



OFFICIAL COMMUNICATION

48 / 2020 - 2021

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

Object : **CONDITIONS FOR AWARDING THE EUROPEAN SENIOR WOMEN'S CHAMPIONSHIP WSE-RH 2021**

1. ORGANIZATION PROPOSAL

The WSE-RH Committee is sending the proposal for the request relating to the organization of the " **EUROPEAN SENIOR WOMEN'S CHAMPIONSHIP** " to be held from **10th October to 16th October 2021**.

The deadline for submitting the proposal is set for **30th May 2021**.

2. REQUIREMENTS

This proposal is reserved for all affiliated Federations.

The WSE-RH Committee can only accept direct proposals from affiliated European Federations.

However, the interested Federations may decide to delegate, to one or more of their affiliated Clubs, but the responsibility towards WSE-RH is exclusively the Federation that submitted the proposal.

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 **4.1 Economic Offer**.

The proposal will become provisional to final when the organiser has implemented the provisions set out in point **4.2**, paragraph **a, b**.

3. TERMS AND CONDITIONS

The application for the proposal, signed by the Legal Representative, must be received by **24.00 h on May 30, 2021**.

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

Attached is the application form for the organization proposal to be sent to the WSE-RH Committee, duly completed and signed by the President of the Federation.

A presentation file covering the logistical, organizational and promotional aspects of the event should be attached to the form.

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.
- List of Hotels and Restaurants available to host the participating teams indicating all the conditions established for each of
- 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.

3.1 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

3.2 AIRPORT - STATION - HOSPITAL

You should enter information about:

- Nearest International Airport
- Train station
- Nearest hospital

3.3 HOTEL

A list of available hotels to host the participating teams should be presented, 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. ECONOMIC PROVISIONS IN FORCE

4.1 ECONOMIC OFFER

The organizer must pay a financial offer to WSE-RH of € **2.500**, which in case of award, the amount must be paid in a single payment no later than the day **23rd August 2021**.

4.2 ECONOMIC CONTRIBUTION

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

- a) Payment of the € **300** event arbitration fee for each referee convened.
- b) Payment of € **2.017,20** of the trophy of the competition to be delivered to the winning team

The deadline for payment is set for **7th September 2021**.

c) Payment travel, room and board to the following persons:

- Member WSE-RH - responsible for the on-site inspection for the award of the contract
- The Referees called for the event (**n. 8 Referees**)
- 5 WSE-RH Members during the period of stay for the event.

***(The period of stay will run from the day before the start of the event until the day after the end of the event)**

4.3 AWARDING OF EVENTS

The WSE-RH European Committee, after having received and evaluated the proposals, within **15 days** of the deadline for submission of the proposal by the interested Federations, will determine in its unquestionable decision, the assignee of the organization of the Senior Female European Championship.

5. LOGISTICS - Requirements and Services

The technical management of the event (including the definition of the matches calendar dates and timetables) is the exclusive responsibility of WSE-RH.

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 seater vehicle during their stay.
- Provide the WSE-RH Press Office With a vehicle during their stay.
- Provide the means of transport necessary for the transfer of the official delegations. of the participating teams and of the referees designated between:
 - Nearest international airport and hotel accommodation (and vice versa).
 - The Hotel, the Restaurant and the game facility (and vice versa).

The service is guaranteed for the delegations that will stay in the official Hotels of the competition.

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 quick tests, as provided for in the WSE-RH Guidelines.

Meeting room

- Make available for the duration of the event, a meeting room, possibly close to the game facility, able to hold 50 people and equipped to host meetings and meetings (amplification system, video projector, internet connection).

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 path 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.

Opening and Awarding Ceremony of the competition

- The Organizing Committee, in agreement with the Head of the WSE-RH Committee, must organize an Opening Ceremony of all participating delegations.
- The Organizing Committee, in agreement with the Head of the WSE-RH Committee, must organize an Award Ceremony of all participating delegations.

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

6. MARKETING AND COMMUNICATION - Requirements and Services

Advertising spaces

30% of the management of advertising space on the sides of the rink 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 at least 10 days before the event, according to the provisions described above to be approved by the WSE-RH Marketing Manager.

The Organizer must ensure:

- The installation of the promotional spaces on the rink 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 10 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 10 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 rink, a mix zone 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 Federation of each European Championship 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 Press Communications Officer in his country, adequately publicizing the event.

7. TV PRODUCTION

WSE-RH Communication Regulation 2020-21

1.3 TELEVISION PRODUCTION AND BROADCASTING OF MAJOR EUROPEAN RINK HOCKEY EVENTS

The WSE is solely responsible - as world skate's representative for the negotiation and sale of television rights in any country. It is important to establish the specific conditions that must be met by the organiser of each major European rink hockey event.

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 rink 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.

8. PRIORITY CRITERIA FOR THE ASSIGNMENT OF THE EVENT

The evaluation criterion that the WSE-RH Committee will implement, refers to the presentation of the submitted projects, with the aim of ensuring the best organization of the event in question.

A ranking will be drawn up according to the characteristics of the project 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 promotion and entertainment
- Event branding (installation branding, event branding, accreditation, 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

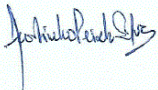
The evaluation criterion that the WSE-RH Committee will implement, refers to the presentation of the submitted projects, with the aim of ensuring the best organization of the event in question.

9. 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 concerning the Regulatory Protocols of the measures to combat and contain the spread of Covid-19, if there is still a need.

The WSE-RH Committee, depending on the situation of the moment, will update the specific Guidelines for the organization and dispute of the Competition.

Best regards,



Agostinho Silva
WSE-RH - Chairman