Championship Application

The procedure outlined in this publication shall be followed when a potential host wishes to apply for the hosting of one of the following EBF Championships:

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| **Full name** | **Shortening** | **Application fee** | **Lanes available** |
| European Champions Cup | ECC | 2.000 € | Minimum 16 |
| European Women Championships | EWC | 4.000 € | Minimum 20 |
| European Youth Championships | EYC | 6.000 € | Minimum 24 |
| European Senior Championships | ESC | 6.000 € | Minimum 24 |
| European Men Championships | EMC | 8.000 € | Minimum 28 |

To support the EBF Presidium in the host selection process, a potential host must fill in a written Championship Application, with content prepared according to this publication.

The Championship Application must be divided into the following 9 chapters:

1. Basic information
2. Entry fees proposed by the host
3. Financial commitments
4. Organisation
5. Preparations
6. Transportation
7. Hotels
8. The bowling centre
9. External visibility

The applicant must respond to and address all chapters and sub chapters included.

**1. Basic Information**

1.1 Championship information

The bowling centre, the city and the country.

1.2 Schedule

Confirm that you have seen and accept the conduction period of the championships as it appears at [www.etbf.eu](http://www.etbf.eu) under the menu item Championships / Future Periods. We will, after an eventual awarding of the hosting rights, send you a detailed schedule of the championships.

1.3 Host information

Name, location, contact person and contact info.

Present the host company/organization, if not a member federation.

Present previous hosting experiences.

**2. Entry fees proposed by the host**

2.1 The entry fee for members of the official delegation

The fee must be presented in Euro. It must include the € 100 to be paid per member of the official delegation to EBF after the conclusion of the championships.

2.2 The entry fee for guests

The fee must be presented in Euro and in addition it must be specified what this fee is covering.

2.3 The entry fee for media representatives

In general media representatives should be exempt from paying an entry fee, unless they are also acting as a team official.

**3. Financial commitments**

The applicant must verify that the following will be provided for the official delegation members and EBF officials:

Airport pick-up and return for delegation members

Transportation between designated hotels and the bowling centre in accordance with a prearranged schedule for delegation members

Bowling expenses for all official practise and competition

Opening Ceremony

Banquet (optional)

Badges of accreditation

Media facilities

Application fee to be paid to EBF (€ 2.000, 4.000, 6.000 or 8.000)

Part of the entry fees to be paid to EBF (€ 100 per federation delegate) latest 7 days after the conclusion of the championships

Meeting rooms for eventual EBF Congress, EBF Presidium, and EBF Committee meetings as agreed upon separately.

Accommodation for one Kegel technician, for the entire duration of the championships, including the necessary number of days before and after the championships, as agreed upon with the Kegel technician

Food and beverage for the appointed EBF championship officials (3 persons) and the Kegel representative, while they are on duty in the bowling centre, as well as tickets for the banquet.

A license fee for the software, to be used for results and standings during the championships, must be paid to the IT partner of EBF, which is the Danish based company KTA ApS.

The license fee, which is 1.700 € exclusive Danish VAT, will be invoiced between a maximum of 30 and a minimum of 14 days before the first day of the championships.

When this agreement is prepared, the following is valid concerning VAT:

* If the invoice is issued to a receiver in a non-EU country, no VAT will be added to the fee
* If the invoice is issued to a receiver in a EU country, and the receiver has a VAT Number, no VAT will be added to the fee
* If the invoice is issued to a receiver in a EU country, and the receiver is without a VAT Number, VAT will be added to the fee
* The Danish VAT is at the moment 25%

Categories of invoice receivers, as well of the Danish VAT percentage, are always subject to changes via EU directives and/or Danish tax laws, meaning that it will be directives and tax laws, in effect at the moment when the invoice is issued, that will apply.

KTA ApS will send an IT Delegate, who will perform an IT inspection and furthermore handle scores and standings during the championships on behalf of EBF.

**4. Organisation**

4.1 Organisation

Describe how the championship organization is expected to be structured.

4.2 Key persons

List of key persons appointed already, if any.

4.3 Other persons involved

List any other persons involved, if any known at this moment.

4.4. Referees

Mention the number of expected referees and their education / training

4.5 Championship office

Describe if and eventually where a championship office will be established.

4.6 Opening Ceremony

Describe how the Opening Ceremony will be organised, such as duration, speakers, entertainment and seating arrangements for guests.

**5. Preparations**

5.1. Championship website

Present the expected address and the expected date of availability.

Describe its expected update frequency.

5.2 The length of the oil-pattern

Confirm that the length of the oil pattern, upon request from the ETBF Technical delegate, will be send to all EBF member federations and presented at the championship website.

5.3. Bulletin

When is The Bulletin expected to be circulated?

5.4. Payments

Describe payments of entry fees and hotel expenses; on stage or by transfers.

Describe cancellation policies, deposits and eventual full pre-payments of hotel rooms.

**6. Transportation**

6.1 Transportation from the airport to the official hotels

Describe how the transportation from the airport to the official hotels will be arranged.

6.2 Transportation of bowling balls

Describe how the transportation of bowling balls will be arranged.

6.3 Transportation between the official hotels and the bowling centre

Describe how the transportation between the official hotels and the bowling centre will be arranged.

6.4 Transportation of international officials

Describe how the transportation will be arranged for the EBF officials and the Kegel representative working for the championship.

**7. Hotels**

7.1. Basic hotel information

For each hotel: Hotel name, location and website address

Distances to the airport and the bowling centre

7.2. Hotel rooms

For each hotel: Availability for single rooms, double rooms and eventually 3-bed rooms

Describe the standard of the rooms

7.3. Room rates

For each hotel: Room rates for all categories including breakfast and taxes

If no fixed agreement yet, present estimated costs and a expected date for an agreement

7.4. Restaurants

Describe restaurant options in the hotels and in walking distance

7.5. Super markets

Describe super market options at the hotels and in walking distances

7.6. Meeting facility and Internet

Describe meeting facilities for an eventually Presidium meeting and a congress

Describe Internet availability and standard in hotel and meeting rooms

**8. The bowling centre**

8.1. Basic bowling centre information

Centre name, location and website address

8.2. Equipment specification

Number of lanes

Brand and type of lane approaches, surfaces and pin decks

Brand and type of pin setters

Brand and type of ball returns

Pins to be used during the championships

The scores system and eventually additional score software

Air condition availability and capacity

8.3 Atheltes’ area

Describe how the athlete’s area is arranged, such as size, delimitation to spectators’ area and space for extra balls.

8.4 Spectators’ area

Describe how the spectators’ area will be arranged.

8.5 Press Room

Describe how the Press Room will be arranged, such as location, capacity, equipment, space for each accredited official and access restrictions.

8.6 Equipment store

Describe how the bowling balls and other equipment will be stored.

8.7 Restaurants

Describe restaurant options in the bowling centre and in walking distance

8.8 Doping control facilities

If doping control is requested by EBF or by the national doping agency, will there be facilities available for staff and taking samples?

8.9 Mapping report

Confirm that the centre management has accepted that the report including graphical presentations of the lane’s topographical status (the LaneMap Guide), upon request from the EBF Technical delegate, will be presented at the championship website.

**9. External visibility**

9.1. On-line scoring

Does the bowling centre already provide frame-by-frame on-line scoring for all lanes or will there be an opportunity that it either permanently, or temporarily for the championship period, can be added to the centre facilities?

9.2. Web streaming

Describe your expectations for an eventual web streaming service and the level of it, i.e. for all lanes during qualification or only a limited number of lanes down to a pair only, eventually only from Semi Finals and the Final, line capacity options and the quality of the streaming, like basic or HD etc.

9.3. Local and domestic media

Describe local and domestic media opportunities and your plans for access to such media.

9.4. Local and domestic TV

Describe local and domestic TV opportunities and your plans for access to TV stations.