



FIBA

We Are Basketball

EVENT MANUAL 2019

FIBA YOUTH AND SMALL COUNTRIES EUROPEAN CHAMPIONSHIPS



TABLE OF CONTENTS

CHAPTER I: GENERAL PRINCIPLES	4
1. Introduction	4
2. Competitions	4
3. The Draw	6
CHAPTER II: OPERATIONAL AND ORGANISATIONAL STRUCTURE	7
4. Communication with FIBA Europe	7
5. Organisation of staff	7
6. Organisation of Services	8
CHAPTER III: ACCOMMODATION	10
7. Official Team Hotel	10
8. FIBA Europe Management and Staff and FIBA Officiating Team's Hotel	11
9. Food and Beverages	12
10. Hotel Decoration	13
11. Agents, scouts, player – club representatives Hotels	13
CHAPTER IV: TRANSPORTATION	14
12. Team Delegations	14
13. FIBA Europe Officials	14
14. FIBA Europe President and FIBA Executive Director Europe	14
15. FIBA Europe Staff	15
16. Transportation Organisation	15
CHAPTER V: VENUE INFRASTRUCTURE	16
17. General Principles	16
18. Playing Court and Practice Court	16
19. Around the Playing Court	16
20. Changing Rooms	18
21. Offices	20
22. Public Refreshments	21
23. Services	21
24. Tribune and Seating Plan	22
CHAPTER VI: MEETINGS	23
25. Site Visit	23
26. Technical Meetings	23
CHAPTER VII: INFORMATION TECHNOLOGY/STATISTICS	25
27. Responsibilities	25
28. IT Requirements	25
29. Computer Network	25
CHAPTER VIII: SECURITY AND ACCESS CONTROL	26
30. General	26
31. Rights Protection	26
32. Access control	26
33. Accreditation System	27
34. Distribution of Accreditation Cards	28

CHAPTER IX: GAME ENTERTAINMENT AND SIDE ACTIVITIES	29
35. FIBA Educational workshops for players	29
CHAPTER X: OPENING, CLOSING CEREMONIES AND AWARDS	31
36. Opening Ceremony	31
37. Closing Ceremony	31
38. Trophy and Awards	32
CHAPTER XI: COMMERCIAL AND MARKETING RIGHTS	33
39. On-Site Advertising	33
40. Advertising	33
41. Sponsors	33
CHAPTER XII: PROMOTION AND BRANDING	34
42. Event Logo Design and Launch	34
43. National Media and Promotion plan	34
44. Branding	34
CHAPTER XIII: PRINT MATERIAL	37
45. Approval Procedure for Print Material	37
CHAPTER XIV: MEDIA & TV	38
CHAPTER XV: LOGISTICS	39
46. Customs Services	39
47. Shipment	39
48. Storage	39
49. FIBA Europe Venue Rules	39
50. Visa Services	39
CHAPTER XVI: FINANCES	40
51. Overview and Obligations	40
52. Financial Obligations	40
53. Organiser's Revenue	40
54. Insurance Subscription	41
55. Participating National Federation Duties	41
56. Doping Control and Doping Control Expenses	41
CHAPTER XVII: CO-ORDINATION WITH OTHER AGENCIES	42
57. Power Supplying Services	42
58. Tourism and Advertisement Services	42
59. Venue and Surroundings Maintenance	42

ANNEX I – COURT LAYOUT	43
ANNEX II – BULLETINS	44
ANNEX III – TECHNICAL MEETING AGENDA	45
ANNEX IV – CLOSING CEREMONY	47
ANNEX V – FIBA EUROPE VENUE RULES	52
ANNEX VI – FIBA OFFICIAL MUSIC	56
ANNEX VII – FLAG GUIDELINES	57
ANNEX VIII – EVENT BRANDED GIFTS	58
ANNEX IX - FIBA EUROPE COACHING CERTIFICATE (FECC) EVENT MANUAL	59
ANNEX X – FIBA EUROPE ICT MANUAL	64
ANNEX XI – FIBA EUROPE MEDICAL CARE & ANTI-DOPING GUIDE	81
ANNEX XII – FIBA EUROPE EMERGENCY ACTION PLAN	87
ANNEX XIII - FIBA MEDIA & BROADCASTING MANUAL	91
ANNEX XIV - PRE-GAME RUNDOWN	100

CHAPTER I: GENERAL PRINCIPLES

1. INTRODUCTION

1.1. Event Manual

In this event manual FIBA Europe outlines the [basic requirements](#) for interested National Federations to become the organiser of the FIBA Youth and Small Countries European Championships for men or women and represents the key organisational processes to stage a successful event.

In addition to the event manual, all provisions of the FIBA Europe Competitions Regulations and Bye-Laws, as well as the Internal Regulations and Official Basketball Rules of FIBA, are valid in their entirety.

1.2. Governing Body

The Board of FIBA Europe has the exclusive right and authority to decide the organisers of the FIBA Youth and Small Countries European Championships.

1.3. Candidate

Within the deadline set by FIBA Europe, all National Federations are entitled to submit their candidature to organise the [competition of the division to which they belong](#).

The organisers shall abide by all pre-requisites described herein this event manual for FIBA Youth and Small Countries European Championships (men and women).

Important:

The FIBA Europe Coaching Certificate (FECC) will take place at the FIBA U16 and U20 European Championships (men) in 2019 and at the FIBA U18 European Championship (men) in 2020.

The FIBA Europe Coaching Certificate (FECC) is a nine (9) day event including arrival and departure days and will take place in the second week of the respective FIBA European Championship.

Please see Annex IX, FIBA Europe Coaching Certificate (FECC) Event Manual for all details.

1.4. Duties of FIBA Europe

FIBA Europe **must** do all in its power to see that a competition organised under its auspices will be successfully carried out and that FIBA Europe is represented by competent persons, maintaining absolute impartiality.

FIBA Europe is obliged to assist the organiser by all means at its disposal. However, FIBA Europe may demand of the organiser the reimbursement of expenses caused by its action.

1.5. Duties of the Organiser

The organiser **must** do everything in its power to meet all requirements and obligations stated in this event manual.

The organiser shall acquire sufficient civil liability insurance to cover any eventuality during the period of the event plus two (2) days.

The official representative of the organiser **must** be present during the whole duration of the tournament.

2. COMPETITIONS

2.1. Assignment

1. The FIBA U16 and U18 European Championship for men and women shall be divided into three Divisions (A, B and C) and shall be held every year.
2. The FIBA U20 European Championship for men and women shall be divided into two Divisions (A and B) and shall be held every year.
3. The FIBA Small Countries European Championship for men and women shall be held every two (2) years (2020, 2022, 2024 etc.).

2.2. Participants

1. **Division A** will be composed of sixteen (16) teams.
2. **Division B** will be composed of a maximum of twenty-four (24) teams.
3. **Division C** will be composed of all remaining teams who are eligible according to Article 73 of the Competitions Regulations of FIBA Europe and are wishing to participate with the proviso that Andorra, Gibraltar, Malta, Principality of Monaco and San Marino will be chosen if registered.
4. The **Small Countries** participants will be proposed by the President of the Small Countries Commission from the countries which have registered, with the proviso that Andorra, Gibraltar, Malta, Principality of Monaco and San Marino will be chosen if registered.

2.3. Dates

The FIBA U16, U18 or U20 European Championship for men or women will be played every year during the months of July and/or August.

At the latest, the Board of FIBA Europe will confirm the exact dates at its regular autumn meeting in the year prior to the event.

2.4. Venues

All games of the event will be played within the territory of the host country at preferably two (2) venues, but never more than three (3) venues.

2.5. Registration of the Teams

A circular letter (A.) with the registration form (B.) will be sent to the National Federations in order to register for the respective FIBA European Championship.

The deadline for the registration of the teams to be received by the offices of FIBA Europe will be given by FIBA Europe.

- A. The above mentioned circular letter will contain the following information:
 1. Detailed information on the possible composition of the teams.
 2. Detailed financial obligations of the participating teams and the organiser.
- B. The above-mentioned registration form will contain the following conditions:
 1. Deadline for the binding registration.
 2. Unconditional request to respect the decision of the Board of FIBA Europe regarding the result of the draw.
 3. To accept the dates of the Championship.
 4. To provide FIBA Europe and the organisers by the given deadlines with all of the necessary information which will assist with the promotion of the Championship.
 5. To respect all provisions of the FIBA Europe Competitions Regulations and Bye-Laws as well as the FIBA Internal Regulations and those regulations governing the European Championship.

2.6. Competition System

As stated in the FIBA Europe Competitions Regulations.

2.7. Game Schedule

After the Draw, the game schedule will be proposed by the organiser in conjunction with FIBA Europe for approval by a given deadline.

The following shall be considered while preparing the game schedule:

1. The teams should not play each day at the same time (balanced allocation).
2. The teams playing the last game should not play the first game the following day.
3. The games should be scheduled at least two (2) hours and fifteen (15) minutes apart.
4. Twenty (20) minutes warm up time should be guaranteed to the teams.

An additional detailed document named "Scheduling guidelines" will be sent to the organiser after the Draw in order to assist with the proposal for the schedule.

2.8. Practice schedule

The practice schedule will be prepared in conjunction with FIBA Europe and in accordance with the approved game schedule and announced to all participants.

The following shall be considered while preparing the practice schedule:

1. Before the Championship starts, each team shall be able to hold at least one (1) practice in the gym where the games will be played.
2. The practice schedule shall reflect as much as possible the game schedule (play first – practice first).
3. All teams shall receive the same amount of practice time with the same conditions. However, the practice time provided per team must be no less than forty-five (45) minutes.

3. THE DRAW

3.1. Venue

The Draw for the FIBA Youth and Small Countries European Championships will be held in the host country of one of the youth championships **or** at a venue decided by FIBA Europe.

The Draw will be held no later than **four (4) months** before the start of the event. FIBA Europe shall decide the exact date and place. Approximately **one (1) month** before the Draw is to take place, FIBA Europe will send an invitation to attend the Draw to all of the participating teams. The invitation letter will contain the following information:

1. The names of the participating teams.
2. The exact date and time of the Draw.
3. The exact venue (city, place) where the Draw will be held.
4. The deadline for the registration of the participants for the Draw.
5. The financial conditions under which the representatives of the participating teams may register for the Draw.
6. The contact details of the organiser.

3.2. General Conditions

The organiser will be responsible for:

1. The staying expenses for all designated FIBA Europe representatives and staff members.
2. The provision and payment of the general organising expenses connected to the organisation of the Draw as follows:
 - a. The renting of a prestigious venue with sufficient capacity for **one hundred (100 persons)** persons equipped with a suitable sound/video system.
 - b. The provision of the transport for the participants to and from their hotel to the place where the Draw will be held.
 - c. The provision of the equipment for the Draw: podium with table(s) and chairs, bowls, lots, names of the participating teams, etc.
 - d. The provision of the technical equipment for the Draw: projector/beamer, screen, printer and high-speed copy machine.
 - e. The provision of a broadband internet connection permitting the Draw to be broadcast live by video on the FIBA website.
 - f. The provisions of TV production and satellite uplink for possible live broadcasts (TV and web).
 - g. The provision of a buffet style cocktail after the completion of the Draw for all participating individuals and an official dinner for all delegations on the evening before the Draw.
 - h. The provision of all of the necessary equipment for a FIBA Europe press conference.

CHAPTER II: OPERATIONAL AND ORGANISATIONAL STRUCTURE

4. COMMUNICATION WITH FIBA EUROPE

The organiser and FIBA Europe shall strive for the most efficient communication, as it is essential for the success of the organisation of the event.

4.1. Organiser Responsibilities

The organiser will ensure that:

1. FIBA Europe will be provided with an organigram where positions such as general managers and responsible persons for competition, transport/hotel, IT, medical care, media and marketing are listed.
2. Each organiser staff member has a mobile telephone and an e-mail address. The contact list must be communicated to FIBA Europe as soon as it is available and must be regularly updated.
3. The organiser's office is set up and running efficiently at least six (6) months before the start of the event.
4. Each request/question from FIBA Europe **must** be addressed in a timely and efficient manner within three (3) working days.

4.2. Organiser Provisions

The organiser will ensure the following is provided to the FIBA Europe staff prior to their arrival:

1. A telephone list of all persons involved in the tournament (organiser, team attachés, IT, transportation, hotel managers, medical care manager, etc.).
2. Accreditations for FIBA Europe staff.
3. Information about transportation services and meal times for for FIBA Europe staff.
4. Information about side and social events.

4.3. FIBA Europe Responsibilities

FIBA Europe will ensure that:

1. After the first FIBA Europe site visit a report is to be prepared within fourteen (14) working days, outlining what the organiser should accomplish by the beginning of the event.
2. FIBA Europe staff members are available for the relevant support in the preparation and organisation of the event; the contact details will be communicated to the organiser.
3. All organiser's requests/questions are addressed rapidly, within three (3) working days.
4. The organiser is copied on all important communications.

4.4. Event Questionnaire

Once the event is concluded, the organiser shall complete the event questionnaire provided by FIBA Europe and submit it within one (1) month after the conclusion of the tournament.

5. ORGANISATION OF STAFF

It is highly recommended that the following staff are specialised in their fields, preferably professional, and always hold the same position throughout the Championship.

5.1. Table Officials and Statisticians

The table officials shall have the following qualifications:

- A team of **four (4)** people for each game. During the first days **one (1)** additional table official per game will be required to complete the paper scoresheet and be available for as long is deemed necessary by the crew chief commissioner during the competition.
- Sufficient number of staff to ensure that the same persons are not on duty for more than two (2) games per day.
- Specially trained for the duty.
- Have experience with high-level games.
- Each group has to have at least two (2) people, who speak fluent English.
- Have experience with the equipment in use.
- FIBA Europe reserves the right to substitute these officials if they are not of a sufficient standard.

FIBA Europe will provide the table officials and statisticians with a fixed amount of polo shirts, which must be worn during the entire event. Generally the table officials and statisticians should be properly dressed (no shorts, flip-flops etc.).

The statisticians must be in possession of a FIBA licence and shall have the following qualifications:

- A minimum team of two (2) people for each game.
- Sufficient number of staff to ensure that the same persons are not on duty for more than two (2) games per day.
- Specially trained for the duty.
- Have experience with high-level games.
- Each team has to have at least one (1) person, who speaks fluent English.

The LOC is obliged to provide FIBA with the final list of FIBA licensed statisticians nominated for the event at least 6 weeks before the event. In case this requirement is not met, FIBA reserves the right to nominate FIBA licensed statisticians from other countries. In this case all costs (flights / transportation, accommodation, meals as well as a fee per game) has to be covered by the LOC.

5.2 Venue Staff

All venue staff (security, technical, cleaning, etc.) must be at the organiser's disposal during the event and must provide all the necessary service, support and assistance.

5.3 PA (Public Announcement) Staff

The organiser shall ensure:

- Sufficient number of staff in order to rotate each game.
- Sufficient knowledge of English.
- Respecting the general script of pre-game announcement protocol (See Annex VI).

5.4 Volunteer Support

At many important events, the volunteer support raises the quality of the organisation. Therefore, it is highly recommended to allocate volunteers regardless of the level of the organisation.

The volunteers shall be chosen and trained before the event starts. It is highly recommended to give the volunteers promotional material after the event, such as t-shirts, towels, key rings, caps, etc. and a certificate.

The volunteer support can assist in the following services:

1. **Team Attachés:** people assisting the team and staying with them during the event (one (1) per team). (See Article 6.1 below).
2. **Referees and VIPs Attachés:** people assisting the referees/VIPs during the event.
3. **Hotel Information Desk:** people working at the information desk in the official hotels giving information about the hotel, transport, etc. (two (2) people in each hotel).
4. **Court Monitors (Ball Boys/Floor Wipers):** people working on the court in order to provide balls for the players during the warm-up, the games and at half-time. They are responsible for keeping the playing surface clean and dry. They should check the floor conditions during timeouts and pauses in the game and be responsible for the game and practice balls, (four (4) people).
5. **Statistical Services:** printing and distribution of game statistics.
6. **Media Operations:** people working at the media centre and media tribunes in order to help the accredited journalists and photographers.
7. **Accreditation Services:** people working at the accreditation desk (two (2) people).
8. **Transport Service:** people providing transport for the accredited people (one (1) person).
9. **Translators:** people helping the teams with translations during the event.

6. ORGANISATION OF SERVICES

6.1. Team Attachés

1. There will at least be one (1) team attaché for each country participating in the Championship.
2. It is recommended to provide attachés for commissioners, referees, referee instructors and VIP guests.
3. The team attaché shall preferably speak the mother tongue (native language) of the teams but if no such attaché is available, the organiser must select a guide who can speak advanced English.
4. It shall be co-ordinated with the participating countries' federations which languages they would prefer in case a team attaché with their mother tongue (native language) cannot be provided.

5. It is highly recommended that the team attachés stay at the same hotel as the team and have standard clothing, so they may be recognised easily.
Since the team attachés will maintain the communication between the participating teams and the organiser, they shall have the following qualifications:
7. They shall be young enough to have the energy this position requires and also mature enough to handle the necessary responsibilities.
8. They shall be able to speak and understand a third language (preferably English) in addition to the languages of the organising country and the country to which they are assigned.
9. They shall have a basic knowledge of the country to which they are assigned and also its customs, habits, etc.
10. They shall be equipped with mobile phones.

The contact details of the attachés shall be included in the official contact list.

6.2. Health Services

The attention to any kind of injury that may occur during the games or practices, or the transportation to a hospital is the organiser's responsibility. Therefore, the organiser cannot charge the involved party or team for any services provided.

Additional information concerning other medical problems and the financial responsibilities shall be announced to the teams either in writing or during the 1st technical meeting.

1. The organisation shall assign a twenty-four hour (24hr) on-call doctor to provide medical advice.
2. During the games, at least two (2) health officials and, during the practices, at least one (1) health official, as well as an ambulance must be present.
3. Health officials shall be doctors, paramedics, nurses and ambulance drivers and shall be fully trained and equipped to perform first aid and use defibrillators.
4. Health officials shall be located in an area that is clearly visible and easily accessible from all over the venue since they will also assist the spectators if necessary.
5. There shall be a first aid team near the court, in addition to a first-aid room in the venue.
6. Each delegation must receive information in written form regarding all the fully-equipped hospitals in the area.
7. Copies of the FIBA Europe medical insurance and claim form should be available from the organiser's office upon request.
8. The procedure regarding medical insurance and the "FIBA Europe Emergency Action Plan" will be explained at the 1st technical meeting.

6.3. Game Recording Policy

1. The organiser will produce via USB or hard drive, a copy of each game of the entire tournament charging a maximum of one hundred (EUR 100) Euros per team delegation for game recordings from the respective event (unlimited number of games). The cost shall be announced to the participating teams prior to their arrival in the Bulletin and can/shall be transferred to the organiser together with the team's contribution for the accommodation. Any additional information regarding the recording and distribution of games shall be announced during the 1st technical meeting.
2. At the end of each day, each team will receive a copy of their game in USB/hard drive format on a device provided by the respective team. The organiser should guarantee to provide copies of the games of the teams that will be the next opponents as soon as possible, but no later than midnight on the evening of the game taking place.
All other games will be made available as soon as possible upon request but with priority given to the above mentioned games.
3. The organisers will provide the referee instructor(s) with copies of the games within three hours of the end of the game (for earlier games and where the referee instructor is on-site) and no later than midnight on the evening of the games taking place for later games.
4. FIBA Europe will receive one (1) complete set of game recordings on a hard drive provided by FIBA Europe, at the end of the tournament from the organiser.

CHAPTER III: ACCOMMODATION

Working air-conditioning is mandatory in all official hotels, not only in the public areas, but in all guest rooms.

7. OFFICIAL TEAM HOTEL

The hotel has to be of top international standard category (four or top three-star hotel).

Team delegations, FIBA Europe management and staff, and FIBA officiating team should **ALWAYS** be accommodated in separate hotels.

The hotel(s) should be finalised during the site visit with **FIBA Europe's approval**. Any changes subsequent to the site visit **must** be done only with **FIBA Europe's approval**.

The hotel must have free internet access in each room. In case the speed of the connection is not adequate it is highly recommended to provide two designated team delegation members with 4G/3G or LTE data cards or the LOC must install additional mobile routers at its expense.

It is highly recommended that the organiser and/or the hotel should provide the use of a fitness room in the hotel (if available) or in close proximity free of charge.

The organiser should check with the hotel before the beginning of the competition about all problematic situations that might arise such as:

- Teams eating late in the evening (until 1 a.m.).
- Several teams arriving at the same time and needing to eat quickly.
- Sufficient quantity and quality of hot and cold buffet food for teams arriving late.
- Hygiene standards in the buffet & dining area.
- Early check-in and late check-out.
- Appropriate security measures for the teams.

7.1. Team Delegations

The teams have the right to arrive forty-eight (48) hours prior to their first game of the event and shall depart after the completion of the event. Delegations shall consist of a maximum of **nineteen (19) persons** (including the referee).

The team delegations' accommodation for all A and B Division competitions requirements include the following aspects:

1. All teams at one (1) venue shall be accommodated in the same hotel **or** separated in several hotels with the same general conditions, such as hotel service, distance to gym, etc.
2. The travel time from the team delegations' hotel to the competition and the training venues shall not exceed twenty (20) minutes (by bus).
3. Each team delegation shall be allocated in a total of **six (6) twin rooms** and **six (6) single rooms**, to be used at their discretion in order to accommodate eighteen (18) persons (twelve (12) players and six (6) officials). In cases where team delegations request more rooms and/or more single rooms the prices shall be determined and announced to the participants.
4. Every effort should be made in advance to accommodate the additional delegation members in the same hotel.
5. The difference between the actual cost of the staying expenses and the contribution paid by the teams (nineteen (19) persons) shall be borne by the organiser. In cases where a team delegation wishes to bring additional personnel, the respective delegation is responsible for the costs of these people.
6. It is highly recommended to provide free-of-charge, usage of the hotel's services (use of fitness room, pool, sauna, tennis court, etc.) for the delegations.
7. Sufficient ice must be available for normal use for the players upon request at the hotel.
8. Delegations for all Division C competitions shall consist of a maximum of **seventeen (17)** (including the referee).

7.2. Laundry Service

A full laundry service for the entire basketball equipment shall be provided at a discounted price (if the delegations still find the discounted price too high, the organiser shall assist them to get this service outside the hotel). Laundry expenses are to be borne by the teams. The laundry price **must** be communicated to all participants in advance (normally in the first bulletin and cannot be revised prior to the teams arrival and participation).

Teams must be provided with fresh towels daily (minimum 1 per person) in addition to the towels used at the venue.

7.3. Team Meeting Rooms

One meeting room (free of charge) per four (4) teams shall be allocated for team meetings and watching of game videos instead of game DVDs. The team meeting rooms shall be provided and according to availability can be reserved upon request during the day and evening.

They shall be equipped with:

- Sufficient seating capacity.
- A dry wipe board/flip chart.
- Screen and projector with connection for PC and Apple.

7.4. Technical Meeting Room

The Technical Meeting shall take place at the team hotel.

The Technical Meeting room shall be equipped with:

- Sufficient seating capacity for two persons from each team, commissioners, FIBA Europe staff and organiser officials.
- A table for eight (8) people upfront and seating arranged in a theatre layout.
- Audio system (if necessary).
- Coffee and/or soft drinks.

Note: Transportation of all participants must be provided by the organiser.

7.5. Coaches & Referee Instructors Meeting Room

The meeting between Coaches and Referee Instructors shall take place at the team hotel on the day before the start of the competition. Depending on the timing of the meeting, either the Technical Meeting room itself can be used, or a separate meeting room according to the requirements specified in 7.4 shall be arranged.

7.6. Information Desk

The desk should be located in the hotel lobby in order to assist with co-ordination for the organisation. At least one (1) person, who is capable of solving problems or answering any questions, shall be at the desk at all times.

Next to the desk shall be an **information board** which is always up-to-date with the following information:

- Competition schedule.
- Practice schedule.
- Transportation schedule - shuttle bus service timetable.
- Technical Meeting programme.
- Any relevant information related to the event.
- Organiser telephone contact numbers.
- Medical information and "FIBA Europe Emergency Action Plan".

8. FIBA EUROPE MANAGEMENT AND STAFF AND FIBA OFFICIATING TEAM'S HOTEL

The FIBA Europe representatives, staff, commissioners, referees, referee instructors and supervisory doctor **must** be accommodated in the FIBA Europe management and staff and FIBA officiating team's hotel.

The hotel has to be of top international standard category (four or top three star hotel).

1. The hotel must have free internet access in each room. In case the speed of the internet is not adequate, FIBA Europe management and staff shall be provided with 4/3G or LTE data cards or the LOC must install additional mobile routers at its expense.
2. The accommodation of all FIBA Europe management, staff, commissioners, supervisory doctor, referee instructors and referees should be situated in an appropriate area to facilitate convenient access to the competition venues.
3. The FIBA Europe management, staff, commissioners, supervisory doctor and referee instructors shall each be allocated **single rooms** (also recommended for the referees).
4. The travel time from the FIBA Europe management and staff and FIBA officiating team's hotel to the competition and the training venues shall not exceed twenty (20) minutes.
5. It is highly recommended to provide usage of the hotel's services (fitness room, pool, sauna, tennis court etc.) free-of-charge for the FIBA Europe management and staff and FIBA officiating team.
6. For FIBA Europe management, staff and FIBA officiating team who will be on site all day and where meals cannot be provided at the venue, a boxed-meal shall be provided by the hotel.
7. If necessary, the LOC shall provide suites - one for the FIBA Europe President and another one for the FIBA Executive Director Europe.

8.1. Laundry Service

1. The cost of laundry for referee uniforms (shirts, trousers, socks and underwear) must be borne by the organiser.
2. A full laundry service shall be provided at a discounted price (if the FIBA officiating team still find the discounted price too high, then the organiser shall assist them to get this service outside the hotel). Laundry expenses are to be borne by the FIBA officiating team.

8.2. Referee Instructor Meeting Room

A meeting room shall be provided (free of charge) for the referee instructor in order to have a daily meeting in the morning with the referees.

The referee instructor meeting room shall be equipped with:

- Sufficient seating capacity.
- Additionally, a projector/beamer may also be required.
- A dry wipe board/flip chart.
- A big screen and projector with connection for PC and Apple.

8.3. Information Desk

The desk should be located in the hotel lobby and should provide the same assistance and information as the information desk in the team's hotel.

9. FOOD AND BEVERAGES

9.1. Meals

Quality meals (three (3) meals per day: breakfast, lunch and dinner) in sufficient quantities **must** be prepared and guaranteed for the tournament participants (players and team officials, FIBA Europe management, staff, commissioners, supervisory doctor, referee instructors and referees), based on the schedules of the participants in question.

Emphasis should be placed on providing food that is suitable for basketball players, and which also takes national eating customs into account.

Examples of menus and a meal-time schedule should be sent no later than one (1) month before the start of the Championship to FIBA Europe for approval.

Menus should be designed to be nutritious as well as tasty and should be standardised and served in "buffet style". **Variety** is also very important and the buffet allows the possibility to give players more food.

Contents should include:

Breakfast: Cereals (at least two (2) types), bread, croissants or muffins, yoghurt (natural and fruit flavours), honey, fresh fruit (at least three (3) different types of fruit, but bananas should always be included plus two others), fruit juices (always orange juice plus one (1) other), marmalade, butter, jam, eggs, milk, coffee and tea. Bottled drinking water must be provided to the teams.

Lunch and Dinner: Pasta (plain) and rice must be served during every lunch and dinner and the types must vary each day. Sauces must be served separately. Different types of meat including chicken plus fish (without bones) should be available, normally meat (at least two (2) types) at lunch time and meat plus fish at dinner. Both meat and fish must be served without sauces. There must be a salad buffet, with lettuce, tomatoes, cucumbers, cheese, and vegetables. Also, meat and fish can be combined with potatoes (fried, mashed or boiled), eggs (fried and boiled). Desserts must include fresh fruits, yoghurt and cakes. Fruit juices and bread should also be available during lunch and dinner. Bottled drinking water must be provided to the teams.

The timing of meals must be flexible for all games and should be co-ordinated with each team representative to ensure that the players eat at the correct time in relation to their training and games. It should be noted that some evening meals may be required late at night after the last match and the hotel catering must be aware of this and able to provide fresh food as these times.

9.2. Drinks

A sufficient supply of mineral water (still or sparkling as requested by the teams), and one (1) bottle of juice or soft drink per person should be made available for the players at meals.

A sufficient supply of mineral water, one (1) bottle of soft drink and coffee and/or tea per person should be made available for the team officials, FIBA Europe management, staff, commissioners, supervisory doctor, referee instructors and referees at meals.

All expenses related to food and beverages as outlined above shall be borne by the organiser.

All required extra meals, drinks and extra services shall be provided and charged to the team/FIBA officiating team/staff in question.

10. HOTEL DECORATION

It is recommended to have event flags or banners outside the team hotel(s), in the lobby area and in all the other areas related to the organisation, such as meeting rooms, restaurants, etc.

If required by FIBA Europe, it is very important that the hotels which are finally selected are able to provide/allow for the below-mentioned conditions. The precise details with regard to the following points will be discussed and agreed upon during the hotel site visits.

The lobbies of the hotels for FIBA Europe management and staff and FIBA officiating team and the teams shall contain branded signage/decoration related to the event.

Such signage/decoration may consist of event-branded roll-ups, banners, flags, posters, direction signs, etc., which will display both the event logo and the logos of the sponsors.

Such decoration and signage will be co-ordinated with FIBA Europe. It will be produced and set up by the organiser.

11. AGENTS, SCOUTS, PLAYER – CLUB REPRESENTATIVES HOTELS

It is **not permitted** that agents, scouts, player and club representatives, and similar persons reside in the same hotels **or** be in the same eating areas as the participating teams or FIBA Europe officials.

The organiser can charge the agents, scouts, players and club representatives and similar persons a fee for delivering statistics, videos, bulletins, etc. and provide advice related to suitable accommodation and local transportation.

It is strictly prohibited to issue media or local organiser accreditations to agents, scouts or player or club representatives.

The organiser shall designate suitable area in the arenas for this group, however this shall not be the VIP section, the participant's tribune, nor the media or court side areas.

CHAPTER IV: TRANSPORTATION

12. TEAM DELEGATIONS

The organiser shall be responsible for the organisation of the local transportation for each team delegation participating in the event from the date of their arrival (forty-eight (48) hours before the first game of the event) until the day of their departure (maximum of twenty-four (24) hours after their final game).

The organiser shall assign a sufficient number of buses with drivers (minimum eight (8)) for the team delegations. Teams will be able to use these vehicles during the whole Championship.

The vehicles shall have the following conditions:

1. Minimum capacity of twenty-four (24) seats, if more than thirty (30) minutes drive, minimum capacity of thirty-two (32) seats.
2. Vehicles shall be clean and air-conditioned.
3. On the front of each vehicle in a visible position shall be the name of the country using the vehicle.
4. It is recommended to have stickers with the event logo on the vehicles.
5. It is recommended that the drivers wear a standard uniform or t-shirts/shirts representing the organisation.
6. Apart from security, no one may travel in these vehicles without the team's permission.

The team delegation transportation includes, but is not limited to:

7. Pick-up at place of arrival (e.g. train station, airport) and transfer to the hotel. It is advisable to organise carriers at the airport for the transportation of the teams' luggage transfer to and from the hotel and to the venue for practice.
8. Transfer to/from the hotel, to/from the venue for games (arrival at the competition venue at least one (1) hour before tip-off).
9. City-tours or short-distance trips during their rest days.
10. Transfer to/from the hotel, to/from the venue of the Opening and Closing Ceremony.
11. Transfer to the airport for departure.

The organiser will prepare a transportation plan for the teams for approval by FIBA Europe. Once the practice schedule is approved, the transportation schedule must be submitted within seven (7) days.

13. FIBA EUROPE MANAGEMENT AND STAFF AND FIBA OFFICIATING TEAM

The organiser shall provide transportation for all FIBA Europe officials (management and staff members, commissioners, referees, referee instructors and supervisory doctor) from the date of their arrival (forty-eight (48) hours before the first game of the event) until the day of their departure (max. twenty-four (24) hours after their final game).

FIBA officiating team transportation includes but is not limited to: two (2) mini-buses (minimum capacity of eight (8) seats) for the commissioners and referee instructors.

The vehicles shall have the following conditions:

1. Vehicles shall be clean and air-conditioned.
2. The drivers shall speak English.
3. It is recommended to have stickers with the event logo on the vehicles.
4. It is recommended that the drivers wear a standard uniform or t-shirts/shirts representing the organisation.
5. Apart from security, no one may travel in these vehicles without permission.

Transportation of the FIBA Europe management and staff and FIBA officiating team includes:

6. Pick-up at arrival place (e.g. station, airport) and transfer to the hotel.
7. Transfer to/from, the hotel to/from the venue for games (arrival at the competition venue one (1) hour before tip-off).
8. Transfer between the various organising cities of the event (by bus only if the driving time is less than four (4) hours or otherwise by airplane).
9. Transfer to airport for departure.

The group of FIBA officiating team nominated for a specific game (one (1) commissioner, one (1) referee instructor and three (3) referees, and one (1) stand-by referee (if nominated) shall be transported together to the venue.

14. FIBA EUROPE PRESIDENT AND FIBA EXECUTIVE DIRECTOR EUROPE

If necessary, the organiser shall provide two (2) cars with drivers, one for the FIBA Europe President and another one for the FIBA Executive Director Europe. The cars shall be available at the airport upon their arrival and remain at their disposal until their departure.

15. FIBA EUROPE MANAGEMENT

The organiser shall provide dedicated cars with driver for the management and staff of FIBA Europe. The cars shall be available upon the arrival of the FIBA Europe management and staff and remain at their disposal until their departure.

Alternatively, upon prior agreement, the organiser should provide the FIBA Europe management and staff with the necessary number of cars (without driver but with GPS) for the duration of the Championship.

16. TRANSPORTATION ORGANISATION

16.1. Insurance

The organiser shall ensure that all of the various types of transportation have the necessary insurance cover.

16.2. Drivers

It is very important that the car drivers for the event are of a suitable age and maturity, and that they have driving experience. They should be English-speaking and have a good knowledge of the city. Volunteers can be used as drivers as long as they fulfil the requirements.

For the buses, professional bus companies should be used which will supply their own professional drivers.

It is highly recommended that each car/bus is equipped with a mobile phone.

16.3. Shuttle Bus Service

There should be regular transportation from each of the various hotels (teams, FIBA Europe and media) to the venue, including allowing FIBA Europe guests, media representatives and delegation members to travel to the venues to watch the games. The timetable should be clearly displayed at the information desk in the lobby of each hotel.

In addition, the organiser should also provide transportation service to and from the international airport for all FIBA Europe management, guests, staff, officials, etc.

16.4. Venues

The cars/buses require dedicated parking areas very close to the venue. If required, passes should be distributed to the cars and buses.

The team attaché shall agree on a daily basis the precise transport schedule with the head of the team delegation and communicate the schedule to the transportation centre.

Each team delegation shall in turn receive a printed transportation schedule detailing all of their transportation needs for the day.

The FIBA officiating team shall be informed individually of their transport schedule.

For the other participants to be transported by shuttle (media, VIPs, etc.), the transportation schedule shall be clearly displayed in the relevant official hotels and venues.

CHAPTER V: VENUE INFRASTRUCTURE

17. GENERAL PRINCIPLES

The travel time from the hotel(s) to the competition and training venue(s) shall not exceed twenty (20) minutes. Working air-conditioning is mandatory in all of the playing halls. Under exceptional circumstances, powerful mobile AC devices can be used to cool the court area after approval by FIBA Europe.

A practice court that is not one of the competition courts must additionally be available for practice if required by FIBA Europe.

18. PLAYING COURT AND PRACTICE COURT

The playing and practice court **must** be as stated in the Official Basketball Rules.

Beyond the end lines and side lines there shall be a further boundary line, two (2) metres wide which should be in a sharply contrasting colour to the playing courts.

All spectators must be seated at a distance of at least five (5) meters from the outer edge of the boundary line of the playing court.

Note: All lines apart from the official basketball lines **must** be covered with non-slip material (adhesive tape or foil, etc.) to match the colour of the wooden floor or removed completely. Please see also the court layout in the attachment (Annex I).

19. AROUND THE PLAYING COURT

19.1. Scorer's Table

A scorer's table shall be a minimum of six (6) meters in length and eighty (80) centimetres in height and must be placed on a podium/platform (recommended height 20cm) and wide enough to accommodate chairs for one (1) commissioner, four (4) table officials and one (1) standby referee (care should be taken that this podium should not obstruct views, so it may have to be reduced in height depending on the venue).

The scorers table should be equipped with enough electrical outlets for the technical equipment, laptop being used for the digital scoresheet (DSS), monitor for the Commissioner etc.

Wired internet connection should be available (min. DSL) for the DSS laptop.

One (1) printer (preferably colour laser printer) shall be provided for the printing of the scoresheet following the game. This printer can be shared with the statisticians if necessary.

19.2. Statistics Table

There shall be a working table for the statisticians (2-3 people) and their equipment which should be placed at the best angle to see the court, preferably behind the scorer's table.

If required, there must be enough space at/or close to the statistics table for two (2) TV graphics operators and equipment.

1. Recommended to be in the first row behind the scorer's table on a raised platform which is higher than the scorer's table (by 20-30cm) if this table is raised.
2. If this is not possible, due to specific conditions in an arena, it can be in line with the scorer's table.
3. The statistics table has to be equipped with enough electrical outlets, which will be necessary for the statistical systems.
4. One (1) laptop and one (1) fast printer (preferably b/w laser printer) shall be provided.
5. Broadband internet connection shall be available (min. DSL).

19.3. Team Benches

There shall be team benches on the same side as the scorer's table: There must be seats for a maximum of sixteen (16) persons. A small table for drinks/team equipment and a rubbish bin should be positioned next to the team benches.

19.4. Substitution Chairs/Benches

There shall be two (2) substitution chairs/benches on both sides of the scorer's table (four (4) in total, two (2) on each side of the table).

19.5. Medical and Anti-Doping

There shall be sufficient space for a minimum of two (2) first-aid/medical staff to be seated court-side.

In addition, there must be sufficient space for a minimum of two (2) anti-doping chaperones to be seated close to the team exit following the game in the case where the event is subject to doping control.

The doping-control officer shall be seated on court level with good view of the playing court and with quick access to the team benches.

19.6. Court-side advertising

The advertising boards must be placed outside the further boundary line (two (2) metres), which surrounds the court in accordance with the court layout drawing provided in Annex 1. The majority of advertising boards should be arranged in main camera-view and should include the specific signage as requested by FIBA Europe.

Those along the endlines must have a minimum gap of 90cm on each side of the mobile backstop units so that floor wipers and/or players can pass through if necessary.

For more information, please refer to chapter XII.

19.7. Backboards

1. The backboards **must** be according to the Official Basketball Rules.
2. Dimensions are 1.80 m x 1.05 m.
3. Shall have padding on the lower surface.
4. There shall be at least two (2) spare backboards available with rings already attached and identical to the original backboards.
5. The staff at the gym shall practise changing the spare backboard before the event starts.
6. The backboards shall be equipped with both red LED lighting around the perimeter and yellow LED lighting along the top of the backboard that are connected to the scoreboard and shot clock respectively and are functioning according to the Official Basketball Rules.

19.8. Backboard Support Structure and Rings

1. The backboard support structures and rings **must** be according to the Official Basketball Rules.
2. There should be one (1) chair next to each backstop unit for floor wipers.
3. The rings shall be able to flex when any force is applied to them.
4. Rings must be painted orange and have a net.
5. The nets shall be correctly attached and there shall be a minimum of two (2) pairs of spare nets.
6. The staff at the gym shall practise changing the spare net before the event starts.

19.9. Game Clock and Scoreboard

1. The game clock and scoreboard **must** be according to the Official Basketball Rules.
2. On both walls behind both of the backboards, there shall be two (2) synchronised electronic scoreboards. In case there is a scoreboard (cube) placed above the centre of the playing court, only one (1) duplicate scoreboard on the opposite side of the players' benches, clearly visible to both teams, will be sufficient.
3. The functions of both electronic scoreboards are as follows:
 - a. A clock which shows the game time with a countdown (with the ability to show the last-minute seconds and tenths of a second)
 - b. Displays game score
 - c. Displays number of periods
 - d. Displays number of charged time-outs
 - e. Displays number of personal fouls
 - f. Displays number of team fouls.
4. The signal for the timer (the end of playing time) shall be sufficiently powerful to be easily heard above the most adverse or noisy conditions.

Note: For all Division A and Division B tournaments an interface to the TV graphics system is required. The organiser has to ensure that all relevant information (interface and protocol description) is provided to FIBA Europe at least two (2) months before the event. This applies both to the game clock/scoreboard and the 24-second device.

19.10. Shot Clock

1. There shall be a shot clock panel installed above each backboard according to the Official Basketball Rules. The back-up solution are four (4) shot clock devices placed in the corners of the court on ground level outside of the further boundary area.
2. The game clock shall be also displayed on the shot clock panel. The shot clocks must be able to display tenths of seconds in the last 5 seconds of the shot clock. A yellow LED light on top of the backboard must be installed and must be indicating the end of the shot clock.
3. There shall be a separate sound signal with distinctly different sounds than those of the game clock and very loud sounds for the end of the twenty-four (24) seconds.

4. There shall be at least two (2) spare shot clocks (suitable for the current system).
5. The staff at the gym shall practice changing a shot clock before the event starts.
6. The shot clock shall **NOT** be connected to the game clock. That is, when it reaches zero (0) and the signal sounds, it shall **NOT** automatically stop the game clock.

19.11. Referee instructor position

- ✚ Table with 2 chairs.
- ✚ It shall be equipped with enough electrical outlets (minimum 3).
- ✚ Excellent WiFi connection

19.12. Other Technical Equipment

1. **Player foul markers:** according to the Official Basketball Rules.
2. **Team foul markers:** according to the Official Basketball Rules.
3. **Alternating possession arrow:** according to the Official Basketball Rules.
4. **Stopwatch & table type chronometer:** one (1) piece each.
5. **Ball and ball carriers:** as stated in the Official Basketball Rules. At least **twelve (12) balls** shall be provided for each team **during practices** (six (6) balls during games). FIBA Europe will provide the organisers with a sufficient amount of Molten balls and ball carriers.

20. CHANGING ROOMS

The changing rooms must be completely cleaned after the departure of the last person. A security person **must** be present and always in close proximity.

20.1. Team Changing Rooms

There shall be an easy, short and secure access route from the changing rooms to the playing court. There will be a minimum of **four (4)** fully equipped changing rooms for the teams with the same standards and dimensions. Each changing room shall meet the following requirements for each game:

- ✚ Five (5) separate showers and toilets with sufficient rolls of paper for each toilet.
- ✚ Washbasins with soap.
- ✚ Synthetic or tiled floor.
- ✚ Door locks shall function well.
- ✚ Windows with railings and curtains or painted windows.
- ✚ Benches or chairs for minimum twelve (12) persons.
- ✚ One (1) tactic board with marker and eraser.
- ✚ Hangers or lockers.
- ✚ Rubbish bins.
- ✚ Ice and bottled water.
- ✚ One (1) massage table.
- ✚ Mirrors (wall).

Drinking Water Supply for the Teams:

1. Drinking water for each team to use during games and practices will be provided free of charge by the organiser during the official Championship period (from the first to the last day of the competition plus two (2) days).
2. It is highly recommended not to charge any fee for the drinking water to teams, which arrive before the official Championship period and wish to have practices.
3. All drinking water will be **industrially bottled still water, not tap water**.

The following amount of drinking water will be provided:

1. For each team to use during the practices:
 - ✚ At least twelve (12) bottles of 1.5 litres of STILL water for players (1.5 litres per player).
 - ✚ At least six (6) bottles of 0.5 litres still water for the team staff members.
2. For each team to use during the games:
 - ✚ At least twenty (20) bottles of 1.5 litres STILL water for players (2.5 litres per player).
 - ✚ At least six (6) bottles of 0.5 litres still water for the team staff members.

If there is an exceptional increase of temperature, then this amount may also increase by the decision of FIBA Europe. It is recommended to keep the still water cold if the weather is hot.

Ice Supply for the Teams:

1. The organiser will determine the ice needed by the teams during the games and practices.
2. The teams' ice requirements can be met with an ice machine set up at the gym and by the teams' hotel free of charge. It shall be announced to the teams during the 1st Technical Meeting how the ice will be obtained at each location.
3. The ice shall be standard sized and cubed. The ice obtained by freezing water in bottles cannot be used for this purpose.

In the event that there is one or more commercial partner(s) in the isotonic/soft drink/water/towel categories then it is possible that they will supply the necessary products and equipment.

FIBA Europe Water Bottles:

FIBA Europe will supply plastic bottles for the drinking water. These bottles **must** be used by the teams during the games and will be distributed to the delegates and referees at the 1st Technical Meeting.

20.2. Referees' Changing Rooms

There will be a minimum of two (2) fully equipped changing rooms for referees with easy, short and secure access to the playing court.

Each changing room shall meet the following requirements for each game:

- ✎ One (1) separate shower and toilets with sufficient rolls of paper.
- ✎ Washbasin with soap.
- ✎ Door locks shall function well.
- ✎ Windows with railings and curtains or painted windows.
- ✎ Benches or chairs for three to four (3-4) persons and one (1) table.
- ✎ Hangers or lockers for three to four (3-4) persons.
- ✎ One (1) office-style refrigerator.
- ✎ Rubbish bin.
- ✎ Industrially bottled drinking water (2.5 litres per official per game) with sufficient paper cups.
- ✎ Tactic board with marker and eraser (if recommended).
- ✎ Massage table (if recommended).
- ✎ Mirror on the wall.

20.3. Table Officials' Changing Room

There will be a one (1) fully equipped changing room for table officials.

Each changing room shall meet the following requirements:

- ✎ Enough space for six (6) people.
- ✎ Benches or chairs for six (6) persons.
- ✎ One (1) table.
- ✎ Industrially bottled drinking water (1.0 litre per official per game).
- ✎ Hangers or lockers for six (6) persons.
- ✎ Door locks should function well.

20.4. FIBA Officiating Team room

There will be one (1) fully equipped room with easy, short and secure access to the playing court, where the FIBA Officiating Team can have pre-game or debrief meetings.

The room shall meet the following requirements for each game:

- ✎ Minimum size of ten (10) square metres.
- ✎ Benches or chairs for four (4) persons.
- ✎ One (1) table.
- ✎ Rubbish bin.
- ✎ Industrially bottled drinking water (1.0 litre per official per game) with sufficient paper cups.
- ✎ Doors locks should function well.
- ✎ WiFi internet connection.

20.5. First Aid Room

The first aid room shall enable first aid as well as normal preventive medical consultation to be given and should be within easy access from all other facility areas within the venue. The first aid room for players shall be situated so that it is easily accessible by the emergency services from outside the arena as well as from the playing court itself and from other areas.

1. Access shall be possible from the ground floor and shall be free of any obstacles or obstructions in order to ensure that any injured player can be taken there quickly
2. Trolley stretchers shall be available in each of the first aid rooms
3. The first aid room shall be adequately equipped and shall have a minimum dimension of thirty (30) square metres
4. The furniture and equipment shall include:
 - A bed for medical examinations, approximately 2.40 metres long and 0.60 metres wide.
 - A desk.
 - A wardrobe and a coat rack.
 - An oxygen cylinder with the relevant equipment for manual resuscitation.

20.6. Ambulance Standby Area

This area shall be located close to the playing court, the training area as well as the first aid room. There **must** be an ambulance together with qualified personnel available during all practices and games.

20.7. Doping Control Station

The doping control station **must** be equipped as stated in the current FIBA Internal Regulations Governing Anti-Doping. Doping control signs must be clearly posted in all areas leading to the Doping Control Station.

In the area where doping control will take place there shall be various beverages available to the players in the doping control room.

1. All water available **must** be industrially bottled drinking water, not tap water.
2. There shall be a wide variety of beverages.
3. There shall be no limit on consumption.
4. It shall be possible to serve the beverages cold if there is such a demand.
5. All beverages shall be in unopened cans or glass bottles.

Note: FIBA Europe reserves the right to carry out doping controls during all European Championships in 2019.

21. OFFICES

In each arena the following offices will be required:

21.1. FIBA Europe Office

- Preferably close to the organiser's office and the court.
- The door locks shall function well.
- At least two (2) study tables with chair and a sufficient number of guest chairs.
- Internet connection and technical equipment as defined in the Event IT Manual.
- Connection to a printer
- One (1) office-type refrigerator.
- Rubbish bin.
- Sufficient stationary supplies.
- Air-conditioning.

Industrially bottled drinking water (not tap water), soft drinks, coffee, tea and snacks shall be available for FIBA Europe management and staff all day.

21.2. Organiser's Office

- ✚ At least one (1) study table with chair and a sufficient number of guest chairs.
- ✚ Broadband internet connection min. DSL.
- ✚ Printer.
- ✚ Copy machine.
- ✚ An office-type refrigerator, tea and coffee machine.
- ✚ Rubbish bin.
- ✚ Sufficient stationary supplies.
- ✚ Air-conditioning.

21.3. VIP lounge (optional)

- ✚ Should be close to the VIP seats.
- ✚ Should be open thirty (30) minutes before the game starts and remain open thirty (30) minutes after the end of the last game of the day.
- ✚ Security control for non-accredited people.
- ✚ Catering service.

21.4 Cleaning Services

After each game and at the end of each day, the players' and referees' locker rooms, the offices, and all other areas shall be cleaned. Cleaning services **must** be co-ordinated by the organiser.

22. PUBLIC REFRESHMENTS

It should be possible to buy refreshments and snacks within or in close proximity to the arena. Beverages sold inside the arena shall not be served in vessels which could be used as dangerous projectiles, if thrown.

23. SERVICES

23.1. Lighting

Lighting will be provided with the lux rating determined by FIBA Europe and will be required for broadcasting during the games. The organiser must guarantee to:

1. Check all the lights in the gym and fix the broken ones.
2. Have an alternate energy source ready so play may be continued in case of a power outage.
3. Have an undisturbed power supply (UPS) for the scoreboard in order to prevent losing the time and score in case of a power outage during a game.
4. Prevent the sunlight, which might come through the windows from disturbing the players during games and practices.

23.2. HVAC (Heating, Ventilation, Air Conditioning)

The organiser is responsible for:

1. System control and maintenance.
2. Check the system to determine whether the power installation will be enough to carry on a long-term overloaded usage.

23.3. Sound and Announcing System

The sound and announcing system must be well-maintained. If there is no system in place, then a portable system should be set up. The LOC should provide a CD player and/or laptop and adapt the system for music.

The PA (Public Announcement) staff shall have a sufficient knowledge of English.

Note: The anthems will be provided by FIBA Europe and shall be no longer than seventy-five (75) seconds in length.

23.4. Flagpoles

1. The organiser shall provide hanging flagpoles within the venue for the flags related to the event.
2. If flagpoles are available outside the playing hall, the organiser should hang event related flags.
3. The organiser shall provide a mechanism for raising the flags of the first three (3) placed teams during the medal ceremony.
4. The organiser is responsible to produce all necessary event flags including the FIBA flags that must be approved by FIBA Europe in advance.

24. TRIBUNE AND SEATING PLAN

There shall be signs designating the different seating areas.

24.1. FIBA Europe Management, Commissioners, Referees, Referee Instructors, Supervisory Doctor

1. Reserved seats for FIBA Europe management, commissioners and supervisory doctor in the VIP tribune.
2. Designated seating area for referees and referee instructors.
3. Upon request by FIBA Europe, twenty-five (25) tickets of the best possible category must be made available.

24.2. Participants' Tribune

1. One hundred (100) reserved seats in close proximity to the playing court for players and team members.
2. Between two-hundred fifty (250) and four-hundred (400) seats are necessary to be reserved for the Final. The number of total seats depends on the number of participating teams and shall be approved by FIBA Europe.
3. Security control for the people who have no access to this section.

CHAPTER VI: MEETINGS

25. SITE VISIT

When: at least **four (4) months** before the event and potentially a second visit may be required.

Where: in all of the organising cities

Attendance: Organiser: Event manager

FIBA Europe: Competition manager, Event manager, IT manager (optional), Communications manager (optional)

Others: Hosting National Federation representative, local authorities

Agenda: Visit the facilities (arenas, hotels), review compliance with the event manual, and take necessary steps for improvement, if required.

Costs: International travel expenses are covered by FIBA Europe,

National travel expenses are covered by the organiser.

Staying expenses are covered by the organiser.

26. TECHNICAL MEETINGS

Where: All technical meetings shall take place at the team hotel.

Attendance: Commissioners, referee instructors, supervisory doctor, FIBA management and staff, representative of the organiser and team representatives who **must** be fluent in English, shall attend the technical meetings. It is an obligation for all heads of delegations to attend.

26.1. 1st Technical Meeting

1. The 1st Technical Meeting shall take place one (1) day before the games start at the team hotel. The time of the Technical Meeting shall be determined by the organiser in conjunction with the crew chief commissioner and FIBA Europe staff in advance and communicated to the participating teams as part of the first (1st) bulletin so the travel plan of the team can be made accordingly to enable them to attend the meeting.
2. The FIBA Europe management and staff, the commissioners, the supervisory doctor and the representative of the organiser should have a 'get together meeting' at least thirty (30) minutes before the Technical Meeting starts.
3. The crew chief commissioner together with the FIBA Event/Competition Manager on site will conduct the Technical Meeting.
4. As soon as the time of the meeting is determined, the heads of delegations **must** receive a written invitation from the organiser for the 1st Technical Meeting with the following information:
 - a. Date, time and place (room) of the meeting
 - b. Number and title of persons per delegation requested to participate in the meeting
 - c. Agenda of the meeting
 - d. Reminder that the following **must** be brought to the meeting:
 - Final team delegation roster from MAP.
 - Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members.
 - Passports of all twelve (12) players, all coaches & delegation members.
 - One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt.

Note 1: For the recommended detailed agenda of the Technical Meeting, please refer to Annex III.

Note 2: It is strongly recommended to organise a team doctors/medical meeting one (1) day before the competition starts at teams' hotel.

26.2. 2nd Technical Meeting

1. The 2nd Technical Meeting shall take place on the first rest day at the teams' hotel. The time of the Technical Meeting will be determined by the crew chief commissioner and FIBA Europe staff, and announced timely.
2. The crew chief commissioner together with the FIBA Event/Competition Manager on site will conduct the technical meeting.
3. As soon as the time of the meeting is determined the heads of delegations **must** receive a written invitation from the organiser for the 2nd Technical Meeting with the following information:
 - a. Date, time and place (room) of the meeting.
 - b. Number and positions of persons per team requested to participate in the meeting.
 - c. Agenda of the meeting.
4. The recommended agenda should be as follows:
 - a. Welcome, roll call of the participating teams by the crew chief commissioner.
 - b. Information and programme of the rest of the tournament including closing ceremony.
 - c. Questions.
 - d. Conflict resolution (if any) by the crew chief commissioner.
 - e. Final words by the representative of the organiser.
 - f. Closure of the meeting by the crew chief commissioner.

26.3 Coaches and FIBA Referee Instructors Meeting

The meeting of the coaching staff and the FIBA referee instructors must take place immediately after the conclusion of the 1st Technical Meeting. The time and place of the meeting of all participating teams will be determined by the crew chief commissioner and the FIBA Europe staff, and announced by the organiser in the 1st Bulletin.

26.4 Team doctor's Meeting

It is strongly recommended to organise a meeting with the team doctors and the medical coordinator of the LOC on the same day as the 1st Technical meeting in the team's hotel. Detailed information of the time and place of the meeting must be communicated by the organiser in the 1st Bulletin.

CHAPTER VII: INFORMATION TECHNOLOGY/STATISTICS

27. RESPONSIBILITIES

The responsibility for the event information technology shall be shared between FIBA Europe and the organiser. The precise activities and responsibilities within each area are detailed in this document. FIBA Europe and the organiser shall ensure that the joint goal of providing outstanding information services shall be foremost throughout their respective responsibilities and, in order to achieve this goal, all activities shall be carefully co-ordinated by both parties.

28. IT REQUIREMENTS

FIBA Europe is responsible for defining the overall IT requirements, including requirements for the areas which are under the organiser's responsibility.

These requirements are based on the strategic goals defined for the event as well as FIBA Europe's experiences from past events. However, considering the fast pace of technology development, FIBA Europe may amend these requirements during the preparation of the event. The organiser may obviously also suggest changes and enhancements to take into account particular needs or local specifications.

In both cases, the organiser and FIBA Europe will review the impact of changes and agree on their handling and implementation.

Note: All further information regarding IT requirements can be found in the FIBA Europe Event ICT Manual.

29. COMPUTER NETWORK

Please refer to Annex X, ICT Manual.

CHAPTER VIII: SECURITY AND ACCESS CONTROL

30. GENERAL

1. The organiser should appoint a security manager who will be responsible for all security/safety and access control-related issues.
2. Access control is ensured by careful planning of areas in the venue and a relevant amount of security personnel to control access and provide general security.
3. The organiser shall co-operate with local police forces by informing them about the event (place, date, number of participants, participating countries, etc.) and making sure that the local police ensure the safety of the event directly outside the venues, participants hotels and on the regular routes of participants (namely – between hotels and game/practice venues).
4. The organiser shall co-operate with local hospitals to ensure immediate help in case of accidents (MRI, X-ray, etc.). For guidelines on how to co-operate with hospitals, please refer to the Medical Care & Anti-Doping Guide in Annex XII.
5. The security personnel shall ensure that the arena rules (see Annex V) are respected.

31. RIGHTS PROTECTION

1. The security personnel are responsible for the rights protection of the event, namely the rights to record and transmit any sound, moving or still images or live reporting/statistics of the event.
2. The security personnel shall ensure that no unauthorised data transmission takes place from the game/practice venue by means of:
 - a. Video recorders.
 - b. Photo cameras with detachable lenses.
 - c. Any other communication devices (e.g. smartphones, tablets).

32. ACCESS CONTROL

1. The organiser's security manager shall identify different event areas/access zones in the venues. The following areas/access zones shall be foreseen:
 - C - Court
 - 1 - Team Areas
 - 2 - Administration Areas
 - 3 - Media Areas
 - 4 - Media Tribune
 - 5 - Participant Tribune
 - 6 - Spectator Tribune
 - 7 - VIP Areas
 - 8 - TV/Radio Rights-Holders Areas
 - 9 - TV Compound
 - V - Volunteer Areas
2. FIBA Europe events follow the IOC approach on access control system which implies that different participant groups should avoid crossing paths outside designated areas (e.g. media and players may only meet in the mixed zone) and the security manager shall do his/her best to apply this approach to the respective venues.
3. Once the designated areas are identified, communication lines (routes of movement of participants) shall be identified.
4. Once the communication lines are recognised, all access control points shall be designated and the necessary amount of security personnel for access control can be determined.
5. Once all areas, communication lines and access control points are identified, the organiser shall develop:
 - a. Venue overlay plan indicating the aforementioned aspects
 - b. Accreditation matrix
6. The most restricted areas in all FIBA Europe events are:
 - a. Court area
 - b. Team areas
3. Only teams, the commissioner, the referees, the referee instructor and table officials of the respective game, the supervisory doctor, volunteers that are designated to perform their duties in these areas, FIBA Europe management and staff and key managers of the organisation are allowed in court and team areas.

33. ACCREDITATION SYSTEM

33.1. General

1. There are two (2) types of accreditation systems used at FIBA Europe youth events:
 - a. Personalised accreditations (identifying the holder of the accreditation by name, nationality and photo)
 - b. Non-personalised accreditations
2. For U20/U18 Division A men tournaments, only personalised accreditations shall be issued.
3. For all other events FIBA Europe will decide if personalised accreditations are required.
4. For personalised or non-personalised accreditations, the organiser, under supervision from FIBA Europe, shall develop an accreditation matrix that defines:
 - a. Accreditation categories (different groups of participants that should use accreditation cards for access to designated areas).
 - b. Access zones (as described above); access zones shall be numbered.
 - c. Which category is allowed to access the designated area.
5. The basic accreditation categories are:
 - a. Teams
 - b. FIBA Officiating Team (sub categories: commissioners, referees, referee observers)
 - c. FIBA
 - d. LOC (organiser)
 - e. Security
 - f. Medical Services
 - g. Cleaning
 - h. Media (sub categories: press, photographers, TV/radio rights-holders, host broadcaster)
 - i. VIP
 - j. Volunteers (sub categories: statistics, runners, team attaché, floor sweepers/ball boys and other).
6. Each of the categories shall only receive access to the areas which they require in order to perform their duties. For example: media shall only receive access to media areas or VIP guests shall only receive access to VIP Areas.
7. The organiser can develop other categories or subcategories with prior approval of FIBA Europe.
8. Accreditation category FIBA shall receive ALL ACCESS as well as key managers of the organisation.
9. Referee instructors and commissioners shall receive access to VIP areas and to designated areas related to their primary duties.
10. FIBA Europe will provide a certain number of FIBA accreditation lanyards/strings free of charge. These lanyards must be used for all accreditation cards issued.
11. All accreditation cards shall be laminated and printed in colour.

33.2. Personalised Accreditations

- mandatory for FIBA U18 and U20 European Championships (men) Only Div. A
1. Personalised accreditations contain personal information about the holder of the accreditation card:
 - a. Name, Surname
 - b. Organisation
 - c. Photo
 - d. Category of accreditation (including sub-category, should there be one)
 - e. Permitted access zones.
 2. FIBA Europe will provide to the organiser a standardised web-based accreditation system free of charge. **This is the only** system can be used for accreditation of the event.
 3. The organiser shall provide (for more information, please refer to the ICT manual):
 - a. Two to three (2-3) laptops/PCs
 - b. Colour printer
 - c. Digital cameras/webcams
 - d. Laminator(s)
 - e. Reliable broadband internet connection to these laptops/PCs.
 - f. Necessary amount of volunteers/staff for accreditation centre.
 - g. Layout of the accreditation card according to templates (to be approved by FIBA Europe as print material).

4. If necessary, FIBA Europe will organise a workshop with the relevant staff to learn how to use the accreditation system.
5. All personalised accreditations shall be distributed according to the distribution system described in the following article.

33.3. Non-Personalised Accreditations

1. Non-personalised accreditations only contain the accreditation category and allowed access zones.
2. The organiser shall develop the layout of the accreditation card according to templates (to be approved by FIBA Europe as print material).
3. Non-personalised accreditation cards shall be pre-printed prior to the event and distributed according to the distribution system described in the following article.

34. DISTRIBUTION OF ACCREDITATION CARDS

For the convenience of all participants it is strongly advised to have an accreditation centre in all venues. The accreditation centre can also serve as the general information point for the event.

34.1. Personalised Accreditations

1. All personalised accreditations shall be issued individually only to the holder of the accreditation card. All accreditations shall be distributed via the accreditation centre. The only exceptions are teams, commissioners, referees, referee instructors and supervisory doctor.
2. Each team delegation can receive a maximum of twenty-five (25) accreditation cards.
3. Out of those twenty-five (25) accreditations, ONLY twenty-one (21) are with court access.
4. Out of those twenty-five (25) accreditations, two (2) are VIP accreditations with relevant access.
5. Team accreditation cards can only be issued during the 1st technical meeting once the final roster and the list of delegation members are confirmed by the commissioners.
6. Accreditation cards for commissioners, referees and referee instructors can be distributed at the first referees' meeting by the crew chief commissioner.

34.2. Non-Personalised Accreditations

1. Since non-personalised accreditations are pre-printed, they shall be distributed at the earliest convenience prior to the first game day.
2. Each team delegation can receive a maximum of twenty-five (25) accreditation cards.
3. Out of those twenty-five (25) accreditations, ONLY twenty-one (21) are with court access.
4. Out of those twenty-five (25) accreditations, two (2) are VIP accreditations with relevant access.

CHAPTER IX: GAME ENTERTAINMENT AND SIDE ACTIVITIES

The organiser shall develop a detailed activity plan for the game presentation, game entertainment and activities. The aim of such a plan is to guarantee that the spectators are exposed to a unique experience at the games and the event's activities, which go beyond the sporting experience.

The organiser shall present to FIBA Europe at least two (2) weeks before the start of the event a detailed plan/timetable of all proposed and planned activities taking place in the venues/arenas before, during and after the games.

The activity plan should include:

- Opening Ceremony (please refer to Chapter X)
- Time-outs
- Period and half-time breaks
- Time between the games
- Closing Ceremony (please refer to Chapter X)
- Entertainment outside of the arena

Note 1: FIBA Europe will provide different versions six (6) seconds, sixty (60) seconds and one hundred (100) seconds of the Official FIBA music which **must** be played at the Opening Ceremony, before, during and after the games and at the Closing Ceremony. (For more details please see Annex VI).

Note 2: The national anthems of the teams will be played before all games. The national anthem must be verified by the head of delegation or a representative of the respective team at the first technical meeting. ONLY the IOC version (short version specifically for the Olympic Games which is applied to all countries) of the national delegation anthem will be played.

35. SIDE ACTIVITIES

35.1. FIBA Educational Workshops for Players

FIBA Educational Workshops for Players shall be held at dedicated FIBA Europe youth events to reach out to players and raise awareness on specific topics. The selected events for the 2019 will be decided and announced at a later stage. FIBA Europe shall solely be responsible for defining the format and timing of the workshop(s), in order to enable all participating players to attend, and for selecting topics and speakers.

FIBA Europe shall provide to the organiser the general concept and requirements for the Workshop no later than five (5) months before the start of the Event. The Host shall then nominate at least one (1) LOC staff member who will work in close cooperation with FIBA Europe for the successful delivery of the Players' Workshop.

The Host shall provide the following for the Players' Workshop, and one (1) Local Ambassador (to be approved by FIBA).

1. An appropriate Venue;
2. An appropriate audio and video projection system in relation to the size of the room and attendance.

35.2. Other side events

The organisers are not obliged to organise other side events for the rest days. However, they are still highly recommended, particularly for the U16 events.

If some teams wish to have some side activities, the organiser is encouraged to assist them in the organisation of these activities, but the teams have to assume the related costs.

All details must be provided during the 1st Technical Meeting.

35.3. Official Dinner and Closing Party

The organiser shall host an official dinner. This dinner shall be organised with the participation of the region's most highly ranked civil official and the following people shall be invited:

1. Heads of delegations, as well as an additional person from each team.
2. FIBA Europe representative and FIBA commissioners.
3. Supervisory doctor.
4. Referee instructors and referees.
5. FIBA Europe management and staff.
6. Suitable dress code should be announced at the 1st Technical Meeting.
7. During the official dinner, the heads of delegations may wish to present some gifts to the organiser and/or to the host of the dinner. The programme shall be arranged accordingly.

8. If it is planned that the organiser and/or host of the dinner will give gifts to commemorate the Championship, it is recommended to have this ceremony during the official dinner.
9. The most suitable day for the official dinner is the evening of the first rest day.
10. The place where the official dinner takes place shall be decorated with event and organiser flags and banners.

Depending on the delegations' departures and if the organiser so desires, a closing party for all participants can also be organised. It is recommended to have a casual party with the participation of all team, including the players, referees and organisation members.

35.4. Welcome Reception

- It is recommended to organise a welcome reception in all the cities hosting the event.
- At least one (1) FIBA Europe management/staff member and all heads of delegations must be present during these visits.
- A maximum of two (2) visits to governor and mayor shall be planned.

CHAPTER X: OPENING, CLOSING CEREMONIES AND AWARDS

The Opening and Closing Ceremonies shall be part of the “Activity Plan” but **must** always be in accordance with the FIBA Europe protocol. The exact format of both ceremonies **must** be proposed by the organiser to FIBA Europe for final approval.

36. OPENING CEREMONY

It is not obligatory to organise Opening Ceremony, however if organised it must fulfill the FIBA Europe protocol.

The time and programme of the Opening Ceremony shall be announced to the participants in advance, in the 1st bulletin.

The Opening Ceremony can be organised before the 1st game of the home team and can only last a maximum of fifteen (15) minutes including all speeches and the start of the first game **must** allow a proper warm-up period (twenty (20) minutes).

The names and the flags of the participating countries **must** appear during the Opening Ceremony.

36.1. Attendance

In the case of a player or team involvement, the teams should be informed in writing in advance.

1. Teams

It is not obligatory that all teams attend the Opening Ceremony. In case teams want to attend, the organiser must provide transportation. The involvement of players must be limited to a maximum of sixty (60) minutes.

2. Officials

All commissioners are required to attend the Opening Ceremony.

36.2. Operation

1. **Speakers** (two (2) speeches or with prior approval by FIBA Europe a maximum of three (3) as short as possible and in the order below):

- The region's most highly ranked civil official.
- The representative of the organising National Federation.
- FIBA Europe representative.

2. Entertainment

- It is recommended to have authentic activities/events of the country or region.
- It is recommended that there is music at the Opening Ceremony.

Note: In addition to the short Opening Ceremony, the organiser can (but is not obliged) arrange an inauguration on the day before the beginning of the tournament.

37. CLOSING CEREMONY

The time and the programme of the Closing Ceremony shall be announced to the participants in advance at the 2nd Technical Meeting (please see Chapter VI).

1. Three (3) podiums shall be produced with sufficient space (for a maximum of twenty-one (21) persons). Ideal measurements are: 7 m - 8 m length, 0,8 m - 1,5 m width; heights ideally 0,2, 0,4 and 0,6 m. The podium should be produced with strong material able to support the participating teams who step onto it for the Closing Ceremony. It shall also be considered that this podium is as portable and easy to carry as it is strong. These podiums must be approved by FIBA Europe by no later than the start of the competition.
2. The podium **must** be free of advertising and any sponsor logo is prohibited. The event logo **must** appear. The layout **must** be approved by FIBA Europe.

For the Closing Ceremony, the celebration time of the winning team shall be considered, and the start of the ceremony shall be according to that celebration time.

It is compulsory to organise a rehearsal of the Closing Ceremony no later than the day before.

Please find a detailed Closing Ceremony procedure in Annex IV.

37.1. Attendance

1. The following people **must** be present at the Closing Ceremony:

- All players and delegates of the first three (3) placed teams.
- All players receiving awards.
- All players and delegates of the remaining teams participating in the competition.

2. All commissioners and referees are required to attend the Closing Ceremony.

The organiser is responsible to arrange the transportation to and from the hotel to the venues in each case, unless they informed the crew chief commissioner that they have to leave to return home.

37.2. Operation

Note: In accordance with the FIBA Europe Competitions Regulations, Article 15.1, it shall be co-ordinated with the FIBA Europe management and staff before the ceremony which person(s) will present the awards, medals and the trophy.

1. Teams

- Teams enter the court with music and take their places behind the podium according to their ranks; teams will be announced by country names and introduced to the spectators as they come onto the court.
- The individual awards **must** be presented before the medals. The awards will be presented in the following order:
 - a. Organiser Award
 - b. Fair Play Award
 - c. Most Valuable Player (MVP)
 - d. All-Star Five
- The players of the teams will step onto the podium as their teams' placing is announced in the following order: 3rd place, 2nd place and 1st place.
- The medals will be presented (see Annex IV).
- Playing of the national anthem of the winning team as the flags of the countries placed 1st, 2nd and 3rd are raised.
- The trophy will be presented.

2. FIBA Officiating Team

Commissioners and referees are present outside the court.

3. No speeches besides the announcements.

38. TROPHY AND AWARDS

38.1. Organiser Award

This award is given to the local organisers in expression of gratitude by FIBA Europe for organising the event.

38.2. Fair Play Award

In order to recognise outstanding sportsmanship, a Fair Play Award can be awarded to a player or in exceptional cases to a team. The award will be provided by FIBA Europe. The crew chief commissioner, together with the FIBA Europe staff and the organiser, will decide on a potential recipient.

38.3. All-Star Five and Most Valuable Player

In order to recognise and to promote the best players of the event, an All-Star Five and an MVP (who must also be a member of the All-Star Five) **will** be selected and presented with an award provided by FIBA Europe. **No** other awards may be presented by the organiser.

The head coach of each participating team will be invited to vote for the All-Star Five. The organiser will ensure that each head coach receives a ballot form provided by FIBA Europe and will be responsible for collecting the forms before the final game. In the case of a tie, FIBA Europe shall have the deciding vote.

38.4. Medals

The organiser shall provide medals for the first three (3) teams. The layout of the medals **must** be prior approved by FIBA Europe.

1. It shall be planned to have at least twenty-five (25) medals for each team in gold, silver and bronze.
2. On the medals shall be written the name of the Championship, the dates, the place of the organisation and the FIBA Europe/event logo and/or name.
3. No sponsor shall appear on the medal itself or on the lanyard of the medal.
4. The organiser shall provide FIBA Europe with two (2) sets of the medals for its archive.

38.5. Champion's Trophy

The trophy will be provided by FIBA Europe to be given to the winning team.

CHAPTER XI: COMMERCIAL AND MARKETING RIGHTS

FIBA Europe reserves the right to sign a contract with a **presenting sponsor** for the FIBA U16, U18 and U20 European Championships for men and women (see Competitions Regulations of FIBA Europe, Chapter V, Article 58.1).

All venues **must** be clear of any advertising, unless approved by FIBA Europe.

All of the commercial rights to the event are exclusively owned by FIBA Europe; however FIBA Europe may release some or all rights to the organiser. The organiser must contact FIBA Europe for approval before signing any major sponsor for the Championship.

39. ON-SITE ADVERTISING

FIBA Europe has the exclusive right to use any kind of advertising media for any products and/or services at the event venues.

Such advertising rights shall include the possibility for FIBA Europe to install signage inside the venues as well as exterior signage on the outside of the venues, on the venue scoreboards, etc.

40. ADVERTISING

40.1. Courtside Signage

There should be digital, rotating or fixed advertising boards (sixty (60) metres) at both end lines and along the side lines and in front of the scorer's table and team benches provided that there is a gap of two (2) meters on both sides of the scorer's table to allow the players to enter the court.

In case digital/rotating boards are used, each sequence can have a maximum duration of fifteen (15) seconds and there can only be a maximum of fifteen (15) rotations (including all FIBA Europe rotations).

In case the organiser is using fixed boards, the organiser can advertise every company on a maximum of two (2) boards. The number of FIBA Europe fixed boards must be equal to the highest number of boards used by any organiser's sponsor.

No other signage is allowed (e.g. second tier-signage). The cost of FIBA Europe's signage (digital, rotating, fixed) shall be covered by the organiser. The necessary graphic files will be provided by FIBA Europe at the latest two (2) weeks before the event.

The advertising boards **must** be according to the Official Basketball Rules.

40.2. Centre, Free-Throw Circles and Playing Court

The centre circle is reserved for a FIBA sticker.

Any advertising (sponsors, municipality, etc.) proposed in the free-throw circle **must** first be discussed (conditions) and requires **prior approval** from FIBA Europe.

41. SPONSORS

FIBA Europe partners cover a range of product categories and exclusive rights that they have each acquired, for and during the event. FIBA Europe shall ensure that each of the sponsors' individual plans and needs are catered for.

FIBA Europe will provide the organiser with a list of partners and product categories at a later stage. If the organiser has a strong prospect before receiving this list, FIBA Europe should be contacted immediately.

FIBA Europe partners are designated by product category and shall have exclusivity within their product categories. This product category exclusivity extends to all areas including but not limited to: advertising, selling, service, and promoting.

FIBA Europe and the organiser shall discuss the product supply requirements necessary for the organisation of the event so that the correct supply is provided by any relevant sponsors that become involved with the event.

The category of ball supplier is not available due to existing contract of FIBA with Molten. Therefore, FIBA will supply the organiser with balls and ball carriers.

CHAPTER XII: PROMOTION AND BRANDING

42. EVENT LOGO DESIGN AND LAUNCH

The organiser **must** develop the event logo according to the guidelines which will be provided by FIBA Europe at the LOC Workshop. The logo should be ready for public release and use at least **four (4) months** before the start of the event. Upon request, FIBA Europe might be able to help with the creation of the event logo for individual events.

FIBA Europe has to give its final approval for the logo. All rights of creations and logos developed for the event remain the absolute property of FIBA Europe.

FIBA Europe will create the logo and secondary elements for the FIBA U18 and U20 European Championships (Men, Division A).

43. NATIONAL MEDIA AND PROMOTION PLAN

In order to promote and gain awareness for the event, the organiser shall develop and implement a national media and promotion plan that shall be presented to FIBA Europe before the start of the promotion campaign.

Such national media and promotion plan can include, but shall not be limited to:

- Radio/newspaper/magazine promotion.
- Television and internet promotion/advertising.
- Availability of national team players and city/region's top politicians for media interviews in the build-up to the event.
- Promotions through the national basketball league.
- On-field promotional campaign (community promotion, school promotional programmes, basketball caravan, street basket competition, etc.).
- Ticket sales promotion.
- Outdoor campaign (billboards, flags, banners, posters, etc.).

The promotion plan should be linked to certain events/milestones that will occur in the lead-up to the event, such as:

- Launch of the event logo.
- Selection and confirmation of the event venues.
- Launch of ticket sales process.
- Selection of the host country's national team.

At least one (1) month before the start of, and during the event, the organiser shall display a range of event flags and/or banners, at all of the official sites (i.e. hotels, venues, city centres, etc.). The layout shall be approved by FIBA Europe.

The organiser shall be responsible for the distribution of posters, small leaflets and game schedules at related locations as well as preparing and placing billboards. The layout shall be approved by FIBA Europe.

After the event, the organiser should provide a short report on how the national media and promotion plan was implemented.

44. BRANDING

44.1. Court Design and Floor Stickers

FIBA Europe has the sole right to determine what is placed on any part of the playing court (e.g. in the centre circle, free throw-circles, on the further boundary line, etc.) during the event. Please see also the court layout in Annex I. This layout may change for the requirements of FIBA Europe **only**. FIBA Europe shall be responsible for the design and production costs of the FIBA floor stickers. FIBA Europe will provide the required number of floor stickers (one (1) centre circle sticker, two (2) three-point field goal area stickers per playing court) and backboard support padding stickers.

The organiser shall be responsible for the application of the stickers onto the playing court(s) under the supervision of FIBA Europe staff as well as stickers for further boundary line for the FIBA U18 and U20 European Championships Men Division A.

44.2. Backboard Stickers



FIBA Europe will provide a certain number of complimentary backboard stickers. The FIBA logo should appear on the bottom right corner of the backboard, the clean game sticker should appear in the bottom left corner.

The stickers shall be applied to all of the backboards used for all games and training sessions. **No** other stickers shall be permitted on the backboard or basket during the event, unless required by FIBA Europe.

44.3. Indoor and Outdoor Branding

The organiser shall produce banners, flags and other branding material to be placed inside and outside of the venues.

It is strongly recommended to produce branding for the following areas:

- Arena facade
- Spectators' entrances / Teams' entrance
- Foyer of the arena
- Second tier in TV camera view
- Media tribune
- Hospitality areas.

The design of such material shall be pre-approved by FIBA Europe before production.

The flags of the participating countries must appear in alphabetical order in English in the competition venues.

Please refer to ANNEX VII, Flag Guidelines.

44.4. Signs

1. All areas in the arena for team delegations, media, participants and spectators shall be clearly sign-posted.
2. Fixed labels for areas such as offices, referee changing rooms, media tribune, meeting room, doping control station, etc.
3. Changeable labels for team's changing rooms according to the games and teams using the rooms.
4. Restricted areas according to their specifications and labels to show who has access.
5. Seat numbers (recommended).
6. Designated seats for chaperones (if necessary).

44.5. Event-Branded Gifts

The organiser must produce at least one event souvenir branded with the event logo for all participants. Furthermore, FIBA Europe encourages the organiser to produce give-aways that display the event/FIBA logo. The layout of all artwork shall be submitted to FIBA Europe for **final approval** before the production.

FIBA Europe strongly recommends to provide Championship t-shirts or something of similar value.

Championship t-shirts should be produced and distributed to every delegation member. The layout of the t-shirt **must** be sent to FIBA Europe for approval before production.

In addition, the organiser may choose to provide the following:

- ✎ Bags
- ✎ Pins
- ✎ Key chains
- ✎ Towels
- ✎ Sweatshirts.

This list is given as information and the organiser is free to produce any of these according to their budgets. The produced promotion materials can also be sold.

CHAPTER XIII: PRINT MATERIAL

45. APPROVAL PROCEDURE FOR PRINT MATERIAL

45.1. General

FIBA Europe will provide the organiser with “standardised templates” for official print material. These templates will be sent to the organiser four (4) months before the beginning of the Championship and shall be used by the organisers.

The final layout for all pages in the Official Programme, ticket front and back, posters and all other official print material related to the event shall be submitted to FIBA Europe for final approval before printing.

Failure to gain approval before printing the various materials may result in the necessity to reprint **at the organiser’s cost**.

Any official print material should be submitted to FIBA Europe for final approval no later than seven (7) working days prior to the print deadline. FIBA Europe agrees to provide approval in writing within seventy-two (72) hours.

It is highly recommended that the organiser chooses to provide the following:

- ✎ Official Programme: (optional).
- ✎ Official tickets.
- ✎ Official posters/leaflets.
- ✎ Event headed paper and general stationery (business cards, organiser headed paper, envelopes, folders, etc.).
- ✎ Event accreditation cards.
- ✎ Event car and bus stickers for vehicle identification.
- ✎ Event parking passes/stickers.
- ✎ Event direction signs.
- ✎ Invitation to official dinner and/or closing dinner.
- ✎ Team daily activity form.
- ✎ Medical Insurance form.
- ✎ Champion’s Board.
- ✎ Media Backdrops (if applicable).

45.2. Official Programme

In case the organiser wishes to produce an Official Programme, it must be prepared before the start of the tournament and it shall be ready the day before the tournament starts.

The Official Programme may not include more than fifteen (15) advertising pages.

CHAPTER XIV: MEDIA & TV

Please refer to the Media Manual in the Annex XIII.

CHAPTER XV: LOGISTICS

46. CUSTOMS SERVICES

The organiser is responsible for the customs clearance, all related costs, and for the transportation from the customs to each of the Group Phase venues and/or hotels for all of the sport equipment, advertising and sponsor material.

The critical logistical areas are transportation, customs and the storage of the goods.

The organiser must also provide FIBA Europe with all the necessary information and/or documentation for the customs clearance.

Any costs relating to missing or incomplete information/documentation will be charged to the organiser.

The organiser shall guarantee that the customs are informed about the sports equipment, medical supplies and other items the delegation will bring with them so that any problems entering the country are avoided.

The organiser shall guarantee that all of the materials are in the arenas at least one (1) week before the start of the event and ready for installation and distribution.

47. SHIPMENT

FIBA Europe shall be responsible for co-ordinating the transportation from the country where the relevant goods are produced to the customs of the country where the event will take place. FIBA Europe will cover the cost of transportation to the customs.

The goods in question are:

- Basketballs and ball carriers.
- FIBA Europe give-aways.
- Accreditation lanyards.
- Floor stickers, trophies and water bottles.

48. STORAGE

The organiser is responsible for the storage of all goods after the customs have been cleared until the start of the event.

1. All storage costs shall be borne by the organiser.
2. There **must** be sufficient storage rooms in the arenas for the products and goods of the sponsors as well as any FIBA Europe advertising material.

49. FIBA EUROPE VENUE RULES

The FIBA Europe Venue Rules apply to all competitions of FIBA Europe. The FIBA Europe Venue Rules need to be visibly displayed at the entrance of each arena and all ticket sales offices, both in English and the respective national language, and need to be on the dedicated event website. The organiser is responsible for the translation of the FIBA Europe Venue Rules into their national language. The organiser in collaboration with FIBA Europe has to enclose \$5 "Liability", since it comes under the respective country's law.

Additionally to the FIBA Europe Venue Rules displayed at the entrance there is one (1) legal text version each for tickets and accreditation cards. The relevant version needs to be inserted on the back of each ticket and on the back of each accreditation card. All versions must be printed both in English and the respective national language. The organiser is responsible for the translation.

Please find the FIBA Europe Arena Rules in Annex V.

50. VISA SERVICES

The organiser should inform the consulates about the delegations in order to help them acquire visas.

CHAPTER XVI: FINANCES

51. OVERVIEW AND OBLIGATIONS

All of the fees and dues owed to FIBA Europe must be paid in full and net of any taxes and fees within the deadlines given in this manual. The bank details are as follows:

Bank: UniCredit Bank AG

IBAN: DE 79 7002 0270 0658 5052 38

Bank Code: 700 202 70

Swift Address: HY VE DE MM

Tax ID: DE222795123

For all other payments provided in this manual, the organiser shall be obliged to respect the following provision:

For reimbursement of all travel expenses for the FIBA officiating team, the payment must be made in EUR, unless an alternative agreement has been made with the party involved.

52. FINANCIAL OBLIGATIONS

For Division C & Small Countries European Championship, please refer to the financial provisions as outlined in the Competitions Regulations of FIBA Europe.

A. The organiser shall cover the following staying expenses:

From seventy-two (72) hours prior to the beginning of the competition and until twenty-four (24) hours after the end for all staff members of the offices of FIBA Europe and all freelancers.

From forty-eight (48) hours prior to the beginning of the competition and until twenty-four (24) hours after the end for:

1. The FIBA Europe President
2. The FIBA Executive Director Europe
3. The FIBA Europe representative
4. The necessary number of FIBA Europe referee instructors.
5. The necessary number of FIBA commissioners.
6. The necessary number of FIBA referees according to the tournament.
7. The difference between the actual cost of the staying expenses and the contribution paid by the teams, each consisting of a maximum of nineteen (19) persons.

B. The organiser shall cover the following travel expenses:

1. The FIBA Europe referee instructor(s)
2. FIBA commissioners
3. The necessary number of FIBA neutral referees according to the tournament.

C. The organiser shall also cover the transportation within the organising country for all persons listed above and for VIPs/ FIBA Europe guests.

D. Fees of all referees, commissioners and instructors in accordance with the Competitions Regulations of FIBA Europe. The fees and travel expenses of the Officials have to be paid via bank transfer at the latest until the first rest day of the tournament.

53. ORGANISER'S REVENUE

The organiser shall keep all income derived from:

1. Contribution from FIBA Europe.
2. Government and municipal subsidies.
3. Ticket sales.
4. Event/local sponsorship revenues as agreed with FIBA Europe.
5. Value-in-kind related to cost items as agreed with FIBA Europe.
6. National TV rights (as per Article 58.2 of the Competitions Regulations of FIBA Europe).

54. INSURANCE SUBSCRIPTION

4.1. FIBA Europe Responsibilities

FIBA Europe shall insure the following persons against accidents, which may occur during their travel to and from the venue of the competition:

1. The international referees (appointed by FIBA Europe).
2. The commissioners and referee instructors.
3. The official representatives of FIBA Europe management and staff present at the competition.

Note: In the event of any injury or sickness to officials or FIBA Europe management and staff, the organiser is responsible for the co-ordination of local medical care.

54.2. Organiser Responsibilities

The organiser shall ensure that there is medical care/insurance at the venue for all participants (players, coaches, referees, commissioners and referee instructors, team delegation members) in the case of illness and/or accident during their entire stay of the competition.

This medical care shall be at the organiser's expense and shall cover any and all accidents, which may occur during any local transportation arranged by them.

The organiser shall carry civil insurance (third party liability) for any and all accidents which may be caused through poor organisation such as faulty fittings, equipment and stands, security during the game and, in general, all material organisations for which the organiser is responsible. FIBA Europe shall be a co-insured party on this insurance policy.

55. PARTICIPATING NATIONAL FEDERATION DUTIES

The National Federations whose teams participate in an official competition **must insure** their teams against:

1. Accidents which may occur during the travel to and from the country of the competition.
2. Accidents which may occur to members of their delegation during the competition and for which the organiser is not responsible.

The National Federations whose teams participate in an official competition **must pay** to the organiser the amount of forty-five (45) EUR for U18 & U16/ fifty (50) EUR for U20 per person and per night for the duration of the competition.

56. DOPING CONTROL AND DOPING CONTROL EXPENSES

As stated in the current FIBA Internal Regulations Governing Anti-Doping.

Note: FIBA reserves the right to carry out doping controls during all FIBA European Championships for men and women.

The organiser is required to cover the staying and local transportation expenses of the supervisory doctor. FIBA Europe will cover the fees and travel expenses of the supervisory doctor and the laboratory costs and fees.

CHAPTER XVII: CO-ORDINATION WITH OTHER AGENCIES

57. POWER SUPPLYING SERVICES

The organiser is responsible for:

1. Co-ordinating with the related agencies for planning the maintenance of power supply during the Championship in order to avoid power outages.
2. Providing the responsible operator with a spare generator ready to come on line.

58. TOURISM AND ADVERTISEMENT SERVICES

It is recommended to provide the delegations and guests with:

- Free admission to tourist sights.
- Books, maps, CDs and similar documents about the relevant region.

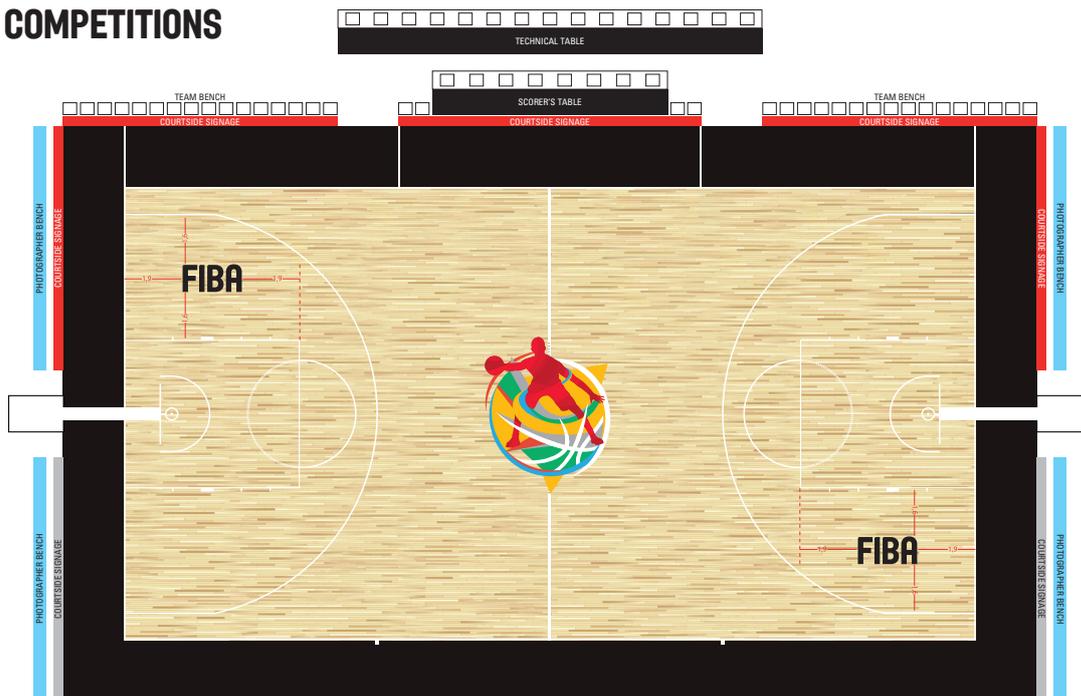
59. VENUE AND SURROUNDINGS MAINTENANCE

The organiser is responsible for:

1. Providing support in general municipal services for the venue from related organisations, such as cleaning services, asphaltting and environmental design.
2. Road, intersection, infrastructure construction and environmental design being completed in the access roads to such venues, giving priority to the participants for access to the venues.
3. General maintenance of the venue, including painting and cleaning.
4. Identification and direction signs being placed throughout and around the venue appropriately, according to their purposes.
5. Signs and information being posted on the main roads and intersections of the city, directing access to the venue.

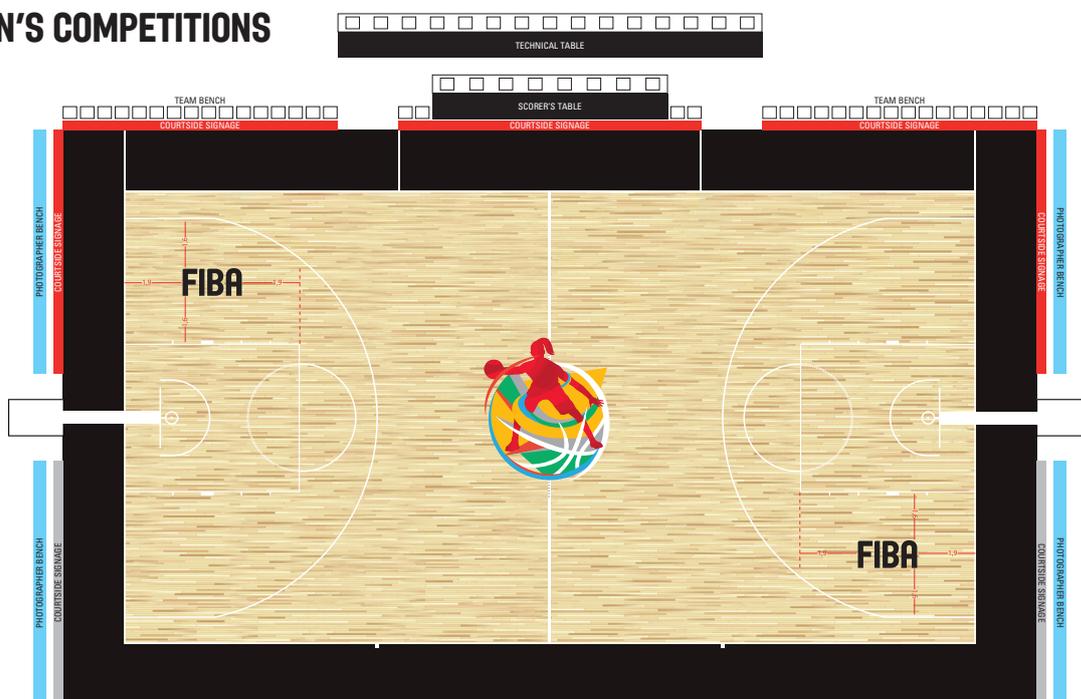
ANNEX I – COURT LAYOUT

MEN'S COMPETITIONS



Note 1 – On the layout drawing, the further boundary line is shown here in black but it can be painted in any colour, providing it is a sharply contrasting colour to the court. / Note 2 – FIBA wordmark stickers on both basket support paddings. / Note 3 – FIBA stickers on the right bottom corner (facing the basket) of both backboards. / Note 4 – Clean Game stickers on the left bottom corner (facing the basket) of both backboards (if applicable). / Note 5 – The technical table will have 12 to 15 positions depending on the event. / Note 6 – The dotted line of the free throw circle is only indicative for the positioning of sponsors' advertising (upon previous approval from FIBA Europe)

WOMEN'S COMPETITIONS



Note 1 – On the layout drawing, the further boundary line is shown here in black but it can be painted in any colour, providing it is a sharply contrasting colour to the court. / Note 2 – FIBA wordmark stickers on both basket support paddings. / Note 3 – FIBA stickers on the right bottom corner (facing the basket) of both backboards. / Note 4 – Clean Game stickers on the left bottom corner (facing the basket) of both backboards (if applicable). / Note 5 – The technical table will have 12 to 15 positions depending on the event. / Note 6 – The dotted line of the free throw circle is only indicative for the positioning of sponsors' advertising (upon previous approval from FIBA Europe)

ANNEX II – BULLETINS

Table of Contents for the first bulletin

1. Composition of the delegations, arrivals and departures, contribution fee
2. Financial Conditions
 - a) Additional accommodation and transportation costs
 - b) Laundry
 - c) Game recordings
 - d) Internet
3. Hotel Information
 - a) Official teams' hotels
 - b) FIBA Europe management, staff and FIBA officiating team hotel
 - c) Guests' hotels
 - d) Meals, team meeting room, water and ice
4. Operations
 - a) Organiser contact details
 - b) Transportation
 - c) Accreditations (including media accreditation process)
 - d) Team rosters with team photo
 - e) Medical care
5. Competition
 - a) Composition of the groups
 - b) Venues for competition and practice
 - c) Game and practice Schedules
6. Technical Meetings
 - a) Date
 - b) Place
 - c) Items to bring:
 - Final team delegation roster from MAP
 - Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members
 - Passports of all twelve (12) players, all coaches & delegation members
 - One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt
7. Meeting of Coaches & Referee Instructor(s)
8. Opening and Closing Ceremony
9. Team head-shot session information
10. Local Information
 - a) Local currency
 - b) Electricity
 - c) Emergency numbers
 - d) Entry visa
11. Attachments
 - Annex I – Detailed List of arrival and departure of the players and delegation members
 - Annex II – Team accreditation form
 - Annex III – Visa application form

ANNEX III – TECHNICAL MEETING AGENDA

TECHNICAL MEETING AGENDA

1. Welcome by the Official Representative of the LOC (Local Organising Committee).

Hand over to FIBA Commissioner (Crew Chief if more than one).

2. Introductions
3. Roll Call

Delegations & Heads of Delegations (HOD's). English must be able to be spoken by the HOD, if not then by another member of the delegation must be able to translate (this person cannot be a player or referee)

4. Appointment of the Technical Committee and Jury of Appeal

- Technical Commission – Chairperson and members
- Jury of Appeal – Chairperson, members and substitutes

Hand-over to LOC representative.

5. LOC update on:

- Contact Information – who to call in case of any problems, this should be available as a handout.
- Accreditations
- Accommodation – information desk, security in hotel, meeting room booking system etc.
- Meals – general times and type of meals, along with arrangements for snacks, or pre/post game specific food, plus drinks and ice.
- Laundry – process, times and associated costs.
- Transport, in relation to game and practice schedules, along with the process for team delegates to travel to see other games for scouting purposes and also the use of transport on free/rest days.
- Game and Practice Schedule – provision of water and ice for games and practices, along with the process for cancellation of practices or additional requests. Also medical cover security in the changing rooms for valuables should be covered.
- Game Footage – procedure for production and distribution of USB game footage and the associated costs.
- Opening/Closing Ceremony and any other official receptions/escursions.
- Finances – payment of any monies due to the LOC/Host federation, if not already paid by transfer.

Hand over to FIBA Commissioner (Crew Chief if more than one) and FIBA Europe staff.

6. Crew Chief Commissioner and FIBA Europe staff update on:

- Game schedule after the Group Phase – information about setting the schedule and distributing of the schedule
- Playing Uniform, colours (1st named team LIGHT, 2nd named team DARK), details about the interchanging of uniform colours, equipment, compression sleeves, tape etc. It is sufficient for each team to confirm their light and dark colour without checking for each individual game.
- Game Protocols – pre-game (warm-up min. time benches and warm-up basket), running order for photos, introductions, anthems etc., use of the FIBA water bottles, coaches dress code, protest procedure, code of conduct etc.
- Eligibility – list of approved players will be checked against passports and licence cards. Remind HOD's that in the case of any astrexed players (i.e. those who acquired legal nationality by naturalisation or any other means after having reached the age of 16), only one such player is permitted per team. Reminder that no changes to the list of players is permitted after the official closure of the meeting.
- Media requirements – player headshots, team photo, mixed zone, press conference/interviews, game streaming, official photographer, social media guidelines etc.
- Insurance, Medical and Anti-Doping – including Emergency Action Plan.
- Dates and details for the 2nd and 3rd (if applicable) Technical Meetings.
- Any further information.

7. Miscellaneous and questions

It should also be re-emphasised at this point, who are the contact people for specific issues. In most cases this will be the FIBA Commissioner(s) and the LOC personnel.

8. Final Words and Closing

9. Eligibility/passport check, uniform control, payment of any monies due to the LOC, distribution of gifts, water bottles and coaching boards.

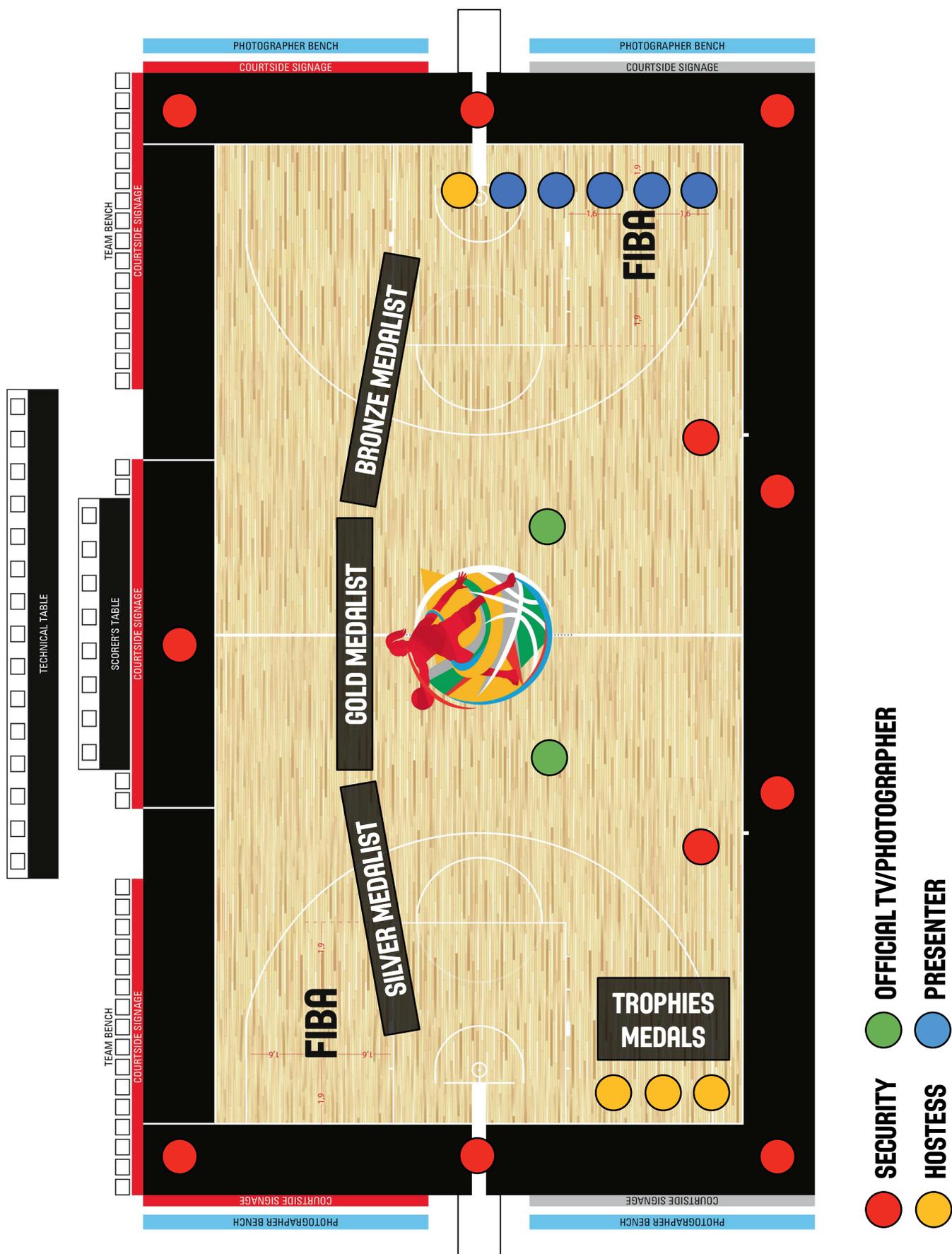
10. The following must be checked:

- ✎ Final team delegation roster from MAP
- ✎ Collective entry forms with signatures of all twelve (12) players (incl. parents' signature for minors), all coaches and delegation members
- ✎ Passports of all twelve (12) players, all coaches & delegation members
- ✎ One (1) sample set of each uniform (light and dark), one (1) warm-up/shooting shirt

FOLLOWING THE COMPLETION OF THE SUBMISSION OF FINAL TEAM DELEGATION ROSTERS, PASSPORTS, SIGNED ENTRY FORMS AND UNIFORMS; THE MEETING IS OFFICIALLY CLOSED.

ANNEX IV - CLOSING CEREMONY

Court Layout



CLOSING CEREMONY PROCEDURE

Example:

Time	Technical Action	Responsibility	Music
Half-time	Podiums are behind the fence opposite the scorer's table		
Half-time	Table with awards is in the left corner, one (1) security person next to it		
Half time	Organiser award, Fair Play award, All-Star Five awards and MVP award receivers known must be informed to attend the Closing Ceremony to receive their awards	FIBA Europe	
00:00	Winning team celebrates	Head of delegation/coaches	Energy up background
00:30	Installation of podiums and table for awards 1. Podium for gold 2. Podium for silver 3. Podium for bronze	LOC	Energy up background
03:00	Table with trophies, awards and medals positioned by the court	LOC	Energy up background
05:00	Photographer area arranged	LOC	Energy up background
05:30	Podiums are installed	LOC	Energy up background
05:30	Awards presenting persons are on the right side of the court Hostesses on the left side of the court with awards		Energy up background
05:30	Teams are lined up on the side of the court in the following order: Silver, Gold, Bronze	FIBA Europe	Energy up background
06:00	Starting of the Closing Ceremony	Speaker	FIBA Official music 60 sec
06:15	Teams invited on court	Speaker	"Team entrance"
06:45	Awarding of Organiser award	Speaker/hostesses	"Instrumental music"
07:15	Awarding of Fair Play award	Speaker/hostesses	"Instrumental music"
08:15	Awarding of All-Star Five	Speaker/hostesses	"Instrumental music"
11:15	Awarding of MVP	Speaker/hostesses	"Instrumental music"
12:15	Awarding of Bronze medals	Speaker/hostesses	"Instrumental music"
14:15	Awarding of Silver medals	Speaker/hostesses	"Instrumental music"
16:15	Awarding of Gold medals	Speaker/hostesses	"Instrumental music"
18:15	National anthem of champions	Speaker/hostesses	Anthem
18:30	Trophy presentation	Speaker/hostesses	
18:45	Team photos	Speaker/photographers	We are the Champions

CLOSING CEREMONY SPEECH

Example:

(AS SOON AS THE GAME IS FINISHED AND THE SET UP OPERATIONS OF THE PODIUM START):

Ladies and Gentlemen,
In a few minutes we will begin the Closing Ceremony.
Please remain in your seats.

WHEN THE PODIUM IS IN PLACE AND SET UP (FIBA song 60 sec)

Ladies and Gentlemen,
We are now ready to begin the FIBA Under XX European Championship for men/women 2019 Closing Ceremony.
Please now welcome the teams of (name of bronze medal team), (name of silver medal team) and (name of gold medal team).
I would like to ask the teams to remain standing behind the podium during the presentation of the individual awards.
Mr/Mrs (name and role), will now give the organiser award to Mr/Mrs (name and role of the Local Organising Committee) thanking them for the excellent organisation of the FIBA Under XX European Championship for men/women 2019.

(PHOTOGRAPH)

The Fair Play Award will be presented by Mr/Mrs (name and role), and goes to (name and/or team), for their exemplary sportsmanship displayed on the court.

(PHOTOGRAPH)

The All-Star Five are:
(name of player _____) from (name of team _____),
(name of player _____) from (name of team _____),
(name of player _____) from (name of team _____),
(name of player _____) from (name of team _____) and
(name of player _____) from (name of team _____).

(WHEN THE 5 PLAYERS ARE LINED UP)

The Awards will be presented by Mr/Mrs (name and role),

(PHOTOGRAPH)

The award for the Most Valuable Player of the FIBA Under XX European Championship for men/women 2019 will be presented by Mr/Mrs (name and role), and the Most Valuable Player is (name _____) of (name of the team _____).

(PHOTOGRAPH)

The bronze medal team for the FIBA Under XX European Championship for men/women 2019 is (name of the team _____).

The bronze medals are presented by Mr/Mrs (name and role).

The captain: _____

Number 4: _____

Number 5: _____

Number 6: _____

Number 7: _____

Number 8: _____

Number 9: _____

Number 10: _____

Number 11: _____

Number 12: _____

Number 13: _____

Number 14: _____

Number 15: _____

And the Head Coach: _____

(PHOTOGRAPH)

The silver medal team for the FIBA Under XX European Championship for men/women 2019 is (name of the team _____).

The Silver medals are presented by Mr/Mrs (name and role).

The captain: _____

Number 4: _____

Number 5: _____

Number 6: _____

Number 7: _____

Number 8: _____

Number 9: _____

Number 10: _____

Number 11: _____

Number 12: _____

Number 13: _____

Number 14: _____

Number 15: _____

And the Head Coach: _____

(PHOTOGRAPH)

And now Ladies and Gentlemen we present the FIBA Under XX European Championship for men/women 2019 and Gold medal winning team (name of team _____).

The gold medals are presented by Mr/Mrs (name and role).

The captain: _____

Number 4: _____

Number 5: _____

Number 6: _____

Number 7: _____

Number 8: _____

Number 9: _____

Number 10: _____

Number 11: _____

Number 12: _____

Number 13: _____

Number 14: _____

Number 15: _____

And the Head Coach: _____

Ladies and Gentleman please stand for the national anthem of the Champions of the FIBA Under XX European Championship for men/women 2019 (name of team _____).

(ANTHEM of the WINNING TEAM)

Mr/Mrs (name and role) will now present the FIBA Under XX European Championship for men/women 2019 trophy to the captain of the (name of the team _____). FIBA Official music (6 sec)

(PHOTOGRAPH)

The FIBA Under XX European Championship for men/women 2019 is now over and I would like to invite the teams to stand for the photo session.

Congratulations once again to all the teams.

(WE ARE THE CHAMPIONS)

(PHOTOGRAPH)

ANNEX V – FIBA EUROPE VENUE RULES

(IN FORCE AS OF 1 APRIL 2018)

1. General Principles

- 1.1 For the purposes of these rules, a **Person** shall be defined as any person attending, or intending to attend, any event or competition of FIBA Europe (“**Event**”), regardless of whether such person holds a valid admission certificate in the form of an official ticket (“**Ticket**”) or official accreditation (“**Accreditation**”).
- 1.2 These rules apply as soon as a Person enters any premises used for an Event, including any possible security perimeter (“**Venue**”). They shall apply until such Person has left all Venues.
- 1.3 The full text of these rules shall be available for download at an official FIBA Europe and/or Event website. It may also be displayed at the entrance of a Venue and/or be available at Ticket or Accreditation offices.
- 1.4 If a Person does not comply in any way and for any reason with these rules, they may not be permitted to enter or may be evicted from a Venue by Event staff, security personnel and/or law enforcement representatives, at their sole discretion. Additionally, they may be subject to any applicable measures imposed by law enforcement representatives as per applicable laws.
- 1.5 Should a Person not be allowed to enter a Venue or be evicted from a Venue in relation to any non-compliance with these rules, they shall automatically lose any right to reenter a Venue and shall have no right to reimbursement of any costs and expenses incurred in relation with the respective Event, including but not limited to Ticket costs.
- 1.6 Persons who are banned by public or sporting authorities from attending sporting events may be forbidden to purchase a Ticket or obtain an Accreditation or to enter a Venue.
- 1.7 Use of a Ticket or Accreditation by a minor is presumed to be made with the acceptance of these rules by his/her parents or guardians.

2. Basic terms and conditions

- 2.1 A Person must at all times:
 - a. Comply with these rules, which shall require compliance also with: the FIBA Europe General Statutes and Internal Regulations, other rules and decisions issued by FIBA Europe, as well as any other applicable rules (e.g. state law, etc.);
 - b. Follow any instruction given by law enforcement representatives, Event staff, security personnel, and/or other duly authorized persons;
 - c. Hold a Ticket or an Accreditation as well as an official personal document with a photo allowing identification (“**ID**”);
 - d. Consent to controls, body searches and possible removal or confiscation of objects that are not allowed in a Venue by applicable laws or these rules.
- 2.2 A Person under the influence of alcohol, narcotics or any behavior-modifying substance shall not be allowed to enter a Venue and may be evicted from a Venue.
- 2.3 A Person shall not be allowed to:
 - a. Throw any objects or substances, or to set objects or substances on fire;
 - b. Act aggressively or in any way that may jeopardize security, public health, public order, the uninterrupted continuation of the Event or the reputation of FIBA Europe and/or the Event’s organizer (“**Organizer**”);
 - c. Make any declarations, statements or other actions that display a nationalistic, political, religious, ethnic or racist message or are in FIBA Europe’s reasonable decision not fit for a sporting competition (“**Prohibited Messages**”);
 - d. Act in any way that may trigger violence, racism, religious disputes or xenophobia;
 - e. Engage in any form of betting or activities related to betting in connection with the Event;
 - f. Threaten others’ lives and safety or act in an offensive manner;
 - g. Climb on the seats or any other structure inside a Venue;
 - h. During the games, stay in an area other than that designated on such Person’s Ticket or Accreditation, including any aisles or areas alongside the basketball court;
 - i. Smoke, except in especially designated areas, if any;
 - j. Record or transmit any sound, moving or still image or description or any result or statistics of the Event, including without limitation those of players, coaches and officials, other than for private use, unless officially authorized by FIBA Europe and holding appropriate Accreditation to the Event;
 - k. Be involved in any way in the dissemination of any sound, moving or still image, description, result or statistic of the Event, in whole or in part, for any sort of public access, irrespective of the transmission form, whether over the internet, radio, television, mobile phone, data accessory or any other current and/or future media (now known or hereinafter invented and/or devised);

- l. Engage in any form of activity which may result in unauthorized commercial activity inside a Venue, including but not limited to unauthorized association with the official Event marks, FIBA Europe and its commercial partners;
 - m. Use, wear, possess or hold promotional or commercial objects and materials, or offering to sell, or possess with the intent to sell, drinks, food, souvenirs, clothes, or other promotional and/or commercial items within a Venue. All such items may be removed or confiscated by FIBA Europe or the Organizer;
 - n. Provide any type of commercial service or undertake any commercial promotions in a Venue.
- 2.4 Subject to applicable laws, by entering a Venue a Person is deemed to:
- a. Agree that FIBA Europe or third parties authorized by FIBA Europe may use free of charge or any compensation the Person's voice, image, photograph and likeness by means of live or recorded video display, broadcast, streaming or other transmission or recording, photographs or any other current and/or future media technologies (now known or hereinafter invented and/or devised) in a commercial or non-commercial manner, for the maximum duration permitted by law, in any format and through any type of media but excluding the use which implies individual endorsement by the Person of any commercial entity, product or service; Waive all rights and actions seeking to oppose the exploitation described in paragraph 2.4.a above. FIBA Europe (and third parties authorized by FIBA Europe with respect to the use of such media) shall be bound by, and comply with, all applicable laws with respect to any use they may make of such media.
3. **Prohibited and restricted items**
- 3.1 The following items are prohibited and may not be allowed into a Venue at the sole discretion of FIBA Europe, the Organizer, Event staff, security personnel, law enforcement representatives or other authorized persons:
- a. Dangerous items
 - i. Poles (i.e. flag poles) of hard material and/or longer than 1 meter
 - ii. Glass bottles larger than 100ml (excluding medication contained in glass bottles)
 - iii. All types of knives and bladed items, including pocket knives and knives carried as part of cultural dress
 - iv. Weapons or implements such as bayonets, flick knives, extendable batons, sharpened combs, modified belt buckles and loose blades modified into weapons
 - v. Items that resemble dangerous items such as replica guns or hoax explosive devices
 - vi. Firearms and ammunition (including replicas, component parts or any device suspected to be a firearm)
 - vii. Personal protection sprays such as CS or pepper sprays
 - viii. Fireworks, explosives, flares and smoke canisters
 - ix. Balls, rackets, frisbees or any other objects which may be used as projectiles
 - x. Large "golf-style" umbrellas
 - xi. Hazardous and toxic materials
 - xii. Any other item reasonably considered as dangerous
 - b. Liquids
 - i. Alcoholic drinks. Restrictions may apply to soft drinks and water for commercial (e.g. certain categories may not be allowed if commercialized exclusively in the Venue) or security (e.g. bottle cap may be removed from all bottled liquids) reasons.
 - ii. Liquids, aerosols and gels in quantities greater than 100ml
 - c. Photographic and broadcast equipment
Any video/broadcast or other image capturing equipment including without limitation reflex cameras, tripods and monopods
 - d. Other items
 - i. More than one soft-sided bag of max. 25 liter capacity (bag must be able to fit under the seat)
 - ii. Laser pointers and strobe lights
 - iii. Noisemakers including without limitation hunting horns, air horns, klaxons, vuvuzelas and whistles
 - iv. Oversized hats
 - v. Any object or clothing bearing Prohibited Messages or disproportionate commercial identification or capable of being used for ambush marketing activity
 - vi. Tents, boards, signage, spray paint or any other item which could be used for in-Venue demonstration or for damaging property
 - vii. Walkie-talkies, phone jammers and radio scanners
 - viii. Personal/private wireless access points and 3G hubs (smart devices such as Android phones, iPhones and tablets are permitted inside a Venue, but must not be used as wireless access points to connect multiple devices)

- ix. Bicycles, folding bikes, roller-skates and skateboards
 - x. Animals, including without limitation pets (only official service animals are permitted)
 - xi. Controlled drugs, including substances which look like controlled drugs
 - xii. Any other item which may disrupt competition, obstruct the view of other spectators or create a safety hazard, including without limitation any type of paper rolls (toilet paper, cash register rolls, confetti etc.)
- 3.2 Persons carrying any of the items above will not be allowed to enter a Venue and, subject to applicable laws, may be required to be transferred to law enforcement facilities (e.g. police station).
- 3.3 Any usage of professional photographic or broadcast equipment is prohibited without the prior written authorization of FIBA Europe.
- 3.4 In addition to the items listed under 3.1 above, specific requirements apply to the following items, which may be allowed inside a Venue only after approval of the Venue security manager or other authorized personnel:
- a. Flags and banners
 - i. A Person in possession of a flag or a banner shall be required to prove that such flag or banner
 - does not display a Prohibited Message
 - (for flags and banners larger than 2m²) the material it is made of, is not flammable.
 - If allowed, the Person in possession shall
 - agree to usage terms with the security personnel
 - bear full responsibility for the use of the flag or banner
 - prove his/her identity with a valid passport or ID
 - (if required) undersign a specific legal form
 - ii. Flags, other than the official flags of the countries of the teams participating in the Event or in the game, may not be allowed in a Venue at the sole discretion of the Event staff, security personnel and/or law enforcement representatives.
 - b. Drums

In case of drums, the Person in possession shall prove that the drums

 - are not closed (one end must be open)
 - are not made of a flammable material
 - do not display a Prohibited Message.

If allowed, the Person in Possession shall

 - bear full responsibility for the use of the drums
 - prove his/her identity with a valid passport or ID
 - (if required) undersign a specific legal form.
 - c. Food

FIBA Europe and the Organizer reserve the right to not allow food in a Venue.
- 3.5 If available at a Venue, a cloakroom/deposit may be used to temporarily hold items not allowed into the Venue, provided the security personnel agrees and the items do not create any safety hazard.

4. Liability

- 4.1 In the event of an emergency, all persons in the Venue shall remain calm and follow the rules and instructions given by Event staff, security personnel and/or any law enforcement representatives. FIBA Europe and the Organizer shall bear no responsibility for consequences to lives, health and property to the maximum extent permitted by applicable law and particularly in case of non-compliance with the instructions provided.
- 4.2 Should a Person violate the fire safety rules (including those caused by smoking in a Venue) and cause the fire alarm system to set off, FIBA Europe and the Organizer shall bear no responsibility for any consequences due to such emergency evacuation, which shall be exclusively attributed to such Person.
- 4.3 FIBA Europe and the Organizer shall bear no responsibilities for any harm to life, health and property of a person within the Venue to the maximum extent permitted by applicable law and particularly in case of a violation of these rules.

5. Accreditations

In addition to the above provisions, the following apply to a Person who has received or is using an Accreditation (“Holder”), regardless of if they are the same person as featured on the Accreditation:

- 5.1 An Accreditation is for personal use only and cannot be transferred to others. It must be worn visibly at all times.
- 5.2 The Holder is granted access rights only to the zones indicated on the Accreditation and shall use the designated entrances accordingly.
- 5.3 An Accreditation does not give the Holder the right to a seat in a Venue, even if the Holder has access to the respective zone. A valid Ticket is always necessary, unless authorized by FIBA Europe and/or the Organizer.
- 5.4 Any misuse of an Accreditation (including, without limitation, unauthorized entrance into restricted zones or non-compliance with these rules) or engaging for any reason whatsoever in a dispute or argument with security and/or Event staff may result in the immediate withdrawal of the Accreditation by FIBA Europe or the Organizer.
- 5.5 An Accreditation shall remain the property of FIBA Europe and can be withdrawn at any time, with immediate effect, at FIBA Europe’s sole discretion.
- 5.6 If an Accreditation is lost, stolen or for any other reason not in the Holder’s possession, the Holder shall immediately inform FIBA Europe and/or the Organizer.
- 5.7 The Holder agrees that FIBA Europe and the Organizer collect information about him/her and that this information is processed, used and stored by FIBA Europe, the Organizer or a third party, for the purpose of organizing the Event, other FIBA Europe events, and for the promotion of basketball.

6. Applicable law – jurisdiction

- 6.1 The relationship, if any, between a Person on the one hand and FIBA Europe, the Organizer and their respective representatives on the other hand, shall be regulated exclusively by Swiss law, without regard to its conflict of law rules.
- 6.2 Any and all disputes arising from or in connection with these rules or generally with a Person’s attendance of an Event, shall be submitted exclusively to the courts of Lausanne, Switzerland.

LEGAL TEXT FOR ACCREDITATIONS

By receiving and using this accreditation for the herein-mentioned event, the holder – regardless if s/he is the same person as featured on this accreditation or not – agrees to comply with the FIBA Europe Venue Rules available upon request at the accreditation centre(s) of the event or at the following URL link: <http://fiba.basketball/>

LEGAL TEXT FOR TICKETS

To be printed on the ticket:

By purchasing, holding or using in any way the present ticket, the holder accepts and agrees to the FIBA Europe Venue Rules, which are available under [event’s website] or at a ticket/accreditation office of the event.

ANNEX VI – FIBA OFFICIAL MUSIC

FIBA OFFICIAL MUSIC PLAYLIST

Versions:

- 100 seconds (full version)
- 60 seconds
- 6 seconds

The FIBA Official music must be played at the following occasions:

Occasion	Song Version
<u>Before the Game (during Pre-Game Countdown):</u>	
➤ After teams are called off by the referees (before the teams' intros)	60 sec.
➤ Right before the tip-off	6 sec.
<u>During the Game:</u>	
➤ Half-time right before tip-off	6 sec.
<u>At the Closing Ceremony:</u>	
➤ To start the Closing Ceremony	60 sec.

Note: The above playlist specifies only the obligatory use of the FIBA Official music and its different versions. Each organiser has the permission to play any of the versions whenever it is suitable for its plan of procedures and entertainment during the event.

ANNEX VII – FLAG GUIDELINES

Introduction:

The flag guidelines were produced to provide information to all matters regarding flags and flag related protocols in all FIBA Europe events.

During the FIBA Europe official competitions, only the flags and anthems of the countries or affiliated National Federations approved and recognised by FIBA may be used.

At the site of the competition and its surroundings, the FIBA flag and the flags of the countries or National Federations whose teams take part in the competition shall be raised.

The organiser shall ensure that the flags of the teams taking part in the competition are placed in a manner that will be equal for all. The flags shall be hung in alphabetical order according to the English language (please refer to the Competitions Regulations of FIBA Europe, Article 9).

Flags:

All flags should be the same size, with the vertical versions being preferred as it is more usual that they are hung vertically. All flags should be raised at the same height. Spare flags should always be available. The flags will be hung inside and the venue in the most appropriate way depending on the general set up, in the following order:

1. FIBA flag (FIBA Europe will provide the organiser with the FIBA logo for the production of the FIBA flag).
2. Event flag.
3. Participating countries' flags in alphabetical order according to the English language.

The organiser is responsible for the production of all flags. The FIBA Flags Manual will be provided to the organisers by FIBA Europe.

Opening Ceremony:

At the Opening Ceremony the national flag of each participating country shall be carried onto the court.

The Opening Ceremony shall end with all the flag bearers leaving the court.

Closing Ceremony:

At the Closing Ceremony, only the flags of the countries placed first, second and third are raised as the anthem of the country of the winning team is played.

ANNEX VIII – EVENT BRANDED GIFTS

1. Championship T-shirt

Advertising (sponsor and/or trademark logo) requires prior approval from FIBA Europe.

The event logo **must** be visible on the front of the shirt.

The position of the event logo should either be on the left or right breast height.

The organiser is free to decide which version of the event logo, portrait or landscape, will appear on the shirt:

- Minimum size portrait version: six centimetres (6cm) in height.
- Minimum size landscape version: six centimetres (6cm) in width.

The following may be visible on the front and/or back of the shirt:

- Event title
- Logo Secondary logo elements (if created by the organiser and approved by FIBA Europe).

If the event title will appear on the shirt, the font type “FIBA” shall be used. (FIBA Europe will provide this font type along with the print material templates).

The design of the Championship t-shirt (front and back) shall be submitted to FIBA Europe for final approval **before** the production.

2. Give-aways

Advertising (sponsor and/or trademark logo) requires prior approval from FIBA Europe.

For small items, on which it is not possible to reproduce the event logo correctly (e.g. pens, lanyards, etc.) the following **must** be visible:

- Event title

On all other give-aways the following **must** be visible:

- Event logo

The layout of all give-aways shall be submitted to FIBA Europe for final approval **before** the production.

ANNEX IX - FIBA EUROPE COACHING CERTIFICATE (FECC) EVENT MANUAL

FIBA EUROPE COACHING CERTIFICATE (FECC)

1. FECC Dates

Since 2007, the FIBA Europe Coaching Certificate (FECC) has been organised every year during one or two youth tournaments as an integral part of the National Federation & Sport Development of FIBA Europe.

In 2019 the FECC will take place at the FIBA U16 and U20 European Championships Division A, while in 2020 the course will be at the FIBA U18 and U20 European Championships Division A.

The FECC is a nine-day event including arrival and departure day and is scheduled for the final part of the respective European Championship. Usually arrival day is Sunday and departure day is Monday, the day after the final game.

The LOC of the respective youth tournament is responsible (both in terms of organisation and finances) for the necessary arrangements as listed in this manual.

2. Hotel

All FECC participants, lecturers and staff must stay in the same hotel. The hotel has to be of top international standard category (minimum four star hotel). The accommodation shall include full board for eight (8) nights.

The distance from the FECC hotel to the competition and the training venues shall not have a travel time in excess of twenty (20) minutes.

Number of FECC Persons:

- Approximately sixty-eight (68) coaches. They can decide if they wish to stay in a single or twin room. A rough estimation of required rooms will be made prior to the event. The exact number of single and double rooms can only be determined following a) the site visit; b) the final agreed prices of accommodation; and c) the confirmation of requested single and twin rooms by the FECC participants. This procedure will be finalised approximately two to three (2-3) months prior to the event.
- Please note that an odd number of people may request twin rooms. In this instance, one person will be moved into a single room, but will be charged the same price as the people sharing a twin room.
- Approximately six (6) lecturers and two-three (2-3) FIBA Europe staff (approximately seven (7) single rooms and two (2) suites in different categories).

The FIBA Europe staff will arrive minimum two (2) days prior to the event and departure minimum one (1) day after the event.

The hotel should be finalised during the site visit with FIBA Europe's approval. Any changes subsequent to the site visit must be with FIBA Europe's approval.

Accommodation Costs for the Coaches (Sixty-eight (68) persons)

The participants or their respective national federations have to cover the accommodation costs for the event. Prior to the event, the LOC will propose a hotel and costs for full board for single and twin rooms for eight (8) nights. The costs can be transferred via bank transfer, via credit card prior to the event or be paid in cash upon arrival at the hotel. Please be aware that some participants/national federations will ask for a receipt and/or an invoice prior to the payment. The transaction responsibilities are with the LOC.

If a coach wishes to arrive or depart earlier or later than the official arrival/departure dates, he/she has to contact the LOC in order to clarify possible extra staying nights, costs and transfers.

Conference Room

The conference room for the FECC should be available throughout the whole event and have the capacity for minimum eighty (80) persons with chairs and tables arranged in classroom style. The conference room shall be equipped with:

- Eighty (80) persons seated at tables arranged in classroom style
- Air conditioning
- Lectures seating area (six (6) persons) at tables up front
- Elevated speakers (three (3) persons) table equipped with AC power supply
- Adjustable light settings for presentation mode
- High speed internet connection
- Video projector and video screen (minimum size four by three (4x3) metres)
- Audio/video system (amplifier and speakers). Prior to the event the video and audio system have to be tested by a technical expert of the hotel and the company providing the video equipment
- A dry wipe board and a flip chart including markers in different colours

- Coffee, water and snacks (sandwiches, fruit, sweets) at the scheduled coffee breaks
- Water at the tables during the sessions
- Coffee for the lecturers during the sessions

On the final 3rd stage of the FECC at the U20 European Championship there will besides other exams, be a written exam, which requires a bigger (equivalent to approximately 140 persons seated at desks arranged in classroom style) conference room for approximately one hour.

Meeting Rooms

Up to five (5) additional small meeting rooms will be needed for approximately one (1) hour per day. The rooms/areas shall be equipped with:

- Sufficient seating capacity for thirteen (13) persons (no table needed)
- Flip chart and sufficient number of markers

FIBA Europe Equipment & Accreditation room

A meeting room from one (1) day prior to the event until the departure day. The room will be used for the accreditations, storage for the equipment, FIBA Europe staff office and meeting room.

Information Area

An information board should be located in the hotel lobby during the entire event.

Meeting Areas

The FECC participants should have the possibility to meet and talk after the sessions and in the evenings (e.g. restaurant, bistro or a lounge), both indoors and outdoors.

Colour Printer

A colour printer including paper shall be provided in room of one of the FIBA Europe staff.

Internet

Internet access shall be accessible and free of charge for all FECC participants within their rooms.

Laundry Service

A full laundry service shall be provided for the participants at a discounted price.

The FECC practice uniforms (twelve (12) shirts and twelve (12) shorts) should be cleaned overnight every day until 8 am.

Hotel Decoration

There shall be FIBA Europe and FECC flags and banners outside the team hotel, in the lobby area and in other areas related to the organisation.

Such decoration and signage will be co-ordinated by FIBA Europe. It will be produced and set up by FIBA Europe.

Food and Beverages

Quality meals (three meals per day: breakfast, lunch and dinner) in sufficient quantities must be prepared and guaranteed for the FECC participants.

FECC should have a separate, reserved area for all meals. The lecturers' table (ten (10) persons) shall be arranged separately.

Emphasis should be placed on providing food that is suitable for basketball players, and which also takes national eating customs into account.

Menus should be designed to be nutritious as well as tasty and should be standardised and served in "buffet" style. The buffet should have appropriate accessibility for all persons at the same time.

Contents should include:

Breakfast: Cereals, bread, yoghurt, honey, fruit and fruit juices, marmalade, jam, eggs, skimmed milk, coffee and tea

Lunch and Dinner: Pasta, potatoes, vegetables, salads, rice, fruit, meats, fowl, fish, cheese, bread, soft drinks, mineral water, tea and coffee

A schedule of the meals will be given to the LOC/hotel prior to the event. It should be noted that some evening meals may be required late at night after the last match and the hotel catering must be aware of this and be prepared.

Graduation Ceremony

On the final stage of the FECC at the U20 European Championship there will be a graduation ceremony on the last day of the event. An appropriate room for eighty (80) persons (just chairs) and a lecturer's table including a stand for speeches shall be provided for approximately two (2) hours. The room shall be decorated appropriately.

Snacks, drinks and sparkling wine shall be served at the end of the ceremony.

3. Local Transportation

For Sixty-Eight (68) Coaches

The organiser shall be responsible for the organisation of the local transportation for the approximately sixty-eight (68) coaches at the same time. The organiser shall assign a sufficient number of bus(es) with driver(s) during the whole event.

The bus(es) shall have the following conditions:

1. Vehicles shall be clean and air-conditioned.
2. It is recommended to have stickers with event logo on the vehicles.
3. It is recommended that the drivers wear a standard uniform or T-shirts/shirts representing the organisation.
4. Apart from security, nobody other than FECC participants may travel in these vehicles without permission of FECC organisers.

The transportation includes, but is not limited to:

1. Pick-up at place of arrival (e.g. train/bus station, airport) and transfer to the hotel at the designated dates of arrival and departure. A transfer schedule should be provided by the LOC according to the arrival times of the coaches. The coaches should not wait longer than one hour for their transfer.
2. Transfer to and from the hotel to the venue for games and practices. Schedule will be provided by FECC organisers prior to the event.
3. Transfer to the airport for departure.

FECC Lecturers and Staff

The organiser shall provide transportation for FECC lecturers and staff from the date of their arrival until the day of their departure.

Transportation includes but is not limited to two (2) cars and one (1) minibus.

The vehicles shall have the following conditions:

1. Vehicles shall be clean and air-conditioned.
2. It is highly recommended to have a driver, but it may be possible that the FECC staff can drive the car/ minibus, if insurance is covered.
3. The car and minibus require dedicated parking areas very close to the venue. If required, passes should be distributed to the cars and buses.

Transportation of the Lecturers and Staff at Arrival and Departure

The organiser shall provide pick-up service at arrival and departure place (e.g. train/bus station, airport) and transfer to the hotel.

Each lecturer/staff member should be picked up separately, if the waiting time extends more than thirty (30) minutes.

Transportation Organisation

Insurance: The organiser shall ensure that all of the various types of transportation have necessary insurance coverage.

Drivers: It is very important that the car drivers for the event are of a suitable age and maturity, and that they have driving experience. They should be English-speaking and have a good knowledge of the city. Volunteers can be used as drivers as long as they fulfil the requirements.

For the busses, professional bus companies should be used which will supply their own professional drivers.

4. Practice Gym

Requirements for the Practice Gym

- Full size court (twenty-eight by fifteen (28x15) metres)
- Air conditioning
- Audio/video system (amplifier and speakers). Prior to the event the video and audio system have to be tested by a technical expert of the gym or of the company where the equipment was rented from and the company providing the video equipment
- Any obstruction (e.g. walls) shall be at least two (2) metres from the playing court.
- Wooden floor
- Seating area for minimum seventy (70) persons
- Changing room for demonstration team
- Internet connection
- Screen for video presentation, if needed
- Ten official European Championship balls (will be sent by FIBA Europe)
- Two (2) x 0.5 litre water for each FECC participant (seventy (70) persons) for each session in the gym

- Twelve (12) towels for each session
- As the participants also act as the demo teams, ice must be provided in case of injuries and a physiotherapist and doctor should be available upon request
- Coffee for the lecturers
- Desk for the lecturers
- White board and flip chart
- Cones
- Additional equipment upon request
- Game clock

5. Game Gym

Accreditation

All FECC participants will be provided with FECC accreditations. Tickets/seats shall be provided by the LOC.

Seating Plan

Reserved seats for the FECC coaches at one (1) designated area close to the court.

FECC lecturers and staff in the VIP tribune.

Hospitality

Provide the FECC participants with water during the games.

6. Game Videos

The organiser must provide a video of each game of the entire tournament to the FECC at the end of each day. Before the tournament the organiser shall agree with the FECC organising staff on a specific format of the video files.

7. VISA

The LOC will assist the participants and lecturers acquiring VISAs if required.

8. Equipment

FIBA Europe will send equipment prior to the event. A designated person from the LOC should be assigned to take responsibility for the equipment until arrival of the FECC staff.

The LOC will provide eighty (80) official programmes for the FECC participants.

It is recommended to provide the FECC persons with some tourist information, e.g. a city map.

9. Filming the FECC

The LOC will provide a video/audio company including equipment in order to film all FECC clinics in full as well as providing raw material of the FECC event in order for FIBA Europe to create a highlight film after the event.

a) Equipment (needed in conference room and in gym)

- HD Camera
- 2nd camera for highlight clips
- Stick-on microphone
- Headset microphone
- Handheld microphone
- Min. 2 Speakers (sufficient size for gym)
- Sound station/Amplifier
- Software to convert HD material in MP4 files

b) Film all Clinics in the Gym and in the Conference Room of the FECC

Gym filming script:

Elevated camera position (e.g. central stand), wide-angle lens, the digital camera must be on a stand (tripod).

- The action on the court should be captured in full (all players and lecturer working should be seen on the video)
- The camera should be able to capture all areas of the court from one position
- Zoom on coach, if he is giving a monologue
- Film all flip chart slides. Zoom on flip chart for about five to ten (5-10) seconds, when something new is being presented. Have the flip chart on the video whilst the lecturer is explaining something

Conference filming script:

- Concentrate on the lecturer speaking
- Film all presentation/flip chart slides. Zoom on new presentation or flip chart slide for about 5 - 10 seconds
- Focus on presentation or flip chart slide, while lecturer is explaining something
- If possible have both the lecturer and the presentation visible on the video

c) **Highlight Film**

In order to produce a five (5) minute highlight/image film of the FECC we need short clips of all the different actions at the FECC, that includes:

- Clips of the final game. Only a few moments of the actual game as we will have the full game on video, but some clips of lecturers and participants at the final; some atmosphere (spectators, cheerleaders, etc.)
- Interviews with participants and lecturers. FIBA Europe will prepare the questions and choose who to interview, then arrange a time and place to film it
- Some clips of the clinics in the gym and in the conference room
- Discussion groups of all lecturers
- Workshop presentations & feedback sessions, if there are any
- Lunch, bus, coffee break

d) **Technical Requirements**

The lecturer will be hooked up with a wireless stick-on microphone. This microphone has to be directly connected to the camera, so first class audio signal on the film is assured. A handheld microphone will also be connected directly to the camera. Both microphones are also hooked up to an amplifier for the speakers in the conference room/gym.

All film material should be copied on a hard drive. FIBA Europe will provide the hard drive prior to the event and gets it back on the last day of the event.

720HD recording is sufficient for this production. Each session should be saved as a separate file. Each session must be saved on the hard drive in original format **and as a MP4 file.**

10. Assistance of LOC

The LOC assigns three (3) assistants who shall be available for the FECC throughout the event.

ANNEX X – FIBA EUROPE ICT MANUAL

1 INTRODUCTION

1.1 Purpose of the document

The purpose of this document is to provide detailed requirements and specifications for the information and communication technology (ICT) area for all official FIBA Europe events of all levels.

It can serve as a guideline for the event IT Director of the Local Organising Committee (LOC) and can be a basis for defining an initial budget for ICT before an event or when considering bidding to host an event.

This document serves as an annex to the FIBA Europe Bid and event Manual of the respective event and is replacing the sections about ICT in previous Bid and event Manuals.

However, considering the fast changing and evolving nature of technology these days, requirements can change compared to this document. This is particularly true if the bidding procedure takes already place many years before the actual event.

1.2 The Role of ICT

Information technology has a significant impact on organising a successful event.

Effective, scalable and reliable information systems are required to deliver information to all stakeholders, to support decision making processes and to provide a state-of-the-art and safe working environment.

Furthermore active use of new technologies can help in promoting the event and presenting it in a professional and innovative way to the fans, the participating teams, business partners and sponsors as well as the media and TV broadcast partners.

However, it is essential to deploy only robust, proven solutions. FIBA Europe events are not a playground to “test” innovative but unproven products.

1.3 Overview / various components

The following areas are covered in this manual:

- Local ICT infrastructure in arenas;
- Data (statistics) services;
- Accreditation and event management system;
- LOC back-office / project management;
- Human resources;

In each section, in addition to specifications and requirements, responsibilities between the LOC and FIBA Europe are clarified. A high-level milestone planning can be found as an annex to this document.

1.4 Planning

Thorough planning, from the first Master Plan with key milestones to detailed action plans, plays a key role in providing the highest level of services and eliminating risks as much as possible.

Backward planning

As it is the case with all similar projects, the final deadlines are immovable and consequently all planning has to be backward planning from the start of the event.

Monitoring

The progress regarding key milestones defined in the Master Plan has to be constantly monitored, both by the LOC and FIBA Europe, in order to identify possible problems and “bottlenecks” early enough to be able to react.

Roles and responsibilities

Another important part of planning is a clear definition of roles and responsibilities. This is especially important in the ICT area considering the many intersections with other areas like accreditations, media operations, public relations, marketing, event management, etc.

Risk management

Possible risks and threats should be analysed in time and concrete action plans for the small and major problems have to be developed.

1.5 Abbreviations

Abbreviations used in this manual:

- ACL: Access control list
- AD: Accreditation
- CIS: Commentator information system
- CMS: Content management system
- EMS: event management system
- LAN: Local area network
- LOC: Local Organising Committee
- PMS: Project management system
- SLA: Service level agreement
- VLAN: Virtual LAN
- VPN: Virtual private network
- WLAN: Wireless LAN

2 HUMAN RESOURCES

2.1 Overview

It is extremely important that for all positions the roles and responsibilities are clearly defined.

This section provides an overview of staff in the IT area, providing job descriptions and profiles of the persons.

2.2 IT

2.2.1 IT director

The IT director carries the overall responsibility of all IT activities.

- Responsible for all IT related activities.
- Definition, implementation and control of the IT budget.
- Works closely with the IT Department of FIBA Europe.
- Oversees and monitors all IT related activities and projects.

Profile

- 3+ years of work experience in the IT business.
- Very good understanding of complex data systems and networks.
- Experience from working at other sports events.
- Good knowledge of basketball.
- English speaking.

The IT director needs to be involved in the project from the very beginning.

2.3 Statistics

2.3.1 Statistics Manager

One statistics manager is required for each Venue and one of them has to be the main responsible person for the whole event.

- Responsible for the selection of statisticians for the event;
- Responsible for training/briefing of all statisticians;
- Nominating statisticians per game;
- Responsible for organising the distribution of printed statistics in the arena to the teams, media, VIP's, etc.

Profile

- Perfect knowledge of basketball.
- 3+ years work experience as a statistician in the highest domestic league and/or international competitions;
- Familiar with the software used at the specific event.
- Familiar with the FIBA Statisticians' Manual.
- English speaking.
- FIBA licensed statistician.

2.3.2 Statisticians

Profile

- 3+ years work experience as statisticians in the highest domestic league and / or international competitions.
- Familiar with the software used at the specific event.
- Familiar with the FIBA Statisticians' Manual.
- FIBA licensed statistician.

Note: In case the host country doesn't have a sufficient number of FIBA licensed statisticians to cover the whole event, all necessary steps to close this gap have to be taken early enough in cooperation with FIBA Europe.

Statisticians are only needed during the event. Additionally they need to spend some time training with the actual stats software provided by FIBA Europe.

2.3.3 Runners

Runners are volunteers distributing the printed statistics during and after a game to the teams, media, etc.

2.4 Other volunteers

Additional volunteers might be required in the IT area.

3 VENUE INFRASTRUCTURE

3.1 Introduction/ purpose

For all events a reliable infrastructure (in particular local networks, internet connection and power supply) is the basis for nearly all other areas covered in this document.

Covered in this section are:

- Local networks
- Internet connection
- Telecommunication
- Hardware (for example for media workroom)
- Power supply

3.2 Service level agreements with contractors

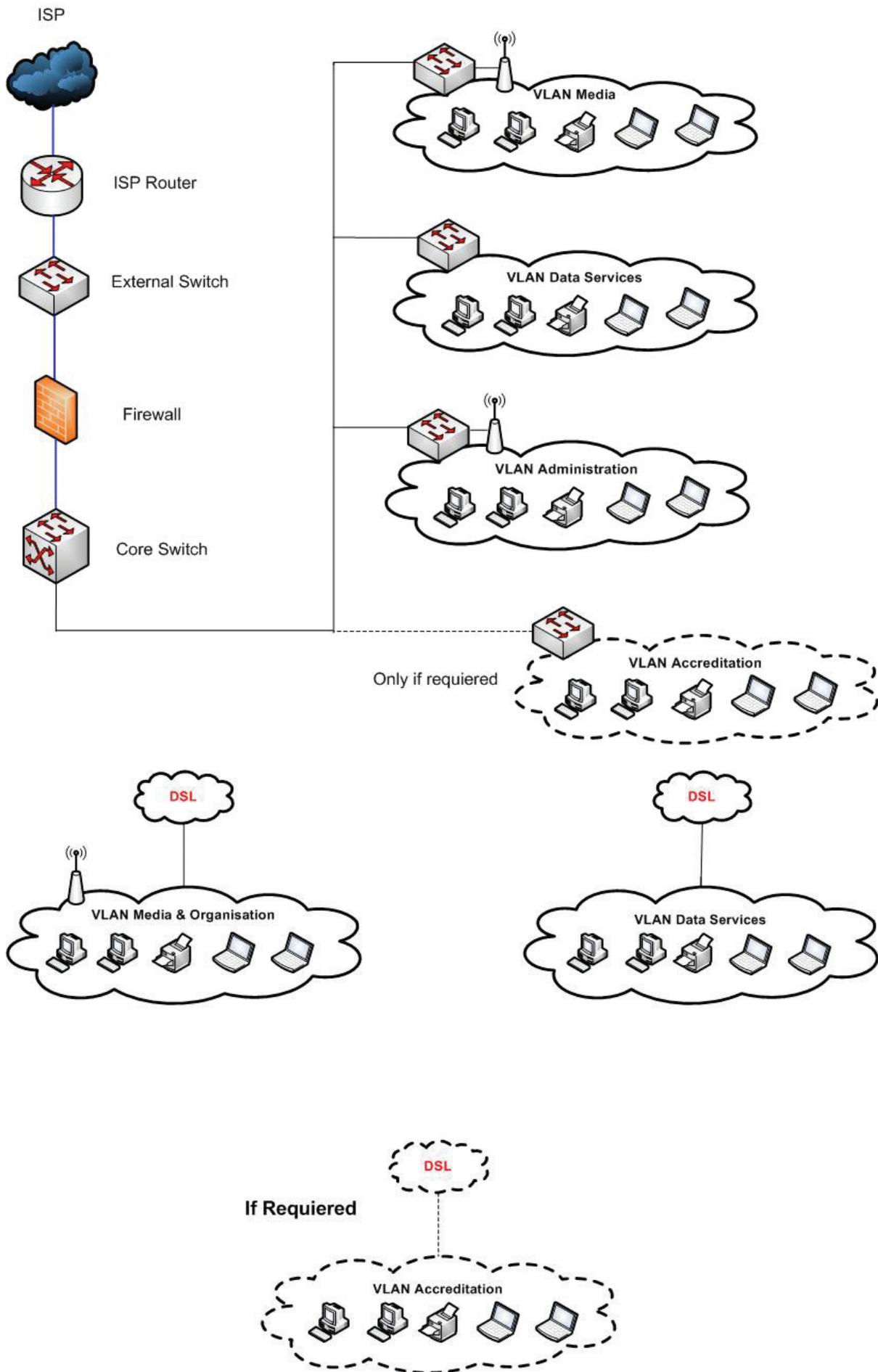
Service level agreements (SLA) have to be concluded with all major contractors, e.g. internet service provider, the company managing the local network, etc.

24/7 support has to be ensured through a proper SLA, if necessary also on-site, guaranteeing shortest possible reaction times in case of problems. Availability of all systems has to be guaranteed at least for 99% of the time (i.e. maximum acceptable downtime of 15 minutes per 24 hours).

3.3 Local network

3.3.1 Architecture

For smaller events it can be decided in a case by case basis if one main network (physically or logically segmented into smaller VLAN's) is set up in the arena or if several smaller independent networks are arranged (for example multiple DSL routers / WLAN access points).



3.3.2 Network segments

In general the local network can be set up in two different ways: either by using one main network, physically or logically separated into various VLAN's or, if this is not possible or feasible, by setting up several completely independent smaller networks, each one with its own independent internet connection.

Segmented network

The following network segments are required:

Segment 1, Media

Where: media workroom (cable and/or WiFi), media tribune (cable and/or WiFi)

Segment 2, Statistics

Where (cable only): Statisticians position behind scorers' table

Comments: For the internet connection a minimum bandwidth of 2 Mbit/s has to be guaranteed at all times, regardless of the bandwidth usage in other segments.

Segment 3, Organisation (LOC & FIBA Europe)

Where (cable required, WiFi optional): LOC and FIBA Europe offices

Comments: For the internet connection a minimum bandwidth of 10 Mbit/s has to be guaranteed at all times, regardless of the bandwidth usage in other segments.

Segment 4, Accreditation (only if an online accreditation system is used)

Where: accreditation centre (cable only).

Comments: For the internet connection a minimum bandwidth of 5 Mbit/s has to be guaranteed at all times, regardless of the bandwidth usage in other segments.

Independent networks

The following networks are required:

Network 1 (media & organization)

Where: media workroom (cable and/or WiFi), media tribune (cable and/or WiFi), LOC and FIBA Europe offices (cable required, WiFi optional).

Bandwidth internet connection: minimum 50 Mbit/s for EuroChallenge and EuroLeague Women Final Four, U20 Men A and U18 Men A. 20 Mbit/s for all other events.

Network 2 (statistics)

Where (cable only): Statisticians position behind scorers' table.

Bandwidth internet connection: minimum 2 Mbit/s for all events.

Network 3 (accreditation centre, only if online accreditation system is used)

Where: accreditation centre (cable only).

Bandwidth internet connection: minimum 5 Mbit/s for all events.

Routing between segments

Unless explicitly required for specific segments, routing between network segments must be disabled.

3.3.3 Connection points

Connection points are necessary in the following areas:

Area	Cable		WiFi	
	Required (R) / optional (O) / not necessary (N)	Number of connection points	Required (R) / optional (O) / not necessary (N)	Number of connections
LOC office	R	10	O	10
Accreditation centre (if online accreditation system is used)	R	5 (Accreditation segment)	N	0
FIBA Europe offices	R	10	O	10
Media centre / workroom	R	1 per position	O	1 per position
Media tribune and TV commentary positions	O	1 per position (media segment)	R	Number of accredited media / 2
Photographer positions (end lines)	O	1 per position (media segment)	R	1 per position
Statisticians position (courtside)	R	2	N	0

Note: the numbers should only be treated as a very rough guideline, the exact numbers and requirements will change from event to event and from Venue to Venue. Additional areas with connection points might be defined at a later stage as well.

3.3.4 WiFi networks

In order to ensure high availability of all WiFi networks certain points have to be taken into consideration.

Each arena has to be clean of any third-party WiFi access points, for example public “hot spots”.

Deployment of WiFi networks in any basketball arena is a significant challenge with many possible issues and needs to be planned very carefully.

Apart from the usual challenges when designing a WiFi network, the problems specific to sports arenas include for example:

- Ultra-high density of client devices trying to connect (spectators, media)
- Interferences because of large number of third party access points such as photographers downloading photos from remote cameras, mobile devices with tethering enabled, etc.
- Interferences with other radio based devices such as equipment used for the TV production like wireless cameras and microphones, remote cameras of photographers, wireless ordering systems used in bars, etc.

With this kind of potential sources for interferences it is almost impossible to guarantee 100% availability. Consequently it has to be avoided to rely on wireless connections for mission critical areas.

Areas with heavy demand have to be designed according to HD WiFi design principles.

Any WiFi network needs to support both the 5GHz and 2.4GHz ranges.

It is currently not foreseen to provide WiFi access to the general public (spectators).

In any case and regardless any above mentioned possible challenges, WiFi coverage has to be provided in a sufficient quality for normal working conditions.

3.3.5 IP addresses

Private IP addresses used in the LAN

The following IP address ranges must not be used in any segment of the arena LAN:

192.168.115.0/24

192.168.116.0/24

192.168.117.0/24

192.168.118.0/24

192.168.124.0/24

192.168.128.0/24

192.168.138.0/24

10.0.0.0 /16

10.100.0.0 /16

Public IP addresses

Static public IP addresses are not required.

3.3.6 Cyber Security

Firewalls

At least basic firewall systems have to be in place for each network.

A standardised basic rule-base has been developed by FIBA Europe, which can be used when discussing the final rule-base between the LOC, FIBA Europe and external contractors.

For security reasons, this standard rule-set is not included in this manual but will be provided by FIBA Europe in a separate document.

Access control to WiFi networks

Access to all WiFi networks has to be controlled.

Highest possible encryption standards have to be used.

For the media segment all accredited media have to be informed about all access details (i.e. SSID, passphrase, encryption type). This can be done for example by providing a paper with this information during the accreditation pick-up, having it available on the infoboards in the media workroom, etc.

MAC address ACL's must not be used. Considering the number of users and equipment brought into the arenas this would be extremely difficult to manage and maintain.

3.4 Internet connection

A growing number of applications and services are online applications, which require a fast and reliable internet connection in all areas. Problems with the internet connection would seriously affect many operation areas like the accreditation centre, working conditions for the media, etc. and can consequently seriously harm the image of the event itself, the LOC / host country and FIBA Europe.

3.4.1 Provider

The selection of a suitable contractor is of utmost importance.

Costs are only one factor to be considered during the selection, many other aspects have to be taken into consideration as well, for example:

- Reputation and size of the company.
- Reliability.
- Own backbones and peering agreements of the provider.
- SLA's offered by the provider.

3.4.2 Minimum / guaranteed bandwidth

Considering the fast pace of changes in the IT world, it is practicably impossible to define the exact bandwidth requirements already several years before the actual event.

As of today the minimum WAN capacity / bandwidth requirements would be the following (symmetric, i.e. same bandwidth for up- and downstream):

- 100 Mbit/s for the Final Fours (EuroChallenge and EuroLeague Women) and U20/U18 European Championships Men Div. A.
- 50 Mbit/s for all other events.

Simple B2C type DSL connections are not acceptable for any segment or purpose.

The exact requirements will be defined by FIBA Europe for each event and venue individually.

3.5 Telecommunications

3.5.1 LOC and FIBA Europe Offices

LOC

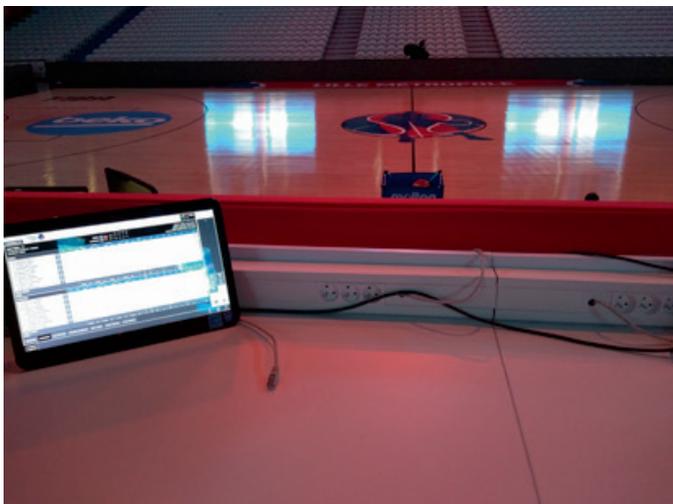
It is up to the LOC to define the required numbers of phones in all of their offices, incl. transportation, security office, etc.

3.5.2 Other Areas

Additionally, phones will be required in certain other areas of the Venue like the accreditation centre, the first aid room, etc.

3.6 Cabling

All cabling inside the venue has to be done in a way that cables are hidden as much as possible. This is especially the case in all areas in the view of TV cameras such as the Media tribune, scorers' table, photographers' benches or Commentary positions. Below a few best practice examples from actual EuroBasket venues are shown.



3.7 Hardware / software

3.7.1 General requirements

In this area it is difficult to provide all detailed information and requirements several years before the event, in particular with regards to PC's/laptops to be provided by the LOC.

Any kind of equipment provided by the LOC is subject to FIBA Europe's approval.

Power supply

For all working places (e.g. media workroom, media tribune, FIBA Europe offices, etc.), no matter if foreseen to be equipped with hardware provided by the LOC or brought in by others, for power supply the requirements are 220 V, type "Schuko". In case other types of plugs are typically used in the Host country, a sufficient number of adapters have to be provided.

PC / laptop hardware

Hardware provided by the LOC will be used for normal office usage. Therefore it has to be state of the art but not high-end equipment. A typical configuration of a laptop could be for example:

- Intel Core i5 2.0 GHz CPU
- 4 GB memory
- 500 GB HD
- 15" screen with 1600*900 resolution
- English keyboard layout.

PC / laptop OS, software and configuration / min. requirements

- Operating system and all software in English.
- Windows operating system (Windows 7, 8 or 10 Pro).
- Microsoft Office 2016 (required: Word, Excel, PowerPoint). Note: in some places (e.g. media centre) a certain amount of PC's / laptops can be set up as pure "web terminals" – on those PC's MS Office is not required.
- Chrome as standard browser; the official event website has to be set up as the default site when starting the browser; other event related sites have to be available in the bookmarks bar.
- Desktop background / wallpaper has to be event branded.
- Anti-virus software (for example Kaspersky, Symantec or similar).
- Additional small but useful tools, e.g. Acrobat Reader, ftp client, WinRAR and similar.
- It has to be ensured that normal users do not have permissions to change any settings / configuration, download and install software, etc.
- An appropriate patching strategy has to be established.

Printers

All printers provided by the LOC have to be installed as network printers.

Depending on the requirements in a specific area different kinds of printers will be used during the event. Typical examples would be:

- Smaller b/w laser workgroup printers, for example for offices: print speed ~30 ppm, resolution 600 dpi, CPU 500 MHz, 128 MB memory, Ethernet 10/100/1000Base, 500 sheet paper input capacity (A4).
- Smaller colour laser printers: print speed ~20 ppm, resolution 600 dpi, CPU 500 MHz, 256 MB memory, Ethernet 10/100/1000Base, 250 sheet paper input capacity (A4).
- Smaller colour multifunctional devices (print / copy / scan / fax): print speed 20 ppm, resolution 600 dpi, CPU 500 MHz, 256 MB memory, Ethernet 10/100/1000Base, 250 sheet paper input capacity (A4), 33.6 Kbps V.34 fax modem, Scan-to-email.
- Large colour laser printers / copy machines, for example to be used in the media workroom and/or copy centre: print speed >50 ppm (b/w), resolution 600 dpi, A6 – A3 paper format print and copy, CPU 1 GHz, 2 GB memory, 250 GB HD, Ethernet 10/100/1000Base, 5000 sheet paper input capacity, 3000 sheets paper output capacity, finisher (staple, sort, booklet, etc.).

3.7.2 Media Centre

Number of PCs: to be defined by the media operations team, depending on the number of accredited media.

Number of work spaces/desks: to be defined by the media operations team, depending on the number of accredited media.

Printers: To be defined by the media operations team, depending on the number of accredited media.

3.7.3 FIBA Europe office

Number of PC's: 1 in each Venue.

Number of work spaces / desks: 5 in each Venue.

Printers: 1 small workgroup printer (multifunctional).

3.7.4 LOC Offices

To be decided by the LOC, but the hard- and software has to provide excellent working conditions for all LOC staff.

3.7.5 Other areas

Accreditation centre (if applicable):

- 1 small workgroup printer (multifunctional).
- special printers for accreditations with the following specifications: any standard printer (ink or laser); has to support borderless printing (depending on card layout).
- Laminators (number tbd) with the following specifications: foil thickness 250µ; warm-up time < 7 minutes; laminating speed > 300mm per minute. Example models include Fellowes SPL-A4 / A3; Leitz HR9.
- Digital cameras / webcam.
- Laptops: no specific requirements, preferably Windows 7 or later; Chrome is required.

Statistician position: 1 small workgroup printer (b/w). In addition to the general specifications for printers provided above, this one has to be configurable in a way that allows to disable stand-by / sleeping mode (time to first print < 5 seconds). Depending on the scale of the event and the number of accredited media additionally 1 copy machine either in the media workroom or close to the statisticians position.

3.8 Power supply

Power supply falls within the responsibility of the arena / Venue management, therefore it is not part of the responsibilities of IT.

3.9 Hotels

3.9.1 Team hotels

An online solution can be provided by FIBA Europe which will allow the teams to download game videos for all venues. As these are relatively large files a fast and reliable internet connection has to be provided in each team hotel.

In order to achieve this, the LOC would have to provide:

- A dedicated room in the hotel.
- In this room a dedicated internet connection has to be provided (completely separate from any existing network or internet connection in the hotel).
- This can be achieved with a simple "B2C" type ADSL connection with a minimum bandwidth of 50 Mbit/s and a sufficient number of WiFi access point(s), depending on the size and shape of the room.

3.9.2 FIBA Management and staff and FIBA Officiating Team Hotel

In each staff hotel a free high-speed wireless internet connection has to be available in all areas of the hotel. In case it can't be achieved to provide such a connection suitable for normal working conditions, a separate internet connection has to be provided in a dedicated room in the same way as described for the team hotels.

3.10 Responsibilities and costs

Responsible for requirements and specifications: FIBA Europe

Responsible for set-up and implementation: LOC

Responsible for operations: LOC

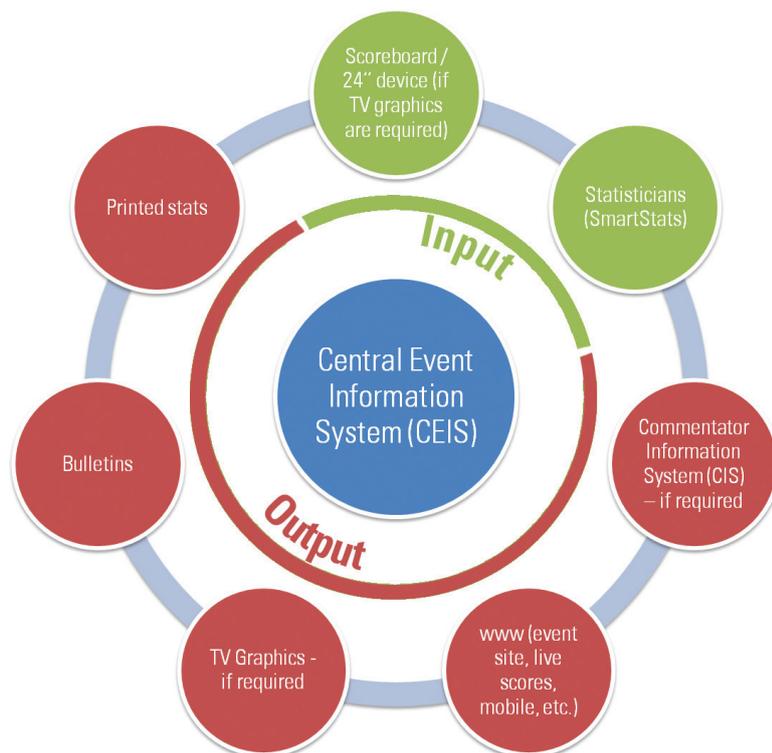
Costs to be covered by: LOC

4 DATA (STATISTICS) SERVICES

4.1 Introduction

Data services covering all competition related event data like schedules, standings, Team rosters, player information, game and accumulated statistics, etc. will be provided through one central system (event information system), which consists of various components:

- Central database
- Statistics software
- Printing
- Online statistics
- Commentators information system (if required)
- TV graphics (if required)
- Interfaces to external systems (if required)



4.2 Statistics System

4.2.1 Hardware and Software

The statistics software will be provided by FIBA Europe to the LOC.

The necessary hardware has to be provided by the LOC. The requirements are:

- 2 Standard PC's (laptops) in each arena (one main, one backup); on the backup laptop the software "Digital Scoresheet" has to be installed as well so that it can be used as a backup both for stats and DSS.
- Windows 7, 8 or 10.
- 1 fast b/w laser printer in each arena.

Network / internet connection as described in the section "Arena infrastructure".

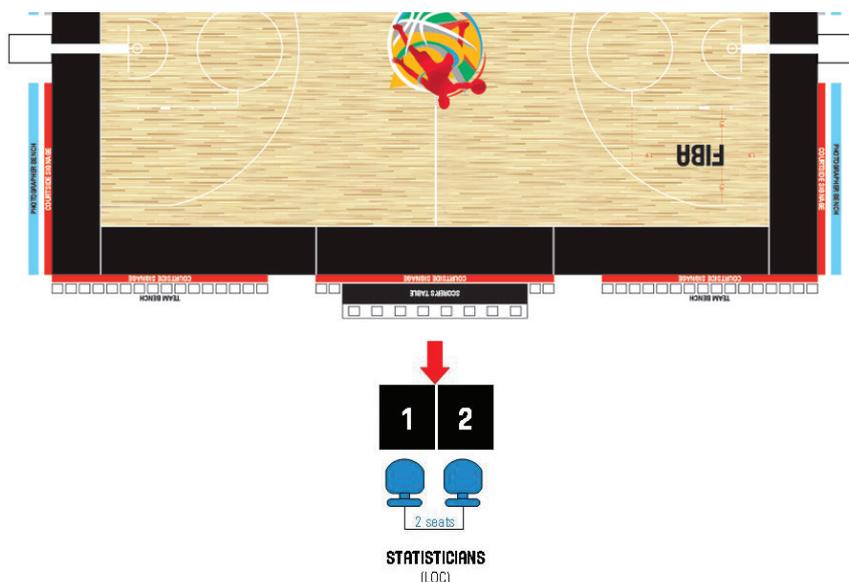
4.2.2 Interfaces to scoreboards and shot clock

If for TV graphics an interface to the official scoreboard is required the following is necessary:

- The LOC needs to provide all required information about the scoreboards like name of the manufacturer and the model.
- The LOC needs to provide all required information about the interfaces of the specific scoreboards. Typically this includes a definition of the physical interface / connectors as well as a detailed protocol description.
- For the LOC it is important to know that not with all scoreboards / models such interfaces (blackboxes) are included. When purchasing a new scoreboard it might happen that interfaces have to be ordered as an extra.
- The interfaces / blackboxes have to be available at the statisticians working position.
- FIBA Europe will test all interfaces in the arenas before the event (usually 1-2 months before). The LOC has to ensure that during this site visit a technician of the scoreboard manufacturer is present in order to fix possible problems immediately.

4.2.3 Working Position statisticians

The working position for the statisticians has to be set up in the court area, preferably directly in the first row behind the scorers' table on a raised platform providing the best possible view on the playing court. Alternatively, if because of specific conditions in an arena this should not be possible, the statisticians table can also be set up inline with the scorer's table.



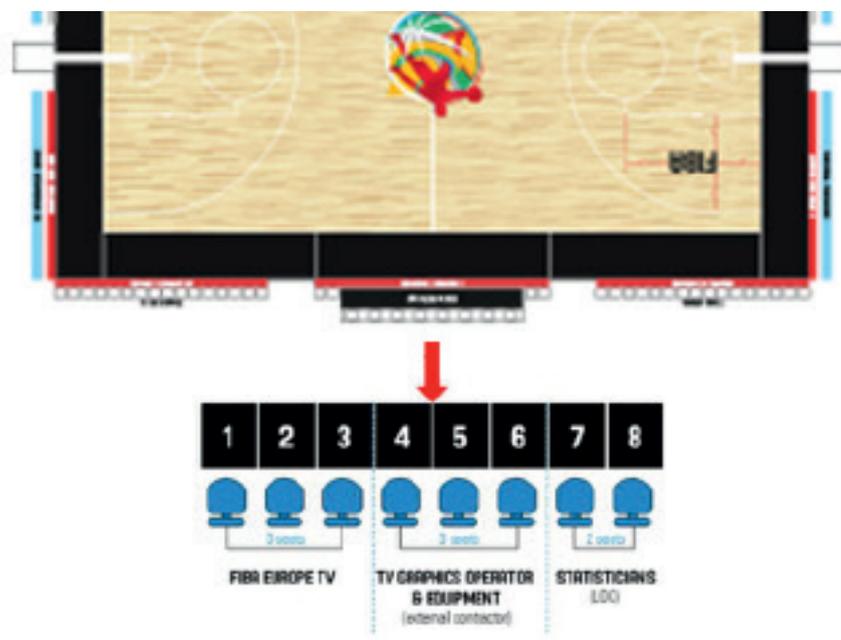
Other requirements for the statisticians' working position:

- Has to provide convenient space and working conditions for at least 2 persons (plus equipment).
- Minimum size 2x1 m.
- Power supply: 220V, 16 A, separately fused, type "Schuko".
- Printer, network and internet access as defined in the section about local infrastructure in the arenas.
- The front side of the table should be covered in order to hide cables and other equipment, especially if the game is produced for TV.

In case TV graphics are required:

Additional requirements for the working position for TV graphics (same table), provided through host broadcaster

- Power supply: 220V, 16 A, separately fused, type "Schuko" – directly from the generator in the OB van.
- Cabling to the working place: video cable for 1 x black burst, 2 x fill, 2 x key, 1 x program and for communication.
- Provision of black burst signal from the OB van.
- Provision of the broadcast feed and the necessary camera pictures.
- Setup of an intercom connection between OB van and the graphics operator.



4.2.4 Statisticians

All statisticians have to be provided by the LOC.

For each game a minimum of two statisticians are required and none of them should work more than two games in a row or 3 games in total on one day. Additionally one person should be available as stand-by and take over in case of sickness or similar.

This means the minimum number of statisticians per Venue is:

- 3 or less games per day: minimum 3 persons.
- 4-5 games per day: minimum 4 persons.
- 6 games per day: minimum 5 persons.

It is strongly recommended to use the same persons throughout the tournament.

All of them have to be experienced from working in the highest domestic league and preferably international competitions for a minimum of 3 years and all of them have to be FIBA licensed statisticians.

At least one person in each crew has to be English speaking.

4.2.5 Tournament accumulated data

The same main system will be used for generating all tournament data as well, for example accumulated team and player statistics, statistical leaders, schedules and standings, etc.

4.3 Printed statistics

The system will be used to produce all required printed reports.

However, following principles of Green IT and environmental protection, FIBA Europe encourages the electronic distribution of reports over printing on paper.

The only report which should be distributed on paper is the boxscore, which is distributed in the following way:

- To the two teams: as quickly as possible after the end of each quarter (max. 1 minute); 3 copies per Team or more upon request.
- To the media (media tribune): after the end of each quarter.
- To the commissioner: after the end of the game (if requested also at the end of each quarter).
- Runners pick up 1 copy of the boxscore at the statisticians position and make a sufficient number of copies and distribute them to the media.

4.4 Online statistics

Online statistics (live scores) will be provided by FIBA Europe on the official event website using the same data source.

4.5 TV graphics

If necessary because of TV production, FIBA Europe can provide an integrated solution for this purpose through an external provider

4.6 Digital Scoresheet

For all games the Digital Scoresheet software is used instead of the traditional paper scoresheet.

For this purpose some additional requirements have to be fulfilled by the LOC:

- 1 laptop provided at the scorers' table.
- 1 monitor provided at the scorers' table (at the position of the commissioner).
- 1 printer provided at the scorers' table (it is also acceptable if the same network printer is shared between statisticians and scorers' table).
- All table officials have to be trained with using the Digital Scoresheet software.

4.7 Responsibilities and costs

FIBA Europe responsibilities

- Provision of statistics software.
- Provision of central system and database.
- Definition of the general requirements (network, internet connection, etc.).
- Integration of all systems.
- Provision of solution for TV graphics if necessary.

LOC responsibilities

- Provision of infrastructure in arenas according to FIBA Europe requirements.
- Provision of all required hardware.
- Provision of the scoreboards and interfaces to the TV graphics solution if necessary.
- Provision of human resources (statisticians, volunteers for the distribution of printed stats, etc.).

Costs

All costs to be covered by the LOC except for the statistics software and central database provided by FIBA Europe.

5 ACCREDITATION AND EVENT MANAGEMENT SYSTEM

5.1 Introduction, Purpose of the system

Accreditations are used to limit access to certain areas in all Venues.

The accreditation system is a technical solution, typically a web-based application, to support this process.

For the following events personalized accreditations have to be issued:

- ✚ EuroChallenge Final 4
- ✚ EuroLeague Women Final 4
- ✚ U20 European Championship Men Division A
- ✚ U18 European Championship Men Division A.

For all other events the LOC and FIBA Europe shall jointly decide if personalized accreditations are required or non-personal accreditations are sufficient.

Personalized accreditations

Personalized accreditations contain personal information about the holder of the accreditation card, i.e. name, organization, photo, category of the accreditation and allowed access zones.

A matrix defines the default access zones for each category. The LOC and FIBA Europe will jointly elaborate the matrix for each specific event.

FIBA Europe will provide to the organizer free of charge a standardised, web-based solution for this purpose. This system must be used by the organizer.

The organizer's responsibilities include:

- ✚ Provision of laptops / PC's
- ✚ Provision of printers
- ✚ Provision of digital cameras / webcams
- ✚ Provision of laminators
- ✚ Provision of a reliable broadband internet connection in the accreditation centre
- ✚ Provision of volunteers for the accreditation centre
- ✚ Provision of the accreditation card layout, according to the templates.

Non-personal accreditations

Non-personal accreditations show only the accreditation category but no personal details of the holder.

In case non-personal accreditations are used FIBA Europe will provide the LOC only with the templates and an accreditation system must be applied by the LOC with the following requirements:

- ✚ The accreditation system shall provide the correct access to all of the various categories of personnel in order for them to be able to perform their duties. However it also needs to be able to restrict or carefully control the access to certain areas such as the court, changing rooms, commentary positions, hospitality areas, etc..
- ✚ FIBA Europe shall approve all accreditation requests linked to the technical and commercial aspects of the event. This especially relates to all persons requiring access to the court and changing room areas.
- ✚ It shall be specified which accreditations have access to that area.
- ✚ The accreditation system shall be simple, convenient and reliable.

5.2 System architecture and functionality

The accreditation system is a web-based, database-driven application.

The core functionality includes:

- ✚ Tracking of all event specific data like
 - Access zones and default access by category ("accreditation matrix")
 - Accreditation categories
 - Venues
 - Restrictions / limitations, i.e. maximum numbers of accreditations per category, access zone, etc.
- ✚ All personal data of accredited persons
 - Name, date of birth, photo, address, etc.
 - Category
 - Allowed access zones (depending on category, customizable for individual persons).
 - Accreditation status.

- ✚ Access control to the system, based on permissions and user groups.
- ✚ Option for all participating teams to enter their delegation members online.
- ✚ Set up of the accreditation card / layout.
- ✚ Functionality for printing non-personal accreditations and daypasses.

5.3 Accreditation Matrix

An accreditation matrix defines

- ✚ Access zones in the arena (e.g. "Team area", "media area", etc.).
- ✚ Categories of persons (e.g. "media", "player", etc.).
- ✚ Relation between access zones and categories, i.e. which persons have access to which zones.

It is the responsibility of the Security / Accreditation Manager to define the access matrix.

5.4 Printed accreditations

5.4.1 Layout

It is the LOC's responsibility to provide the exact layout of the accreditation cards in accordance with the event CI templates provided by FIBA Europe.

5.4.2 Pick-up

In order to reduce waiting time in the accreditation centres as many accreditations as possible will be pre-printed and only need to be picked up by the holder in the accreditation centre without any need for additional data entry or similar.

5.5 Data entry

Import from other systems

For certain groups of persons all required data will be imported from external systems without need for manual data input. This applies to:

- ✚ Media, self-registration through public portal of the accreditation system.
- ✚ Players, imported from the FIBA Europe central database.
- ✚ Referees and commissioners, imported from the FIBA Europe central database.

Manual data entry

For all other persons, e.g. staff, guests, VIPs, etc. all data needs to be entered manually in the system.

5.6 Operations

The following issues need to be decided together with the person responsible for accreditations:

- ✚ Number and locations of accreditation centres.
- ✚ Number of accreditation stations / lines per Venue.
- ✚ Volunteers in the accreditation centres.
- ✚ Training for operators.
- ✚ Accounts and permissions in the accreditation system.

5.7 Responsibilities and costs

FIBA Europe responsibilities

- ✚ Definition and specifications of requirements and the system architecture.
- ✚ Provision of the accreditation system.
- ✚ Data import from external systems.
- ✚ Training of operators.

LOC responsibilities

- ✚ Provision of the required hardware (PC's, printers, digital cameras / webcams, laminators).
- ✚ Fulfilling all requirements in terms of local network and internet access as defined in the section about local infrastructure in the arenas.
- ✚ Provision of the accreditation matrix and layout of the accreditation cards.
- ✚ Provision of volunteers for operating the system.

Costs:

- ✚ Costs for providing the software / system: FIBA Europe.
- ✚ All other costs to be covered by LOC.

6 TIMELINES AND CHECKLISTS

6.1 Timeline key milestones IT

When?	What?	Who?
-6 months	LOC IT director appointed	LOC
-6 months	Network requirements provided	FIBA Europe
-4 months	Key milestone planning IT finalised	LOC
-4 months	Decision regarding contractor local IT infrastructure all arenas; contracts signed	LOC
-3 months	Scoreboard information (model, interfaces, protocol description) provided	LOC, if required
-3 months	Accreditation applications opened for media	LOC, FIBA Europe (if required)
-3 months	Accreditation system opened online	FIBA Europe, LOC (if required)
-3 days	All IT installations in all arenas completely finished, incl. all cabling etc.	LOC
-2 days	All IT equipment in arenas provided and ready (printers, PC's, etc.)	LOC
-2 days	Complete testing of IT infrastructure finished in all arenas	LOC
-2 days	Accreditation centres open	LOC, FIBA Europe (if required)

6.2 Detailed timeline

When?	What?	Who?
-6 months	Project management standards agreed between LOC and FIBA Europe	LOC, FIBA Europe
-6 months	Bandwidth requirement for internet connections provided	FIBA Europe
-4 months	Accreditation matrix finalised	LOC, FIBA Europe
-4 months	Requirements for equipment media workroom provided	FIBA Europe
-3.5 months	Training LOC accreditation system	FIBA Europe
-3 months	Detailed action plan for all required work for IT infrastructure in arenas	LOC
-3 months	Decision contractor for renting hardware	LOC
-2 months	Demo version of stats software provided to LOC	FIBA Europe
-2 months	Selection of statisticians	LOC
-2 months	Requirements accreditation centres finalised (number of lines)	LOC, FIBA Europe
-2 months	Layout accreditation cards finalised	LOC (FIBA Europe: approval)
-1 month	Workflow for distribution of printed stats finalised	FIBA Europe, LOC
-1 month	Requirements for unpersonalised accreditations / Daypasses finalised	LOC, FIBA Europe (if required)
-1 month	Opening hours accreditation centres finalised	LOC, FIBA Europe
-3 weeks	Data import into accreditation system (players, media)	FIBA Europe (if required)
-2 weeks	Briefing of IT volunteers	LOC
-2 days	Briefing of runners (distribution of stats)	LOC, FIBA Europe

7 SUMMARY OF RESPONSIBILITIES AND COSTS

7.1 Local infrastructure in arenas:

Responsible for requirements and specifications: FIBA Europe

Responsible for set-up and implementation: LOC

Responsible for operations: LOC

Costs to be covered by: LOC

7.2 Data (statistics) services

FIBA Europe responsibilities

- Provision of the statistics software.
- Provision of the central system and database.
- Definition of the general requirements (network, internet connection, etc.).
- Integration of all systems.
- Provision of a solution for TV graphics if necessary.

LOC Responsibilities

- Provision of the arena infrastructure according to FIBA Europe requirements.
- Provision of all required hardware.
- Provision of the scoreboards and interfaces to the TV graphics solution if necessary.
- Provision of human resources (statisticians, volunteers for distribution of printed stats, etc.).

Costs

All costs to be covered by the LOC except for the statistics software and central database provided by FIBA Europe

7.3 Accreditation and event Management System

FIBA Europe responsibilities

- Definition and specifications of requirements and the system architecture.
- Provision of the accreditation system.
- Data import from external systems.
- Training of operators.

LOC responsibilities

- Provision of required hardware (PCs, printers, digital cameras / webcams, laminators).
- Fulfilling all requirements in terms of local network and internet access as defined in the section about local infrastructure in the arenas.
- Provision of the accreditation matrix and layout of the accreditation cards.
- Provision of volunteers for operating the system.

Costs:

- Costs for providing the software / system: FIBA Europe.
- all other costs to be covered by LOC.

ANNEX XI – FIBA EUROPE MEDICAL CARE & ANTI-DOPING GUIDE

INTRODUCTION

The chapter is to be used by the LOC and medical personnel in the preparation of a complete medical programme for all FIBA European Championships for youth in 2019. The guide is designed to provide medical care details, recommendations and instructions for the effective operations of medical programmes at basketball competitions.

The goal of FIBA Europe is to create a safe and healthy environment for the operation of our sport and in particular all players, FIBA officiating team, volunteers, media, staff and spectators.

Further information on medical matters can be found on FIBA website <http://www.fiba.com/healthcare/information-for-medical-staff>.

IMPORTANT: FIBA Europe reserves the right to (i.e. without essentially changing the material covenants of the Hosting Agreements) amend, change, correct or clarify the Event Manual and any adjoining documents, guidelines and/or requirements.

1 Medical and anti-doping organisation

FIBA Europe will appoint a Medical Supervisor and a FIBA Europe staff member responsible for all medical matters. The LOC will appoint a Medical Officer who must be a doctor of medicine.

The LOC Medical Officer will be the contact person for FIBA Europe for all medical and anti-doping issues prior, during and after the event. He/she must be fluent in English.

The LOC Medical Officer will have the responsibility to complete the **Pre-Competition Medical and Anti-Doping Questionnaire** that will be provided by FIBA Europe.

2 Pre-competition medical and anti-doping questionnaire

The **Pre-competition Medical and Anti-Doping Questionnaire** have been created to provide FIBA Europe with details concerning the competition's medical and anti-doping programme. The LOC Medical Officer will receive a copy of the questionnaire and shall duly answer all questions and return it completed to FIBA Europe (one (1) questionnaire for each site/host city) at least one (1) month prior to the start of the competition.

This information will enable FIBA Europe management and staff and the organisers in providing the best possible healthcare for all participating players, FIBA officiating team, media, volunteers, staff and spectators.

3 Ethical guidelines for healthcare in sports medicine

The International Olympic Committee's Medical Commission (IOC MC) and the FIBA Medical Council are committed to the Olympic Movement Medical Care regulations in order to ensure that all athletes receive optimal care from all physicians at the respective competition.

The Olympic Movement Medical Care Guide is available online at:

https://hub.olympic.org/wp-content/uploads/2017/11/Olympic_Movement_Medical_Code_2016_.pdf

4 Medical care services provided by the organisers

Delegations/Teams

Delegations consist of all players, coaches, team support staff (team managers, medical, etc.), press officers, and other members of the delegations accredited for the competition.

A well-equipped medical team (one (1) medical doctor and a nurse) capable of doing small surgical interventions, defibrillation and cardio pulmonary resuscitation (CPR) on site and an ambulance must be present for all training sessions and games. This medical team will have to be present at the venue from one (1) hour before the start of the first game or training session of the day, and leave no earlier than thirty (30) minutes after the end of the last game or training session of the day.

In the venue where the games are played, an emergency medical room must be available at the playing court level for off-the-court interventions prior to the transportation to a medical facility or hospital.

All medical personnel must have a common communication tool (mobile phones, etc.) among each other and with the security officers.

Spectators/Public

A minimum of one (1) well-equipped medical team (one (1) medical doctor and a nurse) per three thousand (3,000) spectators and two (2) ambulances must be present for all games. The medical team(s) must be capable of doing small surgical interventions, defibrillation and CPR on site. During a game, the medical teams have to be located appropriately, ready to intervene when necessary. Availability of one (1) or more medical stations is highly recommended for medical interventions before transportation to hospital.

If there is a need for transportation to a medical facility or hospital, the ambulance and the leaving medical staff must be replaced as soon as possible. FIBA Europe notes that, in addition to the above, there might be domestic legislation which governs the minimum medical coverage at the event venue.

FIBA Europe management, staff and Guests, LOC and Press/Media

The medical service team for public is also responsible for this group.

It is highly recommended for the organisers to appoint the Medical Officer responsible for co-ordinating all medical matters (facilities, equipment, appointment of medical personnel, communication with FIBA Europe management and staff, etc.) at least three (3) months before the start of the competition.

In addition to the Medical Officer, it is highly recommended to appoint a medical doctor in each host city (experienced in the field of sports) to be available to the participating teams twenty-four (24) hours per day shall any emergencies occur.

In each host city, a minimum of one (1) hospital must be available to serve all types of medical issues, emergency medical interventions, operations and investigations. The hospital should be accessible for all players, officials, delegation members, FIBA Europe management, staff members and official guests.

Information hand-outs for all teams must be prepared before the competition and be distributed to all participating teams upon arrival in the hosting country (or earlier). This hand-out should cover all necessary information for medical care of the delegations (e.g. name and contacts of the FIBA Europe Supervisory Doctor and the LOC Medical Officer, address and telephone number of the nearest (official) competition hospital, nearest pharmacy, ambulance service, dentist, etc.)

All team attachés must ensure that the information is available to their teams.

5 Regulatory obligations for the organiser in doping control matters

- Special “Doping Control” badges for general distribution to players, doctors, staff and accompanying persons.
- Seats and table on the field of play for the supervisory doctor of FIBA Europe and the doping control officer.
- “On call” transport to the hotel for the players and doctors (team doctor, supervisory doctor of FIBA Europe) after the samples have been taken. It can sometimes take hours to obtain the amount of urine necessary under the present regulations.
- Transport of the samples to the laboratory, in accordance with the statutory conditions (chain of custody).

For a detailed plan of the doping control station, please refer to chapter 4 “Infrastructure”.

THE FOLLOWING STAFF MUST BE AVAILABLE:

A doping control officer (if possible a doctor from the organisation or agency conducting the controls in the hostcountry) of the same gender as the players selected for the control. The Supervisory Doctor of FIBA Europe (if present) will monitor the correct procedure. An assistant for administrative work (completing the forms) or an additional DCO in order to ensure a smooth and swift Doping Control process.

A sufficient number of chaperones (of the same gender as the players) to escort the players to the doping control station.

Upon request, a security officer shall be at the disposal of the Doping Control Staff to screen the entrance to the doping control station.

All medical staff must be accredited for the competition and have access to the playing court, changing rooms, press conference room, and doping control station.

Laboratory – FIBA Europe or if agreed the LOC must sign an agreement with a WADA accredited laboratory for analysis of samples and specify in advance the required time for receiving the test results. All results must be communicated to the FIBA Europe Anti-Doping Manager only.

Note: In accordance with the FIBA Internal Regulations all players can be requested to provide a urine and/or blood sample at any time and at any venue during their stay. A suitable large room or rooms must be designated by the organisers in the team’s hotel(s) for the purpose of the testing.

6 Non-smoking policy

Smoking will not be permitted in the following areas:

- a) In or around training and competition facilities
- b) Enclosed bars or restaurants at all venues
- c) Anywhere in any of the event hotels except in designated smoking areas
- d) Staff break areas
- e) Event transport vehicles
- f) Media facilities
- g) Hospitality areas

7 Medical aspects & first-aid facilities

7.1. Range of Services

The range of health and medical services provided during the competition should include provisions for the following:

- a) Medical facilities and medical personnel for basketball players, team officials and referees at the competition and training venues.
- b) Medical facilities and medical personnel for the VIPs, spectators, media and staff members.
- c) Designated hospital(s) for the diagnosis and treatment of any person requiring further medical care that cannot (should not) be provided within the basketball event venue, including dental and maxillofacial services.
- d) Adequate ambulance service (at least one ambulance for athletes and one ambulance for spectators) for emergency pre-hospital care and transportation of the sick and/or injured to the designated hospital(s). Ambulance services should bear in mind the height of basketball players and ensure that an injured athlete will be able to stretch out comfortably in the patient compartment.
- e) Medical interpreter service (if applicable in major international tournaments).
- f) Informing basketball team doctors well in advance of any medical reporting requirements that may be specific to the host country. The recommendations of the World Health Organisation (WHO) must be followed at all times.
- g) It is also the duty of the organising medical team to ensure that:
 - i. FIBA's non-smoking policy is respected within the competition venue(s) (see point 6. "Non-Smoking policy").
 - ii. The relevant provisions from the host police, security and civil protection authorities for a contingency plan will be respected to ensure the security of all those present at the event.

7.2. Duration of Services

All health and medical services should be fully operational at least one (1) hour before the game and must remain in operation until thirty (30) minutes following the end of the game and the last spectator leaving the stands.

Communications & Confidentiality

All the medical facilities and the first-aid providers must be linked together using up-to-date communication systems. All members of the medical team should comply with the ethics and laws regarding medical confidentiality. This should also apply to all communication between health care professionals, whether wired (telephone) or wireless communication.

Health Care Professionals

Medical teams should comprise appropriately licensed medical doctors, nurses, physiotherapists and ambulance personnel, as well as appropriately certified first-aid providers.

All members of the medical team should have appropriate accreditation, allowing them to carry out their duties without any hindrance but fully respecting the security arrangements of the organisers. Medical team members should be easily identifiable by their clothing and or medical signage.

The minimum requirements for health professionals should be:

- a) Athletes' medical station: 1 doctor, 1 nurse, 1-2 physiotherapists
- b) Spectators' medical station: 1 doctor, 1 nurse, 2-4 first-aid providers (as roving team/s) depending on the configuration of the stands)

Ambulance(s): 2 trained ambulance crew members.

8 NUTRITION AND HYDRATION RECOMMENDATIONS

Flexible Serving Times

Athletes require food at specific times before and after their practices and games. Each team will have a different practice and game schedule.

- ✎ Each team should have a hotel contact (team attaché) that is responsible for the team's meal schedule and other food-related concerns. The team must be able to contact this person easily if there is a change in the team's schedule
- ✎ Meal times must be flexible. The hotel must be able to serve breakfast before early morning practices and dinner after late evening games
- ✎ Team schedules sometimes change during a tournament. The hotel must be prepared to meet mealtime changes at short notice. Each team will need to know which hotel employee to contact to change their meal schedule

Meals Must be Timed to Games and Practices

- ✎ A hot and cold breakfast buffet must be available every morning. In case of an early practice or game, the buffet must be available at an earlier time
- ✎ Players will need a pre-game meal three (3) to four (4) hours before their game and, perhaps, a snack one (1) to two (2) hours before their game or practice
- ✎ Players need meals or snacks served shortly after practices and games
- ✎ Players have little time to eat. Buffet tables with two (2) lines (or other strategies to deliver food quickly) are essential
- ✎ Players may need portable meals and fluids that can be taken to the training or competition site

Special Considerations

- ✎ Allergy/intolerance to specific ingredients or foods:
 - Players may require special dishes because of reactions to some food(s)
 - A hotel contact person must be able to tell the players exactly what is in each dish
- ✎ Vegetarian eating patterns:
 - Players/teams may request vegetarian meals
- ✎ Players with diabetes:
 - Players may require food at specific times of the day
 - Players may require special dishes. The team's hotel contact should be able to help organise special needs

Energy Requirements and Energy Distribution for Meals

Athletes require more food than most hotel guests. Tournament organisers must ensure that an appropriate amount of food is available.

- ✎ Every player's energy and nutritional requirements must be met
- ✎ The meal schedule must be adapted to the training and competition schedule
- ✎ The meal schedule should include two (2) or three (3) snacks as well as breakfast, lunch and dinner
- ✎ Breakfast should provide for about 20% of the total energy requirement
- ✎ Morning, afternoon and evening snacks should provide 5 - 15% (per snack)
- ✎ Lunch and dinner should each provide about 25% of the required energy

The Energy Distribution from Different Nutrients should be

- ✎ Carbohydrate: 55 - 65% of energy intake (for 4,000 kcal/day, carbohydrate equals 2,000 – 2,600 kcal)
- ✎ Fat: 25 – 30% of energy intake (1,000 – 1,200 kcal)
- ✎ Protein: 10 - 15 % of energy intake (400-600 kcal)

Fluids

Athletes require large amounts of fluids. Ensure that the selection can accommodate cultural differences.

- ✎ Bottled water must be available during and between meals
- ✎ A choice of fluids must be offered at every meal
- ✎ Fruit and/or vegetable juice
- ✎ Pasteurised, low fat (0 - 2 % fat) milk and/or milk-based drinks (chocolate milk, yogurt drinks, milkshakes)
- ✎ Soy beverages
- ✎ Sport drinks
- ✎ Soft drinks
- ✎ Hot beverages such as coffee, tea(s), oolong tea, Japanese green tea, and hot chocolate, etc.

Preparation Considerations

- ✎ Serve at least two (2) entrée choices; at least one (1) should be a dish to accommodate cultural differences
- ✎ A salad and soup should be served at every meal
- ✎ A pasta dish should be available at every meal
- ✎ Use minimal fat in preparing the food
- ✎ Serve sauces and gravy “on the side”
- ✎ Limit foods that cause gas (such as cabbage)
- ✎ Use few spices in the food preparation; allow athletes to add their own spices

General Foods for Meals

Carbohydrate Sources:

- ✎ Grain products and pasta are the main sources of carbohydrate: Breads, rolls, flat breads, bagels, crackers, porridge, cold cereal, noodles, rice, pasta, muffins, pancakes, crumpets
- ✎ Vegetables and fruit
- ✎ Fresh, canned and dried fruit
- ✎ Starchy vegetables such as potatoes, yams, sweet potatoes
- ✎ Legumes
- ✎ Dried peas, beans, lentils, chickpeas, peanuts

Protein Sources:

- ✎ Meat, poultry and fish
- ✎ Beef, pork, chicken, turkey, ham, lamb, sliced meat, fish, and egg dishes
- ✎ Legumes: Soy, dried peas, beans, lentils, chickpeas
- ✎ Nuts and nut butters (these protein sources contain substantial fat)
- ✎ Milk products: Yogurt, low-fat milk, low fat cheeses

Self-Serve Foods Available at All Meals and Snacks

- ✎ Fluids (cold and hot) - water, milk, juice, soy beverage, sport drinks, etc.
- ✎ Breads - whole grain (wheat, rye, etc.) and white bread, rolls, flat breads, bagels, crackers, low-fat cookies, granola style bars, etc.
- ✎ Spreads - butter, margarine, jam, nut butters, mayonnaise, ketchup
- ✎ Fruit - fresh, canned and/or dried (oranges, bananas, apples, pineapple rings, fruits in season, raisins, etc.), fruit salad
- ✎ Salad buffet: (fresh peeled vegetables, salad greens such as lettuce, sliced tomato, sliced cucumber, sweet peppers, grated (white) cabbage, grated carrots, broccoli, radish, cauliflower, maize/corn, onion, beans, chickpeas, low fat cottage cheese, pickles, sour pickled gherkins, Asian laver, seaweed, etc.)
- ✎ Salad dressings - a choice
- ✎ Condiments - mustard, relish, ketchup, soy sauce
- ✎ Sandwich fillings - ham, chicken, turkey, beef, sardines, salmon, tuna, hard cooked eggs, cheeses, etc.
- ✎ Yogurt, milk puddings, etc.
- ✎ Soup

Breakfast - Self-Serve Foods

In addition to the choices of fluids, breads, spreads, fruit, etc., breakfast should include a hot and cold buffet. A toaster should be available. The cold buffet should include:

- ✎ Various breads
- ✎ Cold cereal (wheat flakes, muesli, corn flakes, brown rice flakes, etc.)
- ✎ Dried fruit to add to cereal
- ✎ Nuts and seeds to add to cereal

Breakfast - Hot Foods

- ☛ Hot porridge (oatmeal, semolina, rice, etc.) and/or pancakes (syrup on the side)
- ☛ Boiled, poached or scrambled eggs
- ☛ Meat - ham, sausage, bacon

Lunch and Dinner

In addition to the choices of fluids, breads, spreads, fruit, etc., lunch and dinner should include a hot buffet.

- ☛ At least one (1) soup at each meal
- ☛ At least one (1) type of salad
- ☛ At least two (2) carbohydrate choices - pasta (at all meals) and rice or potato, etc.
- ☛ Two (2) or more steamed, baked or boiled vegetables – one (1) may be part of a cultural dish such as stir-fried beef, green pepper and bamboo shoots
- ☛ At least two meat, poultry or fish choices
- ☛ At least one pasta sauce.

SAMPLE MENU

	Lunch	Dinner
Soup Alternatives	Spinach soup with pasta Fish soup Tomato and pasta soup Goulash soup	Clear vegetable soup Minestrone soup Hot ground meat soup Spinach soup & boiled egg
Meal Alternatives Day 2	Three (3) ground beef patties Boiled potatoes Sauce Pasta e.g. rigatoni Tomato sauce	Roasted lamb Boiled potatoes Sauce Pasta e.g. spaghetti Sauce with salmon
Meal Alternatives Day 3	Boiled rice or boiled potatoes Meat and vegetable pot Ham gratin (pasta dish made on spaghetti) Grated cheese	Boiled potatoes Roasted fillet of pork Mushroom sauce Elective pasta Cream sauce
Meal Alternatives Day 4	Five to six (5-6) boiled potatoes Hot pot Spaghetti gratin with broccoli Tomato salad with dressing	Five to six (5-6) boiled potatoes Beef with onion Sauce Lasagna Tomato salad with dressing Grated cheese
Meal Alternatives Day 5	Boiled rice Pork chop with cheese and pineapple Cream sauce with mushrooms Macaroni gratin	Baked (roasted) fish in oven Boiled rice Spaghetti Spinach, cheese and ham sauce
Meal Alternatives Day 6	Boiled rice or boiled potatoes Meat pot Gratin Bolognese	Potato gratin Roast beef Green salad with dressing or boiled vegetables Macaroni pot/grated cheese
Meal Alternatives Day 7	Boiled rice 1/2 roasted chicken Sauce Ravioli Grated cheese	Macaroni pudding Dessert: apple or blueberry pie with vanilla custard

ANNEX XII – FIBA EUROPE EMERGENCY ACTION PLAN

EMERGENCY ACTION PLAN

1. Aim

This document presents the key issues to be considered in the process of setting-up and implementing action plan for FIBA Europe competitions in case of medical and other emergencies. It provides advice about prevention, detection and management of outbreaks of infectious disease, as well as other emergency situations (such as weather conditions) and the integration of the planning process into the full range of public health activities that need to be undertaken during the competition.

The document has been developed primarily for health professionals who are responsible for the management of infectious disease alert response, as well as key policy makers, planners and executive personnel. It is anticipated that it will be a valuable resource for local organisers, national federations, emergency service personnel, and any organisations and individuals who contribute to the organisation of competitions. The detailed content of this document however is directed principally at managing the **medical emergencies** issues that influence health and safety at FIBA Europe competitions.

The general injuries of athletes and officials are not covered in this document as there is already a provision and structure for this in the “Medical Care and Anti-Doping Guide”.

2. Medical emergencies

2.1 Recognising outbreak

Infectious diseases and **medical emergencies** are recognised by the symptoms which vary depending on the cause and usually are:

- General malaise (feeling discomfort)
- Diarrhea
- Fever
- Abdominal cramps
- Headache
- Cough
- Sore throat
- Dizziness
- Fatigue
- Rash
- Jaundice (yellow colour of skin and eye whites)
- Rectal bleeding
- Hypervolemia
- Dyspnea (shortness of breath)

General infections or diseases that are spread easily must be controlled with immediate action. When a team doctor or a team representative believe that more than 1 player has symptoms of acute infectious disease, they must alert the Medical Officer, the FIBA Crew Chief Commissioner and the FIBA Europe representative/management/staff member. The further steps will depend on the following factors that will be assessed by the Medical Officer:

- The **severity** of the disease
- The **cause** of the disease
- The **degree of transmission**

2.2 Main potential risks of an outbreak

The main potential risks of a large spread of identified infectious disease are: food (undercooked, prepared in poor hygiene, served uncovered or cold); drinks (tap water, drinking from same bottle); air-conditioning; temperature in playing facilities and hotel rooms; cleanliness (personal and that of facilities); contact between people (sharing room, bathroom, cutlery and bottles, shaking hands, kissing, etc.).

The organisers and the FIBA Europe management and staff must work in advance to eliminate the above mentioned risk factors and, in that way, prevent as much as possible the development of potential outbreak at the actual competition. A plan must be designed in advance to enable staff to **isolate** the ill person from the rest of the participants in case of a suspicion or diagnoses of a communicable disease, including people with strong flu symptoms.

In case of food poisoning, emergency action must be taken to uncover the potential source and eliminate it. Further action must be taken to ensure that the infected people are isolated and treated in hospital conditions if necessary.

3. Medical emergencies

The following must be considered when providing medical support for basketball competition:

- Medical team and medical supplies
- Plan of action (Emergency Action Plan)
- Triage* and first aid measures

*Triage is the process of determining the priority of patients' treatments based on the severity of their condition.

3.1 Medical Team

The medical team providing medical service for the FIBA Europe competition should include the following:

- Medical physician (desirable to be with training in emergency medicine)
- Support staff (physiotherapists/trainers, nurses, emergency medical technicians)
- First Aiders (Red Cross)
- Ambulance and driver on standby
- Allied health care providers: masseurs, chiropractors, dentists

3.2 Plan of Action (Emergency Action Plan)

Planning for any emergency is a must ("a failure to plan = a plan for failure"). Specific protocol must be followed by the four main groups and individuals involved in the competition – the LOC, the FIBA Crew Chief Commissioner, the FIBA Europe staff and the teams. Below we will outline this protocol and clarify the actions that need to be undertaken by each one of them.

3.3 Medical Emergency Action Protocol (General)

- Team physician recognises the symptoms of infectious disease in a player
- Team physician informs immediately the LOC Medical Officer, the FIBA Europe designated staff member and the Crew Chief Commissioner
- LOC Medical Officer assesses the situation and decides on course of action (isolation, hospitalisation, etc.)
- LOC Medical Officer informs the Crew Chief Commissioner and the FIBA Europe designated staff member of the decided course of action

In case of development of a more serious situation the following steps must be taken:

- FE designated staff member informs the FIBA Europe Anti-Doping Manager
- LOC Medical Officer informs the local health authorities
- FIBA Europe Anti-Doping Manager informs members of the Medical Council and seeks advice
- FIBA Europe Anti-Doping Manager informs the FIBA Executive Director Europe, the FIBA Crew Chief Commissioner, the Head of Competitions Department and the FIBA Europe designated staff member of the advice given by the Medical Council
- Crew Chief Commissioner holds a meeting with the LOC Medical Officer, the LOC and the FIBA Europe designated staff member and makes decision on further actions based on advice given by the Medical Council
- FIBA Executive Director Europe informs the Secretary General, FIBA Europe Anti-Doping Manager and the Head of Competitions Department on the decided course of action
- FIBA Europe designated staff member informs the team delegations immediately of the decision (e-mail, text)
- Commissioner Crew Chief holds a meeting with teams' representatives to inform them of the situation, LOC Medical Officer covers all medical aspects
- The FIBA Executive Director Europe decides based on advice from the Medical Council (if necessary) on releasing statement to the press and other involved parties (parents, fans, national federations/clubs)
- FIBA Europe Communications Department releases statement on the issue via FIBA website and distributes internal memo for all FE/FEP staff
- Daily meetings with teams are organised by the Crew Chief Commissioner and the LOC Medical Officer assisted by the FIBA Europe designated staff member
- Daily visits to hospitalised players/officials/team followers are organised by the LOC
- FIBA Europe designated staff member monitors the situation and provides assistance if and when necessary (including hospital visits)
- FIBA Europe designated staff member informs daily on all developments the FIBA Executive Director Europe, the Crew Chief Commissioner, the Anti-Doping Manager and the Head of Competitions Department
- Daily bulletins for all participating teams are distributed
- The LOC Medical Officer should be available in the team's hotel for assistance (distributing medicine providing advice)

3.4 Course of action for LOC

- Inform the designated LOC Medical officer of the issue and seek immediate assistance
- Attend initial meeting with the Crew Chief Commissioner, the LOC Medical Officer and the FIBA Europe designated staff member and is involved in the decision on further actions based on advice given by the Medical Council
- Ensure all conditions and services are provided (team hotels, hospitals, etc.)
- Negotiate with hotels if necessary to accommodate needs – isolate sick persons, inspect food preparations, other as required
- Strictly follow instructions of the LOC Medical Officer and Crew Chief Commissioner
- Provide updated information to team delegations
- Assist team representatives with transportation to and from hospitals
- Seek assistance from local medical authorities in case of larger outbreaks
- Communicate regularly and efficiently with Crew Chief Commissioner, the Medical Officer, the FIBA Europe designated staff member and team’s representatives

3.5 Course of action for the FIBA Crew Chief Commissioner

- Hold initial meeting with the Medical Officer, the LOC and the FIBA Europe designated staff member and make decision on further actions based on advice given by the Medical Council
- Inform the FIBA Executive Director Europe, the FIBA Europe Anti-Doping Manager and the Head of Competitions on decided course of action
- Hold a meeting with teams’ representatives and inform them of the situation, LOC Medical Officer covers all medical aspects
- Attend daily meetings with teams representatives together with the LOC Medical Officer and assisted by the FIBA Europe designated staff member
- Monitor situation with hospitalised persons (if any)
- Ensure distribution of daily bulletins on the subject
- Communicate on regular basis with the LOC Medical Officer, the LOC, the FIBA Europe designated staff member, the FIBA Europe Anti-Doping Manager and the Head of Competitions Department (last two if necessary)

3.6 Course of action for the FIBA Europe Staff

- Inform the LOC, the Crew Chief Commissioner and the FIBA Europe Anti-Doping Manager of the reported case(s)
- Request advice from Medical Council via the FIBA Europe Anti-Doping Manager
- Communicate the advice of the Medical Council to the Crew Chief Commissioner, the LOC Medical Officer and the LOC
- Attend all relevant meetings organised by the Crew Chief Commissioner
- Organise and attend daily meetings with team delegations
- Ensure distribution of daily bulletins
- Monitor the situation and provide assistance if and when necessary (including hospital visits)
- Inform daily the FIBA Europe Anti-Doping Manager and the Head of Competitions Department on developments
- Communicate regularly and efficiently with the Crew Chief Commissioner, the LOC Medical Officer, the LOC and team’s representatives

3.7 Course of action for Team delegations

- Inform immediately the LOC and the FIBA Europe designated staff member of any player with symptoms of infectious disease
- Strictly follow instructions of the LOC Medical Officer and the Crew Chief Commissioner
- Attend all meetings organised by the Crew Chief Commissioner, LOC Medical Officer and the FIBA Europe designated staff member
- Ensure that sick persons receive appropriate medical treatment and are isolated from healthy persons
- Monitor generic hygiene, food and drink of all members of the team delegation
- Report any signs of development of the disease
- Communicate regularly and efficiently with the Crew Chief Commissioner, the LOC Medical Officer and the FIBA Europe designated staff member

4. Other emergencies

The purpose of the Emergency Action Plan is to facilitate a prompt, efficient, coordinated response in case of emergency. The plan must address not only medical emergencies, but also weather, fire, electrical failure, criminal behaviour or other possible emergencies. The need for timely action during an emergency cannot be overemphasised and the response procedure to an emergency must be clearly indicated in advance to allow for timely implementation. The key actions to be considered in advance are (but not limited to):

- Access to facilities by emergency responders (to include maps)
- Emergency supplies and resources (medical on-site facilities, ambulance support, established contacts or agreements with emergency response agencies, location and access procedures for needed logistical supplies in case of emergency situation)
- Maps of on- and off-site event areas and an Emergency Contact List that should include: 24 hour telephone number, alternate contact numbers for all key emergency response personnel (fire brigade, police, emergency ambulance)
- It is highly recommended to produce a Special Emergency Contingency Plan.
- It is critical to have memoranda of understanding in place beforehand

The procedure for reaction and action in case of any emergency is identical as in case of medical emergency (already explained in this document). Communication between all parties is vital as well as the clarity of information, responsibilities of all key personnel, cost implications for organisers, team delegations and FIBA Europe.

The Crew Chief Commissioner is ultimately responsible to oversee the competition and ensure that in case of emergencies, he/she has a clear line of communication with the appropriate member of staff from the LOC and FIBA Europe. The FIBA Europe staff must provide assistance to the Crew Chief Commissioner and the LOC when necessary and keep informed all key members of the FIBA Europe office of the developments.

Key FIBA Europe contacts in case of emergencies:

4.1 Medical

- FIBA Europe Anti-Doping Manager
- Designated member of the Medical Council

4.2 Weather, Security

- FIBA Executive Director Europe
- Head of Competitions

5. Action plan in case of fatalities (DEATH)

In event of fatal incidents on or off the court, the following steps must be undertaken:

- Emergency Medical Team (Red Cross) transports the body to hospital accompanied in the ambulance by a team representative
- FIBA Europe designated staff member and the Head of LOC follow the ambulance to hospital
- Crew Chief Commissioner is responsible to control the situation in the playing arena or team hotel (until the official information is released from hospital)
- Team representative receives death certificate and informs officially the FIBA Europe designated staff member and the Head of LOC
- FIBA Europe designated staff member informs the FIBA Executive Director Europe, the Crew Chief Commissioner, the Head of Competitions, the Communications Department and the Anti-Doping Manager of the fatality and any relevant details associated with the course of death (only official information released by the medical authorities)
- FIBA Executive Director Europe discusses communication strategy with Head of Communications and agrees on statement
- FIBA Executive Director Europe informs the Crew Chief Commissioner and the FIBA Europe designated staff member of the agreed statement and provides additional guidelines if necessary
- Head of Communication controls the issue of official statement(s) and deals with all potential press enquiries related to the incident
- Head of Competitions liaises with the Crew Chief Commissioner on all competition related issues and agrees on strategy
- Crew Chief Commissioner, assisted by the Head of LOC, FIBA Europe designated staff member and a Medical Officer/doctor (if necessary) inform the team representatives and the press if present of the incident (following agreed guidelines with the FIBA Executive Director Europe)

ANNEX XIII - FIBA MEDIA & BROADCASTING MANUAL

TABLE OF CONTENTS

COMMUNICATIONS	90
General principles	90
LOC Media Officer	90
Media Volunteers	90
Printed Materials	91
MEDIA OPERATIONS	91
General principles	91
Media Accreditation	91
Media tribune	91
TV Flash Interviews	91
Mixed Zone /Interview area	91
Media Working Room (optional)	92
Press Conferences (optional)	92
Distribution of information	92
Official Event Photographers	92
Accredited Photographers	92
Photographer Bibs	93
Remote Camera Positions	93
Photographer Area for Ceremonies	93
Videos	93
Player Headshots and Team photos/videos	93
Team Photographs Before the First Game	93
EVENT WEBSITE, SOCIAL MEDIA, DIGITAL	94
General principles	94
Digital Content Manager	94
Event Website	94
Social media	95
TV AND STREAMING	96
General principles	96
Transmission of the games	96
Streaming production	96
TV production	97

COMMUNICATIONS

GENERAL PRINCIPLES

The Host will work in close collaboration with the FIBA Communications Department on all communications and media-related matters which may include (without limitation):

Prior to the Event: translation of Event Website content, media accreditation, preparation and release of press releases; and
During the Event: preparation of daily bulletins, moderation of press conferences, management of Media Area (Mixed Zone, Media Tribune, etc.).

The two parties shall prepare a “Communications Plan” for the Event, in which FIBA shall be responsible for all global communications and the Host is responsible for all local communications relating to the Event in the Host Nation and Host Cities.

The Host must obtain FIBA’s prior written approval for any proposed global communication by any form of media.

FIBA reserves the right to have the final say for all media-related decisions.

LOC MEDIA OFFICER

The Host shall appoint a reliable, professional and experienced Media Officer in each venue, as an on-site equivalent to the FIBA Media Operations Manager, to coordinate all media related matters both ahead of and during the Event.

The Media Officer should be experienced in working with journalists and other media representatives at international sports events and will coordinate all media operations in collaboration with the FIBA Media Operations Manager. Furthermore, it is absolutely essential that the LOC Media Officer is capable of communicating in fluent spoken and written English.

Prior to the Event, his/her activities will include:

- Communicating all Event-related information specifically targeted at the media of the host country and keeping FIBA informed, providing information and photographs of the preparation of the event / host country;
- Together with the Digital Content Manager, verifying that all information appears on the Official Website;
- Coordinating promotional activities from a media perspective with the LOC Promotion Manager;
- Screening host-country media applicants for media accreditation;
- Assisting with the scheduling of the headshot photo shooting.

During the Event, his/her activities will include:

- In coordination with the FIBA Media Operations Manager, managing all media areas ensuring the smooth running of media operations;
- Managing the team of media volunteers;
- Answering enquiries and questions regarding the Event;
- Acting as the main point of contact for media of the host country;
- Together with the FIBA Media Operations Manager, acting as the point of contact for international media.

MEDIA VOLUNTEERS

In view of the skills required and the diversity of tasks, media volunteers have a crucial role to play in the Event. Media volunteers should:

- Be fluent in English, both spoken and written;
- Have a good understanding of basketball;
- Have experience and/or an understanding of working with/as media (journalism students make perfect media volunteers);
- Be confident and comfortable dealing with stressful situations and possibly some conflict.

The main roles and functions of the media volunteers can be summarized as follows:

- Manage the Media Working Room, ensuring that all required statistical information is available and answering enquiries.
- Survey Media Tribune and photographers’ benches.
- Assist in the Mixed Zone.
- Deliver statistical information to the Media Tribune and commentators’ positions.
- Escort players and coaches for press conferences/media availability, provide names to moderator (provided press conferences are held).
- Assist in media activities during training sessions.

PRINTED MATERIALS

The content development and layout of the following documents will be defined by FIBA, while the Host shall be responsible for their printing (if required by FIBA) and all related costs:

- Official Programme; (optional in some events)
- Media Manual (optional);
- Other print material.

FIBA may opt to produce a “Media Manual”, which shall contain the guidelines and procedures for the Media Areas and all Media activities at the Event. In such case the Host shall ensure that all procedures set out in the Media Manual are followed.

MEDIA OPERATIONS

GENERAL PRINCIPLES

The Host shall ensure that the operations within the Media Area comply at all times with what is agreed with FIBA ahead of the Event and communicated to the Media.

MEDIA ACCREDITATION

FIBA and the Host will agree upon the exact timeline for the accreditation process as well as media area capacities no later than three (3) months before the Event. The media accreditation procedure and deadlines will be defined by FIBA.

As a matter of principle, in order to ensure exposure of the Event – both quantitatively and qualitatively – FIBA is responsible for the decision process for international applicants (i.e. all countries except the host country), while the Host shall be responsible to vet domestic applicants. However, FIBA reserves the right to have the final say for all media accreditation decisions.

Unless communicated otherwise all Media Accreditation is done through the FIBA Media Portal:

<https://accreditation.fiba.com/fiba-publicregistration/en-US/Account>

MEDIA TRIBUNE

Generally, seats in this Media Tribune shall not be reserved and seating shall be made on a “first come, first served” basis. Seats shall be reserved for the FIBA Communications team.

Additionally, for high-demand games for which there is a risk of insufficient space, FIBA reserves the right to reserve a small number of seats for major media outlets and for media of the countries participating in the specific game. Similarly, FIBA reserves the right to create, whenever necessary, a seating chart for a portion of the Media Tribune that will be reserved for priority media (for example news agencies and main daily or sports newspapers).

Behaviour within the Media Tribune shall be befitting of members of the media and shall respect journalism ethics and standards. In particular there shall be no cheering and clapping, while flags and excessive symbols of support for any specific team are also not permitted.

TV FLASH INTERVIEWS

If applicable, TV flash interviews shall be conducted by Rights Holders only and shall take place in the Flash Interview Positions (between the court and the Mixed Zone).

MIXED ZONE /INTERVIEW AREA

The Mixed Zone / Interview area is an area specifically set up at either end of the court on the path of the team’s way to the changing room in order to offer opportunities for the accredited media and players/ coaching staff to come face to face at the end of each game for interview purposes.

Following the conclusion of games, players and coaches shall always leave the court via the Mixed Zone corridor, with media approaching the barrier in order to conduct interviews. In principle, media in the Mixed Zone should be able to access media facilities without needing to cross the players’ corridor.

During Mixed Zone activity, access is restricted to media (on the one side) and teams (on the other). All players and coaches must pass through the Mixed Zone corridor. While encouraged to give interviews, neither players nor coaches are under obligation to do so.

FIBA/LOC staff and media volunteers will be on hand to coordinate Mixed Zone activity. The teams’ press officers should also provide Mixed Zone coordination according to specific needs defined with FIBA’s Media Operations Manager.

MEDIA WORKING ROOM (OPTIONAL)

If a working room is provided by the LOC in the venue then a minimum of one (1) media volunteer shall be on hand at all times to manage the Media Working Room and to cater to the questions/ needs of the media.

Although exact opening times shall be agreed in the lead-up to the Event, it should be noted that the Media Working Room will be expected to remain open from the morning (at least an hour before the first game) until late in the evening/night (at least one (1) hour after the last game).

PRESS CONFERENCES (OPTIONAL)

In principle, at FIBA events all games shall be followed by official press conferences; however, in the European Youth Championships, this is optional depending on venue infrastructure and demand and the number of accredited media.

If press conferences do take place then the following apply:

Post-game press conferences usually begin 15 minutes after the end of each game and take place in the Press Conference Room. Each press conference shall be conducted by a moderator officially appointed by FIBA or the Host and attended by the head coach of each team as well as one player from each team (top scorer or any outstanding players from the game in question). Any specific player may be requested to appear at a postgame press conference. A media volunteer will be required to obtain the name of the attending player and provide it to the moderator.

Media availability requires at least one player per team and both head coaches to make themselves available for comment/interview in the designated area (Mixed Zone or Media Availability Area). In case of demand, they shall make themselves available for a set period of time.

DISTRIBUTION OF INFORMATION

Accredited media shall receive a regular flow of information throughout the Event, including all competition-related data.

FIBA will provide accredited media with all information in digital form, via e-mail and/or for download via a dedicated URL.

Accordingly all media areas should provide information for media on how to access all the above information online. As an example, information for print-out may include:

- Team rosters;
- Game statistics;
- Spare copies of all media-related documents such as the Media Manual (if applicable).

All details regarding online information/ statistics and the printing of statistics sheets will be provided by FIBA in the lead-up to the Event.

OFFICIAL EVENT PHOTOGRAPHERS

At the event, FIBA will provide and cover the costs for one (1) photographer per venue for all Division A events.

For Division B and C events FIBA will make a best effort to provide one official photographer for all or part of the events but the LOC must provide a second photographer for the duration of the event.

These photographers are responsible for providing the FIBA Communications department as well as the Host with pictures of each game. A precise brief will be prepared by the FIBA Communications department.

All photographs will be uploaded to the FIBA Photo Gallery and will be made available to the Host. FIBA is also making pictures available free of charge to media outlets for the Event. All photos must be credited "FIBA.basketball".

Contrary to other accredited photographers, the official photographers have access to all areas including, for example, the field of play during the Closing Ceremony. Accordingly, it is important that the arena security be made aware of the specific nature of the official photographers.

ACCREDITED PHOTOGRAPHERS

While the game is on-going, the photographers are not permitted to move to the other side of the court. This is only allowed during the breaks between quarters and at half-time. In any case, shooting from the side-lines is strictly forbidden.

PHOTOGRAPHER BIBS

In order to simplify security procedures and clearly identify the accredited professional photographers, FIBA will provide photographer bibs. An appropriate number of bibs will be shipped to the Host, who shall be responsible for distributing them to accredited photographers. Photographers shall wear their bibs at all times during games, while the appropriate measures must be in place to ensure that only accredited photographers wearing a bib access the photographer benches.

The distribution and collection of the bibs shall be coordinated by the LOC Media Officer, who will implement a convenient distribution and collection system. **After the last game of the Event, the Host is responsible for collecting all bibs and handing them back to the FIBA Media Operations Manager.**

REMOTE CAMERA POSITIONS

Remote cameras, placed on the backboards or on the catwalk / arena roof, and operated by remote control, are available to photographers upon request and according to availability. Authorisation shall be delivered upon specific request to the FIBA Media Operations Manager, while cameras may only be mounted under FIBA's supervision.

A maximum of two (2) cameras can be mounted behind each backboard. In cases where demand exceeds available positions, a so-called pool position will be implemented. However, the installation may not, under any circumstances, have any effect on the performance of the relevant game equipment or on the security of the players

In all cases, photographers are responsible for ensuring that remote control equipment complies with local radio frequency laws.

PHOTOGRAPHER AREA FOR CEREMONIES

For the Closing Ceremony and the distribution of the medals, a special area, which will be located in the two (2) metre boundary line either in front of the Scorer's Table or the opposite side, shall be assigned to accredited photographers (with the exception of the Official Photographer(s)). Accredited photographers must not be permitted at any time to enter the field of play during the Closing Ceremony.

VIDEOS

The FIBA Communications Department may decide to bring a video crew on site, to enhance the coverage of the Event. Any filming / video coverage plans by the Host shall be presented to FIBA for approval well in advance of the Event.

PLAYER HEADSHOTS AND TEAM PHOTOS/VIDEOS

Prior to the start of the Event (i.e. Day -1), a headshot photograph shall be taken of each Player as well as of each member of the Teams' coaching staff. These headshot photographs and video clips will be used, among other purposes, for player profile pages on the Event Website and TV graphics purposes, while they will also be made available to all Accredited Media. Player headshots and videos will be taken by the Official Photographers and/or FIBA video crew and shall be coordinated by the FIBA Media Operations Manager.

The Host is responsible for providing and covering the costs for the set-up and equipment of the studio for taking Player headshots. The room/location for the photo session for each Venue (Official Hotel or competition Venue) is to be proposed by the LOC Media Officer to the FIBA Media Operations Manager for approval.

The following setup is recommended for all Division A events:

- White backdrop: width of 3.56m, with proper stands and crossbar
- 4 strobes (300-500W)
- 4 softboxes and 2 umbrellas
- 2 styrofoam reflectors
- 4 stands for the strobes, including weights if needed
- Synchro cords and radios to fire all strobes simultaneously

TEAM PHOTOGRAPHS BEFORE THE FIRST GAME

A photograph of each team will be taken on the court prior to its first game of the Event. For Division B and C it could also be the second or third game depending of the schedule.

Team photographs will be taken 10 minutes before tip-off as per the FIBA game run-down. Photographs will be taken from the centre circle, with each team standing in their official game uniforms (no warm-up t-shirts, etc.) on their respective free-throw line, with numbers clearly visible.

During the team photo session, all accredited photographers may enter the FOP to take photos, under the instructions of a member of the FIBA Communications team.

EVENT WEBSITE, SOCIAL MEDIA, DIGITAL

GENERAL PRINCIPLES

The Official Event Website is one of the most powerful promotional tools of the Event: it is its flag-bearer globally and acts as the Event's shop window.

The Event Website is entirely developed by FIBA in line with the "look and feel" of the Event. Its content is developed by FIBA and may be at least bilingual (English and the language of the host country).

The Event Website and all forms of social media are set up and managed by FIBA solely and the Host is not entitled to set up any other Event or Event-related website. The Event website will be part of the fiba.com domain name and fully identified as an official website.

DIGITAL CONTENT MANAGER (OPTIONAL)

In the event of opting for a local language version of the official website then the Host shall appoint a Digital Content Manager, who will be responsible for managing, updating and controlling the local version of the Event Website and providing translated local language stories for the main Event Website.

- Ideally, this person should combine: Good understanding of the Internet, comfortable use of content management applications and basic knowledge of Photoshop;
- Strong sense of design;
- Good level of English (written and spoken).
- The Digital Content Manager shall be the main contact person before, during and after the Event in relation to the Event Website and social media and shall regularly communicate with the FIBA Communications team.
- The Digital Content Manager may provide local content (including photos and text) in both English and in local language to FIBA for inclusion in the main Event Website, at FIBA's option, particularly relating to the Host, the Host Cities, the Host Nation, local infrastructure, progress in the preparations, rganisation and tourism. Such content may be uploaded by FIBA on the Event Website at FIBA's absolute discretion.
- The Digital Content Manager shall ensure that content on the local website is accurate, up-to-date and consistent, and is aligned with FIBA's communication strategy. No content whatsoever shall be placed online prior to FIBA's approval.
- During the Event, the Digital Content Manager will work with the FIBA Communications team have to translate, or manage translations, of two to five news per day, as well as other FIBA content such as video descriptions.

EVENT WEBSITE

The website/domain fiba.basketball is protected by copyright and the exact URL of the Event Website is defined by FIBA.

The Host shall ensure that the Event Website URL address and social media channels are included in all publications and print materials produced by the Host for the Event.

The website shall be easily accessible from the websites of the National Federations competing in the Event, by means of links or banners, and FIBA will work so that the URL shall be promoted in all team publications and print materials.

The Host and the teams shall be entitled to use certain features of the website, such as the live statistics of their games as well as video footage published. Any and all use of such features must carry the note: "fiba.basketball."

FIBA's responsibilities shall be summarized as follows:

- Set-up and development of the Official Event Website in accordance with FIBA standards. The Host is not entitled to set up any other Event or Event-related website;
- Reservation of the domain name (URL), if needed.
- Listing of the website on the different search engines;
- Definition of the website structure, features, contents and functionalities;
- Implementation of FIBA and competition brand in accordance with FIBA CI NET;
- Contracting and management of suppliers retained for the website design and development;
- Selection of content provider for texts, photography and videos;
- Supplying appropriate and secure server farm;
- Implementation of a multi-language CMS (Content Management System) to manage and update online content;
- Training of Digital Content Manager and other LOC staff on how to use the CMS (content creation, content update, comment moderation);

- Managing the English version and other languages that are not local (if existing), ensuring that relevant content and official information are up-to-date and accessible;
- Monitoring traffic and performing final traffic reports;
- Insertion of sponsors' recognition (i.e. banners, logos);
- Insertion of sponsored functionalities (i.e. games);
- Conducting regular meetings with the LOC web staff. Assuring that relevant content, official information, official data, images are displayed before and during the Event;
- Ensuring appropriate security to prevent external unauthorised access (i.e. "hackers").

The Host's responsibilities shall be summarized as follows: Active participation in the specification of the website features, content and functionality;

- Provision of a Digital Content Manager (editor) responsible for the proper running of the Official Event Website in the local language. This person should be and should remain the main contact person before, during and after the Event;
- Provision of local content both in English and in local language;
- Provision of a working area during the Event with a fast and stable Internet line, allowing access to all websites, messaging tools and external ftp servers without any restriction;
- Provision of up-to-date and regular content (photos & text) in both English and the local language, particularly in regards to the Host, local infrastructure, progress in the preparations, organisation and tourism;
- Translation into local language and update of all content published by FIBA;
- Close cooperation and communication with the FIBA website team to ensure quality and punctual feedback.

SOCIAL MEDIA

The promotion of the Event through social media, for instance Facebook, Twitter or any other official social media channel is decided by FIBA solely. The Host is not entitled to set up any Event-related page on any social networks.

An official Event hashtag will be defined and should be used as much as possible. It will help fans to easily find relevant social shares and take part in the discussion about the Event on social networks.

Other social media channels could also be activated if needed depending on the Event's region-specific needs and habits.

FIBA's duties and responsibilities related to maintenance and development are established as follows:

- Creation of the pages and names (if necessary);
- Update and promotion of the content related to the Event on these pages;
- Validation of the Event's social media strategy.

FIBA recommends that the Host also uses the National Federation's website and social networks to share FIBA official content relating to the Event and promote the participation of its national team.

FIBA will also provide documentation and on-site assistance to encourage the players in the development of their social media presence.

TV AND STREAMING

GENERAL PRINCIPLES

Together with the FIBA TV Manual and the TV Graphics Manual, this is the basic document providing all the necessary information, requirements and procedures which have to be fulfilled and respected by the Host in regards to TV and streaming.

TRANSMISSION OF THE GAMES

In terms of transmission, as the rights holder, FIBA TV is responsible for the negotiation and conclusion of all contracts relating to the worldwide transmission of all games of the Event.

The term "Transmission" includes all coverage by terrestrial, satellite, cable and closed circuit television, Internet, video, radio and film on a live or delayed basis, whether broadcast complete or in highlights. All new technical broadcast innovations come under these terms including IP, broadband, mobile, digital, high definition, wide screen, compressed vision, 3-D, virtual animated graphics and video, computer or other multimedia formats.

FIBA alone can authorise broadcasts of all or any games of the Event, including arrangements for provision of the basic coverage and for all live and delayed broadcasts (highlights, news or otherwise) into all countries.

FIBA will grant to the Host the national television broadcast rights within their country in recognition of the Host's Host Broadcast obligations.

In addition, the provision to monitor and control photographic stills and/or computer digital recorded/transmitted stills rests solely with FIBA.

STREAMING PRODUCTION

FIBA has started to live stream free of rights content on Youtube back in 2013 as an attempt to give more visibility to its youth events, to offer more content to its global fan base and to provide fans with an easy access to live footage across all its digital platforms. Since then the number of platforms where this live content is streamed has increased and now includes Youtube, Dailymotion, broadcasters' digital platforms and live streaming websites in China. At the same time, the inventory has also grown and FIBA is now streaming games, press conferences and draw ceremonies.

Production standards for live streaming are generally lower in comparison to a regular TV production in order to keep production costs down and therefore to allow the streaming of more events. This means that games are usually streamed with 2 to 3 cameras, with basic graphics (score & timing) and no commentary, although higher standards may be applied for specific events subject to demand and feasibility. Given the global nature of the Internet, all Internet streaming rights shall remain with FIBA, who will also be the sole authority entitled to determine on which digital platform(s) the Games shall be broadcast.

FIBA's responsibilities shall be summarized as follows:

- All games of Division A and B events in 2018 will be streamed on the official FIBA online platform and will be available to watch free of charge.
- FIBA will assume all production expenses; These costs include all production related costs, travel, accommodation and meals for the production team.
- FIBA will provide the LOC with a recording of each game to the LOC for the purposes of providing the teams with game (scouting) videos;
- FIBA will use geoblocking to block streams in the national territory of the LOC in order to protect the rights of a TV partner of the LOC, if asked to do so by the LOC and/or the said partner;

LOC's responsibilities shall be summarized as follows:

- All Local Organising Committees (LOC) are obliged to provide dedicated bandwidth of minimum guaranteed upload of 10 Mbit/s in each venue as per guidelines by FIBA Europe.
- All LOCs shall comply with guidelines by FIBA Europe to improve venue infrastructure (eg adding a new or improving an existing TV platform or extending an existing TV platform to accommodate more cameras) in order to facilitate the streaming and TV production of the events.

The minimum requirement for streaming Division C event is a 2-camera production and a compulsory use of the official FIBA TV graphics (see below);

The minimum requirement for a TV production of a Division B or C event is a 4-camera production and the compulsory use of the official FIBA TV graphics (see below).

The LOCs wishing to produce games for either online or TV must always inform FIBA Communications about their intentions and their production plan details (communications-europe@fiba.com)

TV PRODUCTION

All LOCs, at their own cost or through a Broadcast partner, shall produce an international TV signal with official FIBA graphics from their events as follows:

- FIBA U20 European Championship: Semi-Finals; 3rd Place Game; Final
- FIBA U18 European Championship: Semi-Finals; 3rd Place Game; Final
- FIBA U16 European Championship: 3rd Place Game; Final
- FIBA U20 Women's European Championship: 3rd Place Game; Final
- FIBA U18 Women's European Championship: 3rd Place Game; Final
- FIBA U16 Women's European Championship: 3rd Place Game; Final

All LOCs, at their own cost or through a Broadcast partner, may produce a TV signal for additional games of the tournament including games of their national team.

In such eventuality all national territory TV rights of these events are with the LOC.

The LOC must provide FIBA with the details of the international signal (eg satellite) at no cost.

All international media and TV rights of above events are with FIBA Europe and will be distributed globally through FIBA Media.

The TV Graphics Manual and other graphic elements can be downloaded at <http://tv.fiba.com/>.

(username: fibaother – password: 8v33\$75B26iW)

ANNEX XIV - PRE-GAME RUNDOWN

SCENARIO, IF HOST IS TEAM (A)

	Pre-game	Music
	Team benches have 16 seats. Visiting team (Team B) takes the bench on the right-hand side (RHS) of the scorers' table, when looking at the court from the table and the home team (Team A) will take the bench on the left-hand side (LHS). Teams will warm-up opposite basket respective to their designated team bench area.	
TO -20:00' (before the start of team warm-up)	First days ONLY: Teams called to free throw line in front of basket for team picture (all team in playing uniform, no warm-up shirts allowed) Note: Players should be in the middle, properly aligned in two rows of 6. Coaching staff should stand on left and right and players' numbers on their uniforms should be visible.	
TO -9:00'	Teams called off court by referees	FIBA music 60 second version
TO -8:00'	Official Team presentation	Ladies and Gentlemen, welcome to the FIBA Under XX European Championship, Team (A) versus Team (B)
TO -7:50'	First: Visiting Team B Players enter the court in numerical order and line up free-throw line extended facing the opposite basket	Please welcome the team from , Number 4.....
TO -7:00'	Second: Home Team A Players enter the court in numerical order and line up free-throw line extended facing the opposite basket	Please welcome the team from , Number 4.....
TO -6:00'	National Anthem – Visiting Team B	Ladies and Gentlemen, please stand for the National Anthem of the teams (followed by National Anthems)
TO -4:45' approx.	National Anthem – Home Team A	
TO -3:30'	Team greeting/exchange of gifts followed by the teams' second warm-up. Referees and Commissioner introduction (referees should stand in front of the scorers' table looking towards center court and the main camera)	High-tempo music
TO -1:30'	End of warm-up, players return to benches, followed by final huddle (at the benches)	
TO -0:30'	PA introduces starting five players of Team A and B	
TO -0:15'		FIBA music, 6 seconds version
TO -00:00'	Game starts	
	Post game	
Post game	All players and coaches to exit through the mixed zone (as directed by press/ media volunteer) if applicable	

*This rundown serves as an example; FIBA Europe reserves the right to change on occasions.

SCENARIO, IF HOST IS THE VISITING TEAM (B)

	Pre-game	Music
	Team benches have 16 seats. Visiting team (Team B) takes the bench on the right hand side (RHS) of the scorers' table, when looking at the court from the table and the home team (Team A) will take the bench on the left hand side (LHS). Teams will warm-up opposite basket respective to their designated team bench area.	
TO -20:00' (before the start of team warm-up)	First days ONLY: Teams called to free throw line in front of basket for team picture (all team in playing uniform, no warm-up shirts allowed) Note: Players should be in the middle, properly aligned in two rows of 6. Coaching staff should stand on left and right and players' numbers on their uniforms should be visible.	
TO -9:00'	Teams called off court by referees	FIBA music 60 second version
TO -8:00'	Official Team presentation	Ladies and Gentlemen, welcome to the FIBA Under XX European Championship, Team (A) versus Team (B)
TO -7:50'	First: Home Team A Players enter the court in numerical order and line up free-throw line extended facing the opposite basket	Please welcome the team from, Number 4.....
TO -7:00'	Second: Visiting Team B HOST Players enter the court in numerical order and line up free-throw line extended facing the opposite basket	Please welcome the team from, Number 4.....
TO -6:00'	National Anthem – Home Team A	Ladies and Gentlemen, please stand for the National Anthem of the teams (followed by National Anthems)
TO -4:45' approx.	National Anthem – Visiting Team B HOST	
TO -3:30'	Team greeting/exchange of gifts followed by the teams' second warm-up. Referees and Commissioner introduction (referees should stand in front of the scorers' table looking towards center court and the main camera)	High-tempo music
TO -1:30'	End of warm-up, players return to benches, followed by final huddle (at the benches)	
TO -0:30'	PA introduces starting five players of Team A and B	
TO -0:15'		FIBA music, 6 seconds version
TO -00:00'	Game starts	
	Post game	
Post game	All players and coaches to exit through the mixed zone (as directed by press/ media volunteer) if applicable	

*This rundown serves as an example; FIBA Europe reserves the right to change on occasions.



molten[®]
For the real game