



Checklist for organizers

Highlights of Technical Regulations



1. Candidature procedure, pre-Congress:

Item:	Timing:	Reference to ESF regulations:
Send Candidature for organizing competition	90 days pre-Congress	TR 01.01
Pay 20% of guarantee sum or Guarantee Letter	90 days pre-Congress	TR 01.01

2. Between ESF Congress and start of the Competition (Technical Meeting):

Item:	Timing:	Reference to ESF regulations:
Pay 30% of guarantee sum	Within 10 days after official appointment	TR 01.10
Send Pre-Inspection Form	Within 30 days after official appointment	TR 02.01
Host inspection of the venue	On agreement with TC	TR 02.03
Send list of at least 3 "approved hotels"	Within 30 days after official appointment	TR 03.02
Pay 50% of guarantee sum	40 days pre-competition	TR 01.10
Arrange hotel for ESF officials		TR 05.01
Arrange local TC		TR 04.03.02
Arrange at least two approved scorekeepers		TR 04.06.01
Arrange pick up service for ESF officials		TR 05.03

3. Technical Meeting and Opening Ceremony:

Item:	Reference to ESF regulations:
Arrange all materials and facilities for Technical Meeting	TR 06
Arrange transportation for two team officials to / from venue	TR 07.01.04
Arrange transportation of the teams to Opening Ceremony	TR 07.01.05
Prepare ESF Opening Ceremony Protocol with EC / TC	TR 10.01

4. During the Tournament:

Item:	Reference to ESF regulations:
Prepare fields according to ESF standards	TR 08.01
Field maintenance during all tournament	TR 08.02
Transportation and meals of ESF officials	TR 05.02 and 05.03
Provide ESF Officials Office	TR 08.03
Provide ESF Scoring House	TR 08.06.01
Provide ESF Umpire Area	TR 08.07
Provide Media Area / facilities	TR.07.02
Ensure qualified First Aid present throughout play at each field	TR 07.01.07
Provide Game balls	TR 07.01.08
Provide flags of participants	TR 07.01.09
Provide National Anthems of the teams at European Championship	TR 07.01.10
Provide web hosting for play-by-play	TR 07.01.12
Prepare ESF Closing Ceremony Protocol with EC / TC	TR 10.01.01
Provide awards	TR 10.05 till 10.07

5. In General:

Item:	Reference to ESF regulations:
Ensure all required Insurance in place	TR 07.01.13
Accreditation of media	TR 11.02
Advertising, Merchandising and Broadcasting fees to pay	TR 12.04