

Requirements when hosting **ECC and ECA Cup** tournaments

Pitches

- Four pitches with shot clocks and table officials
- Nets should be erected behind the goals to stop overthrows
- Official game balls must be provided at each pitch (for women and men)
- Warm up area with goals.

Facilities

- A Team-leaders meeting room
- Sufficient toilets and showers for athletes and officials
- Designated camping areas should be provided
- The venue must be in close proximity to shops or have meal facilities on site
- Information on accommodation options, medical and transport facilities must be provided in the first bulletin.
- Areas for parking boat trailers
- An area for storage and maintenance of the teams equipment, during the course of the competition
- Medical facilities

Scrutineering

- Scrutineering must be held on the Friday and Saturday and must be completed before the first game commences
- A scrutineering area (tent, a hall or something similar) must be provided
- A chief scrutineer must be identified for the tournament and approved by the ECA TD.
- Scrutineering stickers that are waterproof and will last for the duration of the competition

Technical

- Website with result and schedules
- A sound system must be set up to announce tournament information. This must extend to the athlete "area" so that announcements are clearly communicated.

Timescale

- Bid for a ECA Cup by the technical delegated in the previous year through the federation
- The Technical Delegate should be invited for a technical visit at least 13 weeks prior to the competition
- Invitation shall be send out 12 weeks prior to the competition (cf. § 6 ICF Canoe Polo competition rules)
 - Entry forms and deadline for the entry (cf. § 7 ICF Canoe Polo competition rules)
 - The fee for not having enough referees must be collected with the entry fee (cf. §6 F ECA Canoe Polo European Cup – Special Rules)
- The first bulletin shall be send out 10 weeks prior to the competition
 - Information on accommodation options, medical and transport facilities
 - Reminder of the deadline for the general application
 - Already entered teams
 - Organisation structure
- 5 weeks prior to the competition second bulletin

- Groups, participation teams, game system
- Reminder to send the final application for entrees (cf. § 7.6 ICF Canoe Polo competition rules)
- Scrutineering information
- The third bulletin shall be send out at 48 hours prior to the competition
 - Game schedule including referees
 - Reminder of the scrutineering

For ECC tournaments the following will also be required:

- Flags for each nation who participate at the competition

Requirements when hosting **European Championships**

Pitches

- Four pitches correct size and markings as laid out in ICF rules, with access by foot, to both sides of each pitch.
- Shot clocks must be provided on each side of the pitch
- Time and scoreboard information must be clearly visible to athletes and spectators
- Table officials must be provided
- Line judges with matching uniforms must be provided at each pitch
- At least three official game balls (for women and men) must be available at each pitch
- A second net should be inside the goals
- Nets should be erected behind the goals to stop overthrows
- 8 warm up goals or 4 warm up pitches.

Athlete village

- A covered changing area must be provided for each team
- An area for storage and maintenance of the teams equipment, during the course of the competition, must be provided
- Game schedules must be provided either printed or on a monitor
- Sufficient toilets and showers for athletes and officials must be provided and should be kept clean
- Access to drinking water must be provided
- Information on accommodation options, medical and transport facilities must be provided in the first bulletin.

Scrutineering-area

- Scrutineering stickers that are waterproof and will last the duration of the tournament.
- A scrutineering area (tent, a hall or something similar) must be provided with tables for boats and other equipment

Refereeing-area

- A dry shaded area for Referees to rest and communicate

- A referee timetable must be provided
- Drinking water/tea and coffee must be available for referees within this communal area
- Referee area should not be accessible by coaches, players or the public.

Venue

- A conference room must be available for team leaders/referee meetings
- Designated camping areas should be provided
- Parking areas should be provided for caravans and campers
- Separate parking areas must also be provided for spectators
- Separate parking areas should be provided for teams
- A VIP area must be available and should include drinks and snacks for the VIP's
- Lunch and dinner must be available for players at the venue
- Additional shops must be available for the public to purchase food and drinks
- Sufficient toilets and showers for spectators must be provided and should be kept clean
- Accommodation for referee's and ECA officials.

Technical

- Website with results and schedules
- Games should be "Live streamed".
- Wi-Fi should be available for athletes and officials
- A sound system must be set up to announce tournament information. This must extend to the athletes village so that announcements are clearly communicated.
- Press shall be informed and should just get access to the competition area not the athlete area

Transport

- Shuttles should be arranged to transport athletes and equipment from airports
- Shuttles should also be arranged to transport athletes and officials to and from official hotels

Security

- Medical facilities
- Security must control the entry to athlete and official areas so that, only, accredited persons can access these areas
- Professional security should be provided at the main competition entrance
- Overnight security must be available to protect athlete and official areas
- Safety measure must be developed to address, as best as possible, all types of transgressions including terrorism (trucks driven into crowds)

Opening Ceremony

- Flags and signs, for each Nation, must be provided
- The Europe Flag should be hoist up with the Europe anthem
- A podium must be provided for prize giving and should be sized sufficiently to allow both players and coaches to access all levels
- A location for the after party must be arranged

Timescale

- 3 years prior to the competition applications from the Federations to organise European Championships must be submitted to the Secretary General who will, after consultation with the appropriate Technical Delegate, submit them to the next Board meeting for their decision. (cf. § 12.3 ECA Statutes)
 - 1st October of each year: The ECA informs all National Federations of events which will be allocated at the 1st Board meeting of following year.
 - 1st January: deadline to declare the interest of bid by National Federations.
 - 15th January: The ECA publishes a list of interested National Federations for each event.
 - 1st March: deadline to submit bid documents and technical visit by the ECA Technical Delegate.

- Invitation shall be send out 12 weeks prior to the competition (cf. § 6 ICF Canoe Polo competition rules)
 - Entry forms and deadline for the entry (cf. § 7 ICF Canoe Polo competition rules)
- The first bulletin shall be send out 10 weeks prior to the competition
 - Information about local hotels with preferential rates for teams.
 - Information on medical and transport facilities
 - Venue information
 - Reminder of the deadline for the general application
 - Already entered teams
 - Organisation structure
- 5 weeks prior to the competition second bulletin
 - Groups, participation teams, game system
 - Reminder to send the final application for entrees (cf. § 7.6 ICF Canoe Polo competition rules)
- 2 weeks prior to the competition third bulletin
 - Game and referee schedule
 - Scrutineering and training slots