

GUIDANCE for EUROCUP HOST BID DOCUMENT

Instructions to complete the Bid Document

The 'Bid Document' form must be completed using computer and returned by email to competitions@iwbf-europe.org. The Bid Documents must be sent from the official email address of the Club.

No signature is needed on the Bid Document. A person who is in a position of key decision making for the Host Club must approve the bid document by placing their name and email address in the space Declaration Authorised Person on the form.

Each statement or question should be answered by a cross in the appropriate box. Click in the box and activate the mark to answer the question.

Also "Form A - Accommodation Information" must be completed for each possible accommodation place and sent with the bid document. This form provides detailed information on the accommodation which used to be part of the bid document.

After you send your form to Competitions Commission, IWBF Europe will send email to your NOWB asking for agreement to support your bid. If the agreement is not given, the bid will not proceed to the selection meeting where organisers are decided for EuroCup events.

**Please return the Bid Document as soon as possible
but certainly not later than 31st July 2023**

Calendar - EuroCup

Teams wishing to organise a round of EuroCup must complete the Bid Documents and return to competitions@iwbf-europe.org no later than 31st July.

- The Champions Cup Group Stage Rounds takes place during the first complete weekend (i.e. Saturday and Sunday) of February.

In 2024: [Thursday 1st February – Sunday 4th February](#)

- NEW for 2024 – EuroCup 1 Group Stage also takes place during the first complete weekend (i.e. Saturday and Sunday) of February.

In 2024: [Thursday 1st February – Sunday 4th February](#)

- The Champions Cup Quarter Finals and the EuroCup 2 and 3 Group Stage takes place during the second complete weekend (i.e. Saturday and Sunday) of March.

In 2024: [Thursday 7th March – Sunday 10th March](#)

- The EuroCup Finals 1, 2 and 3 take place during the last complete weekend (i.e. Saturday and Sunday) of April

In 2024: [Thursday 25th – Sunday 28th April](#)

- The Champions Cup Final 4 takes place during the first complete weekend (i.e. Saturday and Sunday) of May.

In 2024: [Thursday 2nd May – Sunday 5th May](#)

By 30th September 2023 IWBFF Europe will announce which Clubs are organising a Group Stage or Final of all EuroCup Competitions. As far as is known by that time invitations, venue and date of the event will be announced to all concerned.

If an organising team prefers a change in date and or programme for whatever reason it must make such a request well in advance and together with the Bid Document. Once the EuroCup competition is announced, changes are no longer possible. Special requests may be made closer to the time of the event if it is for media/television schedules reasons.

Information to complete the Sections of the Bid Document

The following information must be considered by Teams making a Bid. This document details the expectation of the Local Organising Committee for EuroCup events.

Organisers should plan to make arrangements that meet the expectation in the bid document, however please do not be concerned if it may not be possible for your organising committee to meet all the requirements. Answer the form with honesty!

Organisers should also be aware of the EuroCup Handbook for the Local Organising Committee available on the IWBFF Website.

Section A– Arrival and Departure of Teams

Items to consider:

- Question 1 - If you have a sea port close that may be used by teams, provide this information here also.
- Question 3 - Transport from Airport to accommodation, if you provide this does it take place with mini buses or with a normal bus, a bus of the public transport, a wheelchair accessible bus? Is all transport wheelchair accessible and with space for basketball and also daily use wheelchairs?

Section B - Accommodation

Items to consider:

- Question 4 – complete the form for as many hotels that you have thought of using for the competition. The form has space for 3 hotels, if you have more, provide extra paper with the same details.
- Question 5 and 6 - If a team or ITO needs to stay an extra night before or after the event, as result of no suitable flight or some other understandable situation, the LOC is responsible for these costs. [*Manual 13. a. (4)*]

Section C - Food

Items to consider:

- Athlete's at elite level require a minimum of 3500 calories per day, so food must be sufficient provision to ensure this level is made.
- All meals can be taken at the accommodation if necessary, but it is recommended lunch is taken at the sports venue. If this is not possible, you must make sure there is good time for teams to travel between sports venue and hotel with time for eating and

also to travel back to the sports venue between the games the team plays on the day.

- Question 10 - Food provider must be able to provide meals that meet main religious or ethnic requirements and also to provide for people with the 14 major food allergens.
- Question 11 – Lunch packs are strongly recommended but they must be healthy food and suitable for athlete calorie requirements between games.
- You must provide a meal on the Saturday for all teams to enjoy together.

Section D – Transport

Items to consider:

- Some teams will drive to the event in their own transport (minibus, coach, cars, vans etc) so make sure you can provide accessible parking space for these at the hotel and at the sports hall.
- Question 16 – if the teams can not travel on one bus / minibus, then make sure you have enough buses so that everyone from the same team leaves and arrives at the same time to the accommodation and the sports venue.
- Question 18 – if possible, IWBF ITOs and representatives of IWBF Europe should travel separate from the teams.
- Question 19 – at least one vehicle for use by IWBF ITOs and representatives of IWBF Europe must be wheelchair accessible

Section E – Playing facilities and programme

Items to consider:

- Question 20 – it is not considered necessary for more than 2 venues to be needed for EuroCup events, but if there is possible for more venues provide extra paper with the same details.
- Question 25 – a minimum of 4 changing rooms at each sports hall is required, but it is helpful if each team has own changing room.
- Question 27 – if not a separate room for female officials and separate room for female players, the same room can be made for both but ensure it is cleaned between people using it.
- Question 29 – WiFi is essential in the sports hall for use by IWBF Europe Technical Delegates and ITOs