

A dynamic action shot from a futsal match. A player in a white jersey with orange sleeves and shorts, featuring the "IVESPORTS" logo, is in mid-air, kicking the ball. He is being challenged by a player in a red jersey and black shorts. The background shows a blue court, red stadium seats, and other players. The image is framed by dark blue geometric shapes.

MINIMUM ORGANISATIONAL REQUIREMENTS

Edition 2026



**Co-funded by
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MINIMUM ORGANISATIONAL REQUIREMENTS

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Legend

- EUC** Valid for European Universities Championships
- EUG** Valid for European Universities Games

ABBREVIATIONS

ATD	Assistant Technical Delegate	IEF	Individual Entry Form
CAE	Certificate of Academic Eligibility	ISF	International Sports Federation
CC	Control Commission	HWC	Health and Wellbeing Commission
CTC	Competition Technical Commission	MOR	Minimum Organisational Requirements
EC	Executive Committee of EUSA	NSF	National Sports Federation
ESF	European Sports Federation	NUSA	National University Sports Association
EUC	European Universities Championships	OC	Organising Committee
EUG	European Universities Games	RSF	Regional Sports Federation
EUSA	European University Sports Association	SCAC	Supervision, Control and Arbitration Commission
FISU	International University Sports Federation	TC	Technical Commission
GTM	General Technical Meeting and the Draw	TD	Technical Delegate
HCP	Host City Partners	VCC	Volunteers Coordinating Commission
HoD	Head of Delegation	WADA	World Anti-Doping Agency

FREQUENTLY USED TERMS

Bidding City Host City	The NUSA and its partner organisations which apply together for the right to host the EUG/EUC.
Host City Partners	The NUSA and its partner organisations which are awarded with the right to host the EUG/EUC.
Competition	1 (one) of the sports of the EUG/EUC program.
Competitor	Accredited student, who takes part in the EUG/EUC.
Delegation	Accredited competitors and team officials representing University which takes part in the EUG/EUC.
EUSA Convention	Meeting of EUSA and OC technical delegates and representatives.
EUSA Regulations	Documents approved by the EUSA EC related to the organisation of the EUG/EUC (Guidelines for the EUG/EUC organiser, Minimum EUG/EUC Organisational Requirements and Sports Technical Requirements, Technical Regulations, Health care Regulations, Protocol Regulations, Disciplinary Protocol and Guidelines for EUSA Awards)
EUSA Office	EUSA professional personnel
EUSA Staff	EUSA permanent and temporary personnel
EUSA Visual Identity	EUSA brand introduced in components: logo, symbol, typefaces and colours.
Head of the Delegation	A person appointed from the members of the delegation who officially acts on their behalf.
Host Team	Team representing University which organises the EUG/EUC, or in case of its absence the hosting country highest ranked team.
Inspection Visit	A visit of the venues and facilities to be used for the EUG/EUC conducted by EUSA representatives combined with meeting with the OC and providers of services
Team Official	Accredited adult non-competitor member of the delegation.
Participants	Accredited competitors and team officials.
Referee	A person who officiates matches, also called Umpire or Judge.
Referee Association	National governing body in charge of referees and refereeing, recognized by respective NSF.

Words importing the masculine gender shall include the feminine. Words of the plural number shall include the singular. Words of the singular number shall include the plural.

01. Introduction

EUSA Minimum Organisational Requirements is a document composed of key organisational requirements the Organising Committee should accomplish in order to create an environment for successful delivery of the European Universities Games/Championships.

EUSA Minimum Organizational Requirements shall serve as a guideline to accomplish success in preparing all areas of the organisation which includes: General/Main Logistics, Sports, Protocol, Medical and Health care as well as a detailed technical requirements per sport. The official language of any EUSA event is English, and should be used in all kinds of communication.

In addition to EUSA Minimum Organisational Requirements, OC shall organise EUG/EUC according to the most recent EUSA Rules and Regulations and International Sport Federations' rules.

02. General/Main Logistics

Information to be published

The OC shall publish all relevant information about Health Care Services on EUG/EUC official website, in the Technical Handbook and on back side of the accreditation. The information about Medical services shall be published, as follows:

- What medical help is available and how to access it (technical handbook and official website);
- National emergency number (technical handbook, official website and accreditation);
- Medical team leader's phone number (official website and accreditation);
- For each venue, the location of the nearest hospital, health centre and its emergency number and approximate travel time from each given venue (technical handbook and official website);
- Location of the nearest pharmacy (technical handbook and official website).

All of the above information shall be published within a section entitled "MEDICAL" within the Technical Handbook. The information about Catering services shall be published, as follows:

- Location of the canteens/restaurants for athletes and team officials (university teams), opening hours and how to access it (technical handbook and official website);
- Menus which are offered to athletes and team officials (technical handbook and official website);
- Canteen/Restaurant rules.

Media Section

GENERAL TERMS

- The main scope of media operations is to ensure consistent, professional, and timely coverage of all EUSA events, supporting visibility, brand integrity, and strategic communication.
- EUSA guidelines, branding standards, and athlete safeguarding policies shall be fully respected at all times.

ORGANISING COMMITTEE (OC)

- The OC shall design and produce a recognisable and consistent visual identity for the event, implementing it on all provided digital channels and on-site venues wherever applicable.
- The OC shall establish a media and communications structure and campaign, ensuring high-quality coverage throughout the organisation and implementation of the event.
- The OC shall remain responsible for all content published, including potential copyrights involved.
- The OC shall maintain up-to-date information and timely updates on the official event website.
- The OC shall publish schedules, results, important announcements, and media releases promptly.
- The OC shall maintain active and consistent updates across all relevant official platforms (minimum: Instagram, Facebook, YouTube).
- The OC shall publish pre-event promotion, daily results, highlight moments, and follow-ups after the event.
- The OC shall ensure daily visual coverage of competitions and side events.
- The OC shall deliver high-quality photos and video materials suitable for promotional and editorial use.
- The OC shall respect athlete safeguarding and privacy regulations.
- The OC shall make visual content accessible to accredited stakeholders (e.g., EUSA, teams, media).
- The OC is responsible for granting safe and organised media access and shall ensure cooperation with EUSA Communications and relevant local authorities.
- The OC shall ensure appropriate facilities and working conditions for accredited media, including electricity, reliable internet access, and controlled entry to designated areas.

- The OC shall appoint dedicated personnel responsible for:
 - media management and communication coordination;
 - photography and videography;
 - social media operations;
 - mixed zone and press relations;
 - website content and updates.
- The OC shall provide daily visual and information outputs, including competition highlights, results updates, and promotional content in line with event branding.
- The OC shall ensure that a branded mixed zone is established and fully functional wherever applicable, including operational protocols and access control.
- The OC shall ensure production of a final video of the implemented event.
- The OC shall provide a comprehensive post-event media report including analytics, reach, and key deliverables.

EUSA Result Management System

- All EUSA competitions shall use EUSA Result Management System for scheduling, live results, final results, and linking to the respective live stream.
- The OC shall foresee a communication plan that highlights the streaming coverage with live streaming links and timetables.
- EUSA Result Management System is provided to all EUG/EUC OCs free of charge by EUSA.
- OCs shall provide working staff and volunteers to manage the EUSA Result Management System
- Specific requirements for EUSA Result Management can be found in the technical requirements section of each sport
- OC shall provide internet access, laptops, and working areas in each sport venue for working staff and volunteers
- EUSA may appoint EUSA Result Supervisors as part of EUSA Representatives to oversee and support EUSA Result Management System operations.

Live Streaming

- The OC shall provide a live streaming service for all sports of the EUG/EUC. The service will be free of charge for users and streamed through the official Youtube event channel provided by EUSA to the OC. The use of other platforms should be arranged with EUSA in advance.
- For all teams sports to have all games live streamed for the duration of the event from at least one men's competition and one women's competition.
- Each live stream will try to capture the spirit of the games, high levels of competition, and fair play.
- The minimum video quality of all live streams shall be 720p ("HD Ready") resolution.
- The live stream production shall incorporate the visual identity of EUSA and the EUG/EUC.
- University logos, names, abbreviations and colours shall be used in the live streaming production. No country names, flags, abbreviations or colours should be used in the live streaming production.
- Every live stream must include EUSA logo, and EUSA styled scorebug (which displays the game information, scores, time, etc) and other EUSA styled elements and they must be used on the live streaming. The design of the score bug and other related elements will be provided by EUSA. EUG/EUC logotype and other visual identity shall be seen throughout the production.
- All live streaming arrangements must be provided as per the live streaming sports specifics details.
- Special attention should be given to audio copyrighted material when live streaming both on the stream and in the venue; ensuring the appropriate music copyright clearance for live streaming is obtained, or audio sources are split, without live streaming the music. Platforms may mute, block or delete videos with audio copyrighted issues.

Sport Specific Live Streaming Guidance



3×3 BASKETBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition court (often referred to as "Court 1"). This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned anywhere behind the backline of the court, facing the basket. We recommend not to position the camera directly at the basket, but on an angle as shown in the example. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

Camera Angle: Positioned at an elevated position (5 meters minimum) so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience can be seen from the main camera if possible. If tribune is not behind the basket, then full branding should be seen. (2)

Graphics: "Scorebug" located in the bottom centre of the screen, including:

- In game score (3.1)
- Team fouls next to game score (3.1)
- Time counting down from 10:00 (3.2)
- Short university name (3.3)
- Primary colour of player uniform (3.4)
- Event logo positioned in the top right corner of the screen. (3.5)



BADMINTON

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the central court (sometimes referred to as "Court 1"). This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly behind one end of the court, so that the closest player has their back to the camera, and the player on the other side of the court is facing the camera during play. The camera should be located on the opposite side of the court from the main tribune. The livestream be focused on the central court, and should not show the action from other games/courts. (1)

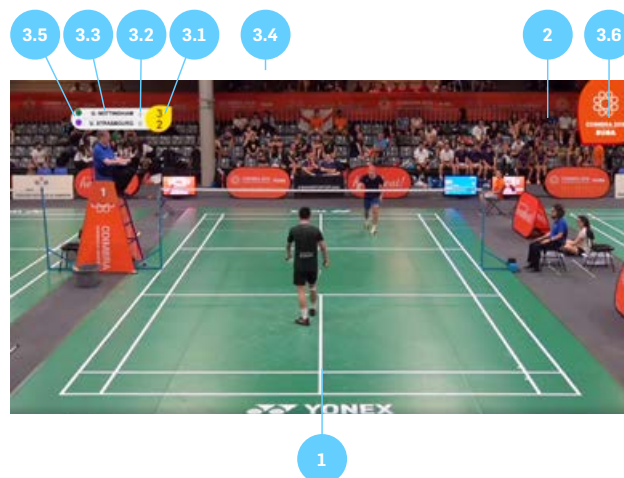
Camera Angle: Positioned at an elevated position so that the whole length of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (for team competitions) (3.3)
- Family name(s) (for individual competitions) (3.4)
- Primary colour of player uniform (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)

Other notes: Central court can be positioned in the best possible location for the livestream.





BASKETBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition venue. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

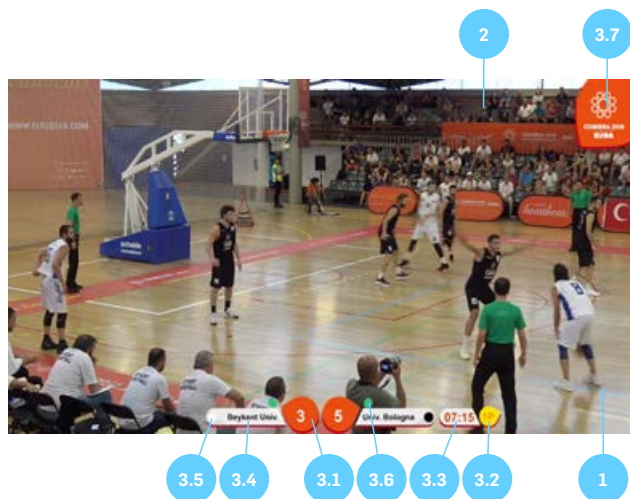
Main Camera Location: Positioned directly on the half way line, on the opposite side of the court from the main tribune. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the bottom centre of the screen, including:

- In game score (3.1)
- Period (3.2)
- Time counting down from 10:00 (3.3)
- Short university name (3.4)
- Primary colour of player uniform (3.5)
- Icons for fouls (3.6)
- Event logo positioned in the top right corner of the screen. (3.7)



BEACH HANDBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition court. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half way line, on the opposite side of the court from the main tribune, in a way that both substitution areas and all court lines are visible.

HWC needs to be high enough, above TK table (considering sun protection), if it is positioned on the same side as the TK table.

Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (3.3)
- Primary colour of player uniform (3.4)
- Event logo positioned in the top right corner of the screen. (3.5)





BEACH VOLLEYBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition court. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

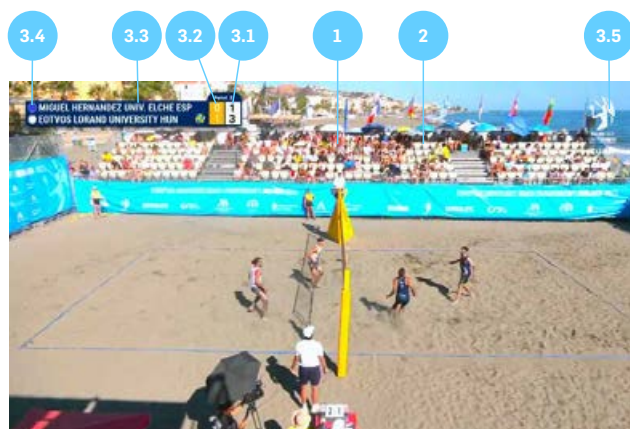
Main Camera Location: Positioned directly on the half way line, on the opposite side of the court from the main tribune. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (3.3)
- Primary colour of player uniform (3.4)
- Event logo positioned in the top right corner of the screen. (3.5)



CHESS

EXPANDED EXPLANATION

Livestream to broadcast leader boards games (1-4) from each competition day from the main competition venue. This venue should have a minimum of 1 camera that can move between boards. In addition, video streaming from the playing area is possible.

VISUAL EXPECTATION

Main Camera Location: Positioned directly in the centre of the boards. (1)

Tribune: The tribune and audience should not be seen from the main camera. (2)

Graphics: "Scorebug" located at the bottom of the screen, including:

Short university name/Family Name (3.1)

Event logo positioned in the top right corner of the screen. (3.2)

In game score (3.3)

Colour of the player (white is down, black is up) (3.4)



FOOTBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition venue. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera pitch side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half way line, on the opposite side of the pitch from the main tribune. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the pitch can be seen (minimum 5 meters, recommended 10 meters above field of play) (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- Time counting up from 00:00 (3.2)
- Short university name (3.3)
- Primary colour of player uniform (3.4)
- Icons for yellow cards or red cards appear when needed (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)

Live streaming of all games from the main venue of the Womens Competition is also required.



FUTSAL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from each competition venue. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera on the court side. Streaming from other venues is obligatory. The locations of cameras and all other equipment must be accepted by the EUSA Technical Delegate.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half way line, on the opposite side of the court from the main tribune. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- 1st half or 2nd half (3.2)
- Time counting up from 00:00 or down from 20:00 as it is at the venue (3.3)
- Short university name (3.4)
- Primary colour of player uniform (3.5)
- Number of fouls shown (counting towards a freekick) (3.6)
- Icons for yellow cards or red cards appear when needed (3.7)
- Event logo positioned in the top right corner of the screen. (3.8)





EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition venue. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half way line, on the opposite side of the court from the main tribune. Ideally, main camera is on the same side of the venue as the team benches. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- 1st half or 2nd half (3.2)
- Time counting up from 00.00 to 60.00, 00.00-30.00 1st half and 30.00-60.00 2nd half.
- Time must be present as part of the program, not streamed with camera in additional box. (3.3)
- Short university name (3.4)
- Suspension time under university name (3.4)
- Primary colour of player uniform (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)



EXPANDED EXPLANATION

Livestream to broadcast all matches from each day of competition from the main competition mat (often referred to as "Tatami 1"). This court should have a minimum of 2 cameras, one fixed, and one moveable camera on the side of the tatami.

VISUAL EXPECTATION

Main Camera Location: Direct the camera directly down the centre of the mat, with the tribune seen behind. (1)

Camera Angle: Positioned above ground level, but so that the whole length of the mat can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- Competition description (Men's <72KG, Round 2) (3.1)
- Points as per scoring system (3.2)
- Time counting down from 04:00 (3.3)
- Short university name/Family Name (3.4)
- Identification colour of player uniform (white or blue) (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)





EXPANDED EXPLANATION

Livestream to broadcast all matches from each day of competition from all competition mats (often referred to as "Tatami"). All courts should have one fixed camera on the side of the tatami.

VISUAL EXPECTATION

Main Camera Location: Direct the camera directly down the centre of the mat, with the tribune seen behind. (1)

Camera Angle: Positioned above ground level, but so that the entire length of the mat can be seen. It is desirable that the main judge as well as the official scoreboard on the tatami should be visible. (1)

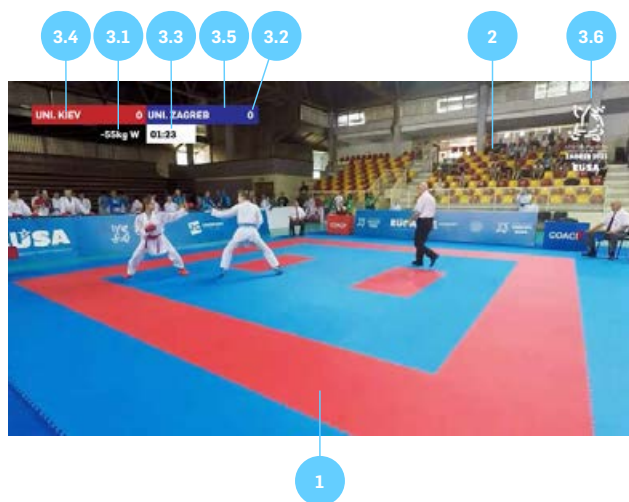
Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- Competition description (example: Kumite women +68 kg, round of 64, pool 2) (3.1)
- Points as per scoring system (3.2)
- Time counting down from 02:00 (3.3)
- Short university name/Family Name (3.4)
- Identification colour of player uniform (red or blue) (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)

EUSA comments on provided Example:

Event logo should be in top right corner.



EXPANDED EXPLANATION

Livestream to broadcast all matches from each day of competition from the main competition ring and main competition tatami. The ring and the tatami will have their own, separate main cameras. This court should have a minimum of 2 cameras, one fixed, and one moveable camera on the side of the tatami.

VISUAL EXPECTATION

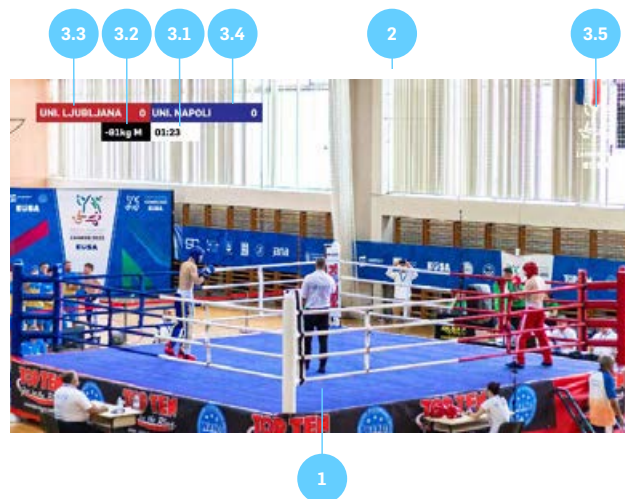
Main Camera Location: Direct the camera directly down the centre of the ring/tatami, with the tribune seen behind. (1)

Camera Angle: Positioned at an elevated level so that the whole length of the ring & tatami can be seen. The ropes of the ring must not obstruct the view from the live stream. (1)

Tribune: The tribune and audience can be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- Time/count down clock (3.1)
- Competition description (3.2)
- Short university name/Family Name (3.3)
- Primary colour of player uniform (3.4)
- Event logo positioned in the top right corner of the screen. (3.5)





EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main/central court. This court should have a minimum of 2 cameras, one fixed at a high location, and one movable camera court-side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly behind one end of the court, so that the closest player(s) has/have their back to the camera, and the player(s) on the other side of the court is(are) facing the camera during play. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

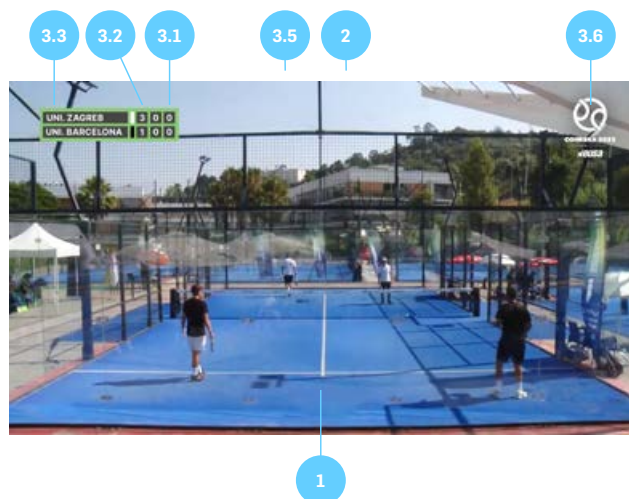
The livestream should only be focused on the central court, and should not show the action from other games/courts.

Camera Angle: Positioned at an elevated position so that the whole length of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (for team competitions) (3.3)
- Family name(s) (for individual competitions) (3.4)
- Primary colour of player uniform (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)



EXPANDED EXPLANATION

Livestream to broadcast all competition sessions including women and men categories from the main competition platform. Streaming must be produced in minimum 1080p quality and be streamed at the official EUSA event Youtube website.

VISUAL EXPECTATION

Main Camera Location: Positioned centrally facing the competition platform, opposite the main tribune. The camera must have an unobstructed view of the platform, referees, and barbell. The camera and operator must be protected from potential lighting glare or environmental factors where applicable. (1)

Camera Angle: Positioned at an elevated location to clearly capture the full platform, referees' chairs, and athlete movement area. Recommended elevation is sufficient to ensure a complete and balanced view of the lifting area without obstruction. (1)

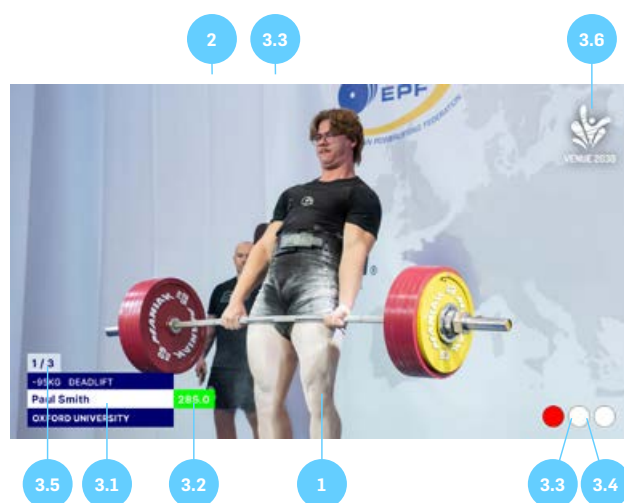
Tribune: The tribune and audience should be visible within the main camera frame to reflect the event atmosphere, without obstructing the primary focus on the platform. (2)

Graphics: Live graphics generated via the Goodlift System must include:

- Athlete name and university (3.1)
- Attempt weight and attempt number (3.2)
- Lift result (good/no lift) (3.3)
- Referee lights (3.4)
- Running order and session information (3.5)
- Event logo positioned in the top right corner of the screen (3.6)

Internet Connection: A dedicated cable-based internet connection is required.

Power Supply: Dedicated 230V power supply must be provided exclusively for streaming and media operations and must not be shared with other event services. Live streaming of all sessions from the main platform is mandatory.





ROWING

EXPANDED EXPLANATION

Livestream to broadcast all races from each day of competition from the main competition venue. This venue should have a minimum of 3 cameras, providing different perspectives from the race. Ensure all the camera and the operating staff are covered from the sun and rain by a parasol or alternative protection.

VISUAL EXPECTATION

Finish Line Camera: Fixed exactly in line with the race finish line. The camera should be able to pan and zoom in order to follow the race until the finish. Positioned at an elevated position so that each lane can be clearly seen, and not covered by athletes in lanes closer to the camera (1).

Secondary and Third Cameras: These can be fixed or moveable, depending on the course length and logistics. Cameras can be fixed (with the ability to pan and zoom) or mounted to vehicles or drones to follow the race.

Graphics: Graphics will change depending on the camera angle being used at that moment in time:

Through whole race

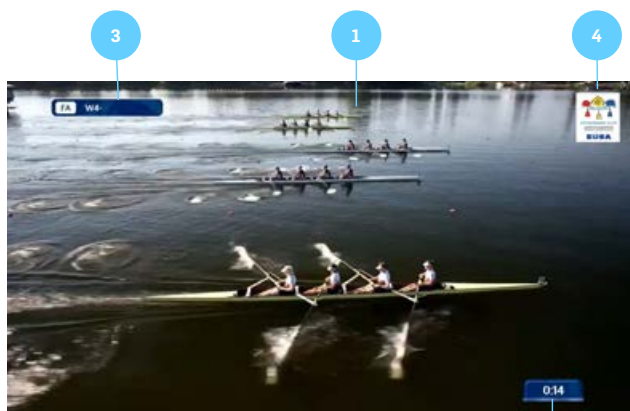
- Race clock (counting from start of the race) in bottom right (2).
- Competition description in top left (3).
- Event logo in the top right corner of the screen (4).

At start and finish line

- Lane number.
- Short university name.
- University logo.

Before and after each race

- Start list / Finish results table.
- Long university name.
- University logo.



2



RUGBY 7s

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition venue. All of the other games do not have to be live streamed.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half way line, on the opposite side of the pitch from the main tribune. Ensure the camera and the operating staff are covered from the sun and rain by a parasol.

Camera Angle: Positioned at an elevated position so that the whole width of the pitch can be seen (Recommended 10 meters above field of play) (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- 1st half or 2nd half (3.2)
- Time counting down from 7.00 (3.3)
- Short university name (3.4)
- Primary colour of player uniform (3.5)
- Icons for yellow cards or red cards appear when needed (3.6)



1



EXPANDED EXPLANATION

Livestream to broadcast all tournaments from each day of competition in the pool.

VISUAL EXPECTATION

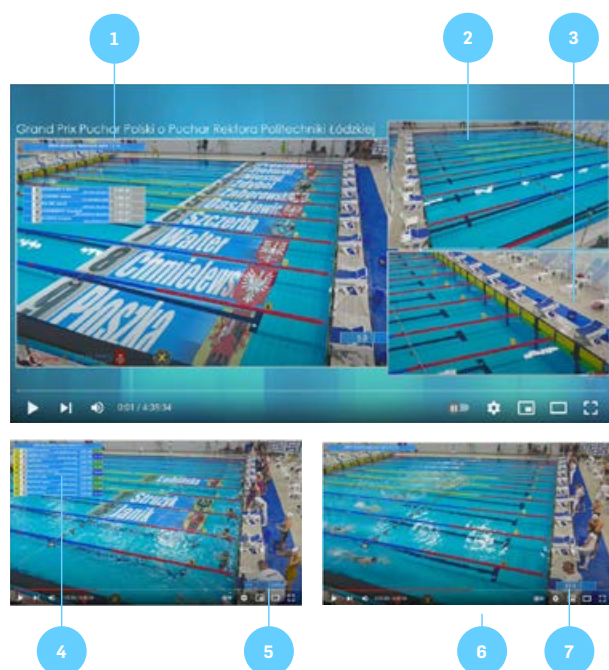
Camera Location: Broadcast with 3 cameras positioned at both ends of the pool (1, 3), and in the centre of the pool – 25 m mark (2).

Camera Angle: Positioned at an elevated position so that the whole width of the pool can be seen. (1, 2, 3)

Tribune: The tribune and the audience should not be seen from the cameras.

Graphics: "Scorebug" with event title, heat number and names of competitors:

- Visible split times and final result at the end of the race (4).
- Graphic with the names of the competitors before the race and (3 first) after the finish (6).
- Graphic with the distance of the race (before the race 5) and with the time (during the race 7).



EXPANDED EXPLANATION

Livestream to broadcast all matches from each day of competition from the main competition mat (often referred to as "Tatami 1"). This court should have a minimum of 2 cameras, one fixed, and one moveable camera on the side of the tatami.

VISUAL EXPECTATION

Main Camera Location: Direct the camera directly down the centre of the mat, with the tribune seen behind. (1)

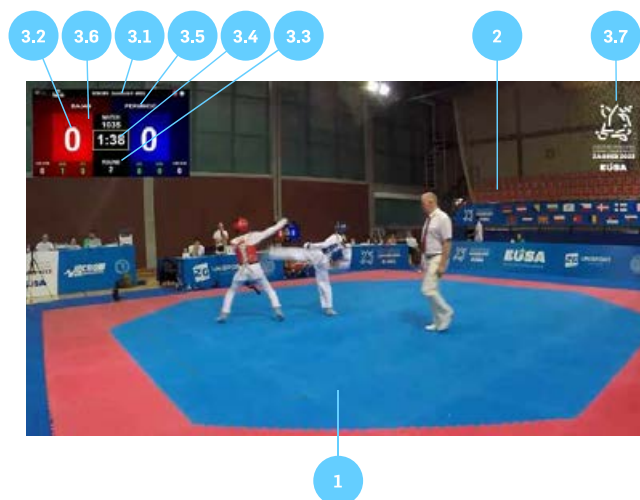
Camera Angle: Positioned above ground level, but so that the whole length of the mat can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- Competition description (Women's <46 kg, Round 2) (3.1)
- Points as per scoring system (3.2)
- Period (3.3)
- Time counting down from 02:00 (3.4)
- Short university name / Family Name (3.5)
- Identification colour of player uniform (red or blue) (3.6)
- Event logo positioned in the top right corner of the screen. (3.7)

EUSA comments on provided Example: Event logo should be in top right corner





TENNIS

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the central court (sometimes referred to as "Court 1"). This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly behind one end of the court, so that the closest player has their back to the camera, and the player on the other side of the court is facing the camera during play. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. (1)

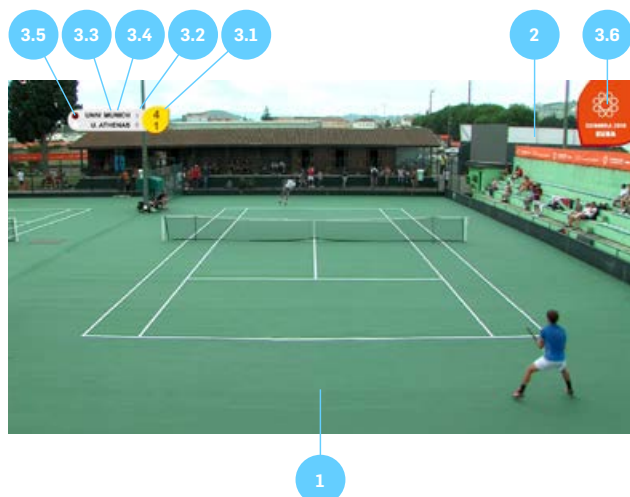
The livestream should only be focused on the central court, and should not show the action from other games/courts.

Camera Angle: Positioned at an elevated position so that the whole length of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (for team competitions) (3.3)
- Family name(s) (for individual competitions) (3.4)
- Primary colour of player uniform (3.5)
- Event logo positioned in the top right corner of the screen. (3.6)



VOLLEYBALL

EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition from the main competition venue. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the centre line and net, on the opposite side of the court from the main tribune. (1)

Camera Angle: Positioned at an elevated position so that the whole width of the court can be seen. (1)

Tribune: The tribune and audience should be seen from the main camera. (2)

Graphics: "Scorebug" located in the top left of the screen, including:

- In game score (3.1)
- Set score (3.2)
- Short university name (3.3)
- Primary colour of player uniform (3.4)
- Event logo positioned in the top right corner of the screen. (3.5)



EXPANDED EXPLANATION

Livestream to broadcast all games from each day of competition in the pool.

VISUAL EXPECTATION

Main Camera Location: Positioned directly on the half distance line, on the opposite side of the pool from the main tribune. Ensure the camera and the operating staff are covered from the sun and rain by a parasol. This court should have a minimum of 2 cameras, one fixed at a high location, and one moveable camera court side. **(1)**

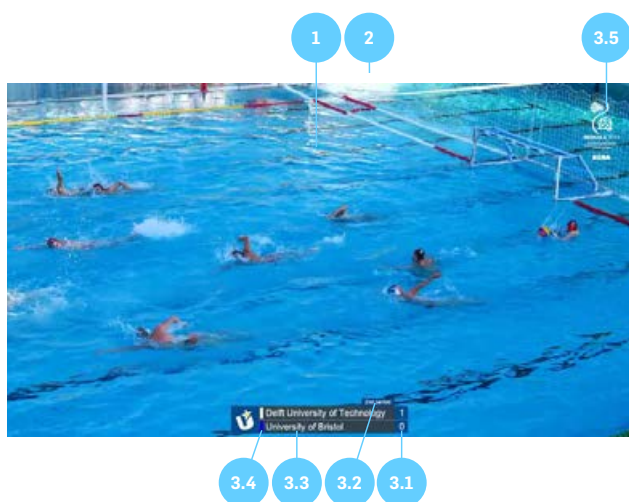
Camera Angle: Positioned at an elevated position so that the whole width of the pool can be seen. **(1)**

Tribune: The tribune and audience should not be seen from the main camera. **(2)**

Graphics: "Scorebug" located in the bottom centre of the screen, including:

- Score **(3.1)**
- Game Period **(3.2)**
- Short university name **(3.3)**
- Primary hat colour of teams **(3.4)**
- Event logo positioned in the top right corner of the screen. **(3.5)**

EUSA comments on provided Example: Event logo should be in top right of the screen.



Sustainability

EUSA encourage organisers of EUSA events to commit to the UN Sustainable Development Goals in all aspects of their recent events. Sport does have not only the potential to reduce its own impact on the climate, than as well to engage all involved stakeholders to act and behave according to the needs of resource saving and sustainability. With thousands of participants, and even more staff, volunteers, and external service providers involved in EUSA events each year, EUSA strives to organize its events in a way that minimizes environmental impact.

EUSA highly encourages our event organisers to think about the impact the event will have on the environment, taking the necessary precautions defined by the national legislation, aligning with local sustainability strategies, but also seeking new and innovative approaches to the sustainability of the event.

Recommended sustainable practises at EUSA events:

- Efficient planning of facilities – sport venue, accommodation, catering, ceremonies, receptions to be as close as possible (reducing the need for transport)
- Reducing transport-related environmental impact (optimised mobility planning and public transport incentives)
- Reducing electrical consumption (turning off equipment and lighting when not in use) Reducing transport-related environmental impact (optimised mobility planning and public transport incentives)
- Reducing the amount of plastic (each athlete to get their own plastic bottle for the event, using the water coolers provided by the OC, no plastic plates, cups or flatware at canteens, no plastic packaging for food)
- Reducing the amount of paper (printing on both sides, minimising paper handouts, use of online platforms or applications for the participants)
- Efficient planning of food consumption (depending on number and type of participation)
- Responsible sourcing (use of local and seasonal food products)
- Reducing wasted materials (and recycling of all wasted materials)
- Ensuring that sufficient waste disposal points are located around the event areas (separated by waste characteristics)

EUSA staff and delegates will be happy to provide guidance, share best practices, and support organisers in finding practical solutions aligned with sustainable recommendations.

Accommodation buildings

ACCOMMODATION BUILDINGS	Athletes and Volunteers	Team Officials	Referees	EUSA representatives	VIP
Standard <i>(each category shall have same accommodation standard, preferably staying in the same accommodation site – athletes and team officials)</i>	youth hostel, student hall of residence	youth hostel, student hall of residence	three star hotel	four stars hotel	four stars hotel
Capacity <i>(required beds in the accommodation buildings)</i>	Maximum number of athletes (defined in Technical Regulation) x number of teams (in minimum technical requirements) + 5%	Maximum number of team officials (defined in Technical Regulation) x number of teams (in minimum technical requirements) + 5%	According to the number of teams (typical championship in minimum technical requirements) + 3 single rooms/sport	EUC 7 single rooms (SCAC Chairs, TDs, ATDs (x number of sports), EUSA Staff, Control Commission, Health and Wellbeing Commission, other commissions as required. EUG Single rooms for CTC Chairs, TDs, ATDs (x number of sports), EUSA Staff (25), Control Commission (5), Health and Wellbeing Commission (2), other commissions as required.	EUC 10 single rooms EUG 50 single rooms
Opening hours	24 hours (reception shall be at disposal)	24 hours (reception shall be at disposal)	24 hours (reception shall be at disposal)	24 hours (reception shall be at disposal)	24 hours (reception shall be at disposal)
Persons per room <i>(beds need to be separated)</i>	three	two	two or one	one	one
Main rule	Athletes/Teams of the same gender from same country can share rooms (only for individual sports); men and women shall be accommodated on different floors or buildings	Team officials cannot stay in the same room with athletes, but can stay in the same accommodation as them. Only team officials of the same gender and same University/NUSA can share rooms	Cannot stay in the same accommodation as athletes and team officials. Only referees of the same gender can share rooms.	Cannot stay in the same accommodation as athletes and team officials	Cannot stay in the same accommodation as athletes, team officials and referees; maximum price is double participation fee (full board per night)
Other accommodation guests	Not-allowed	Not-allowed	Allowed	Allowed	Allowed
Check-in	On official arrival day	On official arrival day	On official arrival day	On official EUSA Representative arrival day	As required
Check-out	On official departure day In case of late departure locker room at disposal (one day after final competing day)	On official departure day In case of late departure locker room at disposal (one day after final competing day)	On official departure day In case of late departure locker room at disposal (one day after final competing day)	On official departure day In case of late departure locker room at disposal (one day after final competing day)	As required
Bathroom facility	1 bathroom for a maximum of 4 persons	1 bathroom for a maximum of 4 persons	1 bathroom for a maximum of 2 persons	Single use	Single use
Exchanging towels, bed linen and room cleaning	Every two days or on residents request.	Every two days or on residents request.	Daily	Daily	Daily
Minimum room standard	Two towels, bathroom amenities (toilet papers, soap, shower gel etc.), blankets, pillows, bed sheets and quilts, closets, clothes racks, refrigerator, table, chairs	Two towels, bathroom amenities (toilet papers, soap, shower gel etc.), blankets, pillows, bed sheets and quilts, closets, clothes racks, refrigerator, table, chairs	As per hotel standards	/	/
Air-condition	If the average high temperature for the respective month is more than 30 Celsius degrees	If the average high temperature for the respective month is more than 30 Celsius degrees	Mandatory	Mandatory	Mandatory

ACCOMMODATION BUILDINGS	Athletes and Volunteers	Team Officials	Referees	EUSA representatives	VIP
Internet access	Wi-Fi or cable free of charge	Wi-Fi or cable free of charge	Wi-Fi free of charge	Wi-Fi free of charge	Wi-Fi free of charge
Laundry service	Players kit (recommended: free of charge); Non-mandatory for all other attires	Non-mandatory for all kind of attires	Referees kit (free of charge), Non-mandatory for all other attires	Official EUSA clothing (free of charge), Non-mandatory for all other attires	Non-mandatory for all attires
Additional services	Daily housekeeping service to maintain accommodation building in a clean condition; daily collection of waste disposal; respect of hygiene standard; daily maintenance services at disposal;	Daily housekeeping service to maintain accommodation building in a clean condition; daily collection of waste disposal; respect of hygiene standard; daily maintenance services at disposal;	According to the hotel standard	According to the hotel standard	According to the hotel standard
Additional rooms	Mandatory: Computer room with computers (5% of total number stay in the accommodation), meeting room; Recommended: Massage room, Prayer room, TV room	Recommended: Meeting room, Prayer room	Meeting room	Office room	/
Info desk point,	Mandatory,	Mandatory,	Mandatory,	Mandatory	Mandatory,
Working language,	Local and English,	Local and English,	Local and English,	Local and English,	Local and English,
WORKING STAFF	Volunteer,	Volunteer,	OC referees attaché,	OC EUSA TD attaché and OC SCAC attaché,	The OC representative for Hospitality & Protocol
Working hours	From breakfast until the end of dinner	From breakfast until the end of dinner	From breakfast until the end of dinner	From breakfast until the end of dinner	From breakfast until the end of dinner
Outside accommodation building services	EUC Parking should be granted free of charge for accredited participants Reserved parking places for 20 cars, 5 vans and 10 buses; marked pick-up station; EUG Parking should be granted free of charge for accredited participants Reserved parking places for 30 cars, 40 vans and 50 buses; marked pick-up station;	EUC Parking should be granted free of charge for accredited participants Reserved parking places for 20 cars, 5 vans and 10 buses; marked pick-up station; EUG Parking should be granted free of charge for accredited participants Reserved parking places for 30 cars, 40 vans and 50 buses; marked pick-up station;	EUC Reserved parking places for 5 cars and 3 vans EUG Reserved parking places for 10 cars and 3 vans	EUC Reserved parking places for 5 cars and 1 van EUG Reserved parking places for 10 cars and 3 vans	EUC Reserved parking places for 5 cars and 2 vans EUG Reserved parking places for 10 cars and 3 vans
Medical assistance	Medical first aid bag and ice/cooling packs at disposal; If more than 250 persons are hosted also medical room and medical person 24h; information about nearby pharmacy	Medical first aid bag and ice/cooling packs at disposal; If more than 250 persons are hosted also medical room and medical person 24h; information about nearby pharmacy	/	/	/
Security assistance and documents (covered/prepared by police, security company or other security authorities)	Security guard 24h; Emergency and Security plan; access to the accommodation is allowed to all accredited participants	Security guard 24h; Emergency and Security plan; access to the accommodation is allowed to all accredited participants	/	/	/
Accommodation rules	Published in all rooms, on info desk, in the official bulletin and deliver personally to the Head of the Delegation	Published in all rooms, on info desk, in the official bulletin and deliver personally to the Head of the Delegation	/	/	/

Catering

CATERING	Athletes and Volunteers	Team Officials	Referees	EUSA	VIP
Standard	Student canteen and/ or restaurant	Student canteen and/ or restaurant	Restaurant	Restaurant	Restaurant
Location	At maximum 20 minutes shuttle bus distance	At maximum 20 minutes shuttle bus distance	At maximum 20 minutes dedicated van distance (preferable in the accommodation)	At maximum 20 minutes dedicated car distance (preferable in the accommodation)	At maximum 20 minutes dedicated car distance (preferable in the accommodation)
Restaurant/Canteen size	Capability to host 40% of all participants at the same time	Capability to host 40% of all participants at the same time	Capability to host all referees at the same time	Capability to host all EUSA representatives at the same time	Capability to host all VIP at the same time
Reserved area	Not required	Not required	Reserved and marked seats and table	Reserved and marked seats and table	Reserved and marked seats and table
Air-condition	If the average high temperature for the respective month is more than 30 Celsius degrees	If the average high temperature for the respective month is more than 30 Celsius degrees	Mandatory	Mandatory	Mandatory
Bathroom facility	One toilet bowls and washbasin per 20% of total seats capacity	One toilet bowls and washbasin per 20% of total seats capacity	According to the hotel standard	According to the hotel standard	According to the hotel standard
Internet access	Wi-Fi free of charge	Wi-Fi free of charge	Wi-Fi free of charge	Wi-Fi free of charge	Wi-Fi free of charge
Opening hours	Meals shall be served at least 150 minutes before and 90 minutes after teams match + travel time	Meals shall be served at least 150 minutes before and 90 minutes after teams match + travel time	Meals shall be served at least 150 minutes before and 90 minutes after referee match + travel time	According to the EUSA EC & TD demand	According to the hotel schedule
Food delivery (breakfast, lunch and dinner)	Buffet style self-service	Buffet style self-service	Buffet style self-service or served	Buffet style self-service or served	Buffet style self-service or served
Waiting time for food delivery	At maximum 15 minutes	At maximum 15 minutes	At maximum 15 minutes	At maximum 15 minutes	At maximum 15 minutes
Type of food	European cuisine	European cuisine	European cuisine	European cuisine	European cuisine
Meals per day (each category starts with lunch or dinner, depends on their arrival and ends with breakfast on their departure day)	Three (breakfast, lunch and dinner); packed meals must be available on delegation request	Three (breakfast, lunch and dinner); packed meals must be available on delegation request	Three (breakfast, lunch and dinner); packed meals must be available on delegation request	Three (breakfast, lunch and dinner); packed meals must be available on request	Three (breakfast, lunch and dinner); packed meals must be available on request
Additional meals	Information about nearby restaurants and grocery shops	Information about nearby restaurants and grocery shops	Available on demand (payable by demander)	Available on demand (payable by demander)	Available on demand (payable by demander)
Meals rule	The menus must follow sports nutritional guidelines and, must take into account the special dietary requests and allergies. In addition cultural and religious specifics should be respected.	The menus must follow sports nutritional guidelines and, must take into account the special dietary requests and allergies. In addition cultural and religious specifics should be respected.	The menus must follow sports nutritional guidelines and, must take into account the special dietary requests and allergies. In addition cultural and religious specifics should be respected.	The menus must follow sports nutritional guidelines and, must take into account the special dietary requests and allergies. In addition cultural and religious specifics should be respected.	The menus must follow sports nutritional guidelines and, must take into account the special dietary requests and allergies. In addition cultural and religious specifics should be respected.
Structure of breakfast (if served, 700 cal)	Bread, crisp bread, toast, butter, jams, assorted cereals, fruit, ham, salami, cheese, boiled and scrambled eggs, bacon, yoghurt; juices, coffee, tea, water	Bread, crisp bread, toast, butter, jams, assorted cereals, fruit, ham, salami, cheese, boiled and scrambled eggs, bacon, yoghurt; juices, coffee, tea, water	According to the hotel standard.	According to the hotel standard.	According to the hotel standard.
Structure of meals (lunch and dinner) (both meals 2100 cal, divided 60% for meal after match, 40% other meal)	Starter, main hot dish, side hot and cold dish, dessert or fruit; 5dcl non-tap water and/ or 3dcl nonalcoholic noncarbonated beverages	Starter, main hot dish, side hot and cold dish, dessert or fruit; 5dcl non-tap water and/ or 3dcl nonalcoholic noncarbonated beverages	Starter, main hot dish, side hot and cold dish, dessert or fruit; hot coffee or tea, nonalcoholic noncarbonated beverages 3dcl and 5dcl non-tap water	Starter, main hot dish, side hot and cold dish, dessert or fruit; hot coffee or tea, nonalcoholic noncarbonated beverages 3dcl and 5dcl non-tap water	Starter, main hot dish, side hot and cold dish, dessert or fruit; hot coffee or tea, nonalcoholic noncarbonated beverages 3dcl and 5dcl non-tap water

CATERING	Athletes and Volunteers	Team Officials	Referees	EUSA	VIP
Structure of a dish	Starter: hot soup, other local hot/cold specialties, Hot dish: Choosing between the options (meat, fish or vegetarian): minimum of 200 gr; minimum of three variety options of side hot dish (potatoes, rice, pasta, couscous, vegetables etc.) and cold (different kind of salads, pasta, rice etc.) also bread and fruits.	Starter: hot soup, other local hot/cold specialties, Hot dish: Choosing between the options (meat, fish or vegetarian): minimum of 200 gr; minimum of three variety options of side hot dish (potatoes, rice, pasta, couscous, vegetables etc.) and cold (different kind of salads, pasta, rice etc.) also bread and fruits.	Starter: hot soup, other local hot/cold specialties, Hot dish: Choosing between the options (meat, fish or vegetarian): minimum of 200 gr; minimum of three variety options of side hot dish (potatoes, rice, pasta, couscous, vegetables etc.) and cold (different kind of salads, pasta, rice etc.) also bread and fruits.	Accordingly to hotel cuisine	Accordingly to hotel cuisine
Entrance check-counter	Software and hardware that is recognizing bar, QR or other kind of code, and is making statistics of canteen usage	Software and hardware that is recognizing bar, QR or other kind of code, and is making statistics of canteen usage	Software and hardware that is recognizing bar, QR or other kind of code, and is making statistics of canteen usage	Not necessary	Not necessary
Info desk point: Working language, Working staff, Working hours	Mandatory: Local and English, Volunteer, During opening hours	Mandatory: Local and English, Volunteer, During opening hours	Mandatory: Local and English, Volunteer, During opening hours	Mandatory: Local and English, Volunteer, During opening hours	Mandatory: Local and English, Volunteer, During opening hours
Medical assistance	Medical first aid bag, Medical person during opening hours	Medical first aid bag, Medical person during opening hours	Medical first aid bag, Medical person during opening hours	Medical first aid bag, Medical person during opening hours	Medical first aid bag, Medical person during opening hours
Security assistance and documents (covered/prepared by police, security company or other security authorities)	Security guard during the opening hours; Emergency and Security plan	Security guard during the opening hours; Emergency and Security plan	Security guard during the opening hours; Emergency and Security plan	Security guard during the opening hours; Emergency and Security plan	Security guard during the opening hours; Emergency and Security plan
Outside catering building services	Reserved parking	Reserved parking	Reserved parking	Reserved parking	Reserved parking
Canteen/restaurant rules	Published in all rooms, on info desk, in the official bulletin and deliver personally to the Head of the Delegation	Published in all rooms, on info desk, in the official bulletin and deliver personally to the Head of the Delegation	Published in all rooms, on info desk, in the official bulletin	/	/

Transportation

TRANSPORTATION	Athletes and Volunteers	Team Officials	Referees	EUSA	VIP
Arrival/Departure Pick-up points (airport and train, bus)	Dedicated or shuttle buses or vans	Dedicated or shuttle buses or vans	Dedicated or shuttle buses or vans	Dedicated vans or cars; cannot travel together with Athletes, Team Officials and Referees	Dedicated vans or cars; cannot travel together with Athletes, Team Officials and Referees
Waiting time at the airport after arrival	Maximum 90 minutes from landing time; OC welcome desk; water if waiting time is more than 60 minutes)	Maximum 90 minutes from landing time; OC welcome desk; water if waiting time is more than 60 minutes)	Maximum 90 minutes from landing time; OC welcome desk; water if waiting time is more than 60 minutes)	Maximum 60 minutes from landing time in the dedicated VIP place (seating and refreshment shall be offered)	Maximum 60 minutes from landing time in the dedicated VIP place (seating and refreshment shall be offered)
Arrival at the airport for departure	Two hours before flight schedule	Two hours before flight schedule	Two hours before flight schedule	Two hours before flight schedule	Two hours before flight schedule
From Accommodation building to sports venues, canteen/restaurant, opening/closing/awards ceremonies	Shuttle (preferable) or dedicated buses (minimum 50 seats or stands for travels of maximum 15 minutes)	Shuttle (preferable) or dedicated buses (minimum 50 seats or stands for travels of maximum 15 minutes)	Dedicated bus, vans or cars	Dedicated vans or cars	Dedicated vans or cars
Official receptions and other EUSA/VIP protocol activities	/	Dedicated buses, vans or cars	Dedicated bus, vans or cars	Dedicated bus, vans or cars	Dedicated buses, vans or cars
Opening, closing and awards ceremonies	Dedicated buses	Dedicated buses	Dedicated bus, vans or cars	Dedicated bus, vans or cars	Dedicated bus, vans or cars
General rules (not applicable for arrival/departure transportation)	Buses should be at disposal for players Walking distance is less than 500 meters; Buses schedule shall be published on info desk, dedicated bus stations, in the official bulletin and delivered personally to the Head of the Delegation during GTM.	Buses should be at disposal for team officials for the match Walking distance is less than 500 meters; Buses schedule shall be published on info desk, dedicated bus stations, in the official bulletin and delivered personally to the Head of the Delegation during GTM.	Vans/Cars (maximum 15 minutes waiting time is allowed); Cannot travel together with athletes and team officials; Walking distance is less than 500 meters	Vans/Cars Shall be at disposal on demand during the whole day (no waiting time is allowed); Cannot travel together with athletes, team officials and referees; Walking distance is less than 500 meters;	Should be at disposal on demand during the whole day (maximum 15 minutes waiting time is allowed); Cannot travel together with athletes, team officials and referees; Walking distance is less than 500 meters
Match rule (not applicable for arrival/departure transportation)	Competing teams cannot travel together to/from accommodation to/from sports venue (only for dedicated buses);	Competing teams cannot travel together to/from accommodation to/from sports venue (only for dedicated buses);	Cannot travel together with athletes and team officials.	Cannot travel together with athletes, team officials and referees.	Cannot travel together with athletes, team officials and referees.
Shuttle rule	Every maximum 20 minutes	Every maximum 20 minutes	/	/	/
Vehicles (buses, vans and cars)	Air-conditioned and marked with board (minimum A3 dimension)	Air-conditioned and marked with board (minimum A3 dimension)	Air-conditioned and marked with board (minimum A4 dimension)	Air-conditioned and marked with board (minimum A4 dimension)	Air-conditioned and marked with board (minimum A4 dimension)
Accompanying person in the vehicle (Volunteer, OC representative, attaché or other person)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Drivers and accompanying persons (of all vehicles provided by OC)	Shall speak at least intermediate level (B1) of English	Shall speak at least intermediate level (B1) of English	Shall speak at least intermediate level (B1) of English	Shall speak at least intermediate level (B1) of English	Shall speak at least intermediate level (B1) of English
Pick-up stations	OC board (minimum A3 dimension) visible marked	OC board (minimum A3 dimension) visible marked	/	/	/

Security and safety

SECURITY AND SAFETY	Competition and Training Areas	Accommodation areas – Athletes, Team Officials and Volunteers	Accommodation areas – Hotels	Transport
Accreditation control (check point)	Yes	Yes	No	Yes
Security Personnel	Yes – as per Security plan confirmed by EUSA and National Regulations (includes professional security staff and volunteers)	Yes – as per Security plan confirmed by EUSA and National Regulations	No	As per Security plan confirmed by EUSA and National Regulations
Safety procedures	Safety inspection of all competition and training venues by EUSA and OC	Safety inspection of Accommodation Areas by EUSA and OC	No	Safety control of the Transport standards by OC (as per National Standards)

Offices, rooms, desks and points

OFFICES, ROOMS, DESKS, POINTS (working language is English)	Size	Equipment	Working staff	Working hours	Other
Accreditation Centre	EUC Minimum 80 m² (can be split in more shorten size rooms) EUG Minimum 500 m² (can be split in more shorten size rooms)	EUC 2 Photo cameras, 5 computers, 2 color and 5 BW printers, photocopier, 2 laminator, Wi-Fi internet access, 30 chairs, 7 tables, offices supplies, office cabinet refreshments, refrigerator EUG 4 Photo cameras, 8 computers, 4 color and 4 BW printers, 2 photocopier, 3 laminator, Wi-Fi internet access, 50 chairs, 10 tables, offices supplies, office cabinet refreshments, refrigerator	EUC OC representatives (accountant, SCAC member, accreditation manager, 3 volunteers, 2 photographers, 5 (in teams competition) or 3 (in all other sports) accreditation working staff) EUG OC representatives (2 accountant, accreditation manager, 5 volunteers, 3 photographers, 8 accreditation working staff per shift); 3 EUSA Control Commission members	Minimum: 8.00 – 23.00 (depends on teams arrivals), starting from 2 days before EUG/EUC	EUC Bathroom, air-condition; outside building 10x car and 3x bus parking places EUG Bathroom, aircondition; outside building 20x car, 10x vans and 10x bus parking places
EUSA Control Commission Office	EUC Minimum 25 m² EUG Minimum 40 m²	2x computer, 1x color, 1x photocopier, Wi-Fi internet access, 8 chairs, 3 tables, offices supplies, office cabinet, refreshments, refrigerator	/	According to the decision of SCAC Chairperson	Bathroom, air-condition; outside building 3x car, 3x vans parking places; accreditation centre shall be in the same building of OC accreditation centre
General Technical Meeting (GTM) room	Minimum 300 m ² auditorium	1 computer, projector, 1 colour and 1 BW printers, 1 photocopier, 1 desk, 100 chairs	SCAC, EUSA Representatives, OC representatives, HoDs	According to the decision of SCAC Chair	Bathroom close by, air-condition, sufficient amount of water
Arrival welcome desk point (arrival gate at all designated arrival pick-up points; visible and easy accessible)	Minimum 4 m ²	Photo camera, computer with internet access, desk with official logotype of EUG board 2,5 meters high	EUC Minimum 4x volunteers and in addition OC representative EUG Minimum 8x volunteers and in addition 2x OC representative	From hour before first scheduled arrival until last arrival at the welcome desk point	/
General information desk point	Minimum 10 m ²	Documents with all information about EUG/ EUC	2x volunteers	From beginning of breakfast until the end of dinner	Info desk; outside building 6x car parking places
EUG NUSA office (for delegation with more than 100 members)	Minimum 20 m ²	8 chairs, 3 tables, office cabinet, Wi-Fi or cable internet access, refrigerator	/	/	Bathroom, aircondition
EUG NUSA medical room (for delegation with more than 100 members and with medical staff and their demand for the room in advance)	Minimum 30 m ²	5 chairs, 2 tables, office cabinet, 2 massage table, refrigerator	/	/	Bathroom, aircondition (easily accessible – no stairs)
EUG EUSA Meeting rooms (4 meeting rooms)	15–25 m ²	Per room: minimum 8 chairs, 1 meeting desk, Wi-Fi free of charge, 2 transferable projectors for all meeting rooms.	EUSA Office, SCAC, Technical Delegates	Depends on EUSA representatives requirements	Aircondition
OC offices (main, media, transport etc.)	Minimum 150 m ² (can be split in more shorten size rooms)	Depends on OC requirements	Depends on OC requirements	From beginning of breakfast until the end of dinner	Depends on OC requirements

OFFICES, ROOMS, DESKS, POINTS (working language is English)	Size	Equipment	Working staff	Working hours	Other
Volunteers office	Minimum 30 m ²	2x computers, internet access, 3 liters water per person per day, book with organisational details	1x OC volunteer coordinator; minimum number of volunteers is 15% of total number of participants	According to the OC requirements maximum 8 hours per day	Training course at least 2 days before first competing day; each team shall have attaché
EUSA staff working offices	EUC Two offices of minimum 35 m² EUG Main office 50 m² and 4 offices 15 m²	EUC 2 computers, Photocopier, 2 BW printers, Wi-Fi internet access, large meeting table, 10 chairs, 2 tables, offices supplies, office cabinet, refrigerator EUG Main office: 5 computers, 1 photocopiers, 1 colour and 1 BW printers, Wi-Fi free of charge, 10 tables, 30 chairs, office cabinet, offices supplies. Small offices: Wi-Fi free of charge	/	On EUSA Representatives requirements	EUC Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) Bathroom, air-condition; outside building 6 car parking places EUG Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) Bathroom, aircondition; outside building 20 car and 10 vans parking places
General medical assistance room	EUC Medical room minimum 30 m², consultancy room min 10 m², waiting room min 10 m² EUG Medical room minimum 40 m², consultancy room min 15 m², waiting room min 10 m²	EUC Medical bag, 2 physiotherapist table, 10 chairs, office cabinet, refreshments, refrigerator EUG Medical bags, 4 physiotherapist table, 15 chairs, office cabinet, refreshments, refrigerator	EUC Doctor, 2 nurses, 2 volunteers EUG Doctor, 3 nurses, 3 volunteers	From breakfast until the end of dinner	EUC Bathroom, air-condition; outside building 6 car parking places EUG Bathroom, air-condition; outside building 6 car and 2 vans parking places
EUSA Technical Delegate office	Included in the minimum technical requirements document				
Referees meeting room	Included in the minimum technical requirements document				
Communication	For events taking place outside of the European Economic Area (EEA), EUSA representatives (VIP, SCAC, TD, ATD, office staff, commissions members, volunteers coordinator etc.) shall receive mobile phones with local phone number for communication free of charge (if possible, also for each head of the delegation). For EUSA representatives (VIP, SCAC, TD, ATD, office staff, commissions members, volunteers coordinator etc.) who come from outside of the European Economic Area (EEA), the OC shall offer to provide mobile phones with local phone number for communication free of charge (if possible, also for each head of the delegation).				

03. Sports



3×3 BASKETBALL

MINIMUM TECHNICAL REQUIREMENTS

SPORT	3×3 Basketball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Basketball Federation (FIBA) and FIBA Europe
International Laws of the Game	FIBA 3×3 rules of the game
European or International organisational requirements (to follow, if not included in this document)	Regulations of FIBA Europe

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor	Outdoor
Type	Existing 3×3 Basketball courts or large flat area	Existing 3×3 Basketball courts or large flat area
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	2 Playing Grounds	1 Playing Grounds
Lighting	Daylight (outdoor event); if played by night: 1000 lux	Daylight (outdoor event); if played by night: 800 lux
Ventilation	/	/
Seats for spectators	Main court 1000 seats 2nd court 350 seats	/
Playing Ground surface	As per FIBA Regulations	As per FIBA Regulations
Playing Ground size + outside lines size	As per FIBA Regulations	As per FIBA Regulations
Warm up area size and place	Not necessary	Not necessary
Number of dressing rooms for teams for Playing Ground	2 dressing tents for the Players (1 Men/1 Women)	/
Number of dressing rooms for Referees (more below)	1 dressing tent for the Referees and match officials	
Other requirements in dressing room for teams	Toilets shall be nearby the playing area	
WORKING STAFF at the Playing Ground	• 1 score keeper (score-sheet) • 1 score keeper (EUSA laptop) • 1 score keeper (FIBA laptop, TD + ATD) • 1 time keeper • 1 time keeper 12 sec – Referee • 2 ball boys/girls • Announcer and Sport Presentation • 1 person responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer

VENUE	Matches	Trainings
EQUIPMENT for one Playing Ground	• 20 FIBA approved Basketball balls for 3×3 Basketball • Electronic scoreboard (time, the score, time-out, fouls) • LED screen recommended (2 for each court) • Shoot clock (12 seconds) • 3 tables and 4 chairs for working staff • BW Printer + 1.000 papers • 1 seat for each team • 1 big board to display results • Sun protection: 2 on each court; umbrellas or similar	• 4 FIBA approved Basketball balls, size no. 6, weight 7

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Match requirements	• One tent for the Technical delegate and Referees at the venue • 2 tables + 6 chairs • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided • OC shall provide 15-20 Referees depending on the competition format in cooperation with FIBA and NSF
Assistants in general	• 1 licensed referee observer from national Basketball association (preferable with FIBA license) • 1 Referees liaison officer with car 24/24h at disposal



BADMINTON

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Badminton
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	Badminton World Federation (BWF) and Badminton Europe (BE)
International Laws of the Game	Badminton World Federation – BWF Handbook II (Laws of Badminton & Regulations)
European or International organisational requirements (to follow, if not included in this document)	BE/EUSA follow BWF – rules

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
PLAYING GROUND/Sports hall		
Number of Playing Grounds for whole event (men and women together)	6–8 courts mats for playing, 2 court mats for warming up	6–8 courts (without court mats)
Lighting	BWF Handbook II (general competition Regulations – specifications for International standard facilities (GCR- SISF)) Background and lighting To avoid any difficulty in sighting the shuttle, no part of the background behind the ends of the court should be coloured white. It is desirable that only darker colours are used. The Minimum recommended lighting level is 1.000 lux to provide even light over the court area. In case of broadcasting, host broadcaster will advise on their lighting requirements and the optimal conditions for still photographers are 1.800–2.000 lux. Lighting should not be directly over or behind the playing area but be positioned along the sides of the court. All sources of daylight or sunlight behind or along the sides of the court, should be eliminated.	Should be adequate standard for training purposes
Ventilation	BWF Handbook II (GCR-SISF) Air movement Any air movement e.g. Draughts from air conditioning must be tightly controlled or eliminated.	Should be adequate standard for training purposes
Seats for spectators	1 PLAYING GROUND/Sports hall with minimum 1.000 seats depending on the public interest	Not necessary
Seats for Athletes	2 seat areas for about 200 Athletes Locker room for Athletes Athletes lounge (optional)	Not necessary
Room for match officials	1 separate room for about 50 officials (EUSA, Referees, Umpires and Line Judges, ...)	Not necessary
Playing Ground surface	Flooring: the arena must have wooden (ideally sprung) flooring or other approved floor surface. Matting/carpeting around courts and to edge of wooden flooring BWF approved court mats (in case of official EUSA Flooring à OC must provide this)	Should be adequate flooring standard as the competition hall
Playing Ground size + outside lines size	Size of arena: Must live up to BWF- requirements, Minimum height 9 meters, 2 meters clear space surrounding all the outer lines of the court and at least 2 meters between any two courts marked out side by side. The venue must provide a Minimum of 6 courts for the event and warm-up facilities with a Minimum of 2 courts.	6–8 courts (without court mats)
Warm up area size and place	2 courts for warming up in venue	

VENUE	Matches	Trainings
Number of dressing rooms for teams for Playing Ground	Minimum 2 rooms for men and 2 for women with room for 15 persons in each.	Minimum 2 rooms for men and 2 for women with room for 15 persons in each.
Number of dressing rooms for Referee/ Umpires (more below)		
Other requirements in dressing room for teams	• 4 showers (hot water) • 2 washbasin + 2 mirrors • 1 toilet (could be outside dressing room) • Locker room key • 1 massage table	• 4 showers (hot water) • 2 washbasin + 2 mirrors • 1 toilet (could be outside dressing room) • Locker room key • 1 massage table
WORKING STAFF at the PLAYING GROUND/Sports hall	The Working staff should be able to communicate in English otherwise interpreters are needed. Working staff in the hall Badminton personnel: • Operations manager • Personnel to serve tournament software • Match control, • Umpire and Line Judge control, • Shuttlecock control, • Scoreboard operators, • 3 line judges per match • 2 mop persons • Stringing service • Announcer and Sport Presentation for finals • 1 person responsible for EUSA Result Management System + 2 volunteers at any time (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer • Training hall operation manager: checks court reservation, checks warm-up permission
EQUIPMENT for one Playing Ground/Sports Hall	• Use of BWF tournament software is obligatory • On-court live score Equipment is obligatory • Standard Equipment for Badminton court mats • Standard Equipment for net posts and nets (1 extra net) • Standard Equipment for shuttlecocks (3 speeds) • Score boards (2 per court) • Umpire chairs (1 per court) • Service Judge chairs (1 per court) • Line Judge chairs (according to defined number per round and court) • Coaches chairs (4 per court) • 2 service height measure devices per court • Boxes for used shuttles (1 per court) • Players' kit boxes (4 per court) • Mopping brooms and towels (2 per court) • Approved Material is listed at the following links: • Approved Shuttles – https://corporate.bwfbadminton.com/events/approved-shuttles/ • Approved Flooring – https://corporate.bwfbadminton.com/events/approved-flooring/ • Approved Nets – https://corporate.bwfbadminton.com/events/approved-nets/ • Approved Net Posts – https://corporate.bwfbadminton.com/events/approved-net-posts/ • Wi-fi access • Computers, copying machines, printers and paper for results management and production of umpires sheets • Media and communication: computing, copying, faxing and other Equipment must be available for servicing the media and EUSA officials. At least one pc with a high-speed internet connection must be available. • Result service: responsible for publishing results, printing/providing umpire's score sheets, team nomination forms.	• Should be adequate standard for training purposes • Standard Equipment for net posts and nets (1 extra net) • Standard Equipment for shuttlecocks (3 speeds) • Players/coaches chairs (6 per court) • Boxes for used shuttles (1 per court) • Mopping brooms and towels (1 per court) • Loudspeaker connected to competition hall • Screen with live results (optional) • WLAN access (optional)
	• Information desk: an information desk must be set up and besides general tournament information, the information desk should serve as the pickup station for team manager news. Additionally, there should be pigeon boxes per team at the hotel	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card and phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel/at the competition venue 2 tables + 4 chairs - Computer with internet access - BW Printer + 1.000 papers - Photocopy machine 100 folders - Stapler - Other office supplies
General Technical Meeting requirements	- Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Projector + canvas - Flipchart with markers

REFEREES/UMPIRES AND JUDGES

Match requirements	2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) - Umpires/line Judges room - Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Referees/Umpires and Judges	- The referee/deputy referee/umpires are appointed by EUSA in cooperation with the OC 1 referee (Be accredited or higher qualification) 1 deputy referee (Be accredited or higher qualification) 1 referees liaison officer with car 24h at disposal (optional) 1 umpire per court 1 service judge per court - Qualification for National Umpires: level at least highest national level with English speaking skills; A set of International Umpires (Minimum Be accredited) would be desirable. - An application and nomination procedure for International Referees & Umpires is defined between Badminton Europe and EUSA. - Line Judges: appointment by OC in cooperation with the hosting national Badminton Federation. Line Judges must be Minimum 16 years of age). Minimum 4 per court in the group stage (2 shifts with 2), 6 from quarter-finals and 10 in semi-finals and finals



BASKETBALL

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Basketball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Basketball Federation (FIBA) and FIBA Europe
International Laws of the Game	International FIBA Basketball rules
European or International organisational requirements (to follow, if not included in this document)	FIBA

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	4 Playing Grounds	2 Playing Grounds
Lighting	1200 lux	1000 lux
Ventilation	Air condition where conditions are inappropriate	Standard ventilation
Seats for spectators	3 Playing Grounds with minimum 500 seats 1 Playing Ground with minimum 2000 seats	0
Playing Ground surface	Wood	Same as playing hall
Playing Ground size + outside lines size	Length 28 m, 15 m width	Same as playing hall
Warm up area size and place	Not necessary	Not necessary
Number of dressing rooms for teams for Playing Ground	4 dressing rooms	4 dressing rooms
Number of dressing rooms for Referees (more below)	2 dressing rooms with shower (hot water)	
Other requirements in dressing room for teams	1 shower room (hot water) 1 toilet Locker room key 1 massage table	
WORKING STAFF at the Playing Ground	- Referees - Scorekeeper - Timekeeper - Floor manager - Announcer and Sport Presentation for finals 1 person responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops/ tablets 2 mop persons	
EQUIPMENT for one Playing Ground	- Size No. 7 balls for men, size no, 6 for women. - Electronic scoreboard for Basketball - Scorers' table for four persons - BW Printer + 1.000 papers 1 table with 2 chairs and electrical supply for laptop/mobile phone 2 times 16 seats for the teams - On both sides of the scorers' table 2 chairs for substitutes	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Match requirements	• 2 dressing rooms (1 shower and 1 toilet per dressing room) • Table with 3 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• 1 licensed referee observer from National Basketball Federation (with FIBA license)



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Beach Handball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Handball Federation (EHF) and the International Handball Federation (IHF)
International Laws of the Game	IHF Rules of the Game
European or International organisational requirements (to follow, if not included in this document)	EHF Beach Handball EURO Regulations

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor	Outdoor
Type	Beach handball playing court	Beach handball playing court
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	2 playing grounds	Day prior the tournament, teams can practice on both courts according to a trainings scheduled.
Lighting	Not necessary	Not necessary
Seats for spectators	Tribune with min 700 seats at main court. For 2nd court not necessary	/
Plying ground surface	Sand, at least 40 cm deep and composed of fine compacted grains	Sand, at least 40 cm deep and composed of fine compacted grains
Playing ground size+ outsize lines size	Length 27 m x 12 m width Length 33 m x 18 m width	Length 27 m x 12 m width
Warm up area	Not necessary	Not necessary
Number of dressing rooms for teams	2 dressing rooms (tents or containers)	Same
Number of dressing rooms for referees	1 dressing room (tent or container)	Same
Other requirements in dressing rooms	1 massage table	/
Equipment at the office (meeting room) in hotel	Office: • Printer & copying machine, • Office material • Meeting room • TV/video access • Flip charts, • 1 laptop with internet access and MS Office • Projector	/
WORKING STAFF at the Playing Ground	For each playing court per shift • 1 court manager • 2 score keepers* • 2 time keepers* • 1 delegate • 4 volunteers to repair the sand and the court lines and 4 volunteers to collect the balls* 1 person responsible for EUSA Result Management System + 4 volunteers* for each match (including two days prior to competition) + sufficient number of laptops/tablets. *Managing a maximum of two matches in a row and then continue after the break.	/

VENUE	Matches	Trainings
EQUIPMENT for playing courts	• 2 set of goals (with nets) and two line systems / (1 set for each court) * • catch net behind the goals (12 m long x 7 m high) on each court • playing balls (4 balls for match) and training balls * • 2 water hydrants with a hose system (sprinkling water) • sanitary facilities (toilets, showers with hot water) per gender • 1 tent or container with electricity, air condition, internet access, printer, paper, 2 laptops (EUSA staff and EHF delegates) • 1 First Aid tent • 2 electronic scoreboards (The scoreboards shall indicate: • Time from 0 to 10 min. • Both team names • State of sets (0:0, 1:0, 1:1) • State of running sets (13:17) • Shoot-Out a special presentation • 1 computer connected to the scoreboard at each court • 1 time keepers'(TK) table with 3 chairs/each court • Sun and rain protection (TK table, scouter table) • 1 table with 2 seats for the scouting with a laptop, internet access and electricity/each court • Manual scoreboard/each court • Reserve clock/each court • 1 stop watch/each court • playing balls (4 balls for match) and training balls* • Sufficient number of orange card with letter "1" for suspension and red card with letter "2" for disqualification/each court • Sound system with microphone on main court * Provided by EHF (shipping costs not included)	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES/UMPIRES AND JUDGES

Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Referees/Umpires and Judges	• Number of referees depend on number of participating teams* • 1 EHF Supervisor • 1 meeting room in hotel for referees breifing * Provided by EHF



BEACH VOLLEYBALL

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Beach Volleyball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Volleyball Confederation (CEV) and International Volleyball Federation (FIVB)
International Laws of the Game	FIVB Official Beach Volleyball Rules
European or International organisational requirements (to follow, if not included in this document)	FIVB Beach Volleyball World Tour Handbook

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor	Outdoor
Type	Sports venue	Sports venue
Distance from athletes and team officials accommodation	Preferably in walking distance. Not more than 25 minutes bus driving	Adjacent to/on the competition site
Distance from Technical delegate and Referees hotel	Preferably in walking distance. Not more than 35 minutes car/van driving	/
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	Min. 4 competition courts (for 2 × 24 teams) All courts must face the same direction. Centre Court: Must be used by both genders each day	2 warm up courts (1 men/1 women)
Lighting system	If night competition: Min. 1500 lux measured at 1 m above the playing surface	/
Ventilation	/	/
Seats for spectators	Minimum 500 seats at central court Special assigned VIP section/ Speaker section/ Coach-in-competition section	/
Playing ground surface	As per FIVB requirements Sand requirements: Levelled fine loosely compacted grains sand (0.25-1.00 mm diameter) Minimum sand depth: 40 cm Free of rocks, shells, organic material etc	/
Sand watering system	Sand-watering system (available for all courts)	
Sand turning machine	Min. one (1) rototiller available	
Outdoor showers	Outdoor Showers on site/nearby (if no beach access)	
Playing ground size + outside lines size	Court: Length 16 x width 8 metres Free zone (Min. 5 metres around court) Free height: Min. 12.5 m height space free from any obstruction from the playing surface.	/
Warm up area size and place	2 warm up courts (1 Men/ 1 Women) Size: Length 16 metres x width 8 meters	Training schedule (ready 2 days prior to the start of the competition) → Minimum training time per team: ½ hour per day Ball lending system (e.g. Exchange ball with accreditation card) → 1 volunteer per court to manage training schedules

VENUE	Matches	Trainings
Number of dressing rooms for teams for playing ground	2 large dressing rooms (1 Men/1 Women)	/
Number of dressing rooms for referees (<i>more below</i>)	2 dressing rooms	
Other requirements in dressing room for teams	6 showers (hot water) 4 toilets	
Sheltered player's zone	One (1) sheltered player's zone (tent/room/ designated section on the stand) on the competition site Equipped with drinking water and food, if the accommodation is not within walking distance.	
WORKING STAFF at the competition site Staff per court	- Min. 6 volunteers per court (3 sand levelers/ ball retrievers, one scorer's assistant, two with a break). Working revolving shifts. 1 Court manager per court (managing both court staff and infrastructure) - Min. 4 referees per court – at least 1-2 with an international (FIVB) qualification and fluent in English. Working revolving shifts: 1st ref/ 2nd ref/scorer/break. 1 person responsible for EUSA Result Management System + 1 volunteer for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	/
Staff for overall competition	1 Competition director 1 Referee delegate 1 Announcer and Sport Presentation	
EQUIPMENT for one Playing Ground	- One (1) Line-set – Width: 5 cm. - Free zones/Service zones: 5 meters (each court side) - One (1) Net: 8.5 m x 1 m with broad (5-8 cm) horizontal bands and two (2) Antennas - Two (2) Net posts: Incl. padding/Post position 0.7 m-1.0 m from court side line/No wire construction! - Court numbers — Attached on either the net posts or on the referee chairs - Minimum 4 Official FIVB Beach volleyball Match balls - Min. two (2) sand levelers - Min. five (5) Ball-cleaning rags 1-2 score boards — possibly a big digital on the Centre Court (incl. an additional volunteer to operate it!) - Serve-order paddles (No. 1/2) – Min. A4 laminated cards with No.1 and No.2 printed on both sides. - Min. three (3) umbrellas: One (1) for each player's corner + one (1) for the scorer's table - One (1) referee-chair and one (1) table for the scorers - Minimum six (6) chairs: Four (4) for the players, two (2) for the scorers. - BW Printer + 1.000 papers - Coach designated area for "coaches in competition" – Centre Court: Designated zone on the stand behind the service zone. Side courts: Two (2) chairs and one (1) umbrella in the area behind the service zone. - Ball trapping nets to divide the courts (to prevent balls from flying into other courts) and perimeter surrounding construction around the Centre court and the side courts (Sponsor banner system/banner) - Min. 3 liters of water per player per game - Min. 1.5 liters of water per court personnel/ referees per game	- Basic line set/Basic net infrastructure - Ball trapping nets

VENUE	Matches	Trainings
RESULT OFFICE (on competition site!)	• Result Office on the competition site • Infrastructure: Laptops with Wi-Fi internet access • BW Printers + 1000 papers • Print stickers (Billboard result updates) • Elimination billboards (24/16/8) for both gender (according to the agreed competition format size) • Three (2) Billboards for Pool Play/Play Out (Pool Results, Play Out Results, Final Pool standings) • One (1) White board daily competition news • Computer programs for Main draw (Double Elimination 24/16/8) and Pool Play/Play Out results (Excel)	
SPEAKER OFFICE	• Office location: Designated area either on the spectator stand (CC) or at another place close to the Centre Court with full view to the Centre court • Sun/Rain sheltered area • Audio system: Stereo/speakers, microphone • Microphone: Preferably a wireless head set or a long cable microphone to allow the speaker to move freely around on the Centre court (for Players interviews, spectators of games etc.)	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

TD Working requirements	• Local mobile card • Phone list of OC key persons • WLAN access • Liaison officer with car 24/24h at disposal
TD Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • WLAN access • BW Printer + 1.000 papers • Photocopy machine • Stapler • Other office supplies (sticky tape, scissors, marker pens etc.)
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests), preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system: 3 microphones (2 fixed, 1 mobile) and speakers • Laptop • BW printer + 500 papers • Projector + canvas • Flipchart with markers • Draw bowl, draw containers, lots • Sticky tape, scissors

REFEREES

Meeting (working) room requirements	• In the hotel • 4 tables and 20 chairs • Projector + canvas • Computer • Flipchart with markers
Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 WC toilet) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• 1 licensed referee delegate from National Beach Volleyball Association • 1 Referees liaison officer with car 24/24h at disposal



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Chess
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Chess Union (ECU) and International Chess Federation (FIDE)
International Laws of the Game	FIDE Rules of chess
European or International organisational requirements (to follow, if not included in this document)	

VENUE	MATCHES	TRAININGS (not needed), optional: Analysing area
Indoor and/or outdoor	Indoor (well acoustically isolated to avoid disturb from outside noise)	Indoor
Type	Administrative building or sports venue	In the same building of playing venue
Distance from athletes and officials accommodation	The best is to have the venue nearby accommodation, otherwise not more than 25 minutes bus driving	The best is to have the venue nearby accommodation, otherwise not more than 25 minutes bus driving
Distance from Technical delegate and Referees hotel	The best is to have the venue nearby accommodation, otherwise not more than 35 minutes car/van driving	The best is to have the venue nearby accommodation, otherwise not more than 35 minutes car/van driving
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	One or in the same buildings more, 4 m ² per chess board in total minimum of 700 m ²	/
Lighting	Good lighting (lux depends on the height position of lights) to avoid light reflected on the chessboards	Regular lighting
Ventilation	Silent ventilation or air conditioning if outside temperature is more than 33 Celsius	Silent ventilation, preferable air conditioning
Seats for spectators	100 seats, minimum 1,5 metres from playing area; it can be situated in the other hall/room with live chessboards on a big screen and commentators	/
Playing ground surface	Any kind of surface which is not causing noise while walking, or covered by carpets to eliminate distracting noise	Tables and chairs with chessboards and pieces.
Playing ground size + outside lines size	Minimum 1,5 metres	
Warm up area size and place	Rest room of 200 m ² directly accessible to the playing venue	
Number of dressing rooms for teams for playing ground	Not necessary	
Number of dressing rooms for referees (more below)	Not necessary	
Other requirements in dressing room for teams	Bathroom facilities Locker room Sufficient bottled water during the competition; recommended coffee and tea	
WORKING STAFF at the playing ground	• Technical delegate • Chief Arbiter with the International or FIDE Arbiter title • Deputy Chief Arbiter • Two Sector Arbiters • Four Match arbiters • the three members of the Appeals Committee • 1 person responsible for EUSA Result Management System + 1 volunteers at any time (including the two days prior to competition) + sufficient number of laptops / tablets	

VENUE	MATCHES	TRAININGS (not needed), optional: Analysing area
EQUIPMENT for one Playing Ground	- Internet access - Equipment for live transmission on internet (optional) - Software for live transmission of the running scores - Results screens in the hall around the playing area - Sufficient Chess boards (and pieces) - Chess clocks FIDE attested - Software for chess pairings - At least 2 computers and a printer to run the tournament (if there is live transmission of games needed more)	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel of Technical Delegate or in the playing venue 2 tables + 4 chairs - Computer with internet access - Black/white laser printer, including refills of toner - A copy machine, including refills of toner - Sufficient paper for printer and copy machine 100 folders - Stapler - Other office supplies
General Technical Meeting requirements	- Meeting room with 150 chairs (all team representatives, all arbiters, other guests) - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Projector + canvas - Flipchart with markers - Software for chess pairing

REFEREES AND JUDGES

Meeting (working) room requirements	- In the playing venue 15 tables and 15 chairs - Computer - Flipchart with markers
Match requirements	- Rest room with chairs and tables - Snacks, fruit, coffee, water and soft drinks provided OC shall provide arbiters for the event
Assistants in general	1 Arbiters liaison officer with car 24/24h at disposal



FOOTBALL

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Football
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	Union of European Federations (UEFA) and the International Federation of Association Football (FIFA)
International Laws of the Game	FIFA laws of the game
European or International organisational requirements (to follow, if not included in this document)	Regulation of the UEFA European Football Championship

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor	Outdoor
Type	Stadium	Stadium
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	5 Playing Grounds	2 Playing Grounds
Lighting	1400 lux	1000 lux
Ventilation	Standard Ventilation	Standard Ventilation
Seats for spectators	4 Playing Grounds with minimum 500 seats 1 Playing Ground with minimum 2500 seats	0
Playing Ground surface	Natural or artificial grass	Natural or artificial grass
Playing Ground size + outside lines size	As per FIFA and UEFA regulations	As per FIFA and UEFA Regulations
Warm up area size and place	Not necessary	Not necessary
Number of dressing rooms for teams for Playing Ground	4 dressing rooms	2 dressing room
Number of dressing rooms for Referees (more below)	2 dressing rooms	
Other requirements in dressing room for teams	Massage table 4 showers (hot water) 2 washbasins+2 mirrors 1 toilet (can be outside of the dressing room) Locker room key	2 showers (hot water) 1 washbasin 1 toilet (can be outside of the dressing room) Locker room key
WORKING STAFF at the Playing Ground	• 2-4 volunteers as ball boys/girls • 1 match commissioner, referees and specified officials • Announcer and Sport Presentation • 1 person responsible for EUSA Result Management System + 1 volunteer for each game (including the two days prior to competition) + sufficient number of laptops/tablets	• 1 volunteer
EQUIPMENT for one Playing Ground	• 17 FIFA approved Football balls size no 5 (10 for warm up, 3 for Referees and 4 for ball boys / girls, and 2 nets for balls) • Electronic scoreboard (time and score) • 3 different colors bibs set (10 pieces each) • 2 benches for 12 persons (7 substitutes and 5 officials) • Printer, internet access, computer, audio system and microphone • Electronic or manual table for substitution • 2 goalposts size 7.32x2 meters for men pitches and 6x2 meters for women pitches with a stabilizing system that prevents them overturning • Extra net for goalposts • Four flag posts, with one placed at each of the four corners of the field	• Balls for training

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 150 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Match requirements	• Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• Referees attaché/-s fluent in languages required



FUTSAL

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Futsal
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	Union of European Federations (UEFA) and the International Federation of Association Football (FIFA)
International Laws of the Game	FIFA Futsal laws of the game
European or International organisational requirements (to follow, if not included in this document)	Regulation of the UEFA European Futsal championship

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	4 Playing Grounds	2 Playing Grounds
Lighting	1200 lux	1000 lux
Ventilation	Air-condition if temperature in the venue is inappropriate Otherwise standard ventilation	Standard ventilation
Seats for spectators	2 Playing Grounds with minimum 500 seats 1 Playing Ground with minimum 2000 seats	0
Playing Ground surface	Recommended: parquet, wood or Tara flex Conditionally: linoleum, plastic or artificial material Teams must play on the same surface in the whole competition	Same surface as used for matches is recommended
Playing Ground size + outside lines size	Length 40 (+2) x width 20 (+2) meters	Length 38 (+1) x width 18 (+1) meters
Warm up area size and place	OC shall provide a warm-up area for teams to use prior the match	Not necessary
Number of dressing rooms for teams for Playing Ground	4 dressing rooms	2 dressing rooms
Number of dressing rooms for Referees (more below)	2 dressing rooms	0
Other requirements in dressing room for teams	4 showers (hot water) 2 washbasin + 2 mirrors 1 toilet (could be outside dressing room) Locker room key 1 massage table	2 showers (hot water) 1 washbasin 1 toilet (could be outside dressing room) Locker room key
WORKING STAFF at the Playing Ground	• 2-6 ball boys/girls and moppers • 1 or 2 match commissioner • 1 announcer and sport presentation • 1 or 2 people responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer
EQUIPMENT for one Playing Ground	• 17 FIFA approved Futsal ball size nr. 4 (14 for warm up – 7 per team, 3 for Referees; 2 nets for balls) • Electronic scoreboard (time, the score, time-out, remaining penalty time to be served by two Players on each team counting down from 2.00 to 0.00 minutes) • Additional mobile clock board ready as back-up • Accumulated fouls (for manual counting) • Stopper • 3 different colors bibs set (10 pieces each) • Tables and chairs for five match officials • BW printer, 500 papers, stapler, internet access, computer, audio system + microphone • 2 benches for 14 persons each or 28 chairs • 3 goalposts size 3x2 meters with a stabilizing system that prevents them from overturning	• 10 FIFA approved Futsal ball size nr. 4 and 1 net for balls • 2 goalposts size 3x2 meters with a stabilizing system that prevents them from overturning

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 150 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Meetings requirements	• 1 conference room at the place of accommodation (hotel for referees) with projector, screen, flip chart and enough chairs (approximately 60) for meetings in the late evening (every day from 21.00 to 23.30).
Assistants in general	• 1 licensed Referee Observer with UEFA License proposed by EUSA TD • 1 Referees Liaison Officer proposed by the National Football Association • 1 Match Commissioner Coordinator proposed by EUSA TD The final acceptance of all assistants will be made by the EUSA TD. The costs of travel (including all additional travel costs), accommodation and full board and the daily allowances on the level of ATD at the time of the EUG/EUC shall be covered by the OC.



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Handball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Handball Federation (EHF) and the International Handball Federation (IHF)
International Laws of the Game	IHF Rules of the game
European or International organisational requirements (to follow, if not included in this document)	EHF Euro Regulations

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sport hall	Sport hall
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	2 Playing Grounds	2 Playing Grounds
Lighting	1200 lux	1000 lux
Ventilation	Air condition if outside weather conditions are inappropriate Otherwise standard ventilation	Standard ventilation
Seats for spectators	1 playing court with minimum 500 seats 1 playing court with minimum 2000 seats	Not necessary
Playing Ground surface	Recommended taraflex, wood Conditionally linoleum, plastic, artificial material (EHF/IHF approved flooring)	Same surfaces as used for matches
Playing Ground size + outside lines size	Length 40 (+4) x width 20 (+2 metres)	Same sizes
Warm up area size and place	Not necessary	Not necessary
Number of dressing rooms for teams for Playing Ground	4 dressing rooms	2 dressing rooms
Number of dressing rooms for Referees	2 dressing rooms with 1 toilet and 1 shower each	
Other requirements in dressing room for teams	6 showers (hot water) 1 toilet 1 massage table Locker room key	4 showers (hot water) 1 toilet Locker room key
WORKING STAFF at the Playing Ground	• 1 floor manager • 1 score keeper • 1 time keeper • 1 delegate minimum top national level. Maximum 2 games per day • 1 announcer • 1 DJ • 2 mop persons • 1 person responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer

VENUE	Matches	Trainings
EQUIPMENT for one Playing Ground	• 2 Handball goals (with net) firmly attached to the floor • 10 balls with IHF/EHF approbation, size 3 for men, size 2 for women + pump • 2 black nets (behind each goal one) • Electronic scoreboard (time, the score, time-out, remaining penalty time to be served by two or three Players on each team counting down from 2.00 to 0.00 minutes), time of the match counting from 0.00 to 60.00 • Table and chairs for 4 table officials • 1 reserve clock • 1 stop watch • Printer + 1.000 papers • Two sets of 3 green cards (marked with 1, 2, 3) for team time outs • Whistle • 2×16 chairs	• 2 Handball goals (with net) firmly attached to the floor

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Liaison officer with car 24/7h at disposal
Office requirements	• Office in the main and other competition halls • 2 tables + 4 chairs • Computer with internet access • Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • Printer + 500 papers • Projector + canvas • Flipchart with markers • Air-conditioning with cooling system is obligatory

REFEREES AND JUDGES

Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• 4 representatives from EHF shall be accommodated in single rooms • 1 EHF Supervisor • 1 Referee's liaison officer • 1 meeting room in referees hotel for referees briefing • projector and canvas • flipchart with markers



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Judo
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Judo Union (EJU) and the International Judo Federation (IJF)
International Laws of the Game	IJF and EJU rules
European or International organisational requirements (to follow, if not included in this document)	IJF documents – Event Organisation Guide and IJF Sport and Organisation Rules

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sport hall for Basketball or Handball	Minimum 100 m ²
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	Three tatamis dimension 8 m x 8 m (4 m between tatamis and 3 m around tatamis) Size of tatami (each mat): 2 m x 1 m x 50 mm Colour of tatamis: yellow and red or yellow and blue. Yellow main FOP (8 x 8 m) and red or blue around yellow.	One tatami 10 m x 10 m
Lighting	Standard	Standard
Ventilation	Standard	Standard
Seats for spectators	Minimum 1000 seats	
Playing Ground surface	38 m x 14 m (surface of three tatamis together)	
Playing Ground size + outside lines size	45 m x 22 m (outsize lines)	
Warm up area size and place	Minimum 100 m ² in extra sport room. The warm-up room should be equipped with a microphone and a loudspeaker so that the referees can call the athletes to the Judogi control table.	
Number of dressing rooms for teams	2 for men 2 for women	
Number of dressing rooms for Referees (more below)	1 men and 1 women	
Other requirements in dressing room for teams	Toilet Benches Showers	
WORKING STAFF at the Playing Ground	- As per EJU/IJF Regulations regarding sport specific personnel - Operational Manager - Announcer and sport presentation 1 person responsible for EUSA Result Management System + 1 volunteer for each mat (including the two days prior to competition) + sufficient number of laptops/tablets	
EQUIPMENT for one Playing Ground	- Electronic score border with laptops and speakers, manual score border, camera and laptops with care system program for referring, manual stopwatch, flags blue and white for hantai. - BW Printer + 1.000 papers - Other equipment as defined in Event Organisation Guide of IJF	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler
General Technical Meeting requirements	• Meeting room with 250 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Meeting (working) room requirements	• In the hotel, or in the Sport hall • 35 tables and 35 chairs • Projector + canvas • Computer with DVD player • Flipchart with markers
Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 WC toilet) – one for men, one for women • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Transportation for matches	• Sufficient number of vehicles should be provided for the referees (used in case distance from hotel to sports hall is more than 1000 meters)



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Karate
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Karate Federation (EKF) and the World Karate Federation (WKF)
International Laws of the Game	WKF-EKF rules
European or International organisational requirements (to follow, if not included in this document)	WKF Statutes and Rules (Organising Rules) https://wkf.net/structure-statutes-rules.php

VENUE	Competition venue	Trainings venue
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
Distance from athletes and team officials accommodation	Not more than 25 minutes bus driving	Not more than 25 minutes bus driving
Distance from Technical delegate and Referees hotel	Not more than 35 minutes car/van driving	Not more than 35 minutes car/van driving
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	1 Sports hall, 2-5 tatamis (min 2 tatamis, max 5 tatamis) WKF approved tatami	2 tatami WKF approved tatami
Lighting	1200 lux	1000 lux
Ventilation	Air-condition (if outside temperature is more than 33 Celsius) otherwise standard ventilation	Standard ventilation
Seats for spectators	Minimum 1000	0
Playing ground surface	EKF and WKF approved tatami	Same as used for matches
Playing ground size + outside lines size	Each playing ground/competition area measures 8 × 8 metres, and is surrounded by a further 2 metres wide safety area, therefore it is necessary to allow 12 × 12 metres per area.	Same as used for matches
Warm up area size and place	Training area can be used as warm-up area if it is in same Sports hall, if not minimum one tatami, same size as for matches	Not necessary
Number of dressing rooms for teams for playing ground	Minimum six dressing rooms (three for men, three for women)	Same dressing rooms can be used if training tatami is in same sports hall
Number of dressing rooms for referees (more below)	Minimum 2 dressing rooms (one for men, one for women)	0
Other requirements in dressing room for teams	4 showers (hot water) 2 washbasin + 2 mirrors 1 WC toilet (could be outside dressing room) 1 massage table	2 showers (hot water) 1 washbasin 1 WC toilet (could be outside dressing room)
WORKING STAFF at the playing ground	• Announcer and sport presentation • For each tatami number of working staff should be arranged as per EKF/WKF Rules • 1 person responsible for EUSA Result Management System + 1 volunteer for each mat (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer
EQUIPMENT for one Playing Ground	• EKF and WKF approved tatami • For each tatami: • Scoreboard – LCD or Plasma TV • Electronic scoreboard (plasma or LCD) • stopwatch • flags • 2 tables • 10 chairs • BW Printer + 1.000 papers	• Only tatami

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler
General Technical Meeting requirements	• Meeting room with 250 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Meeting (working) room requirements	• In the hotel, or in the Sport hall • 35 tables and 35 chairs • Projector + canvas • Computer with DVD player • Flipchart with markers
Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 WC toilet) – one for men, one for women • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Transportation for matches	• Sufficient number of vehicles should be provided for the referees (used in case distance from hotel to sports hall is more than 1000 meters)



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Kickboxing
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	World Association of Kickboxing Organisations Europe (WAKO Europe) and the World Association of Kickboxing Organisations (WAKO)
International Laws of the Game	WAKO Rules

VENUE	Competition	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports Hall Min. 30 × 50 m	
PLAYING GROUND		
Number of Playing grounds for whole event (men and women together)	2 tatamis 10 × 10 m for PF 2 tatamis 10 × 10 m for K1 2 standard boxing rings for K1 and FC	
Lighting	1200 lux	Standard
Ventilation	Air-condition (if outside temperature is more than 33 Celsius) otherwise standard ventilation	Standard
Seats for spectators	Min. 1000 seats	
Playing ground surface	25 × 40 m (2 rings and 4 tatamis)	
Playing ground size + outside lines size	30 × 50 m	
Warm up area size and place	Minimum 100 m ² – in extra sport room – must be matted.	
Number of dressing rooms for teams	2 for men 2 for women	
Number of dressing rooms for teams	1 for men 1 for women	
Other requirements in dressing room for teams	Toilets/– Benches/– Showers	
WORKING STAFF at the playing ground	• WAKO Technical Delegate and Assistant • 1 or 2 staff members from local organiser per each fighting area (total 6 – 12 persons) • 1 person responsible for EUSA Result Management System + 1 volunteer for each mat (including the two days prior to competition) + sufficient number of laptops/ tablets • 2 medical teams: • 1st team (1 doctor + 1 technician for 2 rings) • 2nd team (1 doctor + 1 technician for 4 tatamis) • 2 ambulance (1 doctor + 1 technician + driver) (one special spinal unit)	
EQUIPMENT for one Playing Ground	• Standard SportData scoring systems for each fighting area (according WAKO Rules) – lap tops and screens (small and big)* • Wi-Fi for whole sport hall (3 networks – one for organising committee, 1 for live streaming, 1 public) – (local organiser's equipment) • Electrical cables and extensions (local organiser's equipment) • Breaking pads for each fighting area* • 100 Trocellen tatamis per area (4)* • 1 WAKO international class ring (2 in total)* *Provided by WAKO	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler
General Technical Meeting requirements	• Meeting room with 250 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Meeting (working) room requirements	• In the hotel, or in the Sport hall • 35 tables and 35 chairs • Projector + canvas • Computer with DVD player • Flipchart with markers
Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 WC toilet) – one for men, one for women • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Transportation for matches	• Sufficient number of vehicles should be provided for the referees (used in case distance from hotel to sports hall is more than 1000 meters)



ORIENTEERING

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Orienteering
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Orienteering Federation (IOF)
International Laws of the Game	IOF International Orienteering Federation
European or International organizational requirements (to follow, if not included in this document)	

VENUE	COMPETITION VENUE	TRAININGS – models events (only on the GTM day)
Indoor and/or outdoor	Outdoor	Outdoor
Type	Urban area for individual sprint and sprint relay, forest area (if possible) for individual middle-distance race.	Terrain similar as much as possible to the races areas inside embargoed area.
Distance from athletes and officials accommodation	Not more than 45 minutes bus driving	Not more than 30 minutes bus driving
Distance from Technical delegate and Referees hotel	Not more than 45 minutes car/van driving	Not more than 30 minutes car/van driving
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	3 × 2-5 km ²	Approx. 2 km ²
Lighting	Daylight	Daylight
Ventilation	/	/
Seats for spectators	Tribune or similar seating place with min 200 seats in the finish line Natural seating areas around the competition area	No seats needed
Playing ground surface	All kinds of terrain (except water) Sprint and relay: urban area (university, city centers, parks etc.) Middle: forest area	All kinds of terrain (except water) → the same as for competition
Playing ground size + outside lines size	Sprint and relay: winning time 12-15 minutes (length 2,1-3,5 km) Middle: winning time 35-40 minutes (length 4,0 – 5,5 km)	/
Warm up area size and place	Suitable size warming-up area near competition area	Not necessary
Number of dressing rooms for teams for playing ground	4 dressing rooms (can be organized in tents)	2 dressing rooms (can be organized in tents)
Number of dressing rooms for referees (more below)	2 dressing rooms (can be organized in tents)	0
Other requirements in dressing room for teams	4 tents for competition office, media, EUSA, medical Large tent or area for quarantine zone Portable Toilets Portable Camping Showers (if competition area is not in the vicinity of accommodation) Sun umbrellas in case of hot weather	1 tent for competition office 1 tent for medical service
WORKING STAFF at the playing ground	- Race director 1 national controller (IOF Event Adviser licensed) 1 course planner per race (sprint, middle, sprint relay) - Sufficient technicians for electronic punching system, timing, results etc. 5 – 10 persons preparing the courses 5 – 10 persons in the start area 5 – 10 persons in finish area 30 volunteers for guarding the control points - Announcer and sport presentation 1 person responsible for EUSA Result Management System + 1 volunteer at any time (including the two days prior to competition) + sufficient number of laptops / tablets	5 – 7 persons for all technical services

VENUE	COMPETITION VENUE	TRAININGS – models events (only on the GTM day)
EQUIPMENT for one Playing Ground	- Starting bibs for athletes - IOF electronic punching system with cards for all athletes and as reserve the ticket or needle punch system and control card (paper) - Maps scale (sprint, relay: 1:5000 or 1:4000; ISSOM map standard, middle: 1:10000, ISOM map standard) - Min 25 Control points (triangular form with each face being 30 cm x 30 cm and colored white and organize)	Maps scale (model, 1:5000 or 1:4000) ISSOM map standard

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card and phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel of Technical Delegate 2 tables + 4 chairs - Computer with internet access - BW Printer + 1.000 papers - Photocopy machine 100 folders - Stapler - Other office supplies
General Technical Meeting requirements	- Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Projector + canvas - Flipchart with markers

REFEREES AND JUDGES

Additional services	- Snacks, fruit, coffee, water and soft drinks provided - Info desk close to the reception or lobby at the ground floor
Meeting (working) room requirements	- In the hotel 6 tables and 12 chairs - Projector + canvas - Computer with DVD player - Flipchart with markers
Match requirements	1 tent 2 Table with 4 chairs in the tent
Assistants in general	1 Referees liaison officer with car 24/24h at disposal
Transportation for matches	1 Van with 8 seats (used in case distance from hotel to sports hall is more than 500 meters)



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Padel
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Padel Federation (FIP)
International Laws of the Game	International Padel Federation (FIP)
European or International organisational requirements (to follow, if not included in this document)	

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor and indoor	Outdoor and indoor
Type	Padel courts	Padel courts
PLAYING GROUND		
Distance from athletes and team officials accommodation	Not more than 25 minutes bus driving	Not more than 25 minutes bus driving
Distance from Technical delegate and Referees hotel	Not more than 35 minutes car/van driving	Not more than 35 minutes car/van driving
Number of playing grounds for whole event (men and women together)	6 – 8 padel glass-walled courts (may be in 2 venues but not preferable). Courts available from 08.00 – 24.00 h.	2 training courts (1 men, 1 women, available 07.00-24.00h)
Lighting	at least 500 lux	No lights required (but preferred)
Ventilation	Standard ventilation (if indoor)	Standard ventilation (if indoor)
Seats for spectators	Minimum 50 seats next to main court (small tribune/stand preferable)	0
Playing ground surface	Artificial turf with sand infill, approved by FIP or NSF. Teams must play on the same surface throughout the whole competition	Same surface as used for matches
Playing ground size	According to FIP/NSF requirements.	
Warm up area size and place	Not necessary	Not necessary
Court Equipment (per court)	3 FIP approved new balls per match. Semi-Finals and Finals: balls are changed in the third set 3rd set: new balls, before the Semi-Finals and Finals 1 chair umpire chair (Semi-finals, Finals) – In padel, the logistics required to have a chair umpire mean that the court must have the dimensions suitable for outdoor play and that a chair for the umpire is provided. It can also only be done if there is another referee available, in addition to Inês. 4 Players chairs or a bench for each side of the court and 2 more for the coaches - Scoreboard 2 boards with names of playing universities - Size of the board: Minimum size: 60x30 cm	Balls (identical to those used for matches)
Dressing rooms	2 dressing rooms (1 per gender) for players per venue 1 dressing room for referees per venue 4 showers (hot water) 2 washbasin + 2 mirrors 2 toilets (1 per gender, could be outside dressing room, must be at the venue) - Key to lock dressing rooms	The same dressing rooms as for players may be used.
Office 1 (Tournament office)	3 white boards/billboards/message boards (1 tournament men, 1 tournament women, 1 general information). - Minimum size: 120 cm x 90 cm - Refreshments for players	

VENUE	Matches	Trainings
Office 2 (Referees office)	- BW Printer, 500 papers - Measuring device - Computer/Laptop with Wi-Fi internet access - Refreshments for referees	
WORKING STAFF at the playing grounds/venues	1 person responsible for EUSA Result Management System + 1 volunteer at any time (including the two days prior to competition) + sufficient number of laptops/tablets	
1 person Court officer	- Organisation of the court handling team, responsible for it. - Check whether all the courts are well prepared and in a current situation: Board with names of universities fixed, match results always updated on score board, courts wiped, courts sprinkled, rubbish.	
Court handling team	- Make sure that the court is always in a tidy, prepared state. - Put the University board of the teams at the designated place. - Put some new drinking water on the court, prepare the umbrellas, chairs, etc. - Show the score on the scoreboard during changes - After the match bring to the tournament office: the match protocol, score sheet, and the boards of the universities - Bring some new Balls to the court before the 3rd set	
1 person result officer	- Prepare the match reports (put the names of all the players on it, court, ...) - Prepare the team nominations - Check nominations and player rankings - Put all the handwritten results from the preliminaries/main draw into the computer system. Publish the current version on the info boards, Facebook, website - Keep the team nominations/match reports	
1 person office	- Do the practice court reservations - Give all the information necessary around the tournament	
1 Physiotherapist	- On duty all the times, at the venue (in case of 2 venues: 2 Physios) - Medical treatment according FIP standards.	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card with phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel/at the competition venue 2 tables + 4 chairs - Computer with internet access - BW Printer + 1000 papers - Photocopy machine
General Technical Meeting requirements	- Meeting room with 80 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Beamer, overhead projector, canvas - Flipchart with markers - Draw bowl, draw containers, lots - Sticky tape, scissors - Official tournament software (in coordination with NSF)

REFEREES AND JUDGES

Meeting (working) room requirements	Office at the venue(s)
Tournament played in 1 venue: 1 Supervisor	- FIP Supervisor - Covers all the tournament
Tournament played in 1 venue: 1 Assistant referee	- Highest national license - Assist the supervisor, duties given by the supervisor
Tournament played in 1 venue:	Education needed: highest national license. May act as an assistant referee in highest national championships.
Tournament played in 2 venues:	1 Supervisor 1 Referee (On-site referee at the secondary site) 2 Assistant referees
Additional services	Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Powerlifting
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Powerlifting Federation (EPF) https://www.europowerlifting.org/
International Laws of the Game	International Powerlifting Federations Rules https://www.powerlifting.sport/rules/codes/info/technical-rules
European or International organizational requirements (to follow, if not included in this document)	In line with European Powerlifting Federation "Organisers Checklist" document

VENUE	Matches	Training and Warm-up area
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall/ Arena	Sports hall/ Arena
PLAYING GROUND		
Number of Playing Grounds for the whole event (men and women together)	1 Competition venue (with 2 halls or 1 hall for competition and 1 hall for warm up clearly separated)	1 Competition venue (with 2 halls or 1 hall for competition and 1 hall for warm up clearly separated)
Lighting	A LUX level minimum of 5000 lux. Colour temperature (3200 – 6000K)	Regular lightning
Ventilation	Enforced ventilation, temperature +16-18 C	Enforced ventilation, temperature +16-18 C
Seats for spectators	1 Competition Venue with a minimum of 400 seats	-
Playing Ground surface	Proper protection (shock/noise absorbent) is needed under the platforms	Proper protection (shock/noise absorbent) is needed under the platforms
Playing Ground size + outside line size	The lifting area sized 12 m x 12 m must be on the ground floor if the venue format allows (if seating is in stairs system) with a 4m x 2,5m Competition Platform on it In other case the stage of max. 100 cm in height can be installed	Enough space for 2 Training platforms (3m x 3m) with safety zones in the Training Venue Enough space for 6 Warming-Up platforms (3m x 3m) with safety zones in the Warming-Up Venue. Preferably 18m x 6m.
Number of dressing rooms for teams for Playing Ground	1 per venue gender segregated	1 per venue gender segregated
Number of dressing rooms for Referees	Not necessary	/
Other requirements in dressing room for teams	Showers + toilets Locker room Sufficient amount of drinking water during the competition	Showers + toilets Locker room
WORKING STAFF at the Playing Ground per session	• 1 Competition Manager (appointed by and costs covered by EPF) • 3 Platform Referees • 3 Jury Members • 1 Technical Controller • 1 Computer Secretary • Media Team (6 persons) • Loaders/Spotters Team (5 persons per shift) • 1 person responsible for EUSA Result Management System + 1 volunteer for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	/

VENUE	Matches	Training and Warm-up area
EQUIPMENT for one Playing Ground	The following equipment will be provided by EPF: • 1x Powerlifting Platform • 1x Powerlifting Rack (incl. Safety Racks) • 1x Powerlifting Bar • 2x Collars 2,5 kg each • 18x 25 kg Discs • 2x 20 kg Discs • 2x 15 kg Discs • 2x 10 kg Discs • 2x 5 kg Discs • 2x 2,5 kg Discs • 2x 1,25 kg Discs • 2x 1 kg Discs (Record Discs) • 2x 0,5 kg Discs (Record Discs) • 2x 0,25 kg Discs (Record Discs) • 2x Disc Holders • 1x Magnesia Box • 1x Barbell Lifter • 1x Referee Light System • 3x Set of Failure Cards • 2x 5 cm Block for Bench Press • 2x 10 cm Block for Bench Press • 2x 20 cm Block for Bench Press • 2x 30 cm Block for Bench Press	The following equipment will be provided by the OC / NSF: • 8x Powerlifting Platforms • 8x Powerlifting Racks (incl. Safety Racks) • 8x Powerlifting Bars • 16x Collars 2,5kg each • 80x 25kg Discs • 16x 20kg Discs • 16x 15kg Discs • 16x 10kg Discs • 16x 5kg Discs • 16x 2,5kg Discs • 16x 1,25kg Discs • 16x Disc Holders • 3x Magnesia Box • 3x Barbell Lifter

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE	
Working requirements	• Local mobile phone • Phone book of OC key persons • fix (cable) line with min. 200MBit up- and download; 1 fix (cable) line with min. 10MBit up- and download • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the venue • 2 tables + 4 chairs • Computer with internet access • Black/white laser printer, including refills of toner • A copy machine, including refills of toner • Sufficient paper for printer and copy machine • Set of Stationery (pens, pencils, scissors, paper, scotch, stapler, folders, etc.)
General Technical Meeting requirements	• Room with 150 chairs with 4 tables, 20 chairs, Internet access, basic office equipment and materials, printer, projector, canvas, etc
Additional Facilities requirements	• Media Working Space • Press Conference Room • Official Weigh-In Room (2 Tables, 4 chairs, bedside screen, stationery kit, scale (calibrated; 2 decimals)) • Test Weigh-In Room (2 chairs, bedside screen, scale (calibrated; 2 decimals)) • Medical Room (Staffed and equipped) • Doping Control Room with western toilet • Storage Room for T&S / OVR equipment • VIP Room

REFEREES	
Match requirements	Snacks, fruit, coffee, tea, and refreshments must be provided by the OC



ROWING

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Rowing
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	World Rowing and European Rowing
International Laws of the Game	World Rowing and European Rowing
European or International organisational requirements (to follow, if not included in this document)	World Rowing Rule Book

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor: albano-style bouyed Rowing course in line with One (course) of World Rowing Regulations. http://www.worldrowing.com/fisa/publications/rule-book	On Match course (circulation pattern may vary to race circulation so clear signage and instruction required)
Type	World Rowing-recognized course or similar developing facility	As Matches
PLAYING GROUND/COURSE		
Number of Playing Grounds for whole event (men and women together)	A recognized and secure Water sports area with; Capacity to offer multi-lane Rowing competition in line with World Rowing Regulations, offering a Minimum EUSA specification of 6 straight lanes over a 1,000 m course, with a warm up and cool down area out of the racing lanes. Racking space or storage capacities for a Minimum of 200 boats and up to 30 boat trailers & towing vehicles. Separate Men's & Women's changing areas with a Minimum capacity for 90 people of each gender. Suitable access for athletes to drinking water. The racing venue must be operational no later than one day before the teams arrive.	
Safety	Required- rescue launches to EUSA agreed & Minimum local standard, to be afloat and staffed during all training and race periods Ambulance/identified Medical staff to be in attendance during race periods.	
Technicians	Preferred- services of a local Boat Builder, Boat technician or similar experienced person to assist with Equipment repairs and spare parts.	
Boat Rental	Possibility for participants to rent suitable rowing boats for the duration of the event, for a set fee.	
Seats for spectators	Minimum 500 seats	
Playing Ground surface	Standard albano-style course	
Playing Ground size + outside lines size	as per World Rowing Regulations	
Warm up area size and place	As per World Rowing Regulations with agreed event circulation Regulations. Preferred: separate return lane/lake.	
Number of dressing rooms for teams for Playing Ground	Athletes – capacity for 90 per gender at any one time.	
Number of dressing rooms for Referees (more below)	Umpires/Volunteers. changing areas for water-borne/outdoor staff (e.g. umpires, start support-team)	
Other requirements in dressing room for teams	Access to Official scales two hours before and after all training and race times (preferred – access at all times)	

VENUE	Matches	Trainings
WORKING STAFF at the Playing Ground	- Access-management staff (as appropriate to venue) - Local Technical Managers (pa, cameras, timing system, radios). Usually Facility or contracted staff. - Water Borne support staff (safety, course & start/Finish technicians, usually Facility or contracted staff) - Preferred; Boat & Equipment technician. - Announcer and sport presentation 1 person responsible for EUSA Result Management System + 1 volunteer at any time (including the two days prior to competition) + sufficient number of laptops/tablets	
EQUIPMENT for one Playing Ground	- As per World Rowing Regulations - Start. Identified start area. audible and Visible signals - Finish. Identified Finish. audible & camera replay system	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card and phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel/at the competition venue 2 tables + 4 chairs - Computer with internet access - BW Printer + 1.000 papers - Photocopy machine 100 folders - Stapler - Other office supplies
General Technical Meeting requirements	- Meeting room with 200 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Projector + canvas - Flipchart with markers



RUGBY 7s

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Rugby 7s
Competition	As defined in Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	Rugby Europe, World Rugby
International Laws of the Game	Laws of the game of Rugby Union https://www.world.rugby/the-game/laws/variations/3/sevens/
European or International organisational requirements (to follow, if not included in this document)	EUSA follows World Rugby Regulations and Laws of the game. https://www.world.rugby/organisation/governance/regulations/reg-1 A specific Tournament Manual is circulated ahead of the tournament to the participating teams.

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor, grass	Outdoor, grass
Type	Rugby field/football field (must adhere to World Rugby pitch dimensions and lines and posts according to the laws of the game 1)	Rugby field/football field
PLAYING GROUND		
Number of Playing Grounds for whole tournament (men and women together)	1	1
Lighting	Daylight	Daylight
Ventilation	Not necessary	Not necessary
Seats for spectators	Minimum 500	0
Playing Ground surface	Grass or artificial turf suitable for Rugby	Same as competition field
Playing Ground size + outside lines size	As per Rugby Europe and World Rugby Regulations and Requirements. Specs and dimensions as per the Law Of the Game 1. The ground: https://www.world.rugby/the-game/laws/law/1	Same size as main playing ground
Warm up area size and place	Training field (grass or turf) close to the competition field	/
Number of dressing rooms for teams for Playing Ground	1 dressing room or tent per team	1 dressing room per team
Requirements for each dressing room for teams	4 showers (hot water) 2 washbasin + 2 mirrors 1 toilet (could be outside dressing room) 1 massage table	2 showers (hot water) 1 washbasin 1 toilet (could be outside dressing room)
Number of dressing rooms for Referees/Match Officials (more below)	2 dressing rooms for the Referees 1 dressing room/office for match officials (citing commissioner, judicial officer, performance reviewer) Each team are to be provided with a sufficient amount of ice	
WORKING STAFF at the Playing Ground	For a full competition of 12 mens and 12 womens teams (reduced by EUSA TD in case of lower number of teams): • 1 Mens Tournament Director (EUSA TD) • 1 Womens Tournament Director (EUSA ATD) • 1 Assistant Tournament Director (National TD) • 1 Judicial Officer (can be remote) • 3 Performance Reviewers • 2 Citing Commissioners • 6 Mens International Referees (min World Rugby L2) • 6 Womens International Referees (min World Rugby L2) • 10 Local Referees (min World Rugby L1) • 1 Gamesheet Manager (National Federation staff) • 1 Timekeeper (National Federation staff) • 1 person in charge of EUSA Result Management System + 4 volunteers	• 1 volunteer

VENUE	Matches	Trainings
EQUIPMENT for one Playing Ground	• 8 World Rugby approved Rugby balls size 5 • 1 bag for rugby balls • Scoreboard (for score and playing time) • 2 stop watches • 3 different colour bibs : yellow (water carriers), red (medics), purple (photographs/media) • Tables and chairs for 6 match officials and other working staff • BW printer, 500 papers, stapler, internet access, computer, audio system + microphone • 2 benches for 12 persons each or 24 chairs • Goal posts • Livestream with Championship graphics and score at main competition venue	• 12 World Rugby approved Rugby balls size 5 • 1 bag for rugby balls

TECHNICAL DELEGATE	
Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office provided next to the field of play • 2 tables + 6 chairs • Computer with internet access • BW Printer + 1000 papers (500 white + 500 other colour, preferably red) • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES	
Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• 1 World Rugby or Rugby Europe accredited performance reviewer • 1 Referees liaison officer
Equipment for the referees	• Headsets/ e-score sheets



SWIMMING

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Swimming
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	LEN and FINA
International Laws of the Game	FINA-LEN rules
European or International organizational requirements (to follow, if not included in this document)	Rules FINA – Fédération Internationale de Natation (translation: International Swimming Federation)

VENUE	COMPETITION	WARMUP AREA
Indoor	Indoor 50 m pool length	Indoor 25 m pool length
Type	Swimming pool	Same
	Olympic size swimming pool, 10 lanes, minimum depth not less than 2 m on both ends of the pool.	
Distance from athletes and officials accommodation	25 min by any means of transport	Same
Distance from Technical Delegate and Referees hotel	25 min by any means of transport	Same
COMPETITION AREA		
Number of swimming pools for the whole event	One Olympic size swimming pool.	One 25 m length swimming pool in the same building
Lighting	Good lighting – min. 800 lux	Good lighting – min. 800 lux
Ventilation	Sufficient ventilation to control air temperature at the venue at around 28-30 C	Same
Seats	Minimum 400 seats	
Swimming pool temperature	The water temperature shall be not less than 27 C (plus 1C minus 1C)	Same
Competition pool size	50 m length, minimum 20 m width. Lane lines as per FINA regulations	
Warm up area size and place	25 m length swimming pool, minimum 20 m width. Placed in the same building	
Number of locker rooms for competitors	Big locker room for man and woman with several dressing rooms and bathroom facilities	
Number of locker rooms for Referees	2 locker rooms	
Other requirements	Storage room for technical team, control room for time system staff, room for Referees, call room for Athletes	
WORKING STAFF at the competition area	• Announcer • At least 23 Referees • 2 people to handle time system and prepare results • 1 person responsible for EUSA Result Management System • Around 20 Volunteers for the whole competition	
EQUIPMENT of the competition area	• 11 lane lines as per FINA regulations • Time system equipment (touch pads on every lane, starting blocks, start equipment, public scoreboard) • At least 40 chairs for Referees and Athletes (20 on one end of the pool and 20 on the other end of the pool) • Chairs for Volunteers and time system staff • 20 buckets for water (for Athletes) • 20 boxes for personal staff (for Athletes) • Podium • 2 tables in control room for time system staff • 2 tables for Referees • 1 table in a call room • 1 set of swimming flags • Sufficient number of cups and medals for Athletes (in line with the programme of the competition) • Audio system (speakers) at the venue • At least 2 microphones (mobile)	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Internet mobile stick access • Liaison officer with car 24/24h at disposal
Office requirements	• Office at the venue • 2 tables and 4 chairs • Computer with Internet access • Printer + 1.000 papers • Photocopy machine • Stapler, adhesive tape, scissors, and other office equipment
General Technical Meeting requirements	• Meeting room with sufficient number of chairs (for heads of delegation, technical delegate, referees, other guests) • Table with sufficient number of chairs for meeting hosts • Audio system (speakers) and a least 2 microphones (mobile) • Projector with canvas • Computer with Internet access • Printer with +500 papers

REFEREES AND JUDGES

	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Snacks, fruit, coffee, water and soft drinks provided
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OTHER

	• Room for Volunteers and working staff to store their personal items • Snacks, fruit, coffee, water and soft drinks provided for the working staff and Volunteers • Water for the Athletes
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TABLE TENNIS

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Table Tennis
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Table Tennis Federation (ITTF) and the European Table Tennis Union (ETTU)
International Laws of the Game	ITTF the laws of Table Tennis
European or International organisational requirements (to follow, if not included in this document)	ITTF Regulations for International competitions

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall (Minimum 5 m high from Playing Ground to the first obstacle)	Sports hall (Minimum 5 m high from Playing Ground to the first obstacle)
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	8 Playing Grounds	6-8 Playing Grounds
Lighting	• 800 lux • Background shall be dark and shall not contain bright light sources or daylight through uncovered windows or other apertures	• 600 lux • Background shall be dark and shall not contain bright light sources or daylight through uncovered windows or other apertures
Ventilation	Air-condition system or ventilation system which provides suitable temperature	
Seats for spectators	Venues with minimum 800 seats	0
Playing Ground surface	• Tara flex • The flooring shall not be light-coloured, brightly reflecting or slippery	• Same surface as used for matches
Playing Ground size + outside lines size	Minimum 14 m long and 7 m wide	Minimum 12 m long and 6 m wide
Warm up area size and place	1 room for women and 1 for men	Not necessary
Number of dressing rooms for teams for Playing Ground	4 dressing rooms	2 dressing rooms
Number of dressing rooms for Referees (more below)	2 dressing rooms	0
Other requirements in dressing room for teams	4 showers (hot water) 2 washbasins + mirrors 1 toilet 1 toilet for para players	2 showers (hot water) 1 washbasin 1 toilet
WORKING STAFF at the Playing Ground	• 1 referee • 1 deputy referee • Umpires (The number of umpires shall be calculated based on the following formula: Number of tables × 2 + 2.) • Announcer and sport presentation • 1 person responsible for EUSA Result Management System + 2 volunteers at any time (including the two days prior to competition) + sufficient number of laptops/ tablets	• 1 volunteer
EQUIPMENT for one Playing Ground	• The table including the net assembly • 2 umpires tables and chairs • 1 referee table and chair in the sports venue • Score indicators • Towel and ball boxes • Printed numbers identifying the table • Surrounds • Floor mats • Boards on the surrounds indicating the names of Players or associations	• The table including the net assembly • Surrounds • Floor mats

VENUE	Matches	Trainings
EQUIPMENT for Call Area	A room of approximately 30 square meters, equipped with: • 8 small tables and chairs • ½ competition table for ball selection • 20 clipboards • 200 envelopes or bags (A4 size)	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel/at the competition venue • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 120 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND UMPIRES

Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Referees/Umpires and Judges	• The TD shall nominate the referee, while the Organising Committee (OC) shall nominate the deputy referee. The number of umpires shall be calculated based on the following formula: Number of tables × 2 + 2. • 50% of the umpires shall be selected by the TD from outside of the host country, and 50% shall be nominated by the OC. The OC shall provide accommodation, full board and the daily allowances for all foreign umpires. • For the referee, the costs of travel (including all additional travel costs), accommodation and full board and the daily allowances shall be covered by the OC on the level of ATD at the time of the EUG. • The OC shall also provide two (2) sets of polo shirts for each referee and umpire.



MINIMUM TECHNICAL REQUIREMENTS

SPORT	Taekwondo
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	World Taekwondo and World Taekwondo Europe (WTE)
International Laws of the Game	WTE AND WT RULES
European or International organisational requirements (to follow, if not included in this document)	

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
Distance from athletes and team officials accommodation	Not more than 30 minutes bus driving	Not more than 30 minutes bus driving
Distance from Technical delegate and Referees hotel	Not more than 30 minutes car/van driving	Not more than 30 minutes car/van driving
PLAYING GROUND		
Number of playing grounds for whole event (men and women together)	1 Sports hall, 2-5 Competition Area (min 2, max 5 Competition Area) WT Approved Equipment	2 Competition Area
Lighting	1200 lux	1000 lux
Ventilation	Air-condition if the outside temperature is more than 33 degrees Celsius, otherwise standard ventilation.	Standard ventilation
Seats for spectators	Minimum 1000 seats	
Playing ground surface	WT approved equipment. Kyorugi competitions – Octagonal mats Poomsae competitions – 10×10 m	Same as used for matches
Playing ground size + outside lines size	Playing ground size dimension for Kyorugi octagonal mat 8×8 m and for Poomsae rectangular 10×10 m Playing ground size with outside lines min 10×10 m or max 12×12 m	Playing ground size dimension 8×8 m
Warm up area size and place	Training area can be used as warm-up area if it is in same Sports hall, minimum two Competition Area, same size as for matches	Not necessary
Number of dressing rooms for teams for playing ground	Two for women two for men	Same dressing rooms can be used
Number of dressing rooms for referees (more below)	2 (one for men and one for women)	
Other requirements in dressing room for teams	Toilet Benches Showers Washbasins & Mirrors	
WORKING STAFF at the playing ground	• Announcer and sport presentation • OVR Competition Management (drawing lots, follow the reprisal system, competition management and flow of the events) • For each court; • 6 referees • 2 Technical Assistant For each court (For the Computer Score System) • 1 volunteer • 1 person responsible for EUSA Result Management System + 1 volunteer for each mat (including the two days prior to competition) + sufficient number of laptops/tablets	• 1 volunteer

VENUE	Matches	Trainings
EQUIPMENT for one Playing Ground	For each court: • WT approved Competition Area • Trunk PSS and Head PSS related items and equipment • Instant Video Replay (IVR) system and associated equipment with a minimum of 2 cameras per court • Scoreboards on the court (minimum 2 per court) • Real-time display system in the athlete calling area and warm-up area • 2 tables • 7 chairs • BW printer + 1.000 papers	• Only Competition Area

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Internet and printer • Local mobile card and phone, in line with communication sub-section in Offices, Rooms, Desks, Points section • Phone book of OC key persons • Wifi access in all working areas (hotel, offices, competition venues) • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the Sports Hall of TD • 2 table + 4 chairs • Computer with internet access • Printer • Photocopy machine • Folders • Stationery (stapler, paper, clips etc.),
General Technical Meeting requirements	• Meeting room with 250 chairs. (2 representatives from each team, other guests) • Tables with 5 chairs (for the EUSA, TD and OC members) in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Meeting (working) room requirements	• In the Sport hall • Internet (Wi-Fi) • tables and chairs • Projector + canvas • Flipchart with markers
Match requirements	• Rest Room (Referee waiting room) • 2 Dressing rooms, one for men and one for women (each: 1 shower, 1 washbasin, 1 mirror, 2 toilets) • Table with 2 chairs in the dressing room • Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	• 1 licensed referee from National Taekwondo Association (preferable with WT or WTE license)
Transportation for matches	• Sufficient number of vehicles should be provided for the referees (used in case distance from hotel to sports hall is more than 1000 meters)



TENNIS

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Tennis
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	International Tennis Federation (ITF)
International Laws of the Game	
European or International organisational requirements (to follow, if not included in this document)	ITF Pro Circuit Regulation ITF World Junior Tennis Competition Regulations ITF Pro Circuit Code of Conduct

VENUE	Matches	Trainings
Indoor and/or outdoor	Outdoor and indoor	Outdoor and indoor
Type	Tennis courts	Tennis courts
PLAYING GROUND		
Distance from athletes and team officials accommodation	Not more than 25 minutes bus driving	Not more than 25 minutes bus driving
Distance from Technical delegate and Referees hotel	Not more than 35 minutes car/van driving	Not more than 35 minutes car/van driving
Number of playing grounds for whole event (men and women together)	8 (preferable 10) playing grounds (match courts) – may be in 2 venues (not preferable). Courts available from 08.00-24.00h	2 training courts (1 men, 1 women, available 07.00-24.00h)
Lighting	at least 500 lux	no lights required
Ventilation	Standard ventilation (if indoor)	Standard ventilation (if indoor)
Seats for spectators	2 (1 men, 1 women) playing grounds/courts with minimum 200 seats	0
Playing ground surface	Tournaments must be played on a surface that is approved by the ITF. Teams must play on the same surface throughout the whole competition	Same surface as used for matches
Playing ground size + outside lines size	According to ITF international minimum requirements (not international preferred, not recreational) For all match courts, there shall be a space behind each baseline of not less than 6.4 m (21 feet) and at the sides of not less than 3.66 m (12 feet). The court shall be a rectangle, 78 feet (23.77 m) long and, for singles matches, 27 feet (8.23 m) wide. For doubles matches, the court shall be 36 feet (10.97 m) wide. The recommended minimum height to the ceiling is 30 feet (9.14 m).	
Warm up area size and place	Not necessary	Not necessary
Court Equipment (per court)	4 ITF approved new balls per match. Semi-Finals and Finals: balls are changed after the first 9 games, then after the next 11 games 3rd set: new balls, before the Semi-Finals and Finals 1 chair umpire chair (Semi-Finals, finals) - Net, net posts and 2 single sticks 6 Players chairs or a bench - Scoreboard - Bottled water on court during all matches 2 boards with names of playing universities - Size of the board: Minimum size: 60×30 cm 8 courts: 3 court monitors >8 courts: 4 court monitors	Balls (identical to those used for matches)
Dressing rooms	2 dressing rooms (1 per gender) for players per venue 1 dressing room for referees per venue 4 showers (hot water) 2 washbasin + 2 mirrors 2 toilets (1 per sex, could be outside dressing room, must be at the venue) - Key to lock dressing rooms	The same dressing rooms as for players may be used.

VENUE	Matches	Trainings
Office 1 (Tournament office)	- Stringer must be available, preferably on-site, throughout the tournament week 3 white boards/billboards/message boards (1 tournament men, 1 tournament women, 1 general information). Minimum size: 120 cm x 90 cm - Bananas (fruits) and bread for the players	
Office 2 (Referees office)	- BW Printer, 500 papers - Measuring device - Computer/Laptop with Wi-Fi internet access 5 walkie talkies	
WORKING STAFF at the playing grounds/venues	1 person responsible for EUSA Result Management System + 1 volunteer at any time (including the two days prior to competition) + sufficient number of laptops/tablets	
1 person Court officer	- Organisation of the court handling team, responsible for it. - Check whether all the courts are well prepared and in a current situation: Board with names of universities fixed, match results always updated on score board, courts wiped, courts sprinkled, rubbish.	
Court handling team: 1 volunteer per court	- Make sure that the court is always in a tidy, prepared state. - Put the University board of the teams at the designated place. - Put some new drinking water on the court, prepare the umbrellas, chairs, etc. (Clay courts) Wipe the court. (Clay courts) When a third set will be played: wipe the tennis court after the 2nd set (Clay courts) If necessary: Sprinkle the tennis court after the 2nd set, sprinkle it after a match if necessary - Show the score on the scoreboard during changes - After the match: Wipe the court, sprinkle the court, bring to the office: The match protocol, the score board, the boards of the universities - Bring some new Balls to the court before the 3rd set	
1 person result officer	- Prepare the match reports (put the names of all the players on it, court, ...) - Prepare the team nominations - Doublecheck the team nominations (ATP player with better ranking No 1) - Put all the handwritten results from the preliminaries/main draw into the computer system. Publish the current version on the info boards, Facebook, website - Keep the team nominations/match reports	
1 person office	- Do the practice court reservations - Give all the information necessary around the tournament - Receiving and giving rackets for stringing	
1 Physiotherapist	- On duty all the times, at the venue (in case of 2 venues: 2 Physios) - Medical treatment according ITF standards. Player may request through the referee for the Physiotherapist. Physiotherapist must be available for medical evaluation/medical treatment of a medical condition (a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment) during the warm-up match.	

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card with phone - Phone book of OC key persons - Wifi access in all working areas (hotel, offices, competition venues) - Liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel/at the competition venue 2 tables + 4 chairs - Computer with internet access - BW Printer + 1000 papers - Photocopy machine
General Technical Meeting requirements	- Meeting room with 80 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Beamer, overhead projector, canvas - Flipchart with markers - Draw bowl, draw containers, lots - Sticky tape, scissors - Computer program for Main draw (Double Elimination 24/16/8) and Pool Play/Play Out results. Official tennis tournament software (in coordination with referee)

REFEREES AND JUDGES

Meeting (working) room requirements	Office at the venue(s)
Tournament played in 1 venue: 1 Supervisor	- Supervisor/referee or chair umpire taking over role of supervisor - ITF white badge with experience of \$ 15'000 tournaments - Covers all the tournament - Duties according "ITF Duties and Procedures for Officials", On-site final authority on questions of rules and code of conduct!
Tournament played in 1 venue: 1 Assistant referee	- ITF white badge or highest national license - Assist the supervisor, duties given by the supervisor
Tournament played in 1 venue:	- Education needed: highest national license. May act as an assistant referee in highest national championships) - Duties according "ITF Duties and Procedures for Officials", On-site final authority on questions of facts.
1 Chair umpire for every semifinal, final match, 3rd/4th. At least 3 chair umpires, better 4-5 (one may be ill, pregnant, ...)	- For every semifinal and final match, match 3rd/4th - ITF white badge or reached highest national level, experience in being an umpire in matches at the highest national level - Duties according "ITF Duties and Procedures for Officials"
Tournament played in 2 venues:	1 Supervisor 1 Referee (On-site referee at the secondary site) 2 Assistant referees
Additional services	Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Volleyball
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Volleyball Confederation (CEV) and International Volleyball Federation (FIVB)
International Laws of the Game	FIVB Rules of the game
European or International organisational requirements (to follow, if not included in this document)	CEV competitions regulation

VENUE	Matches	Trainings
Indoor and/or outdoor	Indoor	Indoor
Type	Sports hall	Sports hall
PLAYING GROUND		
Number of Playing Grounds for whole event (men and women together)	4 Playing Grounds	2-3 Playing Grounds to be used between 8:00 am and 9:00 p.m.
Lighting	1000 lux Measured 1 m above the floor: Min. 1000 lux, Not dazzling No shadows on playing area	1000 lux Measured 1 m above the floor: Min. 1000 lux, Not dazzling No shadows on playing area
Ventilation	Air-condition if outside weather conditions are inappropriate; otherwise standard ventilation	Standard ventilation
Seats for spectators	Court with minimum 500 seats in preliminary round, court with minimum 2000 seats in finals	0
Playing Ground surface	Taraflex surface (CEV/FIVB approved) Conditionally parquet, wood, linoleum, plastic or artificial material. Teams must play on the same surface the whole competition	Taraflex surface (CEV/FIVB approved), or parquet, wood, linoleum, plastic or artificial material.
Playing Ground size + outside lines size	The playing court is a rectangle measuring 18 × 9 m Court size incl. Free zones: 34 × 19 m court length: 18 m, Free zone 2 × 6,5 m Width: 25 court: 9,0 m, Free zone 2 × 5 m height: 7,0 m Height from floor to the lowest point of the roof or any obstacle above the playing court (18 m x 9 m). Lining (according to FIVB rules 1.3.1–1.3.4) All lines are 5 cm wide. They must be of a light color which is different from the color of the floor and from any other lines. Two side lines and two end lines mark the playing court. Both side lines and end lines are drawn inside the dimensions of the playing court. The axis of the center line divides the playing court into two equal courts measuring 9 × 9 m each; however, the entire width of the line is considered to belong to both courts equally. This line extends beneath the net from side line to side line. On each court, an attack line, whose rear edge is drawn 3 m back from the axis of the center line, marks the front zone.	The playing court is a rectangle measuring 18 × 9 m Court size incl. Free zones: 34 × 19 m court length: 18 m, Free zone 2 × 6,5 m Width: 25 court: 9,0 m, Free zone 2 × 5 m height: 7,0 m
Warm up area size and place	Not necessary	Not necessary

VENUE	Matches	Trainings
Number of dressing rooms for teams for Playing Ground	4	2
Number of dressing rooms for Referees (<i>more below</i>)	2	0
Other requirements in dressing room for teams	- Bench for physiotherapy treatments (mandatory) 6 showers – hot water 2 wash basin + 2 mirrors 1 toilet (could be outside dressing room)	- Bench for physiotherapy treatments (mandatory) 4 showers – hot water 1 wash basin 1 toilet (could be outside dressing room)
WORKING STAFF at the Playing Ground	1 court manager 1 assistant court manager, responsible for beverages and all the other needs of teams, Technical delegates and Referees 2 score sheet writers 5 ball kids, 2 mop persons 2 line judges for preliminary games 4 line judges for final games 1 Announcer and Sport Presentation 1 person responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops/ tablets	1 court manager or Volunteer able to speak English
EQUIPMENT for one Playing Ground	Court: posts & pads FIVB/CEV approved net FIVB/CEV approved net antennae FIVB/CEV approved net measuring rod 1 (2.50 m long) referee's chair FIVB/CEV approved scorer's table 1 (2 m x 0.6 m x 0.7 m) TD table 1 (2 m x 0.6 m x 0.7 m) With electricity support Team statistics – press support: Observers' table 2 (2 m x 0.6 m x 0.7 m) (Only for teams playing the match) Journalist's table 4 (2 m x 0.6 m x 0.7 m) Both with electricity support Scoreboard: Manual scoreboards 2 Electronic scoreboard indicating: Name of the teams Mandatory Team no serve Preferably Time-out per team Preferably Substitutions per team Preferably Score of current set Mandatory Score of previous set(s) Mandatory Additional Equipment: Ball FIVB/CEV approved 12/ team for warmup 5 office game balls support for 5 balls 1 (free design) pressure gauge 1 (kg & hectopascal) thermometer 1 hydrometer 1 electric buzzer light 2 Mandatory long mop 4 (1 m each) line judges flags 4 (40 x 40 cm) Bench 2 (3 m long) or 20 chairs rubber wheel trolley 2 (supermarket style) rubber wheel cart 2 (for 12 balls each) advertising board according to the layout	Court: posts & pads FIVB/CEV approved net FIVB/CEV approved net antennae FIVB/CEV approved measuring rod 1 (2.50 m long) Scoreboard: Manual scoreboards 1 Additional Equipment: Ball same Ball as used for the competition 15-20 for the training Court: net antennae FIVB/CEV approved net measuring rod 1 (2,50 m long) Bench rubber wheel trolley 2 (3 m long) or 15 chairs rubber wheel cart 2 (supermarket style) 2 (for 12 balls each)

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	- Local mobile card and phone - Phone book of OC key persons - Internet mobile stick access - liaison officer with car 24/24h at disposal
Office requirements	- Office in the hotel/at the competition venue 2 tables + 4 chairs - Computer with internet access - BW Printer + 1.000 papers - Photocopy machine 100 folders - Stapler - Other office supplies
General Technical Meeting requirements	- Meeting room with 150 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater - Table with 5 chairs for SCAC members in front of the audience - Audio system (3 microphones (2 fixed, 1 mobile) and speakers) - Computer - BW printer + 500 papers - Projector + canvas - Flipchart with markers

REFEREES AND JUDGES

Match requirements	2 dressing rooms (men/women, each with 1 shower, 1 washbasin, 1 mirror, 1 toilet) - Table with 2 chairs in the dressing room - Refreshments (water, coffee, tea, soft drinks, fruits, biscuits, snacks) to be provided
Assistants in general	1 licensed referee observer from national Volleyball association (preferable with CEV license) 1 Referees liaison officer (volunteer)
Meetings requirements	1 conference room at the place of accommodation (hotel for referees) with projector, screen, flip chart and enough chairs (approximately 40) for meetings in the late evening (every day from 21.00 to 23.30).
Equipment for the referees	Headsets/ e-score sheets



WATER POLO

MINIMUM TECHNICAL REQUIREMENTS

SPORT	Water Polo
Competitions	As defined in EUSA Rules and Regulations
EUROPEAN AND INTERNATIONAL SPORTS FEDERATION	European Aquatics and World Aquatics
International Laws of the Game	
European or International organisational requirements (to follow, if not included in this document)	European Aquatics – Water Polo Rules

VENUE	MATCHES	TRAININGS
Indoor and/or outdoor	Indoor/outdoor (50 m pool length)	Indoor/outdoor (50 m or 25 m pool length)
Type	Swimming pool – Sports venue	Same
	The overall field of play including the goal area will be 30 m x 25 m for men. The depth of the water shall be consistently not less than 1.8 meters and preferred 2.0 m.	
Distance from athletes and officials accommodation	25 min by any means of transport	25 min by any means of transport. Training venue shall be as close as possible of the matches' venue, 5 min max. by any means of transport.
Distance from Technical delegate and Referees hotel	15 min by any means of transport	15 min by any means of transport
PLAYING GROUND		
Number of swimming pools for whole event (<i>men and women together</i>)	One or more in the same building	One or more in the same building
Lighting	Good lighting (lux depends on the height position of lights – min. 800 lux)	Regular lighting
Ventilation	Heating Ventilating Air Conditioning (HVAC) system to control stable and warm air temperature within whole swimming pool area at around 25 C (outdoor pool)	Same (outdoor pool)
Seats for spectators	Minimum 400 seats, minimum 1,5 meters from playing area	/
Swimming pool temperature	The water temperature shall not be less than 26° plus 1° minus 1° Centigrade	Same
Playing pool size + outside lines size	As per European Aquatics and World Aquatics Regulations	See above
Warm up area size and place	Extra swimming pool for warm up, dimension (25x20 m – outdoor pool)	
Number of dressing rooms for teams for playing ground	Several dressing rooms (men and women separated)	None
Number of dressing rooms for referees (<i>more below</i>)	At least 2 dressing rooms for referees (men and women separated)	
Other requirements in dressing room for teams	Bathroom facilities Locker room Sufficient bottled water during the competition	
WORKING STAFF at the playing ground	- Announcer and Sport Presentation - two referees, - two goal judges, - time keepers 1 person responsible for EUSA Result Management System + 2 volunteers for each game (including the two days prior to competition) + sufficient number of laptops / tablets 1 NSF delegate of the match	Volunteer controlling access

VENUE	MATCHES	TRAININGS
EQUIPMENT for one Swimming Pool	Distinctive marks shall be provided on both sides of the field of play to denote the following: • (a) white marks – goal line and half distance line • (b) red marks – 2 meters from goal lines • (c) yellow marks – 6 meters from goal lines • (d) a red marker shall be placed 5 meters from goal lines to indicate the point from which a penalty shot must be taken • The sides of the field of play from the goal line to the 2 meter line shall be marked in red; from the 2 meter line to the 6 meter line shall be marked in yellow and from the 6 meter line to the half distance line shall be marked in green. • Two goals that are in accordance with FINA rules • BW Printer + 1.000 papers	• Two goals

TECHNICAL DELEGATE AND ASSISTANT TECHNICAL DELEGATE

Working requirements	• Local mobile card and phone • Phone book of OC key persons • Internet mobile stick access • Liaison officer with car 24/24h at disposal
Office requirements	• Office in the hotel of Technical Delegate • 2 tables + 4 chairs • Computer with internet access • BW Printer + 1.000 papers • Photocopy machine • 100 folders • Stapler • Other office supplies
General Technical Meeting requirements	• Meeting room with 150 chairs (2 representatives from each team, all referees, all teams attaches, other guests) preferable amphitheater • Table with 5 chairs for SCAC members in front of the audience • Audio system (3 microphones (2 fixed, 1 mobile) and speakers) • Computer • BW printer + 500 papers • Projector + canvas • Flipchart with markers

REFEREES AND JUDGES

Match requirements	• 2 dressing rooms (1 shower, 1 washbasin, 1 mirror, 1 toilet) • Table with 2 chairs in the dressing room • Snacks, fruit, coffee, water and soft drinks provided
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04. Protocol

Opening and Closing Ceremony

The detailed programme for the opening, closing and award ceremonies must be provided to the EUSA Office for approval. This must include details of transportation, access and security for all client groups, as well as information on any receptions planned before and/or after the ceremonies. A special HoD meeting must be held to explain the procedure for the opening ceremony, including transportation, timing and meals as well as during the GTM these information should be shared. In general, the OC should anticipate the following:

- An area should be set aside for official representatives and guests at the opening, closing and award ceremonies. The EUSA representative(s) must be fully informed of all guests at the ceremonies, and of their status.
- All participants to be provided with seating during the opening and closing ceremonies.
- All speeches must be in English, or a translation into English must be provided. If a translation is provided, the time limit set for a speech must not be exceeded.

CONCEPT OF THE OPENING CEREMONY

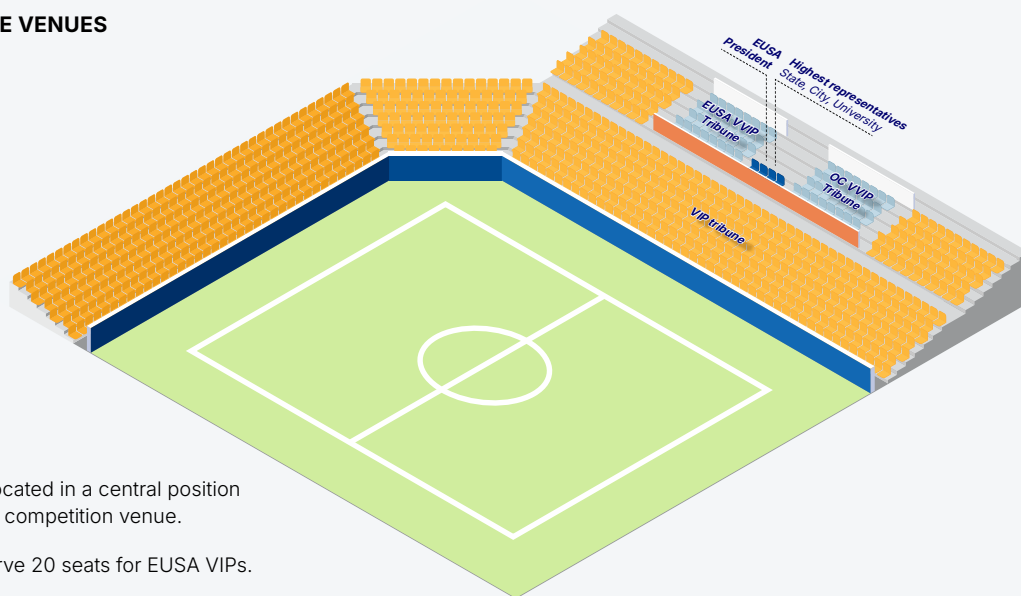
- The opening ceremony begins with a march past of the athletes and team officials. Afterwards, they take their seats in the reserved stands to watch the rest of the ceremony.
- EUSA flag will be used for the teams which are registered and compete under EUSA.
- Each team will be given a board of the same size on which the name of their university will be displayed, accompanied by its country flag.
- The march past will be in alphabetical order of the countries, with the exception of the universities of the host country, which will march last.
- The moderator welcomes the highest authorities representing the host country, city and university and presents the EUSA high authorities.
- The national anthem of the host country and the raising of the national flag can be used for this occasion.
- The President of the OC gives a short speech of up to 3 minutes maximum; in addition, the highest authorities of the host country may each give a speech of up to 3 minutes. EUSA allows a maximum of 3 speeches.
- The EUSA representative welcomes the highest authorities representing the host country, delivers a short speech (no longer than 3 minutes) and invites the host country's highest authority to open the event.
- Oath of the Athletes: One athlete, chosen from the host country, will pronounce the following oath: "On behalf of all students I promise that we shall take part in this Sport Event, respecting the rules which govern it, in the true spirit of friendship, fair-play and sportsmanship, for the honour of our country and our university and for the progress of the European University Sports Movement".
- Oath of the Referees: One referee chosen by the EUSA Technical Delegate will pronounce the following oath: "In the name of all the judges and mach officials, I promise that we shall officiate in this Sport Event with complete impartiality, respecting and abiding by the rules which govern it in the true spirit of sportsmanship".
- The athlete and referee who are to give the oath must be identified and informed at least one day before the ceremony. Those taking the oath should be of different genders and come from different countries.
- The EUSA flag is raised and the EUSA anthem 'Gaudeamus Igitur' is played.
- Cultural programme.
- **EUC** The opening ceremony normally lasts 60 minutes.
- **EUG** The opening ceremony normally takes between 90 and 120 minutes.
- The OC shall invite the EUSA representatives to the final rehearsal of the opening ceremony, to be held the day before the ceremony itself.
- The OC will present a detailed plan for media coverage two months before the opening ceremony.
- **EUC** The concept of the opening ceremony must be confirmed with the EUSA office two months before the start of the Championship/s.
- **EUG** The concept of the opening ceremony must be confirmed with the EUSA office six months before the start of the Games.

CONCEPT OF THE CLOSING CEREMONY

- **EUC** The closing ceremony takes place after the final match and medal ceremony.
- **EUG** The closing ceremony takes place after the last competition and medal ceremony.
- **EUG** The entrance of the university boards and the flags of the participating countries is followed by a march past of participants in mixed order.
- The closing speech of the President of the OC should be no longer than 3 minutes. In addition, the highest authorities of the host country may give a speech of no longer than 3 minutes each. EUSA allows a maximum of three speeches.
- The closing speech of the EUSA representative should not be longer than three minutes.
- The EUSA representative will present a token of appreciation (a bouquet or a small gift) to the volunteer representative.

- The EUSA anthem 'Gaudeamus Igitur' is played and the EUSA flag is lowered. The EUSA flag is swung and passed from the OC representative to the EUSA representative and then to the host of the next next EUG/EUC organiser.
- A welcome speech from the next organiser representative (maximum 3 minutes).
- **EUG** Cultural programme;
- The OC shall invite the EUSA representatives to the final rehearsal of the closing ceremony, to be held the day before the ceremony itself.
- **EUC** The Closing Ceremony usually lasts no longer than 30 minutes.
- **EUG** The Closing Ceremony usually lasts no longer than 60 minutes.
- **EUC** The OC will present a detailed plan for media coverage one month before the closing ceremony.
- **EUG** The OC will present a detailed plan for media coverage two months before the closing ceremony.
- **EUC** The concept of the closing ceremony must be confirmed with the EUSA office two months before the start of the Championship/s.
- **EUG** The concept of the closing ceremony must be confirmed with the EUSA office six months before the start of the Games.

PROTOCOL GUIDANCE VENUES



The VIP tribune will be located in a central position with the best view of the competition venue.

- EUC** The OC shall reserve 20 seats for EUSA VIPs.
- EUG** The OC shall reserve 100 seats for EUSA VIPs.

LAYOUT OF A COMPETITION VENUE

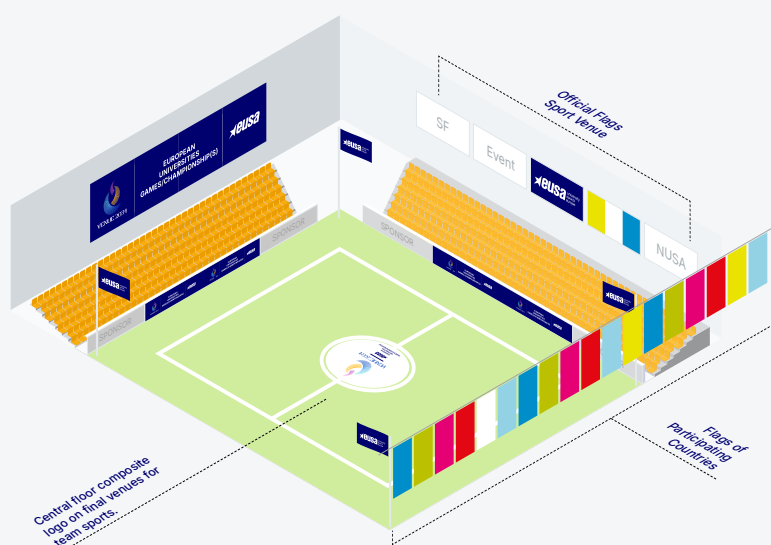
FLAGS

- The national flag is hoisted at all venues reserved for the finals. It is positioned next to the EUSA flag.
- The EUSA flag is in a central position facing the VIPs. The order of the flags is as per the legend (picture) below.
- The event composite logo (OC) flag faces the country flags.

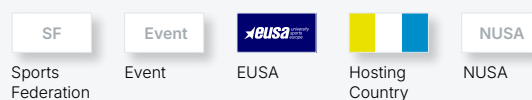
BRANDING

- Event composite logo and central banner on the center of all 4 sides of the venue
- EUSA Flag positioned in 4 venue corners
- Sponsors/Partners logos on side positions from the central Championships Logo

Dimensions of the central logos: min 3 × 1 m
Dimensions of EUSA Flag: min 2 × 1 m



Official Flags Sport Venue



Flags

- The OC must provide the EUSA flag, as well as flags of the same size for the participating countries. These flags may be fixed or hoisted on flagpoles during the opening and closing ceremonies;
- The EUSA flag protocol dictates that all national flags should be identical in size when massed in a display, to avoid some flags standing out more than others, which goes against the Olympic spirit of equality and mutual respect amongst nations. Therefore, a standard ratio of 1:2 (height to length, e.g. 1 × 2 m) has been established for flags at EUSA events;
- National flags must only be displayed horizontally (landscape orientation, as shown below). All flags must be the same size and quality. In competition venues where material flags are not possible, EUSA allows flags to be displayed on a printed backdrop, provided that all flags are visible to the audience;
- When viewed from the front, flags should be hung from left to right;
- The OC must provide the EUSA flag at all medal award ceremonies;
- The EUSA flag must be hoisted in all competition venues;
- Flags of the participating countries and universities must be hoisted in competition venues reserved for final events;
- Where hoisted, the flags must be ordered according to the EUSA Flag Protocol Order (see Appendix).

EUSA FLAG ORDER

ALBANIA	ALB	
ANDORRA*	AND	
ARMENIA	ARM	
AUSTRIA	AUT	
AZERBAIJAN	AZE	
BELARUS	BLR	
BELGIUM	BEL	
BOSNIA AND HERZEGOVINA	BIH	
BULGARIA	BUL	
CROATIA	CRO	
CYPRUS	CYP	
CZECHIA	CZE	
DENMARK	DEN	

ESTONIA	EST	
FINLAND	FIN	
FRANCE	FRA	
GEORGIA	GEO	
GERMANY	GER	
GREECE	GRE	
HUNGARY	HUN	
ICELAND	ISL	
IRELAND	IRL	
ISRAEL	ISR	
ITALY	ITA	
KOSOVO	KOS	
LATVIA	LAT	

LIECHTENSTEIN	LIE	
LITHUANIA	LTU	
LUXEMBOURG*	LUX	
MALTA	MLT	
MOLDOVA	MDA	
MONACO*	MON	
MONTENEGRO	MNE	
NETHERLANDS	NED	
NORTH MACEDONIA	MKD	
NORWAY	NOR	
POLAND	POL	
PORTUGAL	POR	
ROMANIA	ROU	

RUSSIAN FEDERATION	RUS	
SAN MARINO	SMR	
SERBIA	SRB	
SLOVAKIA	SVK	
SLOVENIA	SLO	
SPAIN	ESP	
SWEDEN	SWE	
SWITZERLAND	SUI	
TURKIYE	TUR	
UKRAINE	UKR	
UNITED KINGDOM	GBR	

* Non-EUSA member

Award Ceremonies

GENERAL CONCEPT

- The detailed schedule of the award ceremonies should be communicated during the GTM and via the appropriate channels.
- Transportation will be provided by the OC for all participants.
- Details of the award ceremony must be agreed three months in advance with EUSA Office.
- The EUSA anthem, 'Gaudeamus Igitur', and the EUSA flag shall be used during the award ceremonies.
- The ceremony should not exceed 15 minutes for one competition or 20 minutes for two competitions.
- If the competition schedule allows, awards for the men's and women's competitions should be organised one after another, unless the SCAC decides otherwise.
- Only participants who have been awarded medals and/or cups shall be on or close to the podium during the award ceremony.
- The OC shall organise a full-dress rehearsal of the award ceremony 48 hours before the start of the EUG/EUC, to which they must invite EUSA representatives.
- The following human resources will be required for award ceremony.
 - An Official Coordinator
 - A Master of Ceremonies
 - A team of volunteer medal bearers
 - At least one official photographer.

MEDAL PRESENTERS

- The OC shall provide a list of OC medal presenters (normally the highest authorities), who will present alongside EUSA representatives at the latest 48 hours before each award ceremony.
- The EUSA representative will present the gold medals and cups where applicable, unless otherwise agreed in advance with EUSA.
- The OC shall inform the OC and EUSA medal presenters of the meeting point where they will be briefed and prepared to enter the stage at least 24 hours before the award ceremony.

AWARD SITE

- The EUG/EUC/EUSA composite logo must be placed on the podium and the backdrop. No other publicity may appear on either of these.
- A designated press area must be fenced off with Tensa barriers in front of the podium.
- The award ceremony area must be kept clear to allow official photographers and press to take portraits of the athletes.
- The graphical setup of the award site can be seen in the graphical layout of the award site can be seen in the images below.

THE LAYOUT OF THE AWARDING SITE

PODIUM

- Only the composite event logo should be visible in the background.
- The composite event logo should be on the front of the podium.
- The podium should be covered in carpet.
- Athletes are led by the host and stand behind the podium before being invited by the announcer to receive their medals.
- Medal presenters are led by the host and stand on the side of the second place podium, while the host stands on the side of the third place podium with the medals and cups.
- After each award, the medal presenter moves back to their original spot before delivering the next medals.
- Gold medal and cup are delivered by the EUSA representative, and gifts by the OC, unless otherwise agreed in advance.
- Press and photographers are separated by a barrier.



Legend



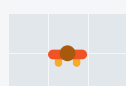
PODIUM FOR 1-4 ATHLETES

NUMBER OF ATHLETES ON THE PODIUM (Top view)

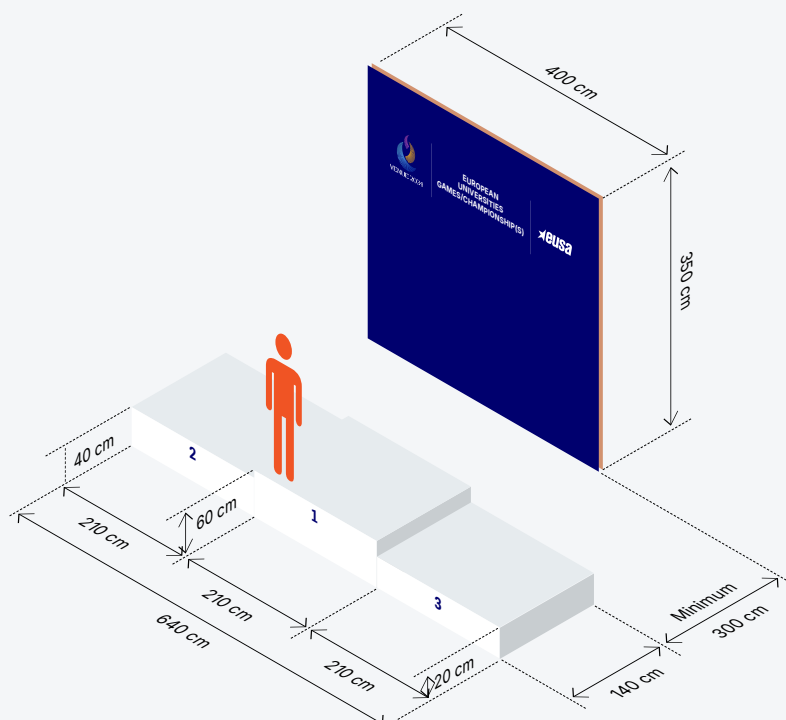
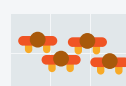
Standard



1 athlete



4 athletes



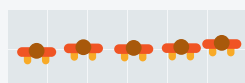
PODIUM FOR 5-10 ATHLETES

NUMBER OF ATHLETES
ON THE PODIUM
(Top view)

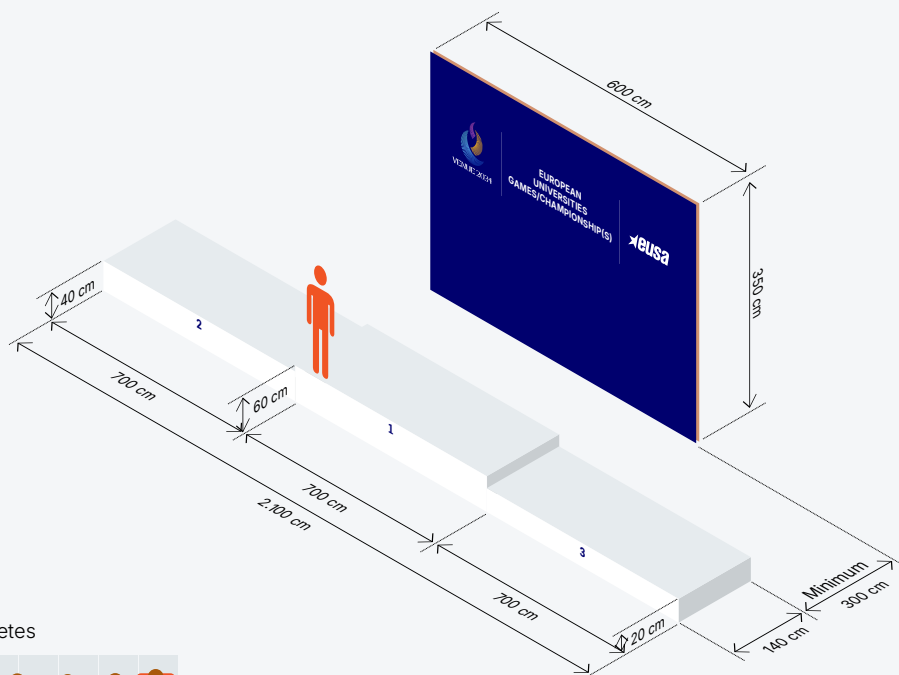
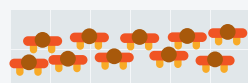
Standard



5 athletes



10 athletes



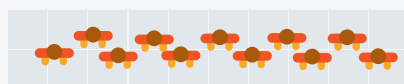
PODIUM FOR 11-18 ATHLETES

NUMBER OF ATHLETES
ON THE PODIUM
(Top view)

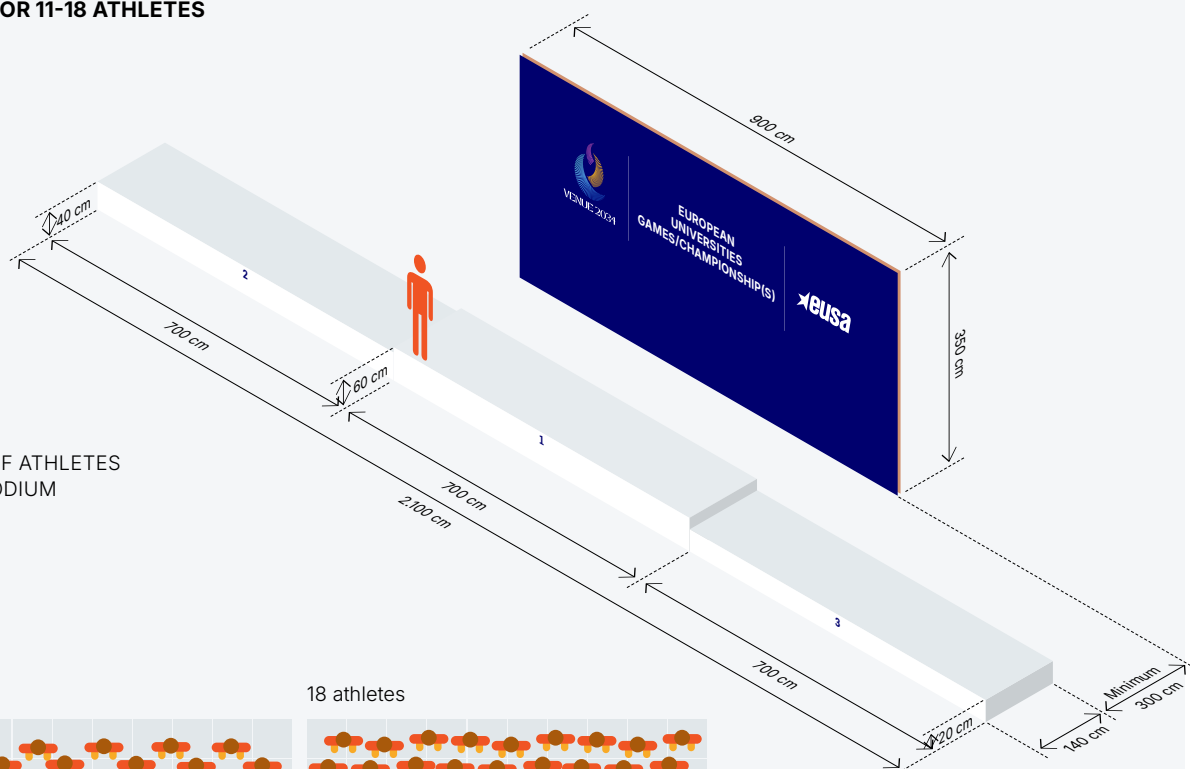
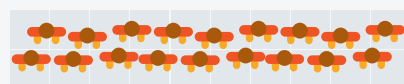
Standard



11 athletes



18 athletes



VIP assistance

WELCOME

- The OC shall organise a welcome at the airport (or other agreed arrival point) and provide an escort to the official VIP hotel.
- VIPs should be informed in advance of the accreditation procedure, and of the time and location of the accreditation pick-up (either at the accreditation centre or the hotel).
- The OC shall assist with this procedure via an attaché. Upon arrival, the VIPs should find a welcome letter from EUSA and the OC, as well as leaflets and documents regarding the event in their room. These should include:
 - The general programme of the event
 - The official reception programme
 - The social activities programme
 - The programme of the opening and closing ceremony
 - The location of the information desk
 - The location of the OC headquarters and the EUSA office
 - A list of relevant contacts
- The welcome letter should contain information on the OC's responsibilities and any costs to be covered by the VIP (minibar, meals, etc.).
- The OC shall inform the VIPs about the transportation service.
- VIPs include members of the EUSA Executive Committee and the EUSA Commissions, as well as guests invited by the EUSA and the OC. The EUSA will provide the OC with a list of its VIP guests.

HOTELS

- The EUSA office will confirm the official VIP hotel proposed by the OC.
- Each VIP hotel must have an information desk.
- A responsible person from the OC's Protocol department must be present at each VIP hotel.

OPENING AND CLOSING CEREMONY

- The OC shall organise a dedicated VIP seating area for the opening and closing ceremonies.
- The EUSA President, Secretary General and Executive Committee members will sit next to the highest ranking authorities.
- **EUC** The OC shall reserve 20 seats for EUSA VIPs.
- **EUG** The OC shall reserve 100 seats for EUSA VIPs.
- The transportation plan for VIPs must be provided to the EUSA office at least seven days in advance.

COMPETITION VENUES

- The OC shall organise a dedicated VIP seating area in all venues where the final competitions will take place.
- The VIP area and its access points must be clearly indicated inside and outside the competition venue.
- The General and Technical Handbook must be available in the VIP area.
- Refreshments shall be available in the VIP areas.

OFFICIAL RECEPTIONS AND SOCIAL EVENTS

- The OC shall provide a list of planned receptions and social events at least three months before the start of the event.
- For all social events and receptions, the OC shall inform the EUSA Office of the speeches that the EUSA President or their representative should make.

Diploma and Certificate Design Guidelines

- OC shall prepare the Certificate of Participation.
- Certificates should be delivered to participants during the EUG/EUC and sent electronically to all participants as per EUSA Rules and Regulations. Information shall be presented at GTM.



EUC EUG

DIPLOMA OF PARTICIPATION

The Organising Committee shall decide on the layout of the diploma. The Organising Committee may add the text in the language of the host country.

TO BE FILLED IN:

- | | |
|--|---|
| 1 Edition of the European Universities Championships | 7 Signature of the EUSA President |
| 2 Year of the European Universities Championships | 8 Name and signature of the President of the host National University Sports Association (country name) |
| 3 Name of the host city and of the country | 9 Name and signature of the President of the Organising Committee |
| 4 Dates of the European Universities Championships (from... to...) | 10 Logo of the NUSA |
| 5 Name of the host National University Sports Association | 11 Logo of the European Universities Championships |
| 6 Participant's name | |

OC
Organising
Committee

11

eusa university
sports
europe

1

NUSA
National University
Sports Association

10

1

EUROPEAN
UNIVERSITIES
CHAMPIONSHIPS

2

20XX

3

4

5

European University Sports Association,
the National University Sports Association and the Organising Committee
have the honour and the pleasure to present this

VOLUNTEER CERTIFICATE

TO:

6

DUTIES:

12

DEPARTMENT:

13

9

Xxxx Xxxx
President of the Organising
Committee

7

Xxxx Xxxx
EUSA President

8

Xxxx Xxxx
President of the National
University Sports Association

EUC EUG

VOLUNTEER CERTIFICATE

The Organising Committee shall decide on the layout of the diploma.
The Organising Committee may add the text in the language of the host country.

TO BE FILLED IN:

- 1

 Edition of the European Universities Championship
- 2

 Year of the European Universities Championship
- 3

 Name of the host city and of the country
- 4

 Dates of the European Universities Championship (from... to...)
- 5

 Name of the host National University Sports Association
- 6

 Volunteer's name
- 7

 Signature of the EUSA President
- 8

 Name and signature of the President of the host National University Sports Association (country name)

9

 Name and signature of the President of the Organising Committee

10

 Logo of the NUSA

11

 Logo of the European Universities Championship

12

 Duties

13

 Department

EUC EUG

DIPLOMA OF HONOUR

The Organising Committee shall decide on the layout of the diploma.

The Organising Committee may add the text in the language of the host country.

TO BE FILLED IN:

- | | | | |
|---|---|----|---|
| 1 | Edition of the European Universities Championship | 9 | Name and signature of the President of the Organising Committee |
| 2 | Year of the European Universities Championship | 10 | Logo of the NUSA |
| 3 | Name of the host city and of the country | 11 | Logo of the European Universities Championship |
| 4 | Dates of the European Universities Championship (from... to...) | 12 | Sport |
| 5 | Name of the host National University Sports Association | 13 | Event |
| 6 | Participant's name | 14 | Result: ranking and performance |
| 7 | Signature of the EUSA President | | |
| 8 | Name and signature of the President of the host National University Sports Association (country name) | | |

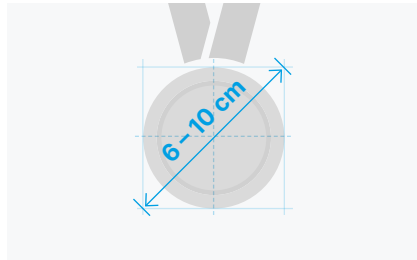
Medals and Cups Guidance

BASIC STANDARDS



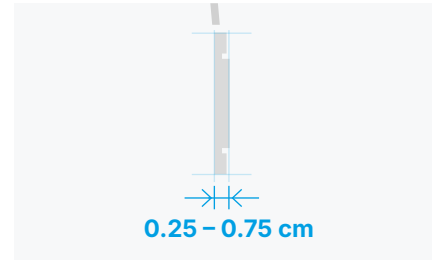
1. LOOK AND FEEL

All medals must have the same dimensions of size, design, and be made from a heavy high-quality metallic material – with a minimum weight of 100 g.



2. DIMENSIONS

The total diameter of the medal should be between 6 cm and 10 cm.



3. THICKNESS

The total width (thickness) of the medal should be between 0.25 cm and 0.75 cm.



4. ONE EVENT, ONE SHAPE

There must be a unique design, which is in line with the visual identity of the event.



5. NAME OF THE EVENT

The extended name of the event should be included on the front of the medal - i.e. "European Universities Games Salerno 2026" or "European Universities Volleyball Championship Budapest 2025".



6. LOGO OF THE EVENT

The official logo of the event should be displayed on the front of the medal, or alternatively displayed on the design of the medal.



7. BACK SIDE

The extended EUSA logo should be displayed on the back of the medal, in a central and prominent position.



8. LANYARD

All medals should be presented with an event lanyard, which has the clear design and visual identity of the event.



8. BE CREATIVE

Be creative with your design. The design can incorporate all elements of the event – the sport, the city, university education.

GOOD EXAMPLES

EUROPEAN UNIVERSITIES CHAMPIONSHIPS



EUROPEAN UNIVERSITIES GAMES



BASIC STANDARDS FOR CUPS

There must be a unique design, which is in line with the visual identity of the event. The cups and winner's plates should follow the other key points set for the medal guidance, such as including EUSA logo and being the same design and shape. "Other Awards", such as ones for MVP, should clearly state the respective sport and the title of the award which is given.



Logo Guidelines

European Universities Championships (EUC) are university sports competitions governed by the European University Sports Association (EUSA). Participants in these events are European Universities teams and student-athletes from European Universities.

The Championships have been organised annually since 2001 in odd years they are organised now on a biannual basis, with European Universities Games (EUG) normally being organised in even years as a multi-sport events, and the individual championships in odd years.



eusa
EUROPEAN UNIVERSITIES
3X3 BASKETBALL
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
3X3 BASKETBALL
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
COMBAT
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
BEACH
CHAMPIONSHIPS



eusa
EUROPEAN UNIVERSITIES
HANDBALL
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
ROWING
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
BADMINTON
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
CHESS
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
RUGBY 7S
CHAMPIONSHIP



eusa
EUROPEAN UNIVERSITIES
TENNIS AND PADEL
CHAMPIONSHIP

HOW TO CREATE A LOGO

FOR THE EUROPEAN UNIVERSITIES CHAMPIONSHIPS

LOGO COMPOSITION

The European Universities Championship (EUC) logo consists of two parts:

1. EVENT LOGO

- Symbol
- Wordmark (venue and year of event) without diacritics/accents

2. EUSA LABEL

- Line
- EUSA Logo
- Description of the event



PLEASE CONSIDER

A well-designed logo works in full color, monochrome, and negative space, ensuring adaptability for various backgrounds and materials.

1. EVENT LOGO

Symbol:

Colors, shapes, and sizes are determined by the organizer.

Wordmark:

Typography, color, and size are defined by the organizer.

2. EUSA LABEL

The position, color, and content of this label cannot be changed.



EUROPEAN UNIVERSITIES
LONG NAME OF SPORT
CHAMPIONSHIP

* The shown logo is for presentation purposes only.

HOW TO CREATE A LOGO

DO'S AND DONT'S

DO'S

A good logo design should be simple, memorable, and versatile, ensuring it remains effective across different mediums and sizes. It should reflect the brand's identity through appropriate colors, typography, and imagery while maintaining clarity and readability.



DO'S

- Positive sport message
- Unique form
- High design standard



DONT'S

It's important to avoid complexity and overcomplication, as intricate designs can be difficult to reproduce and may lose clarity at smaller sizes. Stay away from using too many colors or fonts, which can make the logo look cluttered and less cohesive.

Refrain from copying or using overly generic elements, as originality is key to standing out.

Political, religious or other discriminative signs and symbols must be avoided, even as used in small size or in little parts of the design.

National flags should not be included in their entirety, but colours can be used in the design.



DO'S

- No words in the symbol
- No words around the symbol
- No changing of the EUSA label



* The shown logo is for presentation purposes only.

HOW TO CREATE A LOGO

ASSEMBLING LOGO

Insert your desing into template

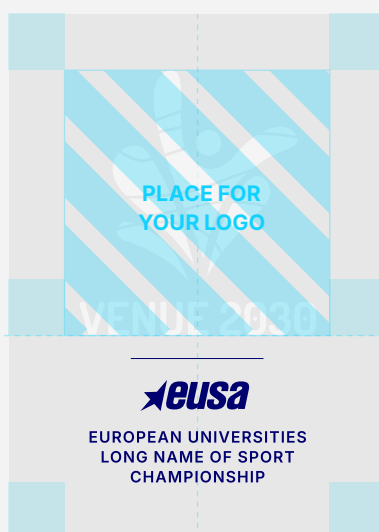
To receive your copy of template file please contact us over e-mail: communications@eusa.eu

You must complete three versions of the EUC logo:

- Vertical
- Compact
- Horizontal

Snap your logo to the bottom of the logo container

Vertical



Compact



Snap your logo to the vertical centre of the logo container

Horizontal



Distance to ensure minimal space for the logo.



HOW TO CREATE A LOGO

ASSEMBLING LOGO – DO'S & DONT'S

When inserting your logo into the template, please follow these rules.



HOW TO CREATE A LOGO FINAL RESULT

COLOR LOGO VERSIONS*

Vertical



Compact



Horizontal



MONOCROME LOGO VERSIONS*

Vertical



Compact



Horizontal



* The shown logo is for presentation purposes only.

Welcome Bags

The OC will provide all accredited participants with a welcome bag upon arrival. These bags are intended for athletes, officials, volunteers, referees, members of the EUSA family, EUSA guests, OC guests and other accredited participants.

Each welcome bag may include the following items:

- A reusable water bottle;
- Official merchandise (event-, university-, or host city-branded items);
- Tourist and city information;
- Other practical or promotional materials or gadgets related to the event.

GOOD EXAMPLES



05. Medical and Health Care

GENERAL TERMS

- The main scope of EUSA is to protect the health and safety of all those involved in an EUSA event. EUSA remains committed to clean sport and fair play.
- International standards set out by World Health Organisation, WADA, ISF and ESF along with national healthcare legislation of the country where EUSA sports events take place are to be observed at all times.
- These regulations do not affect the legal obligations arising from the applicable national legislation.

ORGANISING COMMITTEE (OC)

- The OC shall provide and is responsible to ensure the adequate provision of services for hygiene, medical and catering to all participants of the EUG/EUC for a period of at least three (3) days prior the first (1st) day of competition and two (2) days after the closing ceremony.
- The OC is solely responsible for guaranteeing the safety and security of all persons attending and participating and shall ensure that the relevant local authorities and the owners and/ or operators of the venues take all the necessary measures to this end.
- Adequate and sufficient parking places, rooms and facilities within and around venues of the EUG/EUC shall be provided for the police, security service, medical service and fire service.
- The OC will appoint persons to be in charge of the organisation of the following areas:
 - medical services – this should be a medical doctor during the games;
 - hygiene standards;
 - catering services;
- services for persons with disabilities.
- The OC will complete the pre-competition medical checklist prior to the competition and send to the HWC the information on personnel responsible for each area prior to the start of the EUG/EUC.
- The collection, recording and use of medical/doping control personal data shall be strictly limited to HWC, treating doctor/physio and those within the OC responsible for medical services.

MEDICAL SERVICES

- Medical coverage is to be provided for all venues of the EUG/EUC (sport venues, accreditation centre, information desks and in all official accommodation, catering, opening, closing and awards venues).
- Cooperation with nearby medical services (hospital, clinic, health centre, pharmacy etc.) should be established prior to the start of the EUG/EUC. Ideally this should include formal notification of the event, the dates, and the expected number of participants.
- High risk sports, i.e. Combat sports, Football, Handball and other sports where mandated by national legislation or ISF/ ESF regulations, shall have an ambulance vehicle with doctor/paramedic and driver on site throughout competitions. A formal agreement shall be established with local ambulance service for the replacement of this vehicle (and staff) where it leaves the venue to take a patient to a local hospital.
- All other sports shall have a dedicated vehicle with driver for transferring injured athletes not requiring an ambulance to hospital.
- 24-hour on-site, medical cover shall be organised for EUG/EUC accommodation area.
- The OC will organise 24-hour access to medical services for EUG/EUC – but this is not expected to be on site – more often this will be having venue medical provision with easy access to local medical services.
- Medical cover will be made available on a daily basis (i.e. during the working/competition /training hours) at all other venues of EUG/EUC i.e. canteen/restaurant, sport venue, accreditation centre etc. A fully equipped first aid box shall be provided in each place where the medical service is assured.
- The services of the emergency department at the nearest hospital shall be secured.
- The OC will ensure there is provision made for doctors to issue prescriptions for those medicines not available within the medical room and also not available over-the-counter at a local pharmacy to participants e.g. strong painkillers, antibiotics etc.

MEDICAL TEAM

- All sport venues shall have a medical team on duty during competition and ideally during official training times. Every medical team shall have:
 - a medical team leader (a medical doctor, qualified to a level appropriate for the respective sport) with emergency medical bag/box (see Appendix for contents list), who speaks English;
 - medical staff (preferably nurses, paramedics or medical students, physiotherapist or physiotherapy student) all of whom shall speak English. Where using students these shall be working alongside a fully qualified professional;
- The members of the medical team shall wear distinctive clothing: this should be yellow bibs or t-shirt with a red cross on it or labelled "MEDICAL";
- During competitions at minimum two (2) members of the Medical team must be in the sport venue (medical room). In the team competitions, in addition two (2) medical staff shall be at each playing field. For combat sports there will be a doctor for each competition mat.
- A minimum of two (2) stretcher bearers should be nominated (do not require formal qualifications) and should practice removal from the field of play under the supervision of the medical team leader;
- The OC shall ensure all members of the medical team are adequately trained for the role they are to fulfil.
- The OC shall provide certificates of participation for all members of the medical team at the close of the EUG/EUC.

MEDICAL ROOM AND EQUIPMENT

- Each sport venue and the EUG/EUC accommodation area shall have a dedicated medical room, which should be equipped with:
 - examination table and portable stretcher for injured competitors, additional stretchers shall be available at each playing field (team competition, except racket sports).
 - an adequate supply of ice (either a working icemaker or prefilled iceboxes) or cooling packs,
 - first aid box and medical bag,
 - automated external defibrillator (AED),
- For high risk sports – spinal immobilisation equipment (long board/scoop, collar, blocks) should be available (within ambulance is acceptable).
- The OC shall pay attention to the availability of oxygen supply, orthopaedic equipment such as crutches, braces & slings etc. for high risk sports in particular
- The above equipment and requirements are specified within the Pre-Competition checklist (see Appendix) and should be completed and returned to EUSA four (4) weeks prior to the start of the EUG/EUC.
- The OC will have a documented plan for the safe and secure storage of the above equipment and the monitoring of stocks and refilling of supplies.
- The location of the medical room in every venue needs to be clearly identifiable (for example with a Red Cross sign).
- The medical room should have good stretcher access to the field of play – ideally direct access.
- The OC shall identify specific parking spaces for ambulance vehicles at each venue with defined routes of access and regress to /from the field of play.

MEDICAL REPORTS

- The OC shall provide a report of each injury, illness, disease and other health problem encountered during the EUG/EUC.
- The OC medical lead shall liaise closely with the HWC representative during the EUG/EUC and send a daily injury/illness report during the EUG/EUC.
- The EUG/EUC Medical Report, which includes all individual reports listed above should be completed and returned to EUSA within one (1) week of the end of the competition.
- Persons in charge of medical services and reporting shall be available for further explanations also after the EUG/EUC.
- The HWC will collate the injury information provided following EUG/EUC in order to create a data repository to inform future EUG/EUC.

MISCELLANEOUS

- All medical specifications shall be met (personnel, equipment, room) prior to the start of each competition/match.
- The match cannot start/continue without fulfilment of all the medical specifications. Failure to ensure this will result in delay/cancellation of the match until proper provision has been made.
- Medical provision should be available in the same specification for all official training and competition sessions and also for the opening and closing ceremonies.
- Although not formally retained in a role, the OC should seek cooperation/assistance from any delegation doctor as required.
- The OC will assist delegation medical teams in getting medical reports /discharge papers produced in the local language translated into English.

MEDICAL APPENDICES

PRE-COMPETITION MEDICAL CHECKLIST

PERSONNEL

OC persons in charge of the organisation of (Name, Surname, Mobile Phone, Profession/Function):

- medical services
- hygiene standards
- catering
- persons with disabilities (where applicable)

EQUIPMENT & ROOM SPECIFICATIONS

Below are the MINIMUM requirements but each medical lead is encouraged to review their provision and include additional items as per medical standards e.g. oxygen, Entonox, limb splints, hard collar etc.

Medical Equipment First Aid Box	Yes/No	Comment	Medical Equipment First Aid Box	Yes/No	Comment
MEQ 1 Alcohol hand gel			MEQ 27 Fridge		
MEQ 2 Gauze 10×10 cm			MEQ 28 Clinical waste bin		
MEQ 3 Gloves – latex free			MEQ 29 First aid box		
MEQ 4 Sticking plasters of various sizes			MEQ 30 Stretcher – alongside each pitch/field of play		
MEQ 5 Non adherent dressing			MEQ 31 Clock		
MEQ 6 Fixative Tape			OTHER EQUIPMENT (small)		
MEQ 7 Eye patch			Doctors Medical Bag Minimum Requirements		
MEQ 8 Eye wash solution			MEQ 32 Adrenaline 1:10,000 injection		
MEQ 9 Triangular bandage x 2			MEQ 33 antihistamine		
MEQ 10 Foil Blanket			MEQ 34 GTN		
MEQ 11 Pocket Mask			MEQ 35 Simple painkillers, aspirin, paracetamol		
MEQ 12 Cold Spray			MEQ 36 cardiac lifesaving drugs		
MEQ 13 Scissors			MEQ 37 Iv access kit		
MEQ 14 Clinical Waste Bag			MEQ 38 Iv fluids		
Other Items to be Available			MEQ 39 Stethoscope/ pen torch/sats probe		
MEQ 15 Defibrillator			MEQ 40 epipen or anapen		
MEQ 16 Ice supply/cooling packs			On site ambulance		
MEQ 17 Ice bags			(staffed with doctor/paramedic; fully equipped with defibrillator, cardiac lifesaving drugs, treatment for epilepsy etc. also extrication and immobilization equipment to include (but not limited to) cervical collar, spinal board and blocks, stretcher etc.)		
MEQ 18 Disinfectant equipment			MEQ 41 Karate (one per sport venue)		
Medical Room Specifications			MEQ 42 Judo (one per sport venue)		
MEQ 19 Examination couch/bed			MEQ 43 Taekwondo (one per sport venue)		
MEQ 20 2 chairs			MEQ 44 Football (one per sport venue)		
MEQ 21 Writing table/desk			MEQ 45 Rugby 7s (one per playing field)		
MEQ 22 Air conditioned/fan					
MEQ 23 Sink					
MEQ 24 Nearby toilet					
MEQ 25 Bottled water					
MEQ 26 Sharps bin					

REPORT OF INJURY OR ILLNESS FORM

Event:			
Date:		Time:	
Full name:			
Association/Federation:			
University:			
Injury/Illness sustained during match:	☐ YES	☐ NO	
Withdraw from Competition:	☐ YES	☐ NO	
Transfer to Hospital:	☐ YES	☐ NO	
Brief Diagnosis of Illness/Injury (body part/type) (2-3 words ONLY e.g. contusion arm, laceration face etc)			
Notes/Comments:			
Doctor's full name:			
Signature			

Submission: online or by email to sports@eusa.eu

www.eusa.eu

The fillable form can be found on the EUSA website under the Documents section.

REPORT OF INJURY OR ILLNESS TABLE OVERVIEW – SAMPLE

EUG/EUC EVENT:

Date	Name	Nationality	Team	Injury/ Illness sustained during match (Y/N)	Withdrawn from Competition (Y/N)	Transfer to Hospital (Y/N)	Brief Diagnosis (body part/type)	Comments
23/07/2015	John Smith	HUN	Szent István University	Y	Y	Y	broken wrist	
23/07/2015	Jane Doe	ITA	University of Milan	Y	Y	N	head injury (bleeding open wound)	Withdrawn from competition on advice of doctor
23/07/2015	A Boy	ESP	University of Valencia	N	N	N	Diarrhoea & vomiting	

HYGIENE STANDARDS

- All venues and services shall meet international hygiene standards.
- Accommodation rooms: every participant and EUSA representatives shall be provided with the following:
 - towels (at least two (2), which are regularly changed at least every second day – access to towel exchange is acceptable);
 - shower gel/soap, toilet paper;
 - rooms cleaning as per accommodation requirements.
- Sport venue: regular cleaning of the field of play, dressing room, showers, and toilets shall be guaranteed during competition, as follows:
 - Team sports: brief cleaning after every match and deep clean daily.
 - Individual sports: regular checks of cleanliness every two (2) hours with further cleaning as required on these occasions. Deep clean daily.
 - Sufficient soap and paper towels should be provided in dressing rooms/sport venue at all times.
 - Hot water for hand washing and showers shall be available in dressing rooms/sport venue all the time during the competition.
- The OC should provide laundry services at all accommodation sites for all participants. It is recommended to offer laundry services free of charge; if not possible, price list should be published on the official website before the EUG/EUC and in the Technical Handbook.
- Food management and cooking shall meet culinary hygiene standards to prevent food contamination, prevent food poisoning and minimize the transmission of disease to other foods, humans or animals.
- Organisers are recommended to develop event mitigation recommendations to be used and followed by all participants (including hand gel stations, hygiene facilities, etc.).

CATERING SERVICES

- The OC shall provide catering services to all accredited participants of the EUG/EUC in accordance with Minimum Organisational Requirements. Catering shall be organized in canteens/restaurants for athletes and team officials (university teams) and in hotel restaurant where EUSA representatives, referees and VIP guests are staying.
- Normally, lunch is served on the day of arrival for participants arriving before 3 pm. Only breakfast is served on the departure day.
- Catering opening hours should be organised in a way to offer breakfasts and lunches at least 150 minutes before match and dinner at least ninety (90) minutes (plus travel time) after match for every participant. This may require provision of meals at competition venues and arrangements should be made for the provision of pre-packed meals e.g. sandwiches, fruit, cereal bar, yoghurt etc
- Three (3) meals (breakfast, lunch and dinner) per day shall be served to all accredited people.
- Food provided shall meet the nutritional needs of the competitors given the demands of their specific sport.
- A minimum of three (3) different kinds of meals should be served; meat, fish and vegetarian menus. A special emphasize should be put to the particular cultural/religious/dietary requirements of competitors.
- If there are food servers, they should speak English. For selfservice buffet each dish should be clearly labelled in English and indicate contents in detail, including the notification of presence of common allergens e.g. "contains nuts", "contains gluten" etc. or denote "nut-free" or "gluten-free".
- The OC shall provide sufficient bottled (including giant cooler bottles) water in restaurant/canteens for all accredited participants and in sport venues for athletes and match officials. The OC should anticipate water consumption of approximately 3-5 l per person per day – of which half will be consumed at sport venues.
- Information about the drinkability of tap water shall be communicated before the beginning of the EUG/EUC.
- The OC will make arrangements to ensure that adequate arrangements are made for catering provision for all participants on the days of the opening and closing ceremonies.

DOPING CONTROL

- EUSA is committed to the principles of fair play and upholds the principles of antidoping at all of its events.
- The GTM will include information about expectations in regards to antidoping matters.
- Where it occurs and where present at EUG/EUC, the HWC oversees that WADA Regulations on antidoping procedures are adhered to
- Any competitor found to test positive on doping control procedure will be excluded from all future EUSA events for the period of (2) years. In such circumstances a report will be submitted to WADA, ISF, to the rectors of their universities, NUSA and NSF.

PERSONS WITH DISABILITIES

- The OC shall ensure that all venues, rooms, services, equipment are adequate and accessible for people with disabilities.
- The OC shall obtain, in advance, relevant information from participants with disabilities in order to make suitable arrangements for their participation in the EUG/EUC.
- The OC shall confirm all necessary details with EUSA and National Paralympic Committee (NPC).
- The OC shall organize all classification procedures in cooperation with NPC.

06. Volunteers

Minimum requirements for EUSA volunteer programme

BASIC CONDITIONS

1. The working conditions have to meet the government regulations on volunteer activity.
2. The selection process of the international volunteers is a shared responsibility of the Organising Committee (OC) and the European University Sports Association (EUSA), with its Student Commission (STC). The management of the volunteers on-site is a responsibility of the OC.
3. There should be one contact person within the OC responsible for the Volunteer Programme.
4. The most crucial dimension in the Volunteer Programme management is information. The OC contact person and EUSA should have an in-depth knowledge of all organisational sides of the event to be able to inform the volunteers adequately. EUSA contact person and OC contact person should keep regular contact (live, e-mails, online calls, phone).
5. EUSA volunteers should receive coordinated information from EUSA and from the OC before the event.
6. Personal communication is extremely important before and during the event: EUSA and the OC volunteer management team should introduce themselves in a friendly personal way through e-mails or other appropriate means to make sure that volunteers understand they are part of a bigger team.
7. At least 6 months prior to the event, a list of areas, and their respective tasks, should be agreed upon by the OC and EUSA.
8. OC should send at least five photos of the volunteers to the EUSA Office (in action photos and group photos) after the event for the purpose of sharing it on the EUSA channels. OC is also requested to give feedback on the volunteers to the EUSA Office.

RECRUITMENT PROCESS

1. People interested in volunteering are provided with clear information about the opportunities, the recruitment and selection procedure, what volunteers can expect from the organisation, and what the organisation's expectations are.
2. Detailed description of positions have to be available for the applicants, including all the duties, how many people will be needed and special requirements, such as availability, language knowledge, age, gender or experience. When assigning international volunteers we recommend that the OC considers areas where knowledge of foreign languages is useful. Examples of functional areas: info desk, administration, marketing and communication, social media, photography, videography, IT, competition office, sports services, accreditation, protocol & ceremonies, interpretation, team services (attaché), welcoming at the airport and hotel, etc.
3. An assessment of potential risks to volunteers has to be conducted when designing volunteer roles.
4. All the information has to be available in English as well for the international volunteers.
5. The OC have to make sure to use the volunteers' potentials and assign them appropriate tasks because they are there to help. The tasks should be enjoyable and beneficial for the volunteers to motivate them. International volunteers are selected for their skills and experience and are invited to live an intense learning experience. The tasks assigned to them should not only fulfil the OC needs, but also allow them to fulfil their expectations.
6. International volunteers should preferably not work alone. Working in pairs, or groups improves social skills, teamwork, communication and benefits the international experience.
7. International volunteers cannot be assigned to the same role/job as paid staff. International volunteers should not be asked to perform roles that require special qualifications they do not possess and/or involve high legal responsibilities.
8. Long-term volunteer positions can be available for local volunteers starting from the preparation process.
9. The volunteer and the OC have to agree on shifts of the volunteers before arrival. The OC has to make sure to keep the balance that every volunteer has similar conditions and similar lengths of working hours. The shifts should not be too long and there should be some time ensured for rest and meals. However, the volunteers are there to help so longer shifts are possible when agreed with the volunteer.
10. The selection process must be free of any kind of discrimination against the volunteers and their personal characteristics.

- Volunteers have to be aware that they can refuse demands they consider unrealistic, beyond the scope of the role or that they do not have the skills to carry out.
- The OC has to inform the volunteers about the health and medical insurance (basic insurance to be provided by the OC).
- The OC has to secure adequate financial resources to cover the running of the volunteer programme. All the necessary resources and materials have to be provided by the OC for the volunteers in order to carry out their tasks.
- A basic Code of Conduct Agreement should be signed by EUSA, OC and the volunteer to state duties and responsibilities on each side.
- A Volunteers' Manual should be prepared including all the essential information volunteers need to know, such as phone numbers, email addresses, maps of the city, maps of the venues, schedule and other practical information.
- The volunteer should be trained for specific functional area(s) and should work in this area(s) during the event. Therefore their role has to be enjoyable that they stay motivated and happy to do the tasks. Rotation of positions should be avoided if possible because it can cause misunderstandings and more work to train new volunteers for the specific positions.
- All volunteers have to be informed what forms of support/supervision the organisation offers them and who to contact regarding their role. The OC should supervise the volunteers to make sure they are on their shifts and complete the assigned tasks.

VOLUNTEER COORDINATOR

- The Volunteer Coordinator has to be up-to-date with the whole event, knows all the essential information that can be relevant for volunteers as well. The Volunteer Coordinator manages the recruitment process, plan the volunteer program, keeps contact with the OC members to know what they need, and know what the volunteers need.
- The Volunteer Coordinator should have good organisational, problem-solving skills to be able to face with all the appearing challenges. They have to be available for the volunteers before the event and especially during the event. They need to have enough time for the volunteers. The communication between the OC, the Volunteer Coordinator and the volunteers plays a key role in a successful event.
- If feasible, the Volunteer Coordinator should be an experienced volunteer, therefore they can identify themselves with the volunteers and their needs.
- The Volunteer Coordinator has to do clear administration during the whole process to be able to follow everything and keep the volunteers informed. Clear deadlines should be set by the Volunteer Coordinator in order to finalize the list of volunteers and their tasks before the event.
- The volunteers' issues have to be discussed during staff meetings as well.
- The Volunteer Coordinator is encouraged to organise activities and events for the volunteers in order to get to know each other and for team building.

TRAINING

- All volunteers have to be introduced to the relevant staff and other volunteers with whom they will come into contact.
- Volunteers have to be provided with the necessary information and training to carry out their role. Organising general and job specific training is mandatory for the OC.
- Prior to the event the training can be carried out online or via email, upon arrival the volunteers should attend on an onsite training as well.
- Detailed information package has to be provided for the volunteers, including information about EUSA, the NUSA of the hosting country, country, city, university and the event itself.

PROVISION FOR VOLUNTEERS

- Transportation from the official airport/station to the accommodation and between the venues has to be provided for the volunteers.
- For international volunteers accommodation has to be provided. For the other volunteers the OC is not obliged to provide accommodation but if the OC has possibility, it is encouraged. Otherwise the OC should help to find accommodation the local volunteers if needed, for example set a deal with a dormitory, hostel or camping, encourage the locals to host volunteers (sport club members, local volunteers, local students).
- Depending on the length of the shift, at least one warm meal per day has to be provided for the volunteers. For international volunteers 3 meals per day have to be available, where the lunch and dinner should be warm meal. Between the meals snacks can be available (fruits, snack bars, coffee). The quality and quantity has to be high in order to keep the volunteers satisfied and motivated to work.
- Water supply has to be provided to the volunteers during their shifts.
- The OC has to provide uniform to the volunteers, which generally means at least 2 good quality T-shirts/polo shirts.
- Volunteers should have the same or comparable standards of living (accommodation, t-shirts, food diversity) and transportation as all other participants.
- There should be a clear policy on the reimbursement of volunteers' out of pocket expenses if these arise during complementing their tasks.
- A Volunteer Centre is encouraged to be set up during the event where the volunteers can spend their free time together, rest, leave their belongings, have water and snacks available.
- The OC has to ensure the positive and joyful experience of the volunteers.

APPRECIATION AND RECOGNITION

1. The OC has to show their appreciation to the volunteers and thank their contribution, both formally and informally.
2. All volunteers have to receive a Volunteer Certificate about their contribution to the championship. Upon request letter of reference should also be available.
3. Giving some gifts is a very good way to show the appreciation and motivate the volunteers. It can be something from the sponsors, the city, the university or from the event (for example pen, notebook, mug, key-ring, etc.).
4. Organising any kind of activities for the volunteers during the championship and after the event can be appreciation as well. For example some social activities or sightseeing is encouraged, also good for teambuilding.
5. The OC has to give the opportunity to volunteers to express their opinion and give feedback during and after the event.
6. The OC is encouraged to keep contact with the volunteers after the event. They can be an asset for the organisation in the future as well.
7. The EUSA Photo competition is a great opportunity both for the OC and the volunteers. The championship can get publicity through the photos and the volunteers can win prizes. Therefore the OC is encouraged to actively promote the EUSA Photo Competition.



Office:

European University Sports Association
Tomšičeva ulica 4
SI-1000 Ljubljana

T: +386 1 256 0056

E: office@eusa.eu

[@eusaunisport](https://www.eusa.eu)
www.eusa.eu

