***INTRODUCTION***

*The purpose of this handbook is to give a guideline in organising and hosting an international wheelchair basketball tournament under the responsibility of IWBF Europe.*

*To help you we have made five chapters in this handbook:*

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*We hope that with this handbook it will be easier to organise the tournament. If there are points, which you think, have to be improved, please let us know.*

# EUROCUP HANDBOOK FOR THE ORGANISER

*Once you have decided to organise a EuroCup event you also start to make a Local Organising Committee. Once you are appointed as an organiser you can expand this LOC. Success of a tournament depends often on the organisation before the tournament takes place. It also is determined by the capacity of each individual member of the LOC.  
The more you have arranged before the event at a good and high level, the less you have to do during the event itself.  
This can be accomplished through frequent meetings with your staff and to make time - schedules for separate parts of your organisation.  
One person should be responsible for each part of the organisation from the start till the end of the event.  
It is strongly recommended NOT to forward any responsibility of a member to another member at the start of the event.*

## CHAPTER I - GENERAL ITEMS

### When a club wishes to organise an EuroLeague or a Final of an IWBF Europe EuroCup, it should ask for the bid document one year before the event.

The EuroCup Competitions consists of 1 Champions League and 3 EuroLeagues.

(1) Champions League:

(a) Preliminary Rounds: Group A, B and C;

(b) Quarter Final: Group A and B;

(c) Final 4.

(2) EuroLeague

(a) Preliminary Rounds:

(i) EuroLeague 1: Group A and B;

(ii) EuroLeague 2: Group A and B;

(iii) EuroLeague 3: Group A, B and C.

(b) Finals:

(i) EuroLeague 1 (former André Vergauwen Cup);

(ii) EuroLeague 2 (former Willi Brinkmann Cup);

(iii) EuroLeague 3 (former Challenge Cup).

### Study the latest version of the Manual of Regulations or the Conduct of Wheelchair Basketball Championships in Europe about the consequences.

### After completion the bid with all information, return it to IWBF Europe through your NOWB as soon as possible and before August 1st.

### Make contact with hotels and sports halls for possible prices and options. Also ask your NOWB, Government and / or City council for full and financial support at the same time.

### Normally by September 1st the organisers will receive their awarding letter and the EuroCup Agreement Form. This form needs to be return before 25 September if the club accept the awarded event. If the club can’t accept the event, for whatever reason, inform IWBF Europe immediately.

### Normally by October 1st, IWBF Europe will announce the full allocation of all EuroCup events.

### All EuroCup events are organised from Thursday (arriving) until Sunday (departure). The Champions League Preliminary Rounds takes place during the first complete weekend (i.e. Saturday and Sunday) of February. The Quarter Finals Champions League and the Preliminary Rounds of EuroLeague 1, 2 and 3 takes place during the second complete weekend (i.e. Saturday and Sunday) of March. The finals of the EuroLeague 1, the EuroLeague 2 and the EuroLeague 3 take place during the last complete weekend (i.e. Saturday and Sunday) of April and the finals of the Final Four Champions League during the first complete weekend (i.e. Saturday and Sunday) of May.

### The awarding of an EuroCup event is mainly depending on the ranking of the organising club.

### After the club receives the awarding letter from the Competitions Commission, it must start further preparations.

### To evaluate the bids and to be able to make a fair selection, in the best interest of European Wheelchair Basketball, a visit will be made by a delegation of IWBF Europe of up to two persons. The candidate club is responsible for 50% of the travel costs and all expenses for the delegates while they are in the bid city. When organising for the first time a site visit will take place.

### After submitting the bid, it is not allowed to change the accommodation or sport venue without prior approval of IWBF Europe.

## CHAPTER II - PLANNING PHASE, LONG TERM

#### Reservations

1. Reserve Accommodations (hotel or hostel) for:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Champions  League  Preliminary  Rounds | Euro  League  Preliminary  Rounds | Quarter  Finals  CL | Final 4  CL | Euro  League  Finals |
| - Number of teams | 5 | 5 | 4 | 4 | 8 |
| - Teams: Players  Staff | 12  4 | 12  4 | 12  4 | 12  4 | 12  4 |
| - Officials | 7 | 5 | 6 | 6 | 12 |
| - Technical Delegate | 1 | 1 | 1 | 1 | 1 |
| - Classifier | 1 | 1\* | 1 | 1\*\* | 1 |
| - IWBF Europe Representative | 2\*\*\* |  |  | 1 | 1 |
| - Officials Supervisor |  |  | 1 | 1 | 2 |
| **Total including home team** | 90 | 87 | 73 | 73 | 145 |

\* For the Preliminary EuroLeague 3 Round one (1) extra classifier will be nominated.

\*\* For the Final 4 Champions League a classifier will be nominated, only when needed.

\*\*\* For a Champions League Preliminary Round Group A, B or C a draw for the

Quarter Finals Champions League will be performed by two (2) representatives.

During all events students can be appointed. It could be a student Technical

Delegate and / or 2 candidate officials. This must be communicated with the

LOC at least 3 months before the event.

1. Reserve a maximum of 8 twin rooms (separate beds) for each team. In case of an odd number of persons of a the same gender, the LOC shall reserve a maximum of 7 twin and 2 single rooms for each team. Should a team wish to have more rooms, it must assume all additional expenses.

- At least one side of each bed should have a circulation space of 130 cm diameter

- Check if there is enough space in the bathroom for easy transfer from wheelchair to toilet and bath or shower for a low pointer.

If a team would prefer to arrange its own accommodation, it has to inform the LOC within one (1) month after the notification of the event and it has to come to an agreement with the LOC one (1) month before the start of the event on any consequent arrangement, including the participation fee for the organizer and the arrangements for transport. A copy of that signed agreement has to be forwarded immediately to the IWBF Europe office.

The LOC has the right to charge a participation fee of maximum 50 % of the standard 16 persons accommodation fee. Meals and local transport are not included in this participation fee.

If such an agreement has not been reached in time, the LOC will provide the accommodation as foreseen.

Should a team wish to have, in the EuroCup Competitions, a smaller delegation than 16 persons, it shall pay an accommodation fee for a minimum of 9 persons.

1. All International Technical Officials (ITO’s) should preferably be hosted in the same hotel but on a different floor than the teams.

b. Make preparations for reservations of meals of sufficient quantity and quality (a sportsmen at elite level needs a minimum of 3.500 calories/day), for example:

**Breakfast**: bread, butter, jam, milk, meat, cheese, eggs, fruit, juice, tea, coffee, etc;

**Lunch**: lunch-packs are allowed but they must contain at least 3 sandwiches with meat or cheese, yoghurt, fruit and drinks.

Otherwise the same as the breakfast extensive with salad and soup;

**Dinner**: a well-balanced cooked meal according to the level necessary for sportsmen: soup, meat/fish-dinner and desert;

**Joint dinner**: IF a joint dinner or banquet is planned please take notice of:

(1) the quality and quantity.

(2) that there are enough waiters.

(3) if it is a cold/hot buffet, do not forget the space necessary for a lot of wheelchairs.

(4) friends, family or supporters may also want to enjoy this dinner. Make an arrangement for them, otherwise it will be possible that there are too many (and not paid) persons.

Arrange special meals for persons with diabetes and for vegetarian and religious reasons if asked by the teams.

Arrange that the meal times be adjusted to the games-schedule.

The accommodations must be reserved as follows:

1. **Preliminary Rounds of Champions League and EuroLeague**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast | Lunch | Dinner | Bed |
| Thursday |  |  | **X** | **X** |
| Friday | **X** | **X** | **X** | **X** |
| Saturday | **X** | **X** | **X** | **X** |
| Sunday | **X** |  |  |  |

Plan to provide accommodation for about 70 persons; host team, table officials and own club officials not included.

1. **EuroLeague 1, 2 and 3 Finals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast | Lunch | Dinner | Bed |
| Thursday |  |  | **X** | **X** |
| Friday | **X** | **X** | **X** | **X** |
| Saturday | **X** | **X** | **X** | **X** |
| Sunday | **X** | **X** |  |  |

Plan to provide accommodation for about 145 persons; host team, table officials and own club officials not included.

1. **Quarter Finals Champions League**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast | Lunch | Dinner | Bed |
| Thursday |  |  | **X** | **X** |
| Friday | **X** | **X** | **X** | **X** |
| Saturday | **X** | **X** | **X** | **X** |
| Sunday | **X** | **X** |  |  |

Plan to provide accommodation for about 56 persons; host team, table officials and own club officials not included.

1. **Final 4 Champions League**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast | Lunch | Dinner | Bed |
| Thursday |  |  | **X** | **X** |
| Friday | **X** | **X** | **X** | **X** |
| Saturday | **X** | **X** | **X** | **X** |
| Sunday | **X** |  |  |  |

Plan to provide accommodation for about 56 persons; host team, table officials and own club officials not included.

Up to 16 (sixteen) persons must be hosted for the maximum price confirmed the Manual of Regulations for the Conduct of Wheelchair Basketball Championships in Europe.

If a team need to stay an extra night after the event, as result of no suitable flight after the end of the event, the LOC must offer a reasonable price for this. This price shall not exceed more than 100 euro per person for bed and breakfast.

Should a team wish to send a larger delegation, it must assume all additional expenses. Up to 5 additional persons will receive the same accreditation as the members of the delegation.

These persons shall be accommodated at the expense of their team.

The LOC shall not be under any obligation to reserve rooms in the same hotel, but will help in finding accommodation for these persons at reasonable distance and cost.

Ensure that accommodation is available for friends, family and supporters (above 16 persons) of the teams at their own costs. We advise you to give them information and if possible help with their reservations.

#### Schedule

Prepare a schedule for all planning from now to the end of the tournament. Make the schedule in general terms for every step and each organisational aspect (including the ceremonies). Lay down the specific dates when certain matters must be ready. Later on specify every aspect in even greater detail.

#### Check of representatives

Arrange a visit of an IWBF Europe representative if it is necessary to check/inspect all your arrangements.

Discussion points must be:

Hotel accommodations, sports hall(s) including a check of all technical equipment, reception place, transportation facilities, meeting rooms, etc.

That visit must be planned as soon as possible in the year before the tournament.

#### Information Advise

Provide information (in two or three steps) to the selected teams concerned and to the nominated Technical Delegate. All addresses you need will be provided by the IWBF Europe.

You should give the following points for information to all teams:

a. Name, email address, phone number, other contact possibility of the contact person in the LOC;

b. Names, email address, phone number of the participating teams;

c. Arrival location of the teams and ITO’s on the first day;

d. Place(s) of lodging for the teams and the ITO’s (name, address, email address and phone number);

e. Place of the sports-hall(s) (name, address, email address and phone number);

f. Transport arrangements from the airport or seaport to the lodging;

g. Game schedules, as far as known;

h. How many rooms are at the disposal of the teams and how many persons must share a room;

i. Information about the possibilities for their supporters. Such as hotel accommodations, meals, prices etc;

j. Ask for additional information for the programme book (like price list, team photo etc);

k. Inform the teams about the costs if they want to arrive earlier or want to leave later than the official days;

l. Prepare an invitation letter for those teams or persons who need a visa.

**REMARK**: It is better to send teams incomplete information early rather than complete information too late. Keep communicating with the teams. For example: The first shift 4 months before and the final shift 1 month before.

* Immediately after the announcement but not later than October 15th the Organiser must send to all teams and TD name address, email address, phone and other contact possibility of the contact person in the LOC.

- By the end of December but not later than January 15th prepare and distribute to all teams and TD the Team Directory. The team directory consist of five chapters

1. General information- host, accommodation, competition venue, list of participating teams key dates (time what, where) Sport information points;

2. Financial Provisions - Rules concerning financial obligations, bank details, extra costs, terms of payment, overview of costs -package of accommodation Meals, Transport (airport transport);

3. Competition information Competition venue, Competition schedule, Schedule locker rooms, Local transport, Team managers meeting;

4. Team information- accreditation, Accredited seating, Security, Liability, catering schedule, insurance;

5. Hosting and hospitality - Arrival and departure, Distances, Hotel information, Medical service, about city, City map.

* One month prior event complement eventual missing and updated information.

#### Transport

Teams and ITO’s requiring additional transport to the accommodation from their point of arrival (international airport, seaport or railway station) should make a request well in advance.

The team requiring the transport must pay any costs incurred. (But make that clear to them!)

The LOC should assist in all the arrangements and advise teams about the possible costs.

The distance between the sports halls, the distance between the accommodations and the distance between the sports halls and the accommodations may not be further than 15 minutes (normal traffic) and 30 minutes (heavy traffic) travelling by bus or 10 kilometres at most.

#### Sports hall

a. 1 court for the all Preliminary rounds, Quarter Finals and Final 4 of the Champions League and at least 2 courts for the 3 EuroLeague finals.

The EuroLeague final and the game for the 3rd & 4th place must be played on centre-court (main court);

b. When one organises a EuroCup event the court must be regulation size. (See "Official Wheelchair Basketball Rules" Rule and Equipment);

c. Provide a visible electronic clock, a visible scoreboard, visible electronic 24 seconds, a direction indicator, red flags or plates (5 fouls) and scorebooks, all according to the IWBF regulations.

In case of failure of the electronic equipment plan to have 3 manual clocks in reserve. This equipment must be available on all courts;

d. Provide a notebook/laptop with Microsoft Excel for GC for Team Points Control;

e. The sports hall must have enough space to host the spectators who want to see the tournament;

f. All facilities in the sports hall must be accessible to wide wheelchairs including changing rooms, showers, toilets, cafeteria and tournament offices. In the showers special chairs for disabled people must be available;

g. Preferable each team should have their own changing room and showers one (1) hour before, during and half an hour after their game;

h. The organiser must provide at least 5 (five) used balls per team to practice before and during the games. Those balls must be from the same make as the official game ball;

i. Arrange enough qualified persons as table officials. If possible give them one or two games a day, but never more than two in sequence. Ensure that the quality and experience of the persons is GOOD, otherwise organise special meetings and/or training sessions in advance. Per game you need 3 table officials An announcer is very good to give the spectators more information;

j. Train enough staff / volunteers who can work with the live basketball statistics software **FIBA LiveStats** for the website of IWBF Europe in cooperation with the IWBF Europe. This is an obligation for all EuroCup events;

k. Arrange medical assistance (special room and specialised persons). This room must be also available for the classifiers to check players if necessary;

l. Arrange and secure anti-doping control room according WADA requirements (for specific competitions);

m. Arrange an office for the use of the Technical Delegate. The Technical Delegate needs a printer and copier and stable internet access as well in the sports hall(s) as in the hotel;

n. At least one contact person (preferable a person with driver license and able to communicate in English) must be appointed by the organising committee to assist the ITO’s in all matters relating to the tournament;

o. Arrange for every team a host(ess) who speaks the language of that team.

He/she must be the link between the organisation and the team. This is extremely important for the communication between your organisation and each team;

p. Arrange all necessarily facilities for the media/press and if possible someone with knowledge and experience of such matters to act as media liaison officer;

q. Arrange wheelchair storage space for each team of at least 30 m². In this area a repair and/or PR stand for the wheelchairs can be located;

r. Arrange space, if needed, for sponsors of IWBF Europe. Not only for a stand but also for banners in the halls.

s. Make arrangement for **LiveStream** of all the games of your event. Use a YouTube channel with the possibility for “embed video link” rather than streaming on Facebook. Facebook can disconnect the streaming because of background music in the sports hall.

#### IWBF Europe Tournament Officials (ITO’s)

Take care of all ITOs in the same way as the teams. They need similar accommodation to sleep, for food and transportation during the tournament.

There are different categories of ITO’s and some ITO’s may also need other arrangements.

**a. Technical Delegate**:

The Technical Delegate (TD), appointed by IWBF Europe, will inspect the hotel, sports hall(s) and all the equipment etc. directly upon his arrival. The TD is responsible for the tournament. The TD needs a room where he can work. This person is also the chairman of the Tournament Technical Committee.

The organiser must pay accommodation expenses and is responsible for local transportation separate from the teams, from the moment of his/her arrival (international airport, seaport or railway station) until his/her departure.

**b. IWBF Europe Representative**:

During each EuroCup final normally there will be an IWBF Europe representative. This person is the chair of the Jury of Appeal.

The organiser must pay accommodation expenses and is responsible for local transportation separate from the teams, from the moment of his/her arrival (international airport, seaport or railway station) until departure.

**Note:** The IWBF Europe Representative and the Technical Delegate must have a single room with free stable internet facilities.

**c. Tournament Player Classification Panel:**

The IWBF Europe Classification Commission will appoint classifiers for each EuroCup event. The classifier is responsible for classifying the players. He or she needs a room for checking the players and a table at the corner of the court to check the players on court.

The organiser must pay accommodation expenses and is responsible for local transportation separate from the teams, from the moment of his/her arrival (international airport, seaport or railway station) until departure.

**d. Officials:**

For the whole EuroCup competition the Technical Commission will nominate all officials. IWBF Europe is allowed to invite extra officials for each EuroCup events.

**Note:** At the Preliminary Rounds of EuroLeague 1, 2 and all EuroLeague finals, IWBF Europe can organise a officials examination. IWBF Europe will inform the organiser in time.

The officials need their own changing room and showers. It would be nice if there is a rest room where they can stay between matches and during half time.

The organiser must pay accommodation expenses (not for the candidate officials) and is responsible for local transportation separate from the teams, from the moment of their arrival (international airport, seaport or railway station) until departure.

**e. Official Supervisor:**

IWBF Europe will appoint two (2) Official Supervisors during all EuroLeague Finals and one (1) for each Quarterfinal and Final 4 Champions League. They are responsible for all activities of the officials. They need a table at the corner of the court next to the classifier.

The organiser must pay accommodation expenses and is responsible for local transportation separate from the teams, from the moment of their arrival (international airport, seaport or railway station) until departure.

#### Finances

a. The LOC will receive from the teams an accommodation fee (not from IWBF Europe). IWBF Europe advises the LOC strongly to request the clubs to pay in advance;

b. Warn teams that if they require extra things (laundry, extra food, extra transport etc), they must pay directly for those services;

c. In preparing the budget consider seeking out a sponsor. Ask IWBF Europe for information because it is important that there is no confusion between local sponsors and IWBF Europe sponsors.

#### Miscellaneous

a. Take care of the aspects of an IWBF Europe sponsor.

b. Arrange for a meeting room on:

(1) Thursday Preliminary Rounds - team-managers meeting + officials meeting;

Friday Quarter Finals, Final 4 and EuroLeague Finals - team-managers meeting + officials meeting;

(2) Saturday evening - team-managers meeting. Optional;

c. For possible meetings of the Tournament Technical Committee or Jury d’ Appeal, a room must always be available.

## CHAPTER III - PREPARATION PHASE, SHORT TERM

#### Information

At least 3 weeks before the tournament, send detailed information to all teams and the Technical Delegate.

Including;

a. Route and local maps;

b. Final programme;

c. Answers to the questions of the teams;

d. Ask for their arrival times if they arrive by plane or boat;

e. Do not forget to mention the costs of the extra services asked for by the teams;

f. Inform the teams about any possible cultural programme.

Do not forget to keep your own National Federation informed of all matters.

#### IWBF Europe Officials

Make sure that the arrival times of all the ITO’s are known so that transport can be arranged when they come by plane, boat or train.

Further ensure that there is a schedule for transportation of the ITO’s from their hotel to the sports hall(s) and /or accommodations for meals. Some ITO’s must arrive one hour before the game in the sports hall and also be transported after the last game of the day back to their hotel. After the tournament some ITO’s need transportation to the airport, seaport or railway station. Nominate a person who will be in charge for this part.

#### Table officials

Ensure that the table officials know their job well and give them the schedule of their games. Nominate a person who will be responsible for the table officials and their papers.

#### Volunteers

At every tournament there will be a need for volunteers. They can do a lot of work for you. For example: checking the accreditation cards at the sports hall(s) or at the eating facilities.

You need host(esse)s, scouts, drivers, waiters, cleanersetc. At least a month before the tournament, prepare the list of volunteers and their functions.

#### Transport

a. The LOC is fully responsible for local transport for the participating teams from the moment arrival until departure.

b. Ensure that a complete schedule is ready for transportation of teams, officials, game commissioners, classifiers, representatives etc.

Nominate a responsible person to co-ordinate the transport, and the way to get in contact with him. Note that each team needs a warming up period for at least 20 minutes.

One bus/coach per team is preferable but a shuttle service with a high frequency

transport is an acceptable alternative. Nominate responsible persons or a committee to coordinate the transport section.

c. The LOC is responsible for transportation of Technical Delegate(s), classifier, officials appointed or invited by IWBF Europe, and the representatives of IWBF Europe, from the moment of their arrival at the air/seaport until their departure.

d. The LOC is responsible for transportation of the other officials, from the moment of their arrival until their departure. If possible, they must be transported separate from the teams.

e. Arrange a transport schedule from the airport to the hotel for the teams and ITO’s.

f. Arrange that the Technical Delegate has the possibility to inspect the hotel of the players, sports hall with all equipment as soon as possible upon his arrival.

#### Sponsors

a. The LOC will be expected to undertake the following obligations:

(1) To display banners/flags of IWBF Europe, IWBF and FIBA Europe and the IWBF Europe sponsors in the sports hall(s) during the tournament, to be placed in a good visible position for television recordings and spectators.

(2) To ensure that in any programme book for the event, IWBF Europe and the IWBF Europe sponsors are allowed one full page of advertising space free of charge.

(3) The LOC should make available a place in the venue for a publicity and repair shop. IWBF Europe shall identify, in the contract with the LOC, those sponsors who will have the right to a sponsor's booth and / or a repair shop in the sport accommodation.

(4) After approval by IWBF Europe and in dialogue with the LOC, the sponsors of IWBF Europe may organise promotional activities, as long as these activities do not disrupt the official event.

b. LOCs should be aware before accepting an IWBF Europe event that there may be problems between their own sponsor(s) and IWBF Europe sponsors. "Conflict of interest" will not be accepted as a reason for failing to fulfil the above obligations.

c. The LOC is allowed to offer sponsors in the same "area of commercial activity" as IWBF Europe sponsors equal facilities as mentioned above. All extra facilities offered to sponsors, who are in the same "area of commercial activity" as IWBF Europe sponsors, must have the approval of IWBF Europe and will be attached in the contract.

d. The official sponsors of IWBF Europe and the LOC have exclusive marketing rights in and around the facilities of an event. Competing companies are not entitled to exercise any marketing activity. In case of two official but competing sponsors, IWBF Europe and the LOC must find a solution taking into account the interests of both parties.

**Note:** The banners/flags and adverts will be provided by IWBF Europe or the sponsors directly.

#### Public relations

Make arrangement to tape and/or Live Stream the games and ceremonies. The LOC may sell these tapes to the participants and public.

Ensure that the correct logo of IWBF Europe is given a prominent place on all publicity material such as posters, brochures, flyers, websites, media, etc.

#### Miscellaneous

Check to ensure that everything is organised as planned.

The hotel, the accommodation, the sports hall(s), the buses for the teams, the food, etc.

## CHAPTER IV - TOURNAMENT PHASE

#### Reception

a. A responsible person with enough authority to take decisions and solve problems has to be present at the hotel for the reception of the teams and the ITO’s, even if a team or ITO arrives late in the evening or night. Take care that the team host(ess) is also in the hotel when the teams or ITO’s arrive directly at the hotel;

b. If a team or ITO arrives at an airport or seaport, have the host(ess) be available to receive those people. The host(ess) can bring the team or ITO to the hotel where the senior person mentioned above must be available;

c. It is recommended to offer a full information package to the managers of the teams and the ITO’s on their arrival. If possible also for the players and other team members.

**This information package (managers only) should contain**

(1) List of rooms with distribution of the keys.

(note that the official does not belong to the team).

(2) Name of the host/hostess.

(3) When and where are the games? Give a copy of this information to every participant.

(4) When and where are the meals? Give a copy of this information to every participant.

(5) When and where are the meetings (team managers meeting, official’s meeting)?

(6) Where in the sports hall is the information office?

(7) Where in the sports hall is the office of the Tournament Technical Committee?

(8) Where in the sports hall is the medical assistance?

(9) A transport schedule (from the hotel to the hall and to other facilities).

(10) Practice arrangements (including transport).

(11) Opening- and closing ceremony (note the order of presentation).

(12) Map of the town.

(13) Route description between the accommodations and sports hall.

(14) Who are the responsible persons (in hotel, sports hall)?

(15) What are the arrangements for the night (contact person, first aid, etc...)?

(16) Arrange billboard at hotel lobby and in the venue(s) with all relevant information like transport schedule, game schedule, city maps with closest shops, current standings etc. Keep this updating.

d. Note that all the teams have to pay their accommodation costs **BEFORE** the team- managers meeting, and inform the Technical Delegate if teams have not paid.

e. Do remember that a good event starts with a good information desk or package, you can prevent many problems during the tournament.

#### Games

Display a paper with the results in the sports hall(s) as well as in the accommodation(s).

#### Refreshments

The LOC should provide sufficient non-carbonated (without gas) mineral water on court, for both teams and officials. Receptacles in which to dispose empty bottles and paper cups should be provided.

Mention also the opening times of the cafeteria.

#### Ceremonies

a. Throughout the duration of the competition, a flag (if available) of IWBF Europe, FIBA (if available) and one of the organising nation shall have a place of honour close to the playing court.

b. The LOC shall ensure that the flags of the nations (all of the same size) taking part in the competition are placed in a manner that will be equal for all. The placement of the flags shall be determined by alphabetical order in the language of the organisers.

c. At the EuroLeague Finals and Final 4 Champions League, the opening (optional) and closing ceremony must be brief and not exceed thirty minutes. The teams and ITO’s must take part in the ceremony dressed uniformly. (**The players seated in a wheelchairs**). Normally, there will be no opening and closing ceremony during the EuroLeague rounds. Playing of national anthems during the opening and/or closing ceremony is not allowed, except for the national anthem of the host, during the opening ceremony, and for the national anthem of the winning team, during the closing ceremony.

d. In the Preliminary Rounds and the Quarter Finals the LOC is allowed to present medals or certificates to the players of the teams placing first, second and third. If a team is to be presented medals or certificates, a maximum of 4 staff members, 16 in total, are to be included.

e. In the EuroLeague Finals and Final 4 Champions League, prizes for the top three teams and the 5 players of the All Star Team must be presented by the LOC.

f. However, these presentations and the organisation of the opening and closing ceremony must be discussed in advance with the Technical Delegate.

g. Opening ceremony:

Make a schedule

(1) position of the teams

(2) presentation of the teams

(3) speakers

The maximum time of this ceremony is 15 minutes

h. Closing ceremony:

Make a schedule

(1) position of the teams

(2) speakers

(3) closing word – IWBF Europe representative.

(4) prize ceremony:

(a) All Star team

(b) Medals 3, 2 and 1

The maximum time of this ceremony is 30 minutes.

**Remark:** The players and spectators prefer a nice and short opening/closing ceremony, with only a few (maximum two or three) speeches.

#### Miscellaneous

Check before the teams are going home if they have paid all their extra’s in the hotels. This is also valid for the ITO’s.

Check together with the hotel manager and the team manager the rooms, because if there are complaints you can talk about it directly. Afterwards it will always be difficult.

## CHAPTER V - AFTER THE EVENT

### Write letters of thanks to all those who helped, government, city, volunteers, etc, because it will make people do it all again !!!!

**IWBF Europe hopes that this manual will be   
a good help for your organisation.**

If you have any changes or additions to suggest, improvements or inclusions to this manual please inform

**IWBF Europe Competitions Commission**

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