

Annex No. 1
EWBL 2018/2019
The guide of
organizing the stages

Obligations of the organizers.

1. Take your time (30 days before the stage) to communicate with teams coming to the organized stage 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).
2. 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 then 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.
3. Provide transport to the games and after the games if the gym is located more than 1000 m away from the hotel.
4. 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.
5. Hosting every team (17 persons + referee) starts with the teams arriving (day before the competition starts), being able to go to hotel from 12:00 o'clock. The end of hosting is at the last day of the tournament. Meals for the teams starting from the arrival day - dinner until the last day's lunch (3 game day's - 9 meals, 2 game day's - 6 meals).
6. Accommodation in hotel 3*** or more, 7 x 2 (twin rooms) 4 x 1 (single rooms)
7. Stage organizers provide training time to all teams in game arena on the arrival day or the morning of stage day a minimum of 60 minutes.
8. 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)
9. For every game to provide:
 - Table officials with license.
 - EWBL game protocols.
 - 3 Referees for each game (one from home team, second from guest team and third referee for all games will be delegate from EWBL FIBA head referee Oscars Lucis. All expenses (salary per game 70.00 EUR, hotel, meals, trip to stage, etc.) and for third referee must be covered by stage organizer team.
 - Basketball approve by FIBA (Molten, Spalding, etc.)
 - Official game statistic (online statistic) using FIBA LiveStats program.
 - Livestream games to EWBL YouTube account. If Livestream will be shown in other channel, organization team must provide EWBL with link to the games 24h before game starts. After each game provide both teams with video material or upload on EWBL server.
 - Provide photographer to all games (15 pictures from one 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.
10. The protocol of statistics must be sent every day to this address – web@ewbl.eu
11. In case of any arguments or situations that the organizers are not able to solve – inform EWBL board members immediately.