

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

Pitches

- The water must be of bathing quality (EU Bathing Water Directive (2006/7/EC))
- Four pitches with shot clocks and table officials
 - With access by foot to both sides of each pitch. If direct access is not possible walkie-talkie communication should be provided
- All lines should be tensioned to have continuously straight lines
- 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
- An emergency goal and pitch repair team should be available, to avoid delays caused by technical problems

Facilities

- A Team-leaders meeting room
- Shelter / tent in case of bad weather
- Sufficient toilets and showers for athletes and officials
- Designated camping areas
- The venue must be in close proximity to shops or have healthy food facilities on site
- Information on accommodation options, medical and transport facilities must be provided in the first bulletin
- Areas for parking boat trailers
- A sufficient parking area should be available for players and spectators
- An area for storage and maintenance of the team's equipment, during the course of the competition
- Medical facilities
- Waste facilities

Scrutineering

- Scrutineering must be held on Friday and Saturday and be completed before the first game commences
- A scrutineering area (tent, a hall or something similar) with adequate lighting
- 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
- Scrutineering equipment (gauges etc.) provided by the organisation

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.
- A Fixed location where spectators and athletes could see results and timesheets
- Anthems at closing ceremony link ICF website:
<https://www.canoeicf.com/national-anthems>

Timescale

- Bit 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, travel/accommodation costs to be met by host federation.
- 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 and contain
 - Information on accommodation options, medical and transport facilities
 - A reminder of the deadline for the general application
 - List of entered teams
 - Organisation structure
- 5 weeks prior to the competition second bulletin shall be sent out and contain
 - Groups, entered 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 and contain
 - 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**

The following must be provided by the host organisation

Pitches

- The water must be of bathing quality (EU Bathing Water Directive (2006/7/EC)) and should be tested prior the competition
- Four pitches which are the correct size and markings as laid out in ICF rules, with access by foot, to both sides of each pitch
- All lines should be tensioned to have continuously straight lines
- Shot clocks on each side of the pitch
- Time and scoreboard information that is clearly visible to athletes and spectators
- Table officials
- Line judges with matching uniforms at each pitch
- At least three official game balls (for women and men) at each pitch
- A second net inside the goals
- Nets should be erected behind the goals to stop overthrows
- 8 warm up goals or 4 warm up pitches
- An emergency goal and pitch repair team should be available, to avoid delays caused by technical problems
- Grandstand at the pitches

Athlete village

- A covered changing area for each team
- An area for storage and maintenance of the team's equipment, during the course of the competition
- Game schedules either printed or on a monitor
- Sufficient toilets and showers for athletes and officials which are kept clean throughout the tournament
- Access to drinking water
- Information on accommodation options, medical and transport facilities 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) with adequate lighting and tables for boats and other equipment
- Scrutineering equipment (gauges etc.)

Refereeing-area

- A referee timetable
- Drinking water/tea and coffee available for referees
- Referee area should not be accessible by coaches, players or the public.
- Live feed of the games provided to tent, or positioned so referee's can see the matches.

Accreditation

- Accreditation-office
- The card must be worn around the neck with a lanyard. A card that only attaches with a clip is not acceptable.
- All accredited players and official details must be provided in advance to the organisation. Accreditation cards should then be available for team leaders to collect from the accreditation desk before the competition starts
- Different colours for press, athletes, officials

Press/Media-area

- A dry shaded area for the press
- Enough power points
- Access to the internet
- Results and game schedules
- Press shall be informed and should just get access to the competition area not the athlete area

Venue

- A conference room for team leaders/referee meetings
- Designated camping areas
- Parking areas for caravans and campers
- Separate parking areas for spectators
- Separate parking areas for teams
- A VIP area must be available and should include drinks and snacks for the VIP's
- Lunch and dinner for players at the venue
- Additional shops 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.
- Waste facilities

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.

Transport

- Shuttles should be arranged to transport athletes and equipment from airports(chargeable to teams)
- 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 in place to address, as best as possible, all types of transgressions including terrorism (trucks driven into crowds)

Opening/Closing Ceremony

- Protocol as per ICF guidelines
- Flags and signs, for each Nation, must be provided
- The ECA Flag should be hoisted up with the ECA anthem
- A podium for prize giving which is 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.

- Invitations 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 and contain
 - Information about local hotels with preferential rates for teams
 - Information on medical and transport facilities
 - Venue information
 - A reminder of the deadline for the general application
 - A list of entered teams
 - Organisation structure
- 5 weeks prior to the competition second bulletin should be sent out and contain
 - 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 should be sent out and contain
 - Game and referee schedule
 - Scrutineering and training slots
 - Referee travel costs per team