These regulations for the stage organizer are approved by the EGCA Competition Committee on 26th June 2023 and they are valid during the EGCA - Champions League & Women's Champions League season 2024.

There are first in section I the general instructions for the stage organizer and in the section II there will be exactly detailed requirements & responsibilities of the stage organizer.

## I - GENERAL INSTRUCTIONS

The stage organizer of the EGCA - Champions League is responsible to ensure that following issues are happening in order for the tournament;

A. To conduct the tournament smoothly;

B. To choose and invite referees according to the list of IBSA level II and III referees;

C. To provide teams with information related to EGCA – Champions League as soon as possible;

D. To control preparation for the tournament and attempt to help solving possible problems (keep up good communication, send invoices for registration fees and participation fees as well as the entry form in time);

E. To organize the prize giving at the end of the tournament;

F. To look for sponsors and partners to fund the stage;

G. To release information related to the EGCA – Champions League to the media;

H. To give information to the EGCA Competition Committee after the stage;

I. To create Facebook event for the stage that includes information about the event;

J. To publish results and additional info during the tournament on www.egca.info website and on social media channels;

K. To provide officials to the tournament (table officials and goal judges) and take care that they are well educated before the games;

L. To provide all the equipment that are needed in goalball as tactile cord, high quality floor tape, eye batches, goalballs, timers and official table equipments;

M. To organize livestream by Goalball TV YouTube channel for raising the knowledge and the coverage of goalball and offering a chance to all goalball fans all around the world to follow the games;

N. To ensure that all the information about team line-ups, participating referees and the game schedule is updated on www.egca.info website not later than 10 days before the start of the tournament;

O. To organize some demonstration events of goalball around the stage to get people playing the sport, be familiarized with rules of the game and start to follow goalball actively;

P. If a stage would be cancelled the organizer must inform participating clubs and referees immediately and refund all the fees that participating clubs have already paid.

## II - EXACT REQUIREMENTS & RESPONSIBILITIES

ACCOMMODATION & MEALS

- An organizer of a stage is responsible to arrange hotel accommodation for teams and referees.  People should be accommodated in double or triple rooms;

- There should be also option to have a single room (the organizer can take some extra cost for a single room, maximum 50 € / person / night);

- Hotel rooms must include minimum: own toilet & shower, air conditioning;

- The organizer should offer following meals: dinner on arrival day, breakfast, lunch and dinner on competition days, breakfast and lunch on departure day);

- Breakfast should be served at the hotel. The organizer is responsible to take care that participants have enough time to eat the breakfast before they have to go to the venue;

- Lunch should be served primarily at the venue or maximum 10 minutes walk from the venue;

- Also dinner should be served at the hotel. In some cases dinner can be served in a different place but the place shouldn't be over 15 minutes trip from the hotel;

- The distance between hotel and the airport can be maximum 1,5 hours and between hotel and the venue maximum 30 minutes.

CANCELLATION / POSTPONEMENT

- If an organizer of a stage have some problems to organize the stage in scheduled dates it should be informed immediately to the EGCA Competition Committee but minimum 60 days before a preliminary date when the stage should be kicked-off;

- The organizer should try to find new dates for the stage with the EGCA Competition Committee;

- If the organizer must cancel the stage it's responsible to refund all the payments that the participating clubs have already paid.

DEADLINES

Qualification Stage:

- An organizer of a qualification stage should send an invoice of the registration fee to the participating clubs not later than 60 days before the start of the stage. Registration fee is 500 € / team:

\* Deadline of the payment of the registration fee for the participating clubs is 45 days before the start of the stage;

\* This 500 € registration fee will be discounted from total amount of the participation fees;

\* If some club haven't paid the registration fee until the deadline they will lose their place in the tournament and that place will be offered to another club if there are more than 10 registered clubs for the stage;

\* If a club has paid the registration fee and it would cancel its participation without really serious reason the organizer is not response to refund the fee. EGCA competition committee makes the final decision of the refund.

- The organizer should send the entry form and invoice of the participation fees not later than 40 days before the start of the stage;

- Entry form must be returned and participation fees paid by the participating clubs not later than 20 days before the start of the stage;

- The organizer should send all the relevant information about the tournament (game schedule, team line-ups, list of referees, transportation schedule etc...) to the participating clubs, referees and EGCA representative not later than 14 days before the start of the stage;

- The organizer should ensure with the EGCA representative that all the relevant information of the stage will be updated on egca.info website not later than 10 days before the start of the stage.

Final stage & Women's Champions League

- An organizer of the final stage & Women's Champions League should send the first entry form not later than 60 days before the start of the stage and it should returned by the participating clubs not later than 50 days before the start of the stage;

- The organizer should send the second entry form and the invoice of the entry fees not later than 45 days before the start of the stage. Entry form should be returned and the payments paid by the participating clubs not later than 30 days before the start of the stage;

- The organizer should send all the relevant information about the tournament (game schedule, team line-ups, referees, transportation schedule etc...) to the participating clubs, referees and EGCA representative not later than 21 days before the start of the stage;

- The organizer should ensure with the EGCA representative that all the relevant information of the stage will be updated on egca.info website not later than 14 days before the start of the stage.

EGCA REPRESENTATIVE

- EGCA Competition Committee will nominate always one representative from the committee who works physically at the stage together with a local organizing committee;

- The organizer should cover all the expenses of travel, local transportation, accommodation and meals for the EGCA representative during the stage;

- EGCA representative is an individual who is not part of the stage as an athlete, coach or referee and who has for example following responsibilities:

A. To represent the Association with the official entities present in the event;

B. To ensure good tournament organization within fair play;

C. To assist the organizer;

D. To collect information and data for communication platforms;

E. To prepare a report on the organization;

F. To work as a part of the tournament jury.

FINANCE & FEES

- An organizer of a stage is responsible to look for enough funding to ensure that all of the requirements of the high level competition will happen during the stage;

- The organizer can freely make agreements with sponsors and partners to fund the stage;

- EGCA Competition Committee can help the organizer to find fund channels but EGCA is not responsible to cover some possible economical losses of the stage for the organizer;

- In some cases main sponsors of the EGCA - Champions League or generally EGCA should get their logos and advertisements to be shown at the venue of the stage as well as in the live broadcast;

- Registration fee is 500 € / club and it will be discounted from the total participation fee of a club;

- Full participation fee / person for the qualification stage is maximum 260 € and it includes all the requirements which are presented in this document:

- Light participation fee is maximum 90 € / person and it includes:

\* Participation in the tournament

\* Transportation from the airport, central railway station or harbor on arrival day to the accommodation place and back on departure day;

\* Lunch during competition days.

Attention: If a club choose light participation fee they are responsible to arrange accommodation, meals (except lunch) and transportation between your accommodation place and the venue during competition days by their own.

- Full participation fee of the Final Stage & Women's Champions League is maximum 320 € / person and it includes all the requirements which are presented in this document;

- Light participation fee of the final stage is maximum 110 € / person and it includes:

\* Participation in the tournament

\* Transportation from the airport, central railway station or harbor on arrival day to the accommodation place and back on departure day;

\* Lunch during competition days.

Attention: If a club choose light participation fee they are responsible to arrange accommodation, meals (except lunch) and transportation between your accommodation place and the venue during competition days by their own.

GOALBALL EQUIPMENTS

- An organizer of a stage is responsible to provide and ensure that there are enough following equipment for the tournament:

\* Goalball goals;

\* court tape and rope;

\* game balls (one ball / 4 games);

\* eye-batches;

\* score board and timer;

\* writing equipment for a score keeper;

\* 10 second timers for 10 sec referees;

\* first-aid equipment.

LIVE BROADCAST

- All the games of the EGCA - Champions League will be live broadcasted on Goalball TV YouTube channel;

- An organizer of a stage is responsible to provide all the equipment which are needed for the live broadcast (EGCA offers only technical help);

   - EGCA is responsible to look for the English commentary for the live broadcast;

- The organizer is responsible to be ready to cover the expenses of the live broadcast (technical equipment & commentators);

- The organizer should nominate some response person for the live broadcast and ensure that there is always someone to help with the live broadcast issues.

LOCAL TRANSPORTATION

- An organizer should arrange transportation for teams and referees from the nearest international airport, central railway station or harbor before the stage and back after the stage;

- The organizer should arrange also transportation for clubs, referees and EGCA representative during competition days if a walking distance between the hotel and the venue is over 1000 meters;

- Local transportation should be made by a car, mini bus or bus (not public transportation).

OFFICIALS

- All the officials can come (goal judges, score keepers, timers and live broadcast monitors)from the same country than the organizing club;

- The organizer should take care of recruiting, educating, scheduling and monitoring the officials.

PENALTY

- Depending on a report of an EGCA representative and all the feedback that EGCA Competition Committee will get from the participating clubs and referees about a stage, the Competition Committee can impose maximum 500 € penalty for an organizer who has neglected its obligations and responsibilities.

REFEREES & TECHNICAL DELEGADE

- An organizer of a stage should invite 6 - 12 referees to a stage depending the amount of games in the tournament;

- Referees must be IBSA level II or III;

- 50 % of referees can come from the same country than the organizing club of the stage;

- The organizer should cover travel costs as well as local transportation, accommodation and meals during the stage for referees;

- The organizer should decide together with the EGCA Competition Committee the technical delegate to the stage who is working in the tournament jury, monitor that the tournament runs by the book and make schedule for the referees.

RESPONSE PERSONS

- The organizer should nominate for a stage /a person can have more than one task):

\* Contact person (a person who takes care of all the contacts between the organizer and EGCA, participating clubs, referees and media representatives);

\* Technical delegate (an experienced person who takes care of all the important and urgent issues, tournament equipment and monitor that a stage runs by the book). EGCA Competition Committee will help in this case.

\* Response person for the live broadcast (a person who can deal with livestream equipment and handle technical issues. This person also monitor that there is always some person to help live broadcast team in their work)

\* Response person for the results, website & social media updates

\* Response person for first-aid: the organizer should provide all the equipment for first-aid and also be ready to help people to get to a hospital in some serious injury cases.

SOCIAL MEDIA & EGCA WEBSITE

- An organizer of a stage is responsible to market the stage on social media together with EGCA media group;

- The organizer should create a Facebook event for the stage where the organizer offers information, results and photos from the stage;

- The organizer will get also administration access for EGCA Facebook page and egca.info website;

- There is own event page of a stage on egca.info website where the organizer should add information, photos, results and other content concerning the stage.

TROPHIES

- An organizer of a qualification stage is responsible to provide trophies for:

\* The best team of the stage

\* The most valuable player (MVP) of the stage

\* Also the best scorer can be awarded but it's not compulsory

- An organizer of the final stage and Women's Champions League is responsible to provide medals for three best clubs of both tournaments and trophies for:

\* The winner of the EGCA - Champions League 2024 and the winner of the EGCA - Women's Champions League 2024;

\* The best scorer of the final stage of the EGCA - Champions League 2024;

\* The best scorer of the EGCA - Women's Champions League 2024;

 \* The MVP of the final stage of the EGCA - Champions League 2024;

\* The MVP of the EGCA - Women's Champions League 2024.

VENUE

- An organizer of a stage is responsible to arrange a high quality sport hall / halls to be used as a venue of a stage

- Recommendation for size of the sport hall is minimum 500 square meters;

- There must be a proper spectator area at the venue;

- There should be a proper sound system at the venue for the announcer and music;

- There must be air conditioning at the venue;

- There should be minimum four changing rooms at the venue and changing rooms should include showers;

- Toilets should be also located close to the changing rooms;

- There should be some proper area for warming-up at the venue.