

CHECKLIST FOR ORGANIZERS

Highlights of Technical Regulations

1. Candidature procedure, pre-Congress:

Item:	Timing:	SE regulations:
Send Bid for organizing competition	90 days pre-Congress	TR 01.01
Pay 20% of guarantee sum or Guarantee Letter	90 days pre-Congress	TR 01.03

2. When successful, between SE Congress and Technical Meeting:

Item:	Timing:	SE regulations:
Pay 30% of guarantee sum if no Guarantee Letter	Within 10 days after official appointment	TR 01.10
Complete and send page 2 of Organization Information Form	Within 30 days after official appointment	TR 02.01
Host inspection of the venue if required	On agreement with TC	TR 02.02
Send list of at least 3 "approved hotels" to teams	Within 30 days after official appointment	TR 03.02
Pay 50% of guarantee sum if no Guarantee Letter	40 days pre-competition	TR 01.10
Arrange hotel for SE officials		TR 05.01
Arrange required number of approved scorekeepers		TR 04.06.01
Arrange pick up service for SE officials		TR 05.03
Stay in close contact with event TC and teams		

3. Technical Meeting and Opening Ceremony:

Item:	SE regulations:
Arrange all materials and facilities for Technical Meeting	TR 06.
Prepare SE Opening Ceremony Protocol with EC / TC	TR 10.01

4. During the Tournament:

Item:	SE regulations:
Prepare fields according to SE standards	TR 08.01
Field maintenance during all tournament	TR 08.02
Transportation and meals of SE officials	TR 05.02 & 05.03
Provide SE Officials Office	TR 08.03
Provide SE Scoring House	TR 08.06.01
Provide SE Umpire Area	TR 08.07
Provide Media Area / facilities	TR.07.02
Ensure qualified First Aid present throughout play at each field: ensure local lightning policy known to all	TR 07.01.03
Provide Game balls	TR 07.01.04
Provide flags of participants	TR 07.01.05
Provide National Anthems of the teams at European Championship	TR 07.01.06
Provide web hosting for play-by-play	TR 07.01.08
Prepare SE Closing Ceremony Protocol with EC / TC	TR 10.01
Provide awards	TR 10.05 to 10.07

5. In General:

Item:	SE regulations:
Ensure all required Insurance in place	TR 07.01.09
Accreditation of media	TR 11.
Advertising, Merchandising and Broadcasting fees to pay	TR 12.04