**Championship Inspections**

The inspections are performed by the three championship delegates from EBF, namely the EBF Championship Director, the EBF Technical Delegate and the EBF IT Delegate. The three inspections can either be done at the same time or at different moments.

Each inspection, of which the dates are decided upon between the host and the respective delegate from EBF, will normally take place 8-12 months prior to the championships.

Depending on previous hosting experiences, and the size of the centre, an inspection is expected to last 1-2 days.

If a venue is frequently used for EBF Championships, the EBF Presidium can decide to skip one or more inspections, which then will be exchanged by communication from the distance.

Each inspection is supported by a check list of inspection areas, as presented below.

It is expected that the host has collected as much information about each item in the lists as possible before the inspections are held.

The main purposes of an inspection are (1); to achieve a common understanding of objectives, relevant tasks and their timing and (2); to identify areas of further focus and attention.

At the end of an inspection, the headlines of the inspection will be reported verbally to representatives of the host, while a written report will be prepared and send to the host and the EBF Presidium, latest a week after the inspection has been held.

The costs for each initial inspection will be covered by EBF, while all costs related to eventually follow up inspections must be covered by the host.

**Directors Inspection: Check List**

Organization

* List of committees
* Jury of Appeal
* Championship Committee
* Organizing Committee
* Financial affairs
* Information
* Press room and press relations
* Transportation
* Referees
* Equipment storage
* Ceremonies and events
* Eventually names of chairs, if available
* Opening ceremony and identification of speakers
* Medal ceremonies and officials involved in the ceremonies

Facilities in the centre

* Board for scores and other official messages
* Team Managers meeting
* Information counter
* Press room
* Equipment storage
* Room for tournament administration
* Room for international representatives
* Positioning of the IT Delegate
* Storage of extra dressing machines and other technical equipment
* Ball spinner and its location
* Restaurant facilities
* Spectators’ area and eventually stands
* Eventually marking out of the athletes area
* Smoking policy
* Drinking policy

Information policies

* Schedule of events
* Number of bulletins
* Website strategy
* Follow up memos and reminders

External visibility

On-line scoring availability

Web streaming and plans therefore

Opportunities for access to the local and domestic press and a plan therefore

Opportunities for access to local and domestic TV stations and plans therefore

Transportation

* Transportation upon arrivals and at departures
* Transportation Hotel-Centre-Hotel by point pick-ups or an hourly based schedule
* Transportation of the technical staff to and from the hotel/centre
* Transportation of other ETBF officials to and from the hotel/centre
* Transportation of late working press officials back to the hotel
* Availability of transportation facilities in other situations

Various issues

* Badges of accreditation
* Entry forms and their deadlines (not applicable for the ECC)
* Repetition of various fees, listed in the agreement
* Eventual training of officials
* Possibilities of medical help, if needed
* Eventual EBF Presidium meeting and facilities therefore
* Eventual EBF Congress and facilities therefore

Hotel accommodation and transportation

* Number and standard of hotel rooms
* Reservation procedure
* Payment procedures and eventual deposits
* The size of the breakfast room
* Eventual needs of early breakfasts
* Restaurant facilities at the hotel
* Restaurant facilities in the neighbourhood
* Any near-by situated super markets
* Board for official messages

**Technical Delegates Inspection: Check List**

Playing environment

Mapping of lanes

Pin decks

Kick backs

Gutters

Flat gutters

Pins

Pin setters

Ball returns

Availability of spare parts

Dressing equipment

Examination of centre machines, if used during the championships

Availability of cleaner and oil

Availability of spare parts

Local capacity in machine operations

**IT Delegates Inspection: Check List**

Line capacities

Type of lines and their speed

Additional line capacity needed

Line capacity for eventual web streaming

Scoring system

Brand and issue number

Availability of scores for export

On-line scoring availability

Who will operate the system during the championships?

IT in the press room

Separate password protected line

Password procedures

Network printer

Electricity extensions

Other IT related issues

The network and its availability for additional users

Additional need of equipment

Showing results in the centre

Location of the IT Delegate