



CERILH BID AND EVENT MANUAL



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COMITÉ EUROPÉEN DE ROLLER IN LINE HOCKEY

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Senior Women & U18 European Championship 2015

CERILH – 2015
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This CERILH bid and event manual represent a sort of quality management to ensure that CERILH EUROPEAN CHAMPIONSHIPS are planned and staged in a quality and consistent manner.

This CERILH 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 CERS and CERILH, 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. *InLine Hockey European Championships*

1.1. Introduction

The present document govern the rights, duties and responsibilities of all parties involved in the preparation and organization of the following national teams' competitions organized by the Comité Européen de Roller In Line Hockey (CERILH) for the Confédération Européenne de Roller Skating (CERS) pursuant the CERS "Roller Skating European Events Regulation", approved in the Congress of CERS, on October 27th. of 2012 :

- ◆ *The InLine Hockey U20 Women European Championships*

In a consistent manner to develop InLine 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 CERILH appreciate efforts to:
 - implementing a promotional campaign of the event
 - Organize a social program for the participants

1.2. Applicable rules

All CERILH/CERS regulations, manuals and guidelines applicable to CERILH EURO CHAMPIONSHIPS shall form an integral part of the present CERILH BID AND EVENT MANUAL including (without limitation):

- ◆ CERS – Statutes
- ◆ CERS – Roller Skating European Events Regulation
- ◆ CERS – Justice and disciplinary Regulation
- ◆ CERS – General Regulation
- ◆ CERS – Finance Regulation
- ◆ CERS – Medical Regulation for European Events
- ◆ The FIRS/CIRILH Rules of the Game



1.3. 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.

CERILH/CERS hold the rights of those events.

Pursuant the CERS “Roller Skating European Events Regulation”, the television rights, the sponsorship rights and the advertising rights are held by CERS/CERILH.

1.4. 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 InLine Hockey promotion through its European events
- ✦ Make sure the event is integrated into a development plan that will benefit the growth of InLine 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

1.5. Duties and Responsibilities of the organizer

- ✦ Make available venues adapted for International In Line Hockey events (rink size, spectator capacities, locker rooms, VIP rooms...)
- ✦ Provide security for all the participants (in coordination with the local authorities)
- ✦ Set-up infrastructures (Internet, platforms, cable runs, parking, etc)
- ✦ Catch the general public's interest for InLine Hockey and make every effort to obtain full halls
- ✦ Make sure the hosting city is involved and provide conditions for a top event
- ✦ Create conditions to welcome journalists and media
- ✦ Provide best possible hospitalities and VIP service for partners



1.6. Financial Responsibilities of the organizer

- ✦ Costs as stipulated in the document
- ✦ Costs related to the halls and technical equipments
- ✦ Insurance
- ✦ Equipment for offices and working areas (Internet connections, furnitures...)
- ✦ Ticket sales
- ✦ Taxes

1.7. Income

- ✦ Local Government support
- ✦ Ticket sales
- ✦ Sponsorship in agreement with CERILH
- ✦ Advertising in agreement with CERILH

2. The Bidding Procedure

2.1. Application

CERILH can only accept proposals, for the organization of this event, that are referred to or addressed by European InLine Hockey Federations affiliated to CERILH.

Prior providing the application document, national federation shall address a 'letter of intent', in which shall be expressed the interest of organizing, before **april 19th 2015**.

Application document shall be addressed to CERILH Executive Committee, before the bidding closing date that is set to **May 3rd 2015**. The applicants shall confirm that they satisfy the requirements set in this document.

The application shall include official declarations issued by the host city and if possible the government, which prove that they support the application.

CERILH will evaluate all applications and is entitled, if needed, to ask for additional documents.

CERILH/CERS members shall visit the applicant country and get information in order to acknowledge the so-called « event concept » presented by the applicant.



2.2.Event Concept

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

- ✦ **The requirements:** criterias that have to be developed in the application as « must-have » to ensure a minimum standard for a euro event
- ✦ **The options:** criterias 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, people, Roller Sports federation, Roller Sports / InLine Hockey history and statistics
 - Provide presentation of possible host city including sizes, population, location, infrastructure and public transport, city map, location of hall, distances
 - Provide possible organization chart of the Organizing Committee
- ✦ Weather and special climatic conditions
 - Provide details on conditions that might have an impact on logistics and transportation during the event
- ✦ Security
 - 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)
- ✦ 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
- ✦ Halls
 - Provide location, seating capacity, changing rooms, size of the rink, type of the playing surface, description of the boards, scoreboards etc., with pictures and drawings
- ✦ Accommodation
 - Evaluate possible hotels to serve as teams hotels, CERILH hotels, referees hotel, media hotels, location, distance
- ✦ Catering
 - Include different kind of catering and different categories for guests, VIPs, CERILH/CERS, media, staff etc.
- ✦ Transportation / Logistics
 - Include public transportation of teams, CERILH/CERS representatives, different categories of transportation for CERS president, highest ranked CERILH representatives, transportation schedule
- ✦ Technology
 - Provide Internet network in the hall



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

- ✦ Accommodation
 - 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
- ✦ Technology
 - Provide for communication technologies, IT requirements at the hall, hotels...
- ✦ Media
 - Provide facilities and equipment to meet media requirements
 - Provides elements to show the hall meets TV or Internet TV broadcast
- ✦ Finances
 - Draw up overall budget, including insurances, bank guarantee and assure support from government, public authorities
 - Detail the revenues of the event and for CERILH
- ✦ Marketing
 - Create corporate identity including logo and Internet website
 - Cooperate with local sponsors in domains such as office equipment, logistics, refreshments, catering etc.
 - If possible, draw up the marketing plan to attract possible partners and the rights delegation wished
- ✦ InLine Hockey Promotion and development campaign
 - Design campaigns (promotional, activities, special programs) to attract public attention and to increase InLine Hockey popularity inside the country and all over Europe
 - Integrate the Euro competition to a development program of InLine Hockey inside the country
- ✦ Spectators
 - Develop spectators' concept in order to ensure sold out halls, such as:
 - Design a plan to attract young spectators
 - Offer ticket for teams, InLine Hockey crazed countries
- ✦ Medical Services
 - Detailed information about medical services and special agreement with hospitals
 - Details about doping procedure

Additional documents to the « event concept » will be mostly appreciated.
In addition, provide the completed questionnaires proposed in Annex 1 & 2



2.3. 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, pursuant to the provisions of Article 23 of the “CERS EUROPEAN EVENT REGULATION”.

2.4. Awarding process

On a first phase, CERILH/CERS members will visit the applicant country and get information in order 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, CERILH members will rank the applications, based on 5 criterias :

- ✦ 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 developpement 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 CERILH member. When putting all the appreciations together, the application that obtains the best overall ranking when putting all rankings on criterias 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 CERILH executive.



2.5. Final decision

The initial decision to award this competition will always be assigned by CERILH 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 CERILH member that was responsible for the inspection of the proposed facilities and the verification of other proposed conditions for the organization of the event
- ✦ CERS final approbation

3. Financial Conditions

3.1. All applicants payments

All applicants should pay for the charges listed below :

- ✦ Travel expenses, meals and accommodation in relation to the travel by a CERILH 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

3.2. Awarded applicant payments

The awarded organizer is committed to pay a financial compensation, in order to endorse the award for the event organisation. The compensation will encompass the charges listed below :

- ✦ Accommodation and meals for the 6 Referees designated for the event as well for the representative CERILH member
- ✦ The Refereeing fees
- ✦ CERILH Tax of organization

The financial compensation to be paid to CERILH by the Organizer, is set to respect the minimum value of € 4 500,00 (six thousand and five hundred euros).



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 CERILH account:

RIB : CERILH – FF ROLLER SPORTS

Banque	Guichet	Compte	Clé
15589	33533	07343743840	03
Domiciliation	CCM BARRIERE SAINT GENES		
Devise	EUR		
IBAN	FR76 1558 9335 3307 3437 4384 003		
BIC	CMBRFR2BARK		

3.3. Additional payments

The financial compensation defined above does not include the charges listed below, that will be payable by the organizer :

- ✦ Payment of the trophy to be awarded to the winning team of the competition and visual materials for the ceremonies
- ✦ Ensure the transport means necessary for the transfer of the official delegations (participating teams + CERILH/CERS members) and the 6 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.
- ✦ Ensure the achievement of the control tests of " doping" for 1 (one) player from each team participating in 2 (two) games of the semi-finals, whose costs will be fully borne by the said organizer.

The organizer is also responsible for the following expenses on non mandatory elements of the event concept (to bear in mind they will be mostly appreciated for the event):

- ✦ The production costs of the (open, free) live transmission via "web streaming" of all the matches
- ✦ The release of a logo for the event and a Internet website in several languages
- ✦ The production costs of all the marketing and advertising materials, promotional campaigns, social and development projects

3.4. 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.



4. TV Rights and Marketing

TV broadcast and Digital Webcast rights for these competitions are owned by CERILH

CERILH delegates to the organizer the right to provide the live web streaming transmission for each game. The production costs will be in charge entirely to the organizational entity.

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

Pursuant the CERS “Roller Skating European Events Regulation” and “Roller Skating European Events Regulation” art. 13, contracts on a delegated right should be grant by CERS Executive Committee, 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, CERILH and CERS, base on “Roller Skating European Events Regulation” art. 13.2.

5. Communication and Press

The organizer must designate a press officer that :

- ✦ will be responsible for local communication,
- ✦ will ensure the relation with counterparts from other countries and work closely with CERILH
- ✦ will be the contact person for all matters regarding communication
- ✦ will be representative for the press of his country, in charge of adequately publicizing the event in previous weeks, with news, interviews and other initiatives.

A Wi-Fi Internet connection with authentication and exclusively dedicated to the press must be available. 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.

6. Ceremony

The opening and closing ceremonies should follow the « Roller Skating European Events Rules » regulation, art. 17.

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



- ◆ Confetti





Annex 1 – Event Questionnaire

Event Name	
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Time Period	
Arrival of teams	
First Match Day	
Last match Day	
Departure of teams	

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

Cities of arrival / departure (Train)	



Annex 2 –Sports Hall Questionnaire

Official Name of the Sports Hall	
Address details	
Venue administrator	
Contact details	
Local Responsible	
Contact details	
Capacity of the hall	



Flooring	
Size of the court	
Type of floor	
Color of floor	
Color of markings	
Additional marking from other sports discipline?	

Boards	
Material	
Height	
Rounded corner radius	
Describe spectator protections material	

Inline Hockey markers	
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	



Goals	
Goals size	
Goals color	
Goals net description	

Score boarding		
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		

Table for time keeper	
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

Penalty bench	
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?	