



**OFFICIAL COMMUNICATION**

**40** / 2020 - 2021

To : European CLUBS  
European Federations  
c/c : WS Europe - President - Mr Fernando Claro  
From : WS Europe Rink-Hockey - Chairman

Object : **CONDITIONS CONTINUATION OF THE EUROLEAGUE Competition**

## 1. ORGANIZATION PROPOSAL

The WSE-RH Committee is sending the proposal for the request relating to the organization of the "**Final Four EUROLEAGUE 2021**" to be held on **15<sup>th</sup> and 16<sup>th</sup> May 2021**. The deadline for submitting the proposal is **7<sup>th</sup> April 2021**.

## 2. FORMULA

### Second phase: Final Four

The first ranked teams of each group of the first phase and the best second team ranked among the three qualifying groups qualify to next phase.

The four qualified teams play a 4-way final, divided into:

**Semi-finals** - 2 games, based on the pairings where the winning teams enter the Final  
**Final** - Match in which the winner will be European Champion.

## 3. REQUIREMENTS

This proposal is reserved for all federations and their affiliated clubs the WSE-RH Committee can only accept proposals reported or directed by affiliated European Federations.

However, the federations concerned may decide to delegate, to one or more of their affiliated Clubs, the responsibility to submit the proposal for the organization of this event, formalizing to WSE-RH the decision with a document certified by the Federation in question.

The assignment of the organization of the event becomes final only after:

- The assent and favorable opinion of the WSE-RH Member responsible for the inspection of the proposed structure and verification complies with the required conditions.
- The payment relating to the economic provisions in force described in point 5.1 Economic offer.

## 4. TERMS AND CONDITIONS

The application for the proposal, signed by the Legal Representative, must be received by 24.00 on **April 7, 2021**.

Applications received after the deadline will not be taken into account.

The form concerning the application for the organization proposal is attached and must be sent to the WSE-RH Committee, duly completed on the company's letter head and signed by the legal representative.

A submission dossier including the logistical, organizational and promotional aspects of the event should be attached to the forms.

All proposals to be submitted to WSE-RH, detailed in the following points, must specify the following:

- Features of the venue
- The availability of the venue to be able to program the official training session reserved for each participating team.
- The games schedules, including the order and start times of each match.
- Hotel list available to accommodate participating teams indicating all the conditions established for each of them, in accordance with the provisions listed in point 4.4.
- A proposal, according to the WSE-RH 2020-21 Communication Regulation, concerning the conditions and procedures to be established for the media coverage of the event

including the broadcast of all the matches of the event on television and/or on the internet.

- The acquisition of insurance and other guarantees, in particular with regard to accidents that may occur with representatives of the teams, arbitrators, institutional representatives, spectators and/or employees of the organization of the event.

#### 4.1 THE VENUE

The sports facility must be approved by the National Federation and must comply with the rules and obligations laid down in international regulation.

The proposal must contain the following information:

- Feature of sports facility
- Size of the rink
- type of surface area
- Seating capacity
- Lines on the rink (in addition to hockey lines)
- Features Light system
- Number of locker rooms
- Electronic scoreboard / video wall and projections
- Sound diffusion system
- Press stand
- Press room
- Anti-doping testing room
- Covid-19 Test Room
- Infirmary Room
- Exclusive WSERH Work Room
- Information related to the parking of the plant
- Access to teams and referees

#### 4.2 AIRPORT - STATION - HOSPITAL

You should enter information about:

- Nearest International Airport
- Train station
- Nearest hospital

#### 4.3 HOTEL

You must submit a list of available hotels, in accordance with the provisions listed in 4.4 and the WSE-RH Guidelines, to accommodate the participating teams, indicating:

- The price and conditions of payment and reservations established by each of them
- Distance from the hotel to the venue
- Number of hotel rooms
- Price for single or double rooms
- Price for full board and half board treatment
- Booking and payment conditions set by each of them
- Hotel contacts

#### 4.4 COVID-19 BUBBLE OBLIGATION

The Organizer must prepare for the conduct of the competition, to ensure safety for everyone, the "Covid Bubble".

A system of homogeneous groups, the sole objective of which is to limit contact with the outside world and the sharing of physical spaces during the event.

It is necessary to propose a Hotel where you can host all the teams, the referees, the WSE Committee, media operators, insiders, which guarantees the management of the "Bubble", during every day of the event.

- Hotel : one plan for each participating team
- Dining room : divided (not buffet or buffet for each team) or space for each team or group of insiders
- Protocol of access to the hotel, transport and sports facility
- Provisions for procedures for transport to the sports facility (differentiated means of transport)

- Definition of dedicated space for Covid- 19 Area
- Execution and validation Of Quick Tests, for the various categories of "Bubbles" for the duration of the competition, according to the specific indications
- Compliance with all Covid protocols in force

## 5. ECONOMIC PROVISIONS

### 5.1 ECONOMIC OFFER

The Organizer, for this qualifying phase of the competition, must pay an economic offer of € **5.000**, in favor of WSE-RH

### 5.2 ECONOMIC CONTRIBUTION

The Organizer of the event must pay the following contributions to the WSE-RH Committee:

- a) Payment of the referee's fee of the event of € **1.200** per referee fee
- b) Payment of the Trophy of the competition of € **2.632,45** (with TVA)  
The deadline for payment is set for **May 3, 2021**
- c) Payment Travel expenses, room and board to the following persons:
  - WSE-RH member - responsible for on-the-spot inspection for the award of the contract.
  - Referees designated for the event (**6 referees**)
  - Charmain WSE-RH
  - 4 WSE-RH members during the period of stay for the event
- d) The costs incurred, relating to the PCR tests of all the persons listed in point C.
- e) The purchase of Quick Tests, to be carried out according to the provisions of the updated Covid-19 Protocol, as described in point 10.1.2. of this document and according to the current rules
- f) The Medical Personnel, (Doctor and Paramedic) who will have to perform and validate the Quick Tests during the competition.

## 6. LOGISTICS - Requirements and Services

- The technical management of the event is the exclusive competence of WSE-RH.
- Each Club must provide for the expenses regarding travel, transport, food and accommodation and the execution of the Quick Test for each member of the team, during the competition, as provided for in the updated Covid-19

The Organizer must provide for:

### Organization

- Carry out with your own autonomy means and persons, the operations related to the organization and promotion of the event and the activities related to the event

### Transport

- Provide WSE-RH members with a 5-7 seat vehicle during their stay.
- Provide WSE-RH's press office with a vehicle during their stay.
- Provide of transport necessary for the transfer of designated arbitrators between:  
The nearest international airport and hotel accommodation (and vice versa)  
The Hotel, the Restaurant and the gaming system (and vice versa)

### Antidoping control

- The costs related to the "Doping" control tests for 1 (one) player of each team participating in the 2 (two) semi-final matches, which must be guaranteed by the Federation to which the Organizer belongs.

### Health Service

- Compliance with all provisions relating to medical precautions - which are mandatory in all European competitions under the jurisdiction of WSE-RH, which must be explicitly carried out by the Organizer ensuring:

- a separate room, prepared for the execution of the "Anti-doping controls"
- availability in the premises where the event of at least one defibrillator takes place
- the presence of a medicalized ambulance, as well as the constant presence of a doctor at the site of the event, throughout the duration of the competition
- Information (address and contacts) of the hospital closest to the event venue.

#### **Area Covid-19**

- Make available from the day before the start of the event a reserved room, in compliance with all hygiene and health regulations, in order to carry out the Rapid Tests, as provided for in the WSE-RH Guidelines.

#### **Meeting room**

- Make available for the duration of the event, a meeting room, possibly near the venue, able to hold 30 people.

#### **Public safety**

- Compliance with all provisions relating to safety precautions, in particular:
  - the presence, throughout the event, of a public or private security service.
- Effective protection of the reserved area (benches, official table), protecting against problems that may occur with the public
- The delimitation, with the placement of static or dividing barriers, of access to the reserved airways from the official table, access to the benches of each team, to the changing rooms.
- take all necessary precautions agreed with the Public Safety Authorities so that there are no restrictions on the entry into the venue of the fans concerned, within the capacity number limit.
- Compliance with all provisions relating to safety precautions, in particular:
  - the presence, throughout the event, of a public or private security service.
- Effective protection of the reserved area (benches, official table), protecting against problems that may occur with the public
- The delimitation, with the placement of static or dividing barriers, of access to the reserved airways from the official table, access to the benches of each team, to the changing rooms.
- take all necessary precautions agreed with the Public Safety Authorities so that there are no restrictions on the entry into the stadium of the fans concerned, within the capacity number limit.

**The Organizer must take charge of any other fulfillment necessary to carry out the event in relation to the regulatory regulations of WSE-RH.**

## **7. MARKETING AND COMMUNICATION - Requirements and Services**

#### **Advertising spaces**

30% of the management of advertising space on the game track is reserved for WSE-RH.

**The rights to the receipts deriving from the sale of tickets are reserved for the Organizer.**

The organizing committee must plan the planning of the advertising banners in good time before the event, according to the provisions described above to be approved by the WSERH Marketing Manager.

#### **The Organizer must ensure:**

- The installation of the promotional spaces on the track of WSE-RH and at the end of the event, the sending of the promotional material provided (exclusively by express courier and at your own expense) to the location that will be indicated by the WSE-RH referents

#### **Internet**

- Availability of a Wi-Fi internet connection with authentication exclusively dedicated to accredited press

- The internet connection for accredited press must operate both in the press room, in the press office and in the Press stand.
- Availability of a Wi-Fi internet connection with authentication exclusively for WSE-RH members that is admissible both on the rink and also in the room dedicated exclusively to WSE-RH
- Availability of an internet connection an Ethernet cable directed to the router on the official game table on the rink
- The Organizer must provide a connection capacity depending on the number of credentials issued to the media, so as not to overload the entire network and avoid line blackouts

#### **Press Room**

A press room must be set up for journalists, with the preparation of the same with at least 20 chairs, table and chairs, as well as amplification system, for the people who will be interviewed.

The room should be located near the rink and equipped with tables and chairs, electricity connections, dedicated photocopier.

In order to ensure the personal safety and equipment of journalists-photographers, entry into the press room must always be subject to the control of security personnel who will also have to verify accreditations.

It must be regularly served with basic necessities for accredited press (water, etc).

It is necessary the presence of a backdrop, equal to the size of the table of respondents that in any case must have a minimum length of 4 meters to accommodate from 2 to 4 guests at the same time (in compliance with Covid regulations.)

The graphics will be proposed by the organizing committee to the WSE-RH Marketing Manager and subsequently approved.

#### **Press stand**

A press stand must be set up with full visibility of the rink, reserved for accredited journalists and equipped with Wi-Fi connection, electricity capable at least of 30 people. Each place will be marked throughout the event by a personal name that will be decided by the WSE-RH Press Office and the organizing press office, except for the last day of the game, where the WSE-RH press office in collaboration with the organizing press office, will have the right to change the order of places according to the requests received.

#### **Mix Zone**

It is necessary to set up on the track, a mixed area, for the realization of interviews for and after the games, which can only be used by TV production and the accredited press. The presence of a backdrop of at least 3 meters x 3 meters is required: the graphics will be proposed by the organizing committee to the Marketing Manager of WSE-RH and subsequently it will be validated

#### **Press officer**

The Organizing Committee must appoint a local Press Officer (necessarily a journalist) who will be:

- responsible for local communication,
- the reference for WSE-RH in the resolution of communication problems
- the head of communication for the press of his country, adequately advertising the event.

## **8. TV PRODUCTION**

The WSE-RH Committee shall, for this competition, insert the derogation relating to point 1.3 TELEVISION PRODUCTION AND TRANSMISSION OF THE MAIN EUROPEAN HOCKEY EVENTS IN THE WSE-RH 2020-21 Communication Regulation as follows:

The WSE, as the representative of the World Skate of the negotiation and sale of television rights in any country, **exclusively for this competition EUROLEAGUE 2021, will not request any negotiation**, leaving it to the organizer.

For the rest, the Rules of Procedure shall apply as follows:

1.3.1 The submission, for the approval of the WSE-RH, of a written proposal are as follows as required by the WSE-RH 2020-21 Communication Regulation

(1) Information concerning:

- The person in charge must ensure - in accordance with the standards specified by WSE-RH - the television production of all the matches of the rink hockey matches in question, according to the technical and audio/video quality specifications that will be made known to the Organizer by WSE-RH
- The television channel responsible for ensuring television broadcasts, which will be limited to the country where the event takes place

(2) Submission of the declaration of the responsible for television production of the event, when formally undertakings to WSE-RH:

- Ensure the transmission of the "web streaming signal" so that WORLD SKATE EUROPE TV (<http://europe.worldskate.tv>) can guarantee, live, the broadcast (open and free) of each hockey game on the track of the same event
- Ensure the transmission of the "satellite signal" necessary to ensure the transmission of any batch of the competition in question by different countries from the host country, depending on the specific requests previously and formally authorized by WSE-RH.
- Ensure the technical requirements (quality audio/video, etc) as indicated specifically for every event from WSE-RH communication department

If the Organizer does not take into account the above, the WSE-RH Committee will apply point 1.3.2 of the WSE-RH 2020-21 Communication Regulation for the assignment of this event.

## 9. PRIORITY CRITERIA FOR THE ASSIGNMENT OF THE EVENT

The WSE-RH Committee will take into account, for the award criterion, the submission of the projects submitted, with the aim of ensuring the best organization of the event in question, evaluating the proposals that present:

- Pre-event activities: presentation, promotional activities related to the event, etc.
- Pre-event promotion activities
- Promotion in the media
- Graphic documentation
- Preparation of the event
- Activities parallel to the event
- Image and marketing proposals that promote and show

Branding related to the event (branding installation, event branding, accreditations, etc.)

Image proposal of the award ceremony of the event

Elements associated with the event: championship websites and social networks, news and content of the competition

## 10. IMPLEMENTATION AND COMPLIANCE WITH COVID PROTOCOL GUIDELINES

The Organizer must implement and enforce all the provisions that will be in force at the time of the event regarding the WSE-RH Guidelines for regulating measures to fight and contain the spread of Covid-19.

### 10.1 Requirements

- The Organizer must appoint a Covid Coordinator of the event.
- The Organizer must provide a Doctor or Medical Staff who can perform and validate covid quick antigen tests, in accordance with the provisions of the WSE-RH Guidelines
- The Organizer must prepare a Covid-19 Room reserved for Quick Tests
- The Organizer must provide specialized disinfection personnel for the entire duration of the event, in compliance with the provisions of the WSE-RH Guidelines

#### 10.1.1 "COVID BUBBLE" PROVISIONS (WSE Guidelines 2020-21)

The Organizer must comply with all provisions relating to the updated WSE-RH Guidelines, relating to the "Covid Bubble".

##### "COVID BUBBLE"

The Organizer must prepare for the competition, to ensure safety for everyone, the "Covid Bubble".

A system of homogeneous groups, the sole objective of which is to limit contact with the outside world and the sharing of physical spaces during the event.

In this way it will be possible to preserve the principle of isolation of the groups, avoiding the intersections between them throughout the period of stay in the venue of the competition.

This system must be adopted for the duration of the competition, in accordance with the provisions.

#### 10.1.2 QUICK TESTS BEFORE AND DURING THE EVENT " (WSE 2020-21 Guidelines)


The components of each "Bubble" must undergo the Rapid Test, at the Covid Area in accordance with the procedures laid down in the Guidelines with reference to the Bubble of affiliation.

#### 10.1.3 CLOSED-DOOR MATCH - WSE-RH Guidelines

The closure to the public of the venue, requires that the following people be able to access them, during official competitions:

- The people entered in each team's game report
- WSE Officials or designated arbitrators
- Table attendants
- Medical service
- A number of three members for each team
- Accredited press (including tv technical staff)
- Speaker
- Law enforcement
- Service personnel for the management of the Covid Plan of the venue
- Personal anti-doping control
- In accordance with the WSE-RH, access to federal executives and public authorities may be invited and authorized.

Best regards,



Agostinho Silva  
WSE-RH - Chairman