

**Annex No. 2**  
**EWBL 2018/2019**  
**The guide for PLAY-OFF games**

**Obligations of the organizers.**

1. No later than 10 days before the Play-off game, all the information must be sent to EWBL members to e-mail address [ewbl@ewbl.eu](mailto:ewbl@ewbl.eu)
2. No later than 7 days before the Play-off game the organizers (home teams representatives) should communicate with the guest team to clarify / specify the following:
  - The date, time and place where the team arrives and where you should welcome the team.
  - The number of people of the delegation.
  - Please try to help with the paperwork (such as making visa and so on).
3. Provide the transport:
  - When the team arrives in the city from the airport / bus station / station to hotel / gym - the day of arrival and the day of departure - transport should be free of charge (if is no further than 50KM).
  - If a team comes to another city (not the one where the stage will be held) from the airport / bus station / station to the city where the tournament is organized, the team should pay for the transport.
4. Provide transport to the games and after the games if the gym is located more than 1000 m away from the hotel.
5. Please make information guides to give to the coaches and to heads of delegations with the information needed – game schedule, city maps, information with gym and hotel address and numbers and any other information needed.
6. The organizers of the game should cover accommodation for the guest team (17 persons + referee) included 3 meals.
7. Accommodation in hotel 3\*\*\* or more, 7 x 2 (twin rooms) 4 x 1 (single rooms)
8. Stage organizers provide training time to team in game arena on the arrival day or the morning of Play-off game day a minimum of 90 minutes.
9. If the teams agree to each other – there can be made changes to the points number 5,6. and 7.
10. Providing the gym:
  - Gym that is under conditions of FIBA.
  - Place for 300 spectators or more.
  - Scoreboards and 24sec. in good working conditions.
  - Flags of participating countries and EWBL flag.
  - In the gym should be placed sponsors' and EWBL advertising banners (attachment No.3)
11. For every game to provide:
  - Table officials with license.
  - EWBL game protocols.
  - 3 Referees (one from home team, second from guest team and third referee for Play-off game will be delegate from EWBL FIBA head referee Oscars Lucis. All expenses (salary, hotel, meals, trip to stage, etc.) for third referee must be covered by Play-offs game organization team) has to be find 12 day's before Play-off game.
  - Basketball approve by FIBA (Molten, Spalding, etc.)
  - Official game statistic (online statistic) using FIBA LiveStats program.
  - Livestream Play-off game to EWBL YouTube account. If Livestream will be shown in other channel, organization team must provide EWBL with link to the game not later 24h. After game provide guest team with video material or upload on EWBL server.
  - Provide photographer (30 pictures form game).
  - Water for the team to the game and practice (not less then 18 l per game).
  - Water for the referees (1,5 l per game).
  - Snacks for referees for each game (fruit, cookies, etc.)
  - Room for doping control.
12. The protocol of statistics must be sent every day to this address – [web@ewbl.eu](mailto:web@ewbl.eu)
13. In case of any arguments or situations that the organizers are not able to solve – inform EWBL board members immediately.