
EUROPEAN SQUASH FEDERATION

Championship Tender

Edition 2018.01
Valid from 01.03.2018



Championship Tender

Please complete all pages of the Tender and return to ESF office.

Name of Event:

Proposed Dates:

Alternative Dates:

Member National Association (Host):

[Must be a Full Member of ESF and have entered this Event in the last 5 years]

Address details:

Primarily contact person of MNA:

Telephone Number(s):

E-mail Address:

We note the Levy of €_____to be paid to the ESF (see Reg E2)

We note Reg. F3 concerning Inspection Visits.

We have read, understand and accept the Regulations concerning the Championship(s) and the Event Conditions in Appendix A (including Insurance) AND WE WILL ABIDE BY THEM

Signature:

Date:

Name in BLOCK LETTERS:

Position in National Association:

LOCATION OF COURTS

Name of Venue:

Address details:

Primarily contact person of Venue:

Telephone Number(s):

E-mail Address:**Website:****Distance from: City Centre: km. Nearest shops: km.****Hotel: km. International airport: km.****FACILITIES****Type of Court: Total No: No. to be Used:****Are Floors unsealed or will they be sanded? yes / no****Will clear ceiling height be more than 5.64 metres? yes / no****All-Glass show court: yes / no****Will All-Glass Show Court be used with minimum of 300 seats for spectators?
(mandatory for ETC & EICC) yes / no**

For all European Championship Events courts built after 1 January 2013 are to be used then they must be listed in the WSF worldwide directory of Complete Court Accredited (CCA) courts if they are to be considered for hosting matches. (This specification is not applicable for courts in existence before 2013, where normal adherence to WSF specifications will apply).

All courts build by CCA standard? yes / no Or build before 2013 yes / no**Viewing Facilities (brief description + pictures to include Refereeing – include 3 referee system):****Position and amount of spectator viewing on all competition courts (description + pictures):**
Meals on site of the venue: **Lunch: from to**
 Dinner: from to
Alternative arrangements:**Seating capacity for meals:****Bar / snacks available: yes / no from to****OTHER RELEVANT DETAILS****Tournament Office Location:****Press Office Location:****WiFi / Internet Connection: yes / no capacity for connections****Facilities for Physio/Doctor?****Sports Shop with Racket Stringing? yes / no**

Public Address System? yes / no

Security System and/or Controlled Access?

Parking Space for how many cars?

Times of Access to Venue?

- Please add photos to support your tender request

CHAMPIONSHIP ADMINISTRATION

Championship Director:

Championship Referee:

Press Officer:

ESF Event Website will be used: yes / no

National URL for the event: www.....

ACCOMMODATION

Description of Proposed Hotel(s) with Official Rating:

(add photos or prospectus of Hotel)

Reception/Public Areas:

Other Facilities:

Distance from: City Centre: km International Airport: km

Meals will be: **Breakfast in**
 Lunch in
 Dinner in

TRANSPORT

Nearest International Airport:

Outline plan to meet Players, Officials, Supporters etc.:

Planned transport arrangements for teams during the event (type, frequency, etc.):

SOCIAL EVENTS

Please outline proposals to include cost per person, format, venue, location – particularly for Final Function (if applicable):

SPONSORSHIP

Details of Confirmed Sponsors and Products:

COSTS FOR PARTICIPANTS - (see Regulation Y)

Team/Individual Entry Fee: Men €_____ / Women €_____

Event Package: €_____ per person per event

Optional Hotel Package: €_____ per person per event for (__ nights)

Fee for Extra Night based on Twin room: €_____ & for Single Room: €_____

**Other optional packages, when services are not included in offered Hotel package.
Optional Services Package: €_____ per person**

Entry fee and event package includes: ESF fee, Host organisation inclusive an opening and award ceremony at the level of ESF Championships standard, Event memento, Transport between official hotel and venue, Final dinner party.

Optional packages: Hotel arrangement, Food and Transport from/to airport.
(please send a detailed overview of the services provided within the package)
If not provided: a list of recommended hotels and transport possibilities.

Note:

If tendering for the EUROPEAN TEAM CHAMPIONSHIPS (DIVISIONS 1&2), the Host must provide facilities for the ESF Annual General Meeting in accordance with the details below:

ESF ANNUAL GENERAL MEETING REQUIREMENTS OF HOST NATION (alongside hosting of ETC 1&2)

ESF requires the host for the ETC 1&2 to also manage arrangements for the ESF AGM and its delegates, and any ESF meetings arranged around the date and venue of the AGM

- Referee Committee meeting and Referee briefing.
- ETC Managers meeting
- ESF Championships, Coaching and Development committee meetings
- ESF Board meetings
- Others, as arranged

The AGM will take place on the morning of the ETC Finals (Saturday).

Every effort should be made to minimise costs to delegates attending the Annual General Meeting, whilst providing high quality facilities. The inspection visit for the ETC will include all facilities for the AGM as follows:

1. The ETC is the premier ESF Championships and the standards and expectations of the players and, importantly, the visiting national delegates, are high. The hotel and AGM meeting room facilities should be of at least 4* standard.
2. Full details of the hotel and conference venue and location.

3. The proposed cost of the Delegate's Package. Please note that Local Authority or hotel sponsorship can be used to lower the total price, which must include the following:
- Accommodation (single & twin room options) for 3 nights - based on single occupancy; plus the cost per night for additional nights. Primary guest will pay for any partners in a twin/double room.
 - A choice of cooked and continental breakfast, lunch and evening meal on each day of residence, including inclusion in the Championship Party on Saturday evening
 - Welcome function on Friday evening for AGM delegates
 - Transport from and return to airport. Travel between hotel and squash venue.

When calculating the Delegate Package Fee, the host should incorporate the following expenses which they are required to provide:

- Free accommodation (single room), breakfast, lunch and evening meal for ESF Board members (6) and up to 2 ESF Staff.
- Free provision of meeting rooms as follows:
 - AGM/Conference – large room in board-room lay-out for up to 40 delegates plus 12 additional attendees.
 - The meeting room for the AGM to be equipped with an overhead projector and screen, laptop capable of projecting from USB, DVD, etc, 3 top-table microphones and 2 roving microphones. A technician should be accessible in case of any technical issues. The ESF flag must be displayed in the AGM meeting room.
 - Morning coffee and buffet lunch for all AGM attendees
 - Rooms (with coffee) to accommodate up to 12 people during Tuesday to Friday, for all ESF Committee meetings. Specific requirements to be advised by the ESF Office in advance.
 - All meeting rooms (for AGM and planned ESF Committee meetings) to have fresh water and glasses and paper and pens for all meeting participants.
- Free tickets for Delegates and partners for semi-finals & finals of ETC
- Free provision of an AGM Photographer and Photograph for electronic distribution to all attendees
- Accreditation badges for all delegates and attendees

APPENDIX A **EVENT CONDITIONS**

A.

EUROPEAN SQUASH CHAMPIONSHIPS

TITLE AND RIGHTS

The title and all rights to European Squash Championships rest exclusively with the European Squash Federation (ESF).

In return for certain guarantees and fees, the ESF is empowered to assign to a Member Nation Association (MNA) the organisation and promotion of a European Championship and the following rights:

- income from all local sponsorship for the event
- sale and income from the event advertising including the programme
- sale and income from all terrestrial TV rights within the Host Country
- sale and income from all ticket and programme sales
- sale and income from business hospitality packages
- sale and income from official European Championship souvenirs
- use of the official ESF logo.

ORGANISATION AND ADMINISTRATION

European Championships are regarded by the ESF as affording the squash player the opportunity to aspire to the highest pinnacle of competitive achievement and, as such, the events are a showcase for squash.

The ESF, therefore, seeks an assurance that events will be organised and administered to the highest professional standards in full accordance with the Regulations Governing European Championships which may be referred to on the ESF website www.europeansquash.com. Specific Regulations, numbered consistently across all Championships, are identified in the different sections below.

B. ESF CO-ORDINATION

The ESF will appoint a Technical Delegate whose role is to advise the organiser and ensure that the Regulations are fully understood and followed by local officials.

In tendering for the event, the MNA must undertake to cover the costs of the Technical Delegate for one or more Inspection Visits and the Championships visit. The MNA must provide the ESF with detailed reports and financial statements following the event.

The Host Organisation must appoint a Championships Director, a Championships Referee and a Press Officer as specified in ESF Championships Regulations.

LEVIES

The MNA whose Tender has been accepted must pay the Levy to the ESF as specified and approved by the ESF AGM.

PROMOTION AND ADVERTISING

European Championships must attract the attention of the media and squash playing public through good promotion, advertising and Press contact. ESF Flags and Event Banners must be displayed in prominent positions in the main hotel reception and at all venues. A Championships Manual must be produced for the event as specified and a website must be established and maintained as specified (ESF provides an event website). In addition, international media representatives must be invited by the host to attend the ETC. The Host Organisation will make sure that at least one international experienced squash photographer is invited, whom provides ESF with event pictures (matches and official ceremonies) to publish without extra costs for ESF.

SPONSORSHIP

The ESF will wish to know and approve the names and products of all sponsors and official suppliers to the event. ESF obtain the right to use the event for an ESF sponsor.

DATES

Events must be scheduled to take place on the following ‘mandatory’ or ‘preferred’ dates:

- European Team Championships (**ETC Divisions 1 & 2**) - 4 days between Wednesday and Sunday (departure day) following the last Monday in April [Mandatory - dates protected by PSA and WSA].
- European Team Championships (**ETC Division 3**) – 4 days between Wednesday and Sunday in the period one month prior to the ETC Divisions 1 & 2 [Mandatory].
- European Individual (Closed) Championships (**EICC**) - 4 days in May or June [Preferred].
- European Club Championships (**ECC**) – 4 days between Wednesday and Sunday in September [Mandatory].
- European Junior Under19 Championships (**EJC U19**) – 4 days Individual + 1 rest day + 4 days Team - ending on Easter Sunday [Mandatory].

- European Junior Under 15/17 Championships (**EJC U15/17**) – 4 days over the 2nd weekend in May [Mandatory].

ESF will prepare a timetable in the draft invitation and send it to the host for approval.

VENUE

The venue proposed must provide the right environment to project the image of a European Championship. It must have adequate changing and catering facilities for players and officials; and provide the following facilities as defined in the Regulations:

- Tournament Office with IT System and Display Board for results and messages (F10)
- Press Office with facilities for the media (F18)
- Conference Room for Meetings (F13)
- Medical and/or Physiotherapy Room with First Aid facilities (F7) and separate room for Dope Testing (in case required)
- Provide space for exhibition stands for main ESF sponsors close to the main spectator court (F17)

COURTS

All courts to be used for the event must meet WSF specifications with correct lighting and flooring in line with Rule D12. ESF and Sponsors' logos must be displayed as specified in Reg. F17. The minimum number of courts required for each event is defined below. Ideally, additional courts should be available for players to use for warm up and practice.

All events should have at least one court that provides viewing facilities for a minimum of 100 spectators, except that the ETC and EICC must have a glass court with an adjustable tin with viewing for at least 300 (including seating for 150) spectators, sponsors, media and officials.

- **ETC (Divisions 1 & 2)** – at least 8 courts, including a show court, in no more than two closely located venues (ideally in walking distance)
- **ETC (Division 3)** – at least 4 courts in one venue
- **EICC** – at least 4 courts in one venue and a show court located nearby (ideally within walking distance)
- **ECC** – at least 6 courts in one venue
- **EJC U19 Individual and Team** – at least 6 courts in one venue
- **EJC U15/17** – at least 8 courts in one venue

Any variation in the above must be approved in advance by the ESF Technical Delegate for the specific event.

C. FORMAT OF THE EVENT

All Championships must be organised in accordance with Reg. J governing each event.

CHAMPIONSHIP BALL

The ESF reserves the right to determine which ball will be used and will retain all income derived from the contract made for its supply. The ESF will provide sufficient squash balls to the organisers.

HOTEL ACCOMMODATION, CATERING AND INFORMATION

Accommodation must be provided for referees, officials and players who book "optional packages", ideally in one hotel but at no more than two closely located hotels for all events.

Breakfast must be provided in the hotel(s), lunch in the venue and dinner either in the hotel(s) or venue. Times of meals must be flexible to handle the players' match schedules.

Any variation in the above must be approved in advance by the ESF Technical Delegate for the specific event.

Appropriate facilities must be provided to stage the ESF AGM and ancillary activities at the official hotel or venue during the ETC as specified in Reg. F22.

A display board must be clearly visible in the main hotel foyer with the Championship Draws, Results, Transport Timetable and key Contact Information.

TRANSPORT

The organiser must identify the nearest international airport and specify convenient Arrival/Departure points (airport, railway station, ferry port etc). Transport must be provided to all players and officials that book the "optional package" as specified in Reg. F2: from the Arrival point(s) to the Hotel(s); regularly between Hotel(s) and Venue(s); and between Hotel(s) and Departure point(s). Timetables are to be published in Players Manual (Reg. F15) and displayed in Hotel(s) and at Venue(s).

"ENTRY and PACKAGE" FEES PAYMENT

The entry fees and extras to be paid by teams and individuals should be as low as possible and must not exceed the limits prescribed in Reg. Y as agreed from time to time at General Meetings. The closing date(s) for payment must be specified in the Invitation and Entry Form. The Host Association should enable payment to be made where possible by internationally recognised credit card for which an extra handling charge of no more than 3% may be applied.

INSURANCE

The ESF requires the organiser to hold or take out appropriate insurance to cover all relevant areas for all matters relating to the Championships. The period of cover should extend as far as is relevant before, during and after the actual playing times of the Championships. The ESF also requires that the organiser will only use venues, hotels and other service providers that hold or take out similar insurance for their areas of involvement with the Championships. Cover should include, for example, public and employee liability, injury to players and other persons attending the Championships whether as officials, spectators or for other purposes, damage to property and equipment belonging to or provided by the organisers, the service providers or third parties. The ESF does not hold itself responsible in any way for any such risk connected with the Championships.

Please return by email to:
European Squash Federation,
Email: info@europeansquash.com