



Fédération Internationale de Tchoukball  
International Tchoukball Federation

## RULES AND REGULATIONS FOR FITB EVENTS

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# 1 General points

## 1.1 Definitions

Events: This term includes World Championships, Tchoukball events, Festivals, organised in the context of IWGA World Games, Continental Championships, World Beach Tour stopovers, World Youth Tchoukball Championship, and any other international events organised under the sponsorship of the FITB. The whole event, from the first to the last day of the official dates set by the FITB and the organiser.

FITB family: The FITB representatives for the event, and FITB Executive Committee members

World Tchoukball Championships (WTC): Major international event organised under the sponsorship of the FITB which gathers national teams from all over the world.

Continental Tchoukball Championships (CTC): Major continental event organised under the sponsorship of the FITB which gathers national teams from the same continent (or from the same continental federation).

World Beach Tour (WBT): Series of Beach Tchoukball events organised under the sponsorship of the FITB. These events (called the WBT stopovers) gather teams but not necessarily national teams.

World Youth Tchoukball Championships: Major youth event organised under the sponsorship of the FITB. These events gather national teams from all over the world.

Delegation: A delegation consists of all the players, coaches, trainers, assistant-trainers, media liaison officers, referees, FITB General Assembly delegates, and any other person registered to the event by the national federation.

Team: The group of people in a delegation that can play in a tournament (i.e. the players).

Officials: Members of the event's organising committee, FITB representatives, and national delegates to the FITB General Assembly.

FITB Representative(s): Person(s) nominated by the FITB to represent the FITB on-site.

Tournament: All the matches of a category, for instance 'the Men Tournament' or 'the Junior M18 Tournament'.

Match: The entire period of time played, including breaks between the three periods or sets and possible extra time. The match does not include the warm-up session, entrance and presentation of teams, the time spent to draw lots, etc.

Game: The game includes the match, as well as the warm-up session, entrance and presentation of the teams, the time spent to draw lots, etc.

Organiser: The organiser is the judicial entity (person, association, national federation, etc.) to whom the FITB assigned responsibility of the organisation of the event.

FITB: FITB means the FITB Executive Committee.

FITB Commissions: The various FITB commissions implicated in the organisation and progress of the event.

Participants: each person attending the events unless otherwise specified

Rules & Regulations of FITB Events: The documents "EE-01-RR\_Vn\_nRules&RegulationsforFITBEvents.pdf and EE-04-RR\_Vn\_nRules&RegulationsOrganizationofFITBEvents.pdf" n\_n being the version number i.e. V3\_0

## 1.2 Terminology

In the present document, the masculine is used for purely practical reasons. In every case where this applies, one must hear both the masculine and feminine with no discrimination whatsoever.

## 1.3 Abbreviations

The following abbreviations are used:

FITB: International Tchoukball Federation

OC: Organising Committee

NF: National Tchoukball Federation (plural: NFs)

WTC: World Tchoukball Event

CTC: Continental Tchoukball Event

WYTC: World Youth Tchoukball Event

WBT: World Tchoukball Beach Tour

WUTC: World University Tchoukball Event

CUTC: Continental University Tchoukball Event

#### **1.4 Goals of FITB events**

The organisation of FITB events shall aim at different general goals. Some goals are common to all events. That is:

- a. To encourage exchanges and bonding between a maximum of persons worldwide while ensuring the establishment of a strong ethical framework;
- b. To use FITB events to enhance the development of Tchoukball throughout the world;
- c. To allow players to participate in high quality events;
- d. To participate in financing the FITB.

In addition, there are other goals that depend on the type of events (WTC, CTC WUTC, CUTC, or WBT stopover). The following paragraphs provide information on these specific goals, which should therefore allow organisers to set their objectives and priorities accordingly. These goals are also used as reference when assessing the success of an event.

Additional specific goals to World Championships:

- a. To aim at excellence in every key area of the event;
- b. To allow the world's Tchoukball players to participate in particularly motivating tournaments;
- c. To make the best use of the event to further promote Tchoukball on a local, national, continental and international scale;
- d. To offer federations and players a particularly exciting objective that will motivate them to improve their game level;
- e. To show that the organisation of a Tchoukball event can be of very high quality and offer high quality games.
- f. To educate players, coaches, referees, spectators on the beauty of the game, and allow them to discover and make new friendships throughout social activities, and exchange Tchoukball knowledge, skills, and competencies

Additional specific goals to Continental Championships:

- a. To help teams to improve their game, coaching, and refereeing levels;
- b. To try including teams coming from countries that could never before (or rarely) take part in FITB events;
- c. To allow Tchoukball players from every country to participate in international events while limiting financial costs.

Additional specific goals to World Beach Tour stopovers:

- a. To offer Tchoukball players Beach Tchoukball events and their very specific atmosphere as an alternative, or an addition, to indoor events;
- b. To help teams to improve their game level;
- c. To take advantage of the characteristics of Beach Tchoukball events (downtown stadium, laid-back and joyful atmosphere, etc.) to further promote Tchoukball and Beach Tchoukball.

Additional specific goals to World Universities, and Continental Universities Tchoukball Events

- a) Offer an opportunity to show Tchoukball researches.

#### **1.5 Competence**

The present document was elaborated by the FITB Executive Committee, which is the only entity with the competence to modify it.

Upon written request, the FITB can grant derogations to the present document. The request must be sent to the FITB within a reasonable time limit and shall contain clear argumentation as regards grounds for requesting the derogation. Derogations can be accorded in particular to attain goals mentioned in section 1.4.

In an emergency or exceptional situation (in particular during the course of an event), the FITB can take decisions in derogation of the present rules and regulations.

## **2 Organisation**

### **2.1 General Points**

If the organiser which to organise the event under the umbrella of the FITB the organiser agrees to the terms set in both the “Rules & Regulations of FITB Events” and the contract signed between the two parties (see section 2.5).

A FITB representative is present on-site while the entire event lasts. He/she is the person the organiser has to speak to for all questions regarding the FITB. If needed, the representative can refer to the FITB.

If the organiser creates a specific logo for the event, the latter can be freely used by the FITB for any purpose, including possible sale to its partners.

### **2.2 Titles of events**

The world events are called “FITB World Tchoukball Championships” followed by the year, for instance: “FITB World Tchoukball Championships 2004”. The abbreviation “FITB WTC 2004”, as well as additional mention of the country as in “FITB World Tchoukball Championships 2004 Taiwan” or “FITB WTC 2004 Taiwan”, is authorised. The name of the country must be spelled in English.

The same is true for the World Youth Tchoukball Events.

The world universities events are called “FITB World Universities Tchoukball Championship” or “FITB Continental Tchoukball Championship” followed by the year of the event.

The continental championships are called “FITB Continental Tchoukball Championships” followed by the year, the country in English if desired, and the name of the relevant continent. Abbreviations are also authorised:

- a. Europe: “FITB European Tchoukball Championships YYYY”, “FITB ETC YYYY”, “FITB European Tchoukball Championships YYYY Italy”, “FITB ETC YYYY Italy”.
- b. Asia: “FITB Asian Tchoukball Championships YYYY”, “FITB ATC YYYY”, “FITB Asian Tchoukball Championships YYYY India”, “FITB ATC YYYY India”.
- c. North America: “FITB North American Tchoukball Championships YYYY”, “FITB NATC YYYY”, “FITB North American Tchoukball Championships YYYY Country Name”, “FITB NATC YYYY Country Name”.
- d. South America: “FITB South American Tchoukball Championships YYYY”, “FITB SATC YYYY”, “FITB South American Tchoukball Championships YYYY Argentina”, “FITB SATC YYYY Argentina”.

World Beach Tour stopovers shall be named by agreement between the organiser and the FITB. The title given to a stopover will at least display the name of the city hosting the event and the year, for instance “Geneva Tchoukball YYYY”. Mentioning “Beach” is advised, for instance “FITB Geneva Tchoukball Beach YYYY”.

### **2.3 Spacing of events**

In principle, WTC and WYTC are organised every two years, on odd years. When Tchoukball is scheduled to take part in the IWGA World Games, WTC is in principle not organised during that year. The organisation of Tchoukball events during IWGA World Games is done on the same basis as the organisation of WTC.

In principle, continental championships are organised every two years on each continent, on even years between the WTC years.

In principle, the WBT takes place every season. A season starts on 1 January and ends on 31 December of the same year.

### **2.4 Application and attribution**

All national federations member of the FITB can apply for organising WTC, WYTC, CTC, WUTC, CUTC, and WBT.

National federations can delegate, in part or in whole, the organisation of an event to an association or a local company (Tchoukball club, Tchoukball regional association, city or state/county, sports events company, etc.). Such delegation of responsibility must be clearly laid down in the application file.

Belonging to a federation member of the FITB is not a compulsory requirement for applying to organise a WBT stopover.

Each candidate to the organisation of a FITB event must fully fill in the application form "Application form to organise a FITB event" (EE-02-FRR FITB Application FormInternEvent) along with a complete information package, and submit it within the time limit set down by the FITB.

The information package must include but not limited to the following information:

- Budget, including the estimate registration fee
- Venues: training, competition, meeting, and accommodation venues
- type of competitions: adult, youth, round robin, pool tournament, match schedule etc.
- training or workshop provided: coach, referee, players etc.
- pictures of the facilities if possible.
- any other useful information to make the application successful

Upon request by the FITB, the organiser should undertake any means to arrange for the FITB to be able to inspect the location(s) and building(s) to be hosting the event.

The FITB Executive Committee attributes the organisation of an event to a candidate.

Depending on the number of applications and their quality, there should be a rotation between the continents and countries organising the WTC, CTC, WUTC, and CUTC. On the contrary, as far as the WBT is concerned, It could be organised at the same location every year if the organiser which to do so.

The successful candidate, upon winning the bid, shall pay a hosting right fee which is of US\$ 3,000.00 for the WTC, WUTC, and US\$ 2,000.00 for the WYTC, CTC, CUTC, WBT, and any other events. For friendly games between countries a fee of US\$ 300 shall be paid at the time of the application. This fee shall be paid within one month after the signature of the agreement. In case that the candidate does not organise the event, then the deposit is not refundable. After the organisation of the event the amount will be reimbursed to the NF.

Deadlines:

- 1) J– 30 to 36 months: FITB announces the bid opening windows by newsletter or other mean
- 2) J– 24 months: the NFs have at least 6 months to make their bid
- 3) J-22 months: the FITB ExCom takes decision and inform the winner
- 4) J-20 months: the winning candidate sign the contract and J – 19 months it pays the registration fee.

Note: (J being the first day of the year of the event)

## **2.5 Contract for the organisation of a FITB event**

To validate the attribution of an event, a contract (EE-03-CRR\_FITBAttributionContractInternEvent) shall be signed between the FITB and the organiser, within one month following the official attribution. This contract shall contain, among other things, information on:

- a. Rights and duties of the two contracting parties;
- b. Rights and responsibilities regarding marketing, sponsoring and advertisement of the event;
- c. Rights and responsibilities regarding the event's media coverage;
- d. Financing and budget of the event;
- e. Possible derogations to the "Rules & Regulations of FITB Events".

The "Rules & Regulations of FITB Events" are to be fully incorporated into the contract for the organisation of the event.

## **2.6 Structure of the organisation of an FITB event**

Before signing the contract, the organiser must clarify its legal personality and the legal framework applying to the event's organisation (see section 2.5). This legal framework (legal liability, procedure in the case of a deficit in the budget, etc.) must be specified in the contract and shall be the reference in the case of any legal dispute arising between the FITB and the organiser.

The organiser nominates the members of the organising committee to whom the following tasks shall be clearly attributed: financing and sponsoring; technical management (venue of the events, refereeing, refereeing training, coaching training, players training, match schedule, social activities etc.); transport; accommodation and catering; ceremonies and VIPs; media and communication; medical and security services.

### **3 Financing**

#### **3.1 Costs borne by the organiser**

The organiser is responsible of all financial issues relating to the organisation of the event on-site.

The organiser shall finance the event by way of sponsoring receipts, teams' (or participants') registration fees, public subventions or any other source of income.

The organiser must in particular bear the following costs:

- f. Costs related to the presence of a paramedical team on the location(s) of the events. These costs do not include costs relating to possible hospital stays, including transport to the hospital, which shall be borne by the affected delegation.

#### **3.2 Accommodation fees for teams/participants**

The organiser fixes the registration fee which each participant (player, coach, trainer, referee, FITB delegate, official, other) and/or team must pay to participate to the event in agreement with the FITB and the organiser. The FITB recommends a maximum fee of US\$80 per participant/per day for the registration fee.

The registration fee must allow the participants to benefit at least from the following services:

- a. Accommodation with 3 meals per day during the entire duration of the event, in accordance with the conditions laid down in sections 10.1 and following.
- b. Booking and renting of the sport infrastructures;
- c. Transport from the international airport specified by the organiser to and the location of the events and return, in accordance with conditions laid down in section 10.1 and following;
- d. If needs be, transport between accommodations, catering facilities and the venue(s) of the events, in accordance with conditions laid down in section 10.1 and following
- e. Medals, cups, t-shirt, and certificates, in accordance with indications laid down in section 7;
- f. Free access to a high speed internet connexion such as Internet Cafe

Services that are not covered by the registration fees (certain kinds of drinks, massages, etc.) must be announced as such by the organiser in the event's presentation document.

Transport costs from the country of origin to the international airport specified by the organiser in the host country must be borne by the participants.

The organiser shall try its best for allowing a maximum of delegations to participate to the various tournaments. In this view, the organiser can offer delegations for which the set registration fees constitute an insuperable obstacle to their participation to pay lower fees.

#### **3.3 FITB Event fees for teams/participants**

The FITB event fee must include a lump sum of US\$ 100 for the WTC, WUTC and US\$ 50 for the CTC, CUTC per participant. Concerning WBT stopovers, a lump sum of US\$ 30 per participants is paid by the organiser to the FITB at the latest one month after the end of the event.

In case of the participation of team(s) from non-member country, the first participation to FITB event, the FITB event fee is waived for the players. The second participation of team(s) of the same country, the players have to pay the FITB event fee. The third participation the country shall be a member of the FITB or the candidate application for membership shall be received at the time of the event.

Referees do not have to pay this fee unless they are also player. In the case they wish to play they will pay 50% of the player fee.

The FITB event fee for youth participants i.e. M 18 year old (the participants is 18 year old on December 31 of the year of the event) shall be US\$ 25 per participants for WTC, CTC, WYTC, WUTC, CUTC, and WBT

The FITB event fee for "FITB Friendly games" and "FITB Friendly Event" shall be US\$ 50 per team. For a description of the two types of events see: EE-04\_Rules&regulationsOrganizationFITBEvent file point 1.1.



Under special circumstances the FITB may allow a reduction of the FITB Participant event fee in a case by case basis.

The FITB Participant **event fee shall be paid by the NF the day following the opening ceremony, if** derogation is needed, it shall be paid within one month (30 days) following the opening ceremony. The derogation can be given to the organizer by the FITB president, in written.

### **3.4 Budget and accounts**

With the application of the organiser, a detailed budget, including justifications and explanations, must be presented by the organiser before signing the contract.

The event's accounts must be balanced at the latest 2 months after the last day of the event. They have to be sent to the FITB for information. They must clearly highlight both budgeted and effective sums.

## **4 Sponsoring and advertisement**

### **4.1 General points**

Rights, FITB fee, and duties relating to sponsoring and advertisement of FITB events are laid down in the contract signed between the FITB and the organiser. Unless the FITB decides otherwise, the terms of the agreement should take up the elements quoted in sections 4.1 to 4.4.

### **4.2 Priority of FITB sponsors**

FITB events being essential in generating visibility for FITB sponsors, the organiser of the event shall undertake all means available to provide the greatest visibility possible to these FITB sponsors in all the activities linked to the events before, during and after the event.

Sponsors and official providers under contract with the FITB are classified by product categories. The categories are specified in the contract signed between the FITB and the organiser.

### **4.3 Visibility of FITB sponsors**

The organiser provides the same services to the FITB partners than its sponsors.

The organiser has no rights whatsoever over any services provided to the FITB by its own sponsors. The FITB may at its discretion, offer FITB's sponsor services

The organiser is responsible for ensuring that FITB sponsors obtain services regarding the event (advertising banners permanently, correctly and neatly fixed; FITB sponsors' logos placed on all printed material realised by the organiser; logo(s) displayed on the location of the event; etc).

If the organiser wishes to use the FITB logos it must inform the FITB of all printed material he intends to realise in the context of the event, so that the FITB can decide if some types of printed material is inappropriate for displaying the FITB logos.

The organiser shall offer, free of charge, to each team to have a banner (maximum dimension of 3m x 1m) exposed in the sport facility.

### **4.4 Limited rights of the organiser, and FITB fee, with regards to sponsoring and advertisement**

No tobacco, alcohol brands or armament company shall benefit from the visibility of the event.

Any gross income from sponsoring, marketing, and television broadcasting rights or other transmission rights received by the Organiser shall be divided according to the "Rules & Regulations of FITB Events" and the agreement as follows:

Ten percent (10%) shall go to FITB and ninety percent (90%) to the Organiser. All the rights are calculated on gross income. The revenues in kind value will not be included in the calculation.

The FITB can at all time and if it deems necessary add other categories of sponsors to the list written down on the contract signed between the FITB and the Organiser.

### **4.5 Regulations on display of sponsors, Advantage and Benefits.**

The goal of these regulations is to offer the same opportunities to the FITB and organizer's sponsors. The organizer shall follow these guidelines for the sponsors' logo display before, during and after the event.

The FITB offers various levels of sponsorship and marketing opportunities, from as simple as friend of Tchoukball sponsorship of individual events to marquee partnership status with the sport. Below are only a few ways that the FITB could use a sponsor's help.

The sponsorship program is based on six level of sponsorship: Friend of Tchoukball, Bronze, Silver, Gold, Platinum, Marquee

The level of sponsorship in US\$ is up to:- Friends of Tchoukball: US\$ 500  
 - Bronze: \$2,000  
 - Silver: \$8,000  
 - Gold: \$15,000  
 - Platinum: \$80,000  
 - Marquee: \$80,001 and up

See the table below for the benefits of each level of sponsorship.

**Level of sponsorship available:**

OFFRE DESCRIPTI ON	COMMENTS	MARQUEE	PLATINUM	GOLD	SILVER	BRONZE	FRIEND
<b>WEB SITE TCHOUKBALL.ORG</b> *one year contract							
The home page of Tchoukball.org	Insert the Logo and link on the home page	√					
Other page of the site	Insert the logo and link randomly to the other pages	√	√				
Home page of Tchoukball.org	Insert the logo of the company (no link attached)	N/A	√	√			
The partner page	Insert Logo and link on the top of the partner page	√	√	√			
The partner page	Insert Logo and link on the partner page	N/A	N/A	N/A	√		
The partner page	Insert Logo on the partner page	N/A	N/A	N/A	N/A	√	
<b>FITB EVENTS</b> *one year contract							
Two slots of ad around the courts		√					
One slot of ad around the courts		N/A	√				
One slot of ad around the main court		N/A	N/A	√	√		
Booth offered on site		√	√	√			
Booth available with a fee					√	√	

Logo at the place of the interview (background)		√	√	√				
Logo Banner on the main court		√	√	√				
List and Logo at the entrance of the sport hall		√	√	√	√	√		
Public announcement during the event once a day		√	√	√				
Public announcement at the official open ceremony		√	√	√	√			
Official Program full page		√						
Official Program half page		N/A	√					
Official Program ¼ page		N/A	N/A	√	√			
Flyers		√	√	√	√	√		
Logo on the banner of the FITB event		√	√					
Listing in the program		√	√	√	√	√	√	
	OTHER AVENUE *one year contract							
FITB Newsletter (once a month)		√	√	√				
FITB Annual Report		√	√	√	√	√	√	
Training Material 1 page		√						
Training Material ½ page		N/A	√					

Training Material ¼ page		N/A	N/A	√			
Logo in published material by the FITB		√	√	√			
Logo during General assembly		√	√				
FITB Letterhead		√	√				
Listing as a supporter of the FITB youth or adult Events on the website		√	√	√	√	√	√
Number of VIP pass for one FITB Event during the year		FITB events: 6	FITB events: 5	4	3	2	1
.... level of commemorative plaque		Marquee	Platinum	Gold	Silver	Bronze	N/A

- Marquee: the level of commitment will be negotiated based on the reach of the promotion. i.e. the number of nations to be included in the marketing partnership, but will include as a minimum the above offers.

## 5 *Marketing and promotion of the event*

### 5.1 **General Points**

The marketing and the promotion of the event is made respectively and together by the FITB and the Organizer. The event will be promoted through electronic media, the Internet, the press, television, radio, etc.

### 5.2 **Press**

The FITB and/or the organizer, may contact the press and try to convince the press to advertise and promote the event

### 5.3 **Television**

The FITB and/or the organizer may contact local/international television channel and try to convince them to advertise and promote the event.

### 5.4 **Radio**

The FITB and/or the organizer may contact local/international radio channel and try to convince them to advertise and promote the event.

### 5.5 **Internet**

The FITB and/or the organizer will advertise the event on the Internet, FITB website, organizer website, facebook, youtube etc.

## 6 Organisational programme

### 6.1 General points

A detailed programme on the organisation of international events containing compulsory and advised time limits is available upon request to the FITB. This programme must be fully included in the organisation contract.

### 6.2 Indicative organisational programme for WTC and CTC

Time limits reproduced hereunder come from the detailed programme mentioned in section 6.1. They constitute the main steps of the programme. Depending on the quality of applications received by the FITB, the programme can be fairly modified if it allows for the improved quality of the event to be organised. Time T represents the first day of the event.

Time limit	Who	Task(s)
As soon as possible	Candidates to the organisation	To inform the FITB of one's intention to be a candidate to organise an event. This announcement is informal but allows better planning and coordination.
T minus 2 years	Candidates to the organisation	Time limit to send the filled in candidacy application form to the FITB, along with the information package.
T minus 24 months	FITB	Deadline for the candidates to send their bids. If necessary, beginning of visits of infrastructures planned by the candidates (sport infrastructure, accommodation, catering facilities, etc.).
T minus 22 months	FITB	Attribution of the organisation to a candidate. Announcement of the location and dates of the event to all national federations.
T minus 10 months	FITB	Sending of official invitation to national federations. The event's presentation document is attached to the invitation (see article 0).
T minus 6 months	NFs	Time limit to confirm team registration and pay the first instalment.
T minus 3 months	Org. + FITB	Information on the exact system adopted for the tournaments.
T minus 3 months	NFs	Time limit to inform of the exact number of participants in a delegation. Time limit to pay the balance outstanding to the organiser.
T minus 1 months	NFs	Time limit to inform of the delegation members' names and time flights (arrival and departure).

### 6.3 Indicative organisational programme for WBT stopovers

The programme detailed in the above table is also valid for the first organisation of a WBT stopover. As regards following editions, a simplified procedure, based on the experience drawn from the first/previous edition, can be allowed by the FITB. The contract shall stipulate the terms of this programme. Time limits for teams' and players' registration can also be shortened (to be set in the contract). The term NFs is replaced by "teams".

## 7 Cups, medals, certificates, and t-shirt

### 7.1 Cups

The organiser may give the first 3 teams of each tournament a cup with the name of the event, the tournament and the rank of the team.

### 7.2 Medals for Men, Women, Mixed, Junior and Open tournaments

Each player of the winning team may receive a FITB gold medal from the organiser, but shall receive a certificate signed by the FITB and the organiser.

Each player of the team who came in second place may receive a FITB silver medal from the organiser, but shall receive a certificate signed by the FITB and the organiser.

Each player of the team who came in third place may receive a FITB bronze medal from the organiser, but shall receive a certificate signed by the FITB and the organiser.

### 7.3 Other certificates

Referees and all other players receive a certificate attesting that they participated to the event and indicating the level of matches they refereed or play (Open, Mixed, Junior M18, Junior M15, adults) from the Organizers with the FITB logo in it.

#### **7.4 T-shirt**

Each participants shall receive a t-shirt of the event, the price of it must be included in the participant's registration fee.

### **8 Ceremonies and gala evening**

#### **8.1 Opening ceremony**

For WTC, an opening ceremony must be organised before the first match of the event. Derogations to this rule can be granted by the FITB if required by particular circumstances. For CTC and WBT stopovers, the organiser is free to organise an opening ceremony if it so wishes.

All delegations must be invited to the ceremony. All players, coaches, referees and officials must be able to participate.

The opening ceremony must at least consist of:

- a. A welcome address by the organiser;
- b. A welcome address by the FITB president;
- c. Presentation of the teams

#### **8.2 Closing ceremony**

The closing ceremony must be organised immediately after the last final of the tournaments (usually the final of the Men or Women tournament).

All delegations must be invited to the closing ceremony. All players, coaches, referees and officials must be able to participate.

The closing ceremony must at least consist of:

Presentation of cups, medals, certificates, and distribution of the t-shirt. These awards are to be presented by the organiser with the FITB president on his/her side.

- a. A closing address by the organiser.
- b. A closing address by the FITB President.

#### **8.3 Gala evening**

For WTC, a gala evening must be organised on the evening before the last day of the event.

The gala evening is meant to allow all participants to socialise and spend a friendly time together. All delegations must be invited to the gala and be able to participate. Other persons (for instance staff, sponsors, local authorities, etc.) can be invited too, but the gala must be organised with priority given to the delegations.

Costs of this evening must be included in the participants' registration fee.

### **9 Meetings**

#### **9.1 Information meeting**

An information meeting to which representatives of the organiser, one or more representative(s) of the FITB, captains and coaches from each participating team, and referees shall attend. It shall be organised just before the beginning of a tournament. The order of the day shall include at least the following elements:

- a. A welcome word by the organisers;
- b. Distribution of the Tchoukball Charter to the Captains and Coaches with mention that they have to communicate it to their players
- c. The address, telephone and fax numbers of the organiser, the names of participating teams, and the names of officials and referees; Color of the staff' shirt.
- d. Safety instructions and emergency, accident or sickness procedures;
- e. The map of the events and accommodation sites and information on local public transport;
- f. Opening and closing ceremonies (protocol, location, day and time, programme);
- g. Detailed programme of the event and tournaments, match schedule, refereeing schedule;
- h. Place and time of meetings destined to referees and captains;
- i. Protocol procedures for the beginning and end of a match

- j. Detailed program of the referee, coach, and player training.
- k. Answers to questions.

If necessary, similar meetings can be called by the FITB or the organiser during the tournament, especially at the end of the preliminary round.

## **9.2 FITB meetings**

- 9.2.1 A room with tables and whiteboard must be put at the disposal of the FITB for its meetings and General Assembly if necessary. The room shall be quiet, have electricity sockets and if possible high speed Internet access.
- 9.2.2 The organiser in consultation with the FITB shall schedule a FITB General Assembly meeting of at least of 8 hours during the event.

# **10 Accommodation, catering, transport and other services**

## **10.1 Accommodation**

The organiser is in charge of providing accommodation for players, referees and officials who so wish.

The organiser must provide quality accommodation adapted to the financial means of FITB-member national federations.

In this view, the organiser shall offer the participants at least two quality accommodation options at different prices.

Sanitary installations shall respect the following minimum hygiene rules: bathtubs/showers and toilets available in the rooms or on the floor.

Two meeting rooms, furnished with enough tables and chairs, and with electricity sockets must be put at the disposal of teams.

## **10.2 Catering**

The organiser is responsible for the catering of players, referees and officials.

The organiser must provide the persons referred to with 3 meals per day: breakfast, lunch and dinner. If the match schedule so requires, snacks must be provided for the teams.

The food shall meet the requirements of high level sport events.

National (cultural, traditional, religious, etc.) and personal (vegetarian diet, gluten-free diet, etc.) specificities shall be taken into consideration in deciding on the menus to be offered. Nutritional arrangements must be agreed upon before the event. The organiser shall contact national federations in due time to inquire about possible specificities.

Drinks (preferably water) must be provided with the meals..

Bottled water (minimum 2 litres per player and per match) must be provided to players, referees, and persons allowed on the bench (coach, etc.).

## **10.3 Transport**

The organiser is responsible for organising the participants' transport from and to the previously specified airport, and between accommodation and warm-up/events places. Such responsibility starts 2 days before the first game of the event and ends the day after the last game of the event.

Distance between the different sites of the event (between accommodation, events, and catering places, etc.) can be done on foot, or in vehicles (bicycle, car, minibus, etc.).

Trips on-foot shall not exceed 15 minutes per trip.

In any case, the option chosen for transport shall present no risks at all for players (heavy traffic, dangerous environment, etc.).

## **10.4 Internet access**

National federations must have access to high speed (DSL) internet to be able to, among other things, update their own website and communicate with their national media.

Computers with internet access in sufficient number such as an Internet Cafe shall be put at the disposal of participants. The computers can be installed on accommodation or events sites.

Internet connections or wireless connections shall be available in order to connect private computers, such connections may be available in the Internet Cafe site.

## **11 Pictures and videos taken by the organiser**

### **11.1 Pictures taken by the organiser**

The organiser must put in place an internal structure (nomination of persons in charge, organisation of their work, clear instructions given, etc.), so that quality pictures of the different parts of the event (tournaments, official ceremonies, etc.) are taken.

Quality pictures mean, in particular, high resolution pictures that are sharp (at least 600 pixel), showing players, sponsors' logos and/or names, spectators, balls and/or rebound frames, officials, etc.

The pictures in digital format must be put at the disposal of the FITB free of charge for any use the FITB will deem appropriate. The FITB will mention the name of the photographer to be quoted every time one of his pictures will be used.

### **11.2 Videos taken by the organiser**

The organiser must put in place an internal structure, so that quality video of the different parts of the event are taken

A local television or other media company can make the footage but the organiser shall make sure that the footage will be free of charge for use by either the organiser and the FITB as well as being released of the copyright of the producer of the footage..

The video in digital format must be put at the disposal of the FITB free of charge for any use the FITB will deem appropriate. The FITB will mention the name of the photographer to be quoted every time one of his video footage will be used.

If these two last conditions cannot be satisfied for copyright or any other reasons, then the FITB will do its own footage of the event.

## **12 Communication**

### **12.1 Internal**

The organiser must take minutes of its important organisation meetings,.

The minutes shall be available for consultation by the FITB at any time.

### **12.2 With the FITB**

At the time of the contract's signature, the organiser shall have provided the FITB with the following information: composition of the organising committee; desired match schedule; details on accommodation and on-site transportation means; budget; and any other deem necessary information.

During the preparation and course of the events, the organiser shall inform the FITB of any important event likely to disturb the good progress of the events (being significantly behind schedule, unforeseen event, non-budgeted important expense, etc.).

During the event, the organiser must communicate at regular intervals any important information likely to be of interest to the FITB and/or the audience. In particular, the organiser shall communicate on a daily basis the results of the day's matches and possible changes in the next days' programme. He shall also send some quality digital pictures and/or video footage (free of rights and fee) to the FITB.

At the latest 2 months after the end of the event, the organiser shall submit a full report to the FITB, focusing in particular on the success of the event (compared to the aims pursued, see section 1.4), accounts (see article 0), media coverage assessment, spectators numbers, problems encountered before or during the event and the way they were solved or could be avoided in the future.

### **12.3 With national federations (WTC, WYTC, CTC) / possible teams (WBT stopovers)**

It is usually the FITB that keeps national federations/teams informed.

Once the organisation contract is signed between the FITB and the organiser, a presentation document of the event is prepared. The document shall be attached to the official invitation. It is written by the organiser on the basis of the model proposed by the FITB and corrected jointly by the FITB and the organiser. The FITB is in charge of attaching this document to the official invitation. The document shall include, among other things, information on the location, dates, registration fee, registration and payment deadlines, type of tournaments organised (Men, Women, Mixed, Junior M15, Junior M, Open).



The organiser can have direct contact with national federations/teams to answer their specific questions (on a case by case basis). Regarding any important information, the organiser shall provide the FITB with a copy of the correspondence.

National federations/teams can directly contact the organiser regarding any questions about the event. For all important communication, they shall provide the FITB with a copy of the correspondence.

#### **12.4 Media/audience**

The organiser shall allow the FITB representative and its president to address either the media and/or the audience.

### **13 Other activities organised in parallel to the event**

#### **13.1 FITB General Assembly and Other Commission Meeting**

An FITB General Assembly is usually held every two years during international events if this the case at the time of the event, the Organiser shall provide for the duration of the Event a meeting room with tables, chairs, and electricity sockets and Internet connection.

The organiser shall also put at the disposal of the FITB for its commissions, and committee, upon the latter's request and for the whole duration of the Event, a meeting room with tables, chairs and electricity sockets.

#### **13.2 FITB Referee Clinic**

13.2.1 The FITB Technical Commission can organise a FITB Referee Instructor clinic (RIE) and/or an Official Referee clinic at any time and/or in parallel to an event. In the later case, the FITB shall inform the organiser at least 12 months in advance.

13.2.2 The organiser must put at the disposal of the FITB, upon the latter's request and for the duration necessary to the clinic, a meeting room with tables, chairs, electricity sockets, internet access if possible, and LCD-video projector (beamer) as well as a gym or outdoor facility in order to practice Tchoukball.

13.2.3 A Referee Instructor clinic can be taught only by a FITB Referee Instructor Evaluator (RIE). The graduate participants will be allowed to teach Official Referee clinic and certified Official FITB referees. The candidate FITB Referee Instructor (RI) shall pay a flat FITB fee of US\$ 190. Which includes: FITB administration fee, Instructor fee, training documentation, Official RIE polo, and FITB certificate.

13.2.4 The Official Referee clinic can be taught only by a Certified Tchoukball Referee Instructor (RI). The participants will pay a flat FITB fee of US\$ 100, which includes: FITB administration fee, Instructor fee, training documentation, Official Referee Polo, and FITB Official Referee Certificate.

13.2.5 The FITB is the only entity allowed to certified FITB Referee Instructor (RI), as well as Official FITB Referee. Every NF which is willing to organise a referee clinic is bound by the rules 13.2.

#### **13.3 FITB Coaching Clinic**

13.3.1 The FITB Technical Commission can organise a FITB coach training (A, B, and/or C) at any time and/or in parallel to an event. In the later case, the FITB shall inform the organiser at least 12 months in advance.

13.3.2 The organiser must provide, for the duration necessary to the training, a meeting room with tables, chairs, electricity sockets, Internet access if possible, a LCD video projector, and a gym or outdoor facility to practice the game.

13.3.3. A Coach Instructor clinic can be taught only by a FITB Coach Instructor Evaluator (CIE). The graduate participants will be allowed to teach Official Coach clinic and certified Official FITB coaches. The candidate FITB Coach Instructor (CI) shall pay a flat FITB fee of US\$ 190. Which includes: FITB administration fee, Instructor fee, training documentation, Official CIE polo, and FITB certificate.

13.3.4 The Official Coach clinic can be taught only by a Certified Tchoukball Coach Instructor (CI). The participants will pay a flat FITB fee of US\$ 100, which includes: FITB administration fee, Instructor fee, training documentation, Official Referee Polo, and FITB Official Referee Certificate.

13.3.5 The FITB is the only entity allowed to certified FITB Coach Instructor (CI), as well as Official FITB Coach. Every NF which is willing to organise a coach clinic is bound by the rules 13.3.

#### **13.4 FITB Player trainings**

13.4.1 The organiser shall organise a player training in parallel to an event.

13.4.2 The organiser must provide, for the duration necessary to the training, a meeting room with tables, chairs, electricity sockets, Internet access if possible, a LCD video projector, and a gym or outdoor facility to practice the game.

13.4.3 The organiser shall ask every country which will attend the event, to prepare a two hours player training session. The topics being taught shall at least include the following: passes & shooting skills, offense & defense skills, offense & defense strategies and tactics.

13.4.4 The players attending the main event do not pay any fee for the player training, however, the non-players willing to attend this training shall pay a flat fee of US\$ 50 to the organiser.

13.4.5 The organiser shall schedule the main event games, in such a way to allow players to attend these training sessions. The same sessions may run several times during the events.

## **14 Issues not covered by the present rules and regulations**

Issues not covered by the “Rules & Regulations of FITB Events” must be discussed by the competent persons in order to find a reasonable solution. In case of dispute, the FITB is the appeal body.

If circumstances require so, the FITB or its on-site representative can grant derogations to the present rules and regulations.