representative in order to make the inspection of the conditions of the proposed venue of the event as well as the assessment of the other conditions laid in the proposal in question

### **7.2. Awarded applicant payments**

The awarded organizer is committed to pay a financial compensation, in order to endorse the award for the event organization. There are 2 options to pay the compensation, up to the awarded organizer. The option chosen must be specified in the application.

#### *7.2.1. OPTION 1: WSE MANAGE ITS ACCOMODATION*

In this option, with the financial compensation, World Skate Europe will take in charge the fees listed below:

- ◆ Accommodation and meals for the referees designated for the event as well as for the representative World Skate Europe member
- ◆ The Refereeing fees

The financial compensation to be paid to World Skate Europe by the Organizer, is set to respect the minimum value of **€ 16 000 (sixteen thousand euros)**



### 7.2.2. OPTION 2: ACCOMODATION MANAGED BY ORGANIZER

In this option, with the financial compensation, World Skate Europe will take in charge the fees listed below:

- ◆ The Refereeing fees

The financial compensation to be paid to World Skate Europe by the Organizer, is set to respect the minimum value of **€ 8 000 (Height thousand Euros)**

Note that in this option, organizer is still in charge of the accommodation and meals for the referees designated for the event as well for the representative World Skate Europe member. The organizer manages those charges directly with hotels and restaurants.

### 7.3. PAYMENT

Payment will be regularized in 3 working days after the related communication of the award, through a bank transfer to be made to the following World Skate Europe account:

<b>BANK DETAILS</b>	Payment shall be made in <u><b>EUROS</b></u>
<b>BENEFICIARY</b>	World Skate Europe
<b>BANK</b>	BPI - Banco Português de Investimento
<b>ACCOUNT N.</b>	3-6007130.000.001
<b>IBAN</b>	PT50 0010 0000 6007 1300 0013 2
<b>BIC</b>	BBPIPTPL
<b>PAYMENTS SHALL BE MADE <u>WITH NO BANK CHARGES</u></b>	

#### **IMPORTANT**

ALL PAYMENTS MUST BE MARKED [your country + reason of payment]  
(Example: **SPAIN INLINE HOCKEY**)

A copy of all payments must be sent to [europa@worldskate.org](mailto:europa@worldskate.org)

### 7.4. Other costs



In addition to the organizational tax, the awarded candidate should anticipate the payment of the costs listed below as part of its expenses plan for the event

***If Option 2 is activated***

- ✦ Referees Accommodation & Meals
  - ☐ 6 to 11 Referees designated by World Skate Europe
- ✦ World Skate Europe Accommodation & Meals
  - ☐ 2 World Skate Europe Members
  - ☐ 4 members max of the media production team
  - ☐ 4 members max of the communication and social media team

***Not depending on the option chosen***

- ✦ Trophies
  - ☐ Payment of the trophy to be awarded to the winning team of the competition and visual materials for the ceremonies
- ✦ Technical means for the production of a web streaming service
  - ☐ A dedicated platform for all the cameras
  - ☐ Dedicated zones the production teams and for interviews near the rink
  - ☐ A dedicated web connection with at least 8Mo uplink and unlimited data
- ✦ Transportation means
  - ☐ To ensure the transport means necessary for the transfer of the official delegations (participating teams + WSE members) and the designated Referees, between:
    - The nearest international airport or train station and the hotel accommodation and vice versa;
    - The Hotel of accommodation (or the local of the meals) and the site of the competition and vice versa.
- ✦ Visual Elements & Marketing Costs
  - ☐ The release of a logo for the event and an Internet website in several languages
  - ☐ Payment for the visual materials to be displayed on the boards (including WSE – IN LINE HOCKEY partners)
  - ☐ Payment of the visual materials for the ceremonies (opening / closing)
  - ☐ The production costs of all the marketing and advertising materials, promotional campaigns, social and development projects
- ✦ Medical Services
  - ☐ Availability of a doctor and the emergency team during the event
  - ☐ Anti-Doping control **if programmed**

**7.5. Participating teams payments**

Each one of the participating teams bears the costs of travel, meals and accommodation of their own team representatives except if the organizer provides those services for free for participating teams.



## **8. Awarding Procedure**

### **8.1. Awarding**

On a first phase, World Skate Europe members will visit the applicant country and get information to acknowledge the elements provided in the event-concept.

Based on the information provided on the “event-concept” document and the information collected during the visit phase, World Skate Europe **members will rank the applications**, based on 5 criteria:



- ◆ Application that provides **the best organization plan** and venue for the competition (size of the rink, number of locker rooms, training sessions for athletes, planning adapted etc.)
- ◆ Application that provides **best guarantees for athletes** (facilities, hotels, free transportation, social plan for athletes etc.)
- ◆ Application that provides **the best plan for dissemination**, such as media plan, communication plan and development plan and media coverage such as TV broadcast, Internet broadcast of the event
- ◆ Application that provides **the best guarantees and plan to attract a maximum of spectators** to the hall and offer them great moment
- ◆ Country that has organized a championship for a long time or never organized it in the past

**Each criteria of each application has to be individually ranked** by each World Skate Europe member. When putting all the appreciations together, **the application that obtains the best overall ranking** when putting all rankings on criteria together **will be awarded**.

**In the case of persisting uncertainty** on the proposal to select, the award decision will be decided by **majority vote of the members of the World Skate Europe executive**.

### **8.2. Final decision**

The initial decision to award this competition will always be assigned by World Skate Europe provisionally and it only becomes final after observing the accomplishment of the three following conditions:

- ◆ The payment of financial compensation proposal
- ◆ The assent from the World Skate Europe member that was responsible for the inspection of the proposed facilities and the verification of other proposed conditions for the organization of the event
- ◆ WSE final approbation

## **9. PROMOTION & COMMUNICATION**

The Organizer has the responsibility to promote the event, using TV promotion, social media, public and private partners and national campaigns, a comprehensive national and European communication and promotion plan, an official event and spectators guide, as well as city and on-site billboards.

World Skate Europe will both indirectly and directly support the Organizer and its European communication and promotional activities for the Event.

World Skate Europe will also provide the Organizer with marketing and communications guidelines to follow.

### **9.1. Look and Feel**

The Organizer will use the Corporate Image in the setting up of the venue and of the rink, both inside and outside.

Inside the venue, only World Skate Europe logo, Brands from World Skate Europe partners and any advertisements previously approved by World Skate Europe shall be permitted. Institutional logos must be agreed with World Skate Europe.

### **9.2. Media**

As international and national media, journalists, photographers, newspapers, TV stations, etc. may be interested in covering such event, the Organizer is also responsible for producing a press kit subject to World Skate Europe approval and for providing any relevant information.

Adequate Press/Media rooms/areas and interview rooms shall be provided in the competition venues, that shall be equipped with a press tribune. All these areas shall be supplied with electric power, adequate wireless connection and hub for at least 20 cable internet connections.

At least 10 fully equipped media seats– internet, power, desk - shall be provided in the tribunes.

The Organizer shall provide the staff to carry out general event communications, daily bulletins, press releases, press conferences and interviews, reports and information on the athletes as well as contents for internet and websites.

### **9.3. Artworks and Media assets**

All media assets shall be approved by World Skate Europe: TV graphics (on-site, on-screen), social networks, OOH media, etc. World Skate Europe logo handling and assets execution are subject to World Skate Europe approval.

### **9.4. TV Graphics**

The Organizer will adhere to TV graphic standards as provided for by World Skate Europe.

### **9.5. Logo**

Once the official nomination is provided in writing, the candidate city shall develop the event logo to be publicly released.



When defining the name or title of the event, the elements that have to be mentioned and that shall appear in the same order are:

- ◆ the name of the discipline
- ◆ World Championships writing
- ◆ the 'Host City' name
- ◆ the event year
- ◆ if applicable, the 'Title sponsor'

The LOC shall design both horizontal and vertical versions of the logo and send to World Skate the following formats:

- ◆ Logo in vector format EPS, AI or PDF
- ◆ Logo in High resolution in: PNG, JPG or TIFF
- ◆ A colour version: Negative and Positive

Such logo may only be published after World Skate Europe approval.

The Organizer shall be granted the right to use the World Skate Europe logo, which shall be sent to the Organizer immediately after the signing of the contract, and which will be displayed inside the venue and in all the publications and merchandising.

#### **9.6. Website**

The Organizer shall develop an Official website of the Event, whose domain shall be: [www.city2023.org](http://www.city2023.org).

The web page shall contain all necessary information about the Event, city, region, country, official, hotels, programs etc... which shall be available online.

#### **9.7. Design**

In case the this is not provided by World Skate Europe, the Organizer shall design a Logo and Coordinated Image for promoting the event. The list of designs shall include logo, emblems, medals, mascots, information icons, visuals, slogans, publications, website and audiovisual productions. All these materials shall be approved by World Skate Europe, and the World Skate Europe Logo shall always be predominant. To this purpose the Organizer shall follow the World Skate Europe Branding Guidelines.



## 10. Media

TV broadcast and Digital Webcast rights for these competitions are owned by World Skate Europe. World Skate Europe will delegate a production team and pay the production costs for a web-stream video feed for the event and will own all the rights of the images produced during the event. All the competitions of the Championships will be broadcasted exclusively through World Skate TV.

The organizer must provide **technical means** (platform, electricity etc...) and the **Internet connection and data plan** to allow the best video capture for the fans:

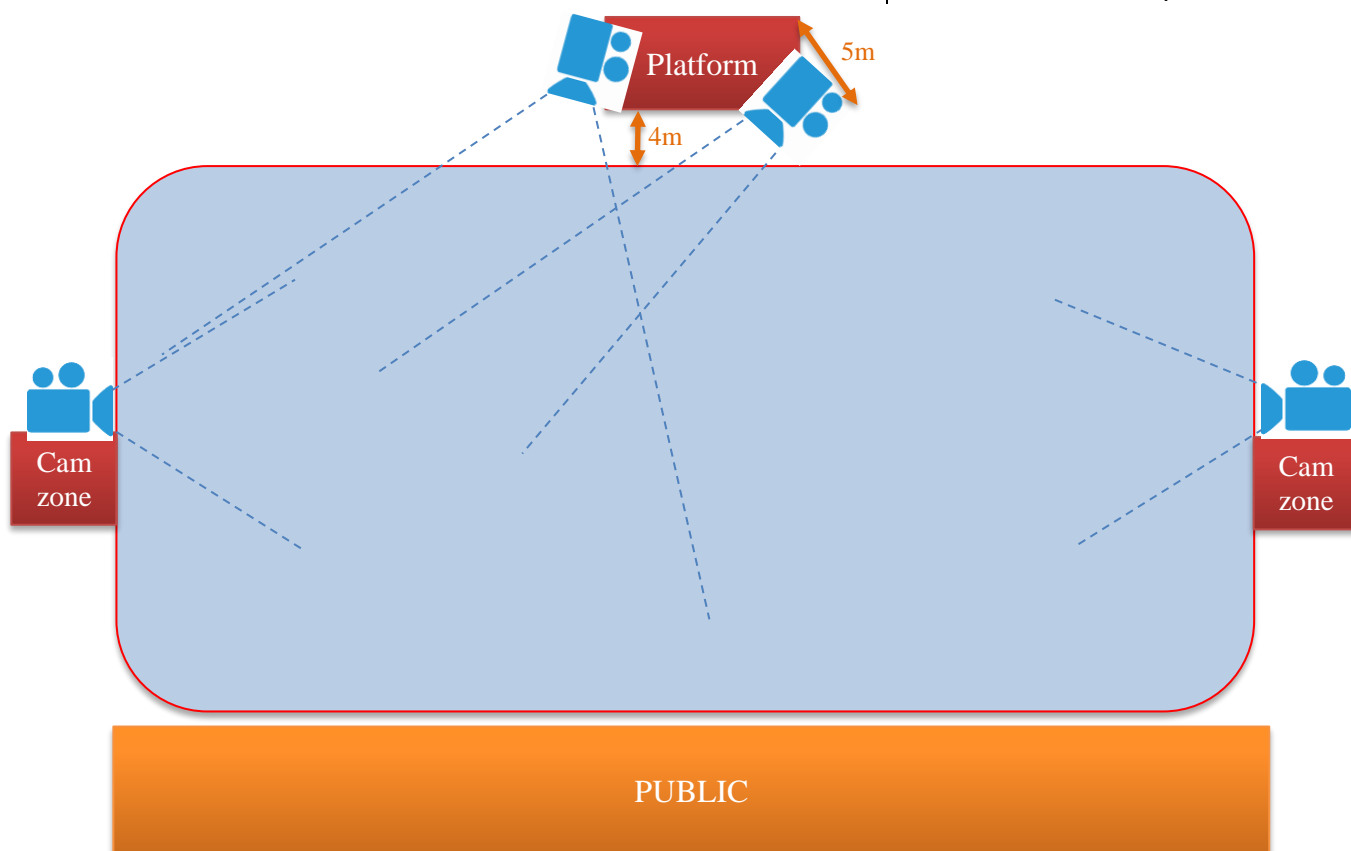
The Organizer shall provide at least 2 English- speaking commentators for the live streaming.

### Some principles (to be discussed):

- Always try to find a place for the camera in front of the public and centred regarding the rink
- A platform where the central cam has to be:
  - o 4m far from the board
  - o 5m high (min)
- Spot for camera behind the net

### LAN / Fiber / 4G connection

- A minimum of 8 mbps upload, with constant bandwidth
- Dedicated line for video stream (not shared)
- 200 Gb data plan min



## **11. Advertising / Sponsoring Rights**

Marketing, advertising, sponsoring rights for these competitions are owned by World Skate Europe.

In order to clarify the question of the sponsoring, World Skate Europe owns exclusively all the rights for marketing visuals exposed in the video stream and on the boards. Any of the places own by World Skate Europe may be shared with the organizer depending on the conditions below.

### **Case of the platform for video capture in front of the public**

This includes all the logo overlays in the video stream itself, any advertising displayed on the boards in front of the central camera.

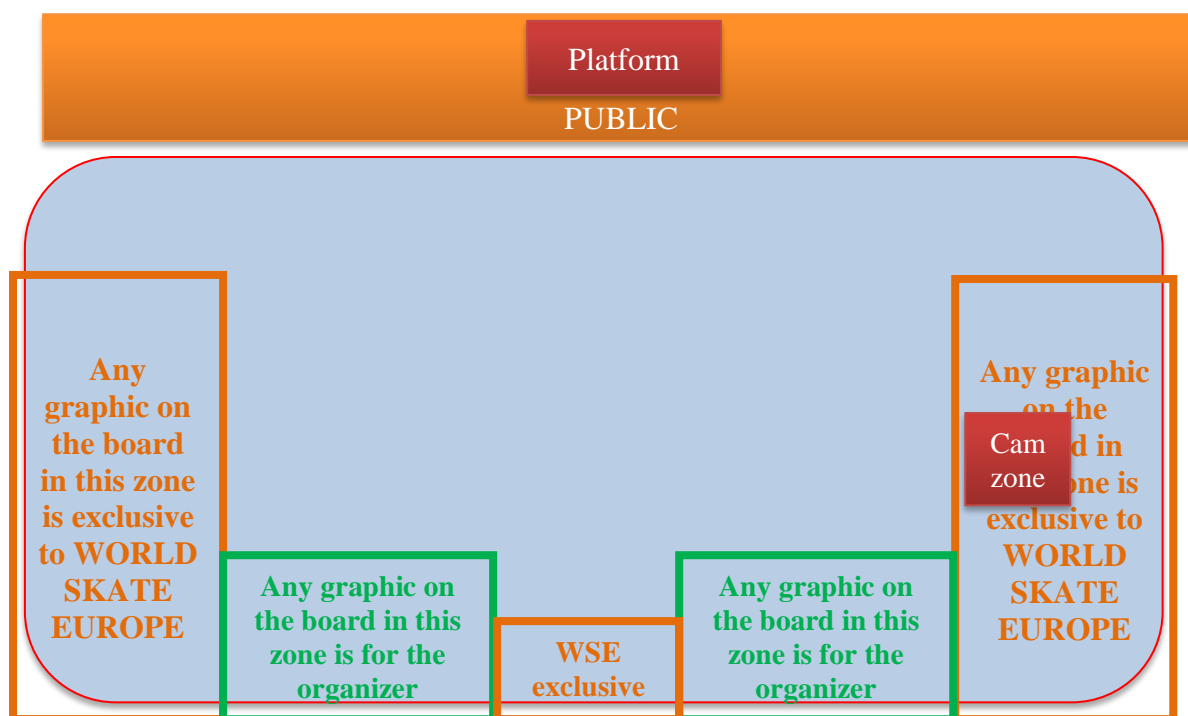


For all the marketing visuals exposed to the public, and not exposed to the video stream, World Skate Europe delegates the rights to the organizer to expose its sponsors. World Skate Europe may request to also expose its sponsors in this zone, in coordination with the organizer.



### Case of the platform on the side of the public

This includes all the logo overlays in the video stream itself, any advertising displayed on the boards in zones starting behind the net, and goes to 2 meters after the rounded corner. In those zones and in a 5 meter (2,5m from each side of the middle of the rink) central zone, rights are owned exclusively by World Skate Europe. For other zones, World Skate Europe delegates the rights to the organizer that owns the right to display its sponsors. World Skate Europe may request to also expose its sponsor in those zones, in coordination with the organizer.



### Sponsoring

In both cases, if the organizer wants to give an access to sponsors in the zones exclusively owned by World Skate Europe. World Skate Europe has the exclusive rights to enter contracts or written agreements with affiliated federation, European club or organizer entity, to receive the proceeds related with the contracts/agreements and to share the net receipt.

Contracts on a delegated right should be grant by World Skate Europe, which is the only entity competent for receiving the proceeds related with a contract/agreement. Incomes on marketing and advertising rights are shared between the organizer, World Skate Europe and World Skate Europe.

## 12. Sales tickets

All the rights related to the proceeds from the sale of tickets for this event are fully owned by the organizer.

### **13. Merchandising**

Merchandising rights for these competitions are delegated to the organizer or any third part company interested in delivering a merchandising offer.

This includes:

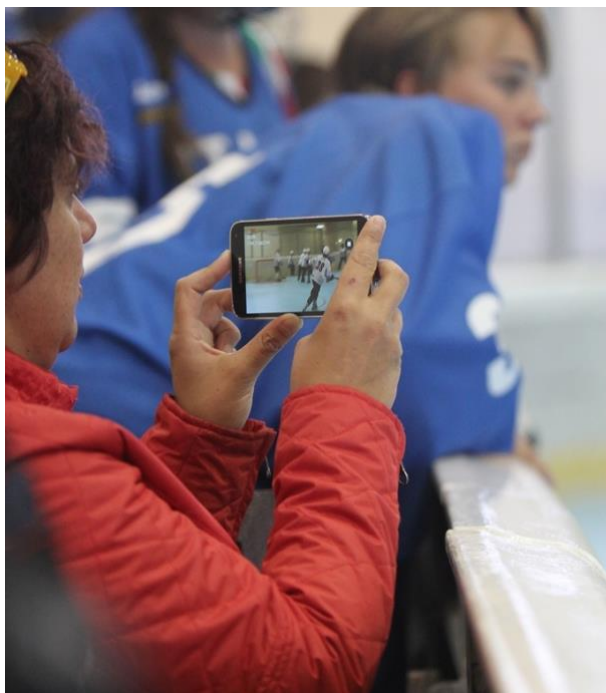
- The logo of the event, created by the organizer
- The ability to propose any product with this brand

This does not include:

- Any logo that is the property of WSE or WSE IN LINE HOCKEY

In case of the usage of a logo owned by World Skate Europe, an agreement on the rights to use it must be found between the organizer and World Skate Europe.

### **14. Communication**



World Skate Europe is hiring for the event a communication team composed with photographers, video producers, social managers and communication managers.

The team works in priority to create content for the event:

- Event Facebook Page
- Event social platform pages
- Internet website
- Media
- Teams
- Influencers

All the material created is available for the organizer and the press officer, with no extra costs.

## 15. Press

The organizer must designate a press officer that will be:

- ✦ Responsible for local communication,
- ✦ Ensure the relation with counterparts from other countries and work closely with World Skate Europe communication & media teams
- ✦ The contact person for all matters regarding communication during the event
- ✦ Representative for the press of his country, in charge of adequately publicizing the event in previous weeks, with news, interviews and other initiatives.



## 16. Accreditations

The accreditation process for press and influencers is the only responsibility of World Skate Europe. The organizer can set-up a registration form and collect all the requests regarding accreditation, final decision to accept or reject a request is the solely responsibility of World Skate Europe.





## **17. Ceremony**

World Skate Europe Protocol Manager shall work in connection with the Local Protocol Manager and shall oversee any decision. The Organizer is entrusted with the organization of ceremony procedures, which shall be submitted to World Skate Europe for final approval. World Skate Protocol guidelines shall be followed and complied with.

The Organizer oversees providing World Skate Europe flags, flags and national anthems of the represented countries during the Opening and Closing Ceremonies as well as during all Medal Awards Ceremonies.

Medals and trophies do be handed out during the Awards Ceremonies shall be provided by the Organizer.

The final design of Medals, Trophies, Certificates or any other award shall be sent to World Skate Europe for approval. The Organizer shall be also responsible for the parade of athletes and entertainment performances.

At the Opening and Closing Ceremonies no political, religious or racial demonstration is allowed at the venues of the Championships or at other sites considered as being part of the World Championships.

The Organizer shall provide all the volunteer uniforms under the final design approved by World Skate Europe. Athletes will be required to wear their official uniforms during competitions, awards ceremonies and official events.



The official languages of the Event are both English and the official language of the Host Country. On-site signage, event communications and publications, sports commentary and any other information shall be in English.

The Organizer shall also provide sufficient translation services (including through volunteers) to World Skate Europe and to the international community.

In order to identify the winner of the competition, the organizer will provide visual material in order to visually enhance the celebration of the winner. This material should be:

Winner identification sign



## Annex 1 – Event Questionnaire

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<b>Event Name</b>	
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<b>Time Period</b>	
Arrival of teams	
First Match Day	
Last match Day	
Departure of teams	

<b>Federation address</b> (Address, telephone, fax, email, website)	
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Person authorized to sign	
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<b>Names of partners          federations in case of          joint organization</b> (Address, telephone, fax, email, website)	
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<b>Cities of          arrival / departure</b> (Airport)	

<b>Cities of          arrival / departure</b> (Train)	



## Annex 2 –Sports Hall Questionnaire

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Official Name of the Sports Hall	
Address details	
Venue administrator	
Contact details	

Local Responsible	
Contact details	

Capacity of the hall	
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<b>Flooring</b>	
Size of the court	
Type of floor	
Color of floor	
Color of markings	
Additional marking from other sports discipline?	

<b>Boards</b>	
Material	
Height	
Rounded corner radius	
Describe spectator protections material	

<b>Inline Hockey markers</b>	
Goal crease dimension	
Distance between board and goal line	
Distance of the face-off spots from the goal line	
Diameter of the face-off spots	
Referees crease dimension	
Player bench dimension	
Distance of the bench doors from the center	

<b>Goals</b>	
Goals size	
Goals color	
Goals net description	

<b>Score boarding</b>		
Digital clock?	Yes - No	
Manufacturer		
Does it run forward?	Yes - No	
Does it display the period?	Yes - No	
Minor penalty displayed?	Yes - No	How many:
Major penalty displayed?	Yes - No	How many:
How many boards to display the score inside the hall		

<b>Table for time keeper</b>	
Number of seats / positions	
Side, regarding position of the teams bench	Same - Opposite
Audio system inside the table for time keeper ?	Yes - No
Music and animation from the time keeper position ?	Yes - No

<b>Penalty bench</b>	
Which side regarding teams bench?	Same - Opposite
Number of position	
Doors to access penalty bench from the field?	Yes - No
Which security system to secure against spectators?	