

SPEED SKATING TECHNICAL COMMISSION INLINE SPEED EUROPEAN CHAMPIONSHIP EVENT MANUAL



World Skate Europe

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TABLE OF CONTENTS

1. INTRODUCTION	PAG. 4
2. SPEED EUROPEAN CHAMPIONSHIPS	PAG. 5
2.1 the event	PAG. 5
2.2 Jury	PAG. 5
2.3 Programming	PAG. 6
2.4 Categories and official distances	PAG. 6
2.5 Inscription	PAG. 6
2.6 Candidature	PAG. 7
2.7 European Championships rights	PAG. 8
2.8 Responsibility of the WSE	PAG. 8
2.9 Financial responsibilities of the Organiser / LOC	PAG. 9
2.10 Responsibilities of the National teams	PAG. 9
2.11 Antidoping Rules	PAG. 9
3. ORGANIZATIONAL REQUIREMENTS	PAG. 10
3.1 European Championships framework	PAG. 10
3.2 Accreditations	PAG. 10
3.3 Vip guest	PAG. 11
3.4 Security	PAG. 12
3.5 Insurance	PAG. 12
4. ORGANIZATIONAL REQUIREMENTS	PAG. 13
4.1 Track and road circuit	PAG. 13
4.2 First aid room	PAG. 13
4.3 Doping control area	PAG. 13
4.4 WSE office	PAG. 14
4.5 Meeting Room	PAG. 14
4.6 Officials lounge	PAG. 14
4.7 Vip stand	PAG. 15
4.8 Vip lounge	PAG. 15
4.9 Announcers / speakers	PAG. 15
4.10 Technology	PAG. 15
4.11 Parking	PAG. 16
5. PROTOCOL	PAG. 17
6. PROMOTION AND COMUNICATION	PAG. 18
6.1 Introduction	PAG. 18
6.2 Look and feel	PAG. 18
6.3 Media	PAG. 18
6.4 Broadcasting	PAG. 19
6.5 Streaming	PAG. 19
6.6 Logo	PAG. 20
6.7 Website	PAG. 20
6.8 Design	PAG. 21
6.9 Marketing partners, official suppliers, Ticketing, Licensing and Merchandising	PAG. 21

7. FINANCIAL REQUIREMENTS	PAG. 22
7.1 Travel expenses	PAG. 22
7.2 Staying expenses	PAG. 22
7.3 local transportation expenses	PAG. 23
7.4 Hospitality expenses	PAG. 23
7.5 Facilities expenses	PAG. 23
7.6 Medical expenses	PAG. 23
7.7 Doping control	PAG. 23
7.8 Insurance	PAG. 23
7.9 Promotion expenses	PAG. 23
7.10 Services expenses	PAG. 24
7.11 Fees	PAG. 24
7.12 Income	PAG. 25
7.13 Payment Process	PAG. 25
7.14 Bank account	PAG. 26
8. APPLICATION DOSSIER	PAG. 27
8.1 The organizational requirements	PAG. 27
8.2 The venue requirements	PAG. 27
8.3 The hospitality conditions	PAG. 27
8.4 Communication, press and TV	PAG. 28
8.5 The Financial proposal	PAG. 28
9. LEGAL	PAG. 29
Annex 1 - Application form	PAG. 30

1. INTRODUCTION

The Speed European Championships is a highlight on the World Skate Europe Speed calendar.

The purpose of this manual is to outline basic requirements for clubs / entities interested in hosting the Speed European Championships and to provide guidelines to the Organiser/Local Organising Committee (LOC) to help them with the planning to host a successful event. It is applicable starting from march 1st 2023.

The Speed European Championships is owned and controlled by World Skate Europe (WSE) and all media, commercial and marketing rights are exclusively owned by WSE or an entity designated by WSE. WSE may release some of those rights to the host club / entity for a fee to be determined through negotiations between the two parties.

The key objectives of the Speed European Championships are:

- To provide the best conditions for all the athletes participating
- To ensure that the event is reported and promoted as extensively as possible by the different media
- To maximise the number of spectators at the event and provide them with an pleasing experience
- To ensure that the event is a success from a financial aspect and that all parties are satisfied with the results
- To promote Inline Speed Skating throughout Europe

2. SPEED EUROPEAN CHAMPIONSHIPS

2.1 THE EVENT

The Speed European Championships (henceforth “Championships”) are the most important European event for this discipline and are held annually, as a rule by the month of July, subject to different provisions of World Skate.

The Championships are on track and on road (including marathon for Juniors, Seniors and Masters).

The Championships are organised every year in accordance with World Skate Regulations. These Championships will have a ceremonial, protocol but also a spectacular character and will be promoted through national and international broadcasting, streaming TV on the official website of World Skate Europe, as well as on social networks and new communication media.

Though maintaining a markedly sporting character based on World Skate regulations, the Championships wish to combine the pure sports competition with a festive atmosphere of unity among athletes of all nationalities.

During the implementation of the Championships any side activities for the promotion of Roller Sports will be agreed with the Host.

The Championships are open to all the national teams of the Federations, which are members of the World Skate, who have regularly paid their fees and have given confirmation of their participation according to the terms established.

The national Federation must confirm its participation thirty (30) days before the beginning of the Championship.

All the skaters must be member of their national Federation and must be covered by a federal or personal insurance.

Each country that decides to withdraw after submitting an entry must notify WSE and the organising Federation of this decision no less than ten (10) days prior to the beginning of the Championships.

A technical meeting is scheduled 24 hours before the beginning of the Championships.

On the last day of the Championships, the Organising Federation must provide to all the participating federations all the results of the European Championship on an informatic support.

2.2 JURY

The constitution of the jury is done by the WSE. The Chief Referee is designated by the Chairman of the WSE Speed Technical Commission (next WSE Speed).

The Chairman of the WSE Speed appoints by means of a written letter, sent at least sixty (60) days before the beginning of the Championship, the eight (8) International Judges belonging to different countries. Furthermore, the Chairman shall ask to the Organising Federation, according to the needs, other National Judges.

2.3 PROGRAMMING

The Championships are organised in accordance with World Skate Rulebook, with the following program:

- Preparatory meeting 1 day
- Speed Skating on track 3 days
- Free-day 1 day
- Speed Skating on the road 2 days
- Marathon 1 day

The organiser of the Championships has the possibility to present a program but the WSE decides the final program.

Should the need arise to reduce the number of races during the Championships, as a result of exceptional circumstances, the WSE members are then to decide which races to cancel.

For television requests the program and the initial schedule can be changed by WSE during the Championships.

The Organising Federation establishes the schedule of training times under the control of WSE. Track and Road circuit must be available for free trainings at least three (3) days before the beginning of the Championships

2.4 CATEGORIES AND OFFICIAL DISTANCES

The official categories and distances are those indicated in the rulebook of World Skate Europe Speed Skating Technical Commission Rulebook.

2.5 INSCRIPTION

- For Senior Championships, each country may enter a total of eight (8) male skaters and a total of eight (8) female skaters on both championships, track and road.
- For Junior Championships, each country may enter a total of eight (8) male Skaters and a total of 8 female skaters on both championships, track and road.

- For Youth Championships, each country may enter a total of eight (8) male skaters and a total of 8 female skaters on both championships, track and road.
- Each country can register a maximum of sixteen (16) female skaters and sixteen (16) male skaters to take part in the Marathon race. Within the sixteen (16) female skaters and sixteen (16) male skaters it is possible to enter two (2) female skaters and two (2) male skaters who were not entered in track and road races.
Each nation can allow its skaters to add a logo of their own sponsor on the race suit.
- Three (3) skaters only from each country may take part in races of the Championships.
- Three (3) or four (4) skaters from each country may be registered in relay race.

The Federation must fill the WSE official form before paying the fees. It will preregister race by race the name of the skaters participating at the Speed European Championship.

This preregistration can be modified by the Federation's delegate. This modification's concern can only be the changing of a preregistered skater; supplementary registration cannot be done. Modification must be done at the secretariat of the jury the day before the concerned race. The limit hour to give this modification is the hour of the end of races of the day more twenty (20) minutes. The modification must be done on the official WSE form. If no modification is done, preregistration will be considered as official inscription.

If the WSE accepts late inscriptions during the European Championships, the skater is allowed to race the day following the inscription.

When a registered skater is suspended he cannot be replaced by a team mate.

2.6 CANDIDATURE

Each National Federation interested in applying for the organisation of a European Championships must submit a written request within and not later than December 31 of the second previous year for which application is presented (example December 31, 2023 for the year 2025).

The candidature is presented with the payment of 20 (twenty) percent of the Championships organising fee. Such amount will be returned in case of no assignation by WSE.

The WSE, at its own judgement, may request an official guarantee from the Sports Governing Body or by the National Olympic Committee of the applying nation.

The initial decision to award this event will always be provisionally assigned by WSE and it only becomes final after observing the accomplishment of the two following conditions:

- The assent from the WSE member responsible for the technical visit of the proposed venue;
- the verification of the accomplishment of the other proposed requirements for the organisation of the event.

The WSE Speed Technical Commission will submit its selection within sixty (60) days for ratification of the WSE.

After appointing a Federation as an organiser of a European Championship, a contract will be signed by WSE and the National Federation.

The organising Federation can delegate one of its Clubs or members to organise the Championships. Nonetheless, the appointed Federation will still be completely responsible, without exceptions, for all the organisational aspects towards WSE as well as financial ones and unexpected incident to skaters and spectators.

Organisers shall inform the participating countries about category, cost and location in respect to the track and the kind of available transport as far as the stay is concerned. Such information must be given six (6) months before the beginning of the championship, so that the participating countries can decide where to stay. As far as this latter aspect is concerned, the decision is completely free.

2.7 EUROPEAN CHAMPIONSHIPS RIGHTS

WSE holds the rights of the championships, namely the television, marketing, merchandising, sponsorship and advertising rights.

2.8 RESPONSABILITIES OF THE WSE

WSE will do all in its power to ensure that the Championship is successfully carried out and that WSE is represented by competent persons, maintaining absolute impartiality. WSE is obliged to assist the Organiser/LOC with all means at its disposal.

WSE Speed is also the exclusive responsible for the technical management of the event.

2.9 FINANCIAL RESPONSABILITIES OF THE ORGANISER / LOC

The financial responsibility for the organisation and promotion of the Championships shall reside with the Organiser / LOC. Additionally, the Organiser / LOC will cover the expenses detailed in the [Chapter 7. Financial Requirements.](#)

2.10 RESPONSABILITIES OF THE NATIONAL TEAMS

Participant National Teams must provide for the expenses regarding:

- Travel costs
- Transfers in the host city
- Hotel
- Meals

2.11 ANTIDOPING RULES

The organising Federation must provide and pay for the anti-doping controls.

Concerning the anti-doping control, WADA and World Skate/WSE Medical Regulation will be observed.

3. ORGANISATIONAL REQUIREMENTS

3.1 EUROPEAN CHAMPIONSHIPS FRAMEWORK

The Organiser/LOC must ensure the availability of the venue during the all the days of the event, purposing the best schedule to the following activities:

Pre-Event

The Organiser/LOC should support the costs of the technical visit by WSE staff (maximum 2), ensuring, if necessary:

- Travel costs
- Transfers to and from the nearest airport
- Hotel (4* or equivalent, single rooms)
- Meals
- The availability of the venue for the visit

3.2 ACCREDITATIONS

Accreditations are used to limit access to certain areas in all venues. For the Championships personalised accreditations must be issued.

Personalised accreditations contain personal information about the holder of the accreditation card, e.g., name, organisation, photo, category of the accreditation and allowed access zones.

A matrix defines the default access zones for each category. The Organiser/LOC and WSE will jointly elaborate the matrix for the event.

3.2.1 ACCREDITATION TYPES

For the Championships the following accreditations must be issued:

- World Skate Europe members and staff
- Judges
- Teams
- VIP Guests
- Press
- Photo
- TV

- Staff
- Volunteers
- Organiser/LOC
- Outsourcing Services

3.2.2 ORGANISER/LOC RESPONSABILITIES

The Organiser/LOC should provide for:

- Submit the layout of the accreditation's cards and lanyards to WSE Communication Office until 7 days prior to the beginning of the event, for approval
- Print the accreditation's cards
- Produce the accreditation's lanyards, for all the accredited persons
- Define the accreditation matrix with the identification of:
 - Access zones in the arena (e.g. 'Team Area', 'Press Area', etc.)
 - Categories of persons (e.g. 'press', 'skaters', etc.)
 - Relation between access zones and categories, i.e. which persons have access to which zones
- The Organiser/LOC is responsible for the costs regarding the printing of the accreditation's cards and lanyards.

3.2.3 WSE RESPONSIBILITIES

WSE must:

- Inform the Organiser/LOC of all the persons representative of the teams and officials accredited for the event
- Provide the Organiser/LOC with all the information needed for the accreditations (e.g., name, organisation, function, photo, country)
- Approve the accreditation's cards layout
- Approve all accreditation's requests linked to the technical and commercial aspects of the event. This especially relates to all persons requiring access to the rink and changing room areas

3.3 VIP GUESTS

The Organiser/LOC must provide, upon request, a minimum of 25 VIP Guest's credentials for WSE.

3.4 SECURITY

The Organiser/LOC must implement all the security and public safety required by the host country law and regulations, guaranteeing:

- The presence, throughout the event, of a public or private security service
- The effective protection of the reserved area, protecting against problems that may occur with the public
- The delimitation, with the placement of static or dividing barriers, of access to the reserved areas for national teams

3.5 INSURANCE

The Organiser/LOC should contract an insurance and other guarantees, in particular regarding accidents that may occur with representatives of the teams, judges, institutional representatives, spectators and/or employees of the organisation of the event

4. VENUE REQUIREMENTS

The sports facility must be approved by the National Federation and must comply with the rules and obligations laid down in international regulation.

The venue should be available for the competition from the day before the start of the competition, for Official Practice, until one day after the end of the competition.

4.1 THE TRACK AND THE ROAD CIRCUIT

The characteristics, dimensions, technical devices for the track, the road circuit and that for the marathon, as well as all the equipment necessary for the conduct of the races are those indicated in the WSE Rulebook for the inline speed skating.

4.2 FIRST AID ROOM

The first aid room shall enable first aid as well as normal preventive medical consultation to be given and should be within easy access of all other facility areas within the venue.

The first aid room for skaters shall be situated for it to be easily accessible by the emergency services outside the venue as well as from the track/road itself.

The ambulance standby area must be close to the track/road.

There must be an ambulance together with qualified personnel available during all practice sessions and competitions. Trolley stretchers should be available in the first aid room (recommended).

The presence of a doctor at the site of the event, throughout the duration of the competition.

The first aid room shall be adequately equipped.

4.3 DOPING CONTROL AREA

There should be a doping control waiting room and a doping control room. They shall be equipped according to the regulations governing anti-doping.

The Organiser/LOC must ensure:

- The availability of water bottles, unopened, to the athletes in the doping control room
- A sufficient number of chaperones of the same sex as the athletes to escort them to the doping control area
- A desk
- Three chairs

- Rubbish bin
- Transport to the hotel/guest house for the athletes and staff (team doctor, team delegate, WSE staff) after the samples have been taken.
- This room must be available during the time of the competition.

4.4 WSE OFFICE

Access from the WSE Office to the track/road should be easy, short and secure. The WSE Office should be separated from the Organiser/LOC office, but close to that and close to the track/road.

This office should meet the following requirements:

- Meeting room with space for six (6) persons
- Bottled water and paper cups.
- The room must be available from the previous day of the competitions until the day after.
- Functioning door locks, with at least two copies of the key
- Dedicated broadband internet connection (min. DSL) through Wi-Fi network and at least two cable networks. Alternatively, if the WI-FI is not available within the office, at least five connection points with cable network
- Printer/copy machine that can print also colours and A3 format.
- Rubbish bin
- Sufficient stationary supplies
- Air conditioner or fan

4.5 MEETING ROOM

The Organiser/LOC must ensure the availability of a meeting room, for a minimum of 30 persons, throughout the days of the event.

Note: If the WSE Office can hold these meetings, the Meeting Room is not necessary.

4.6 OFFICIALS LOUNGE

The Officials Lounge should be available to the WSE members, staff and judges. Preferably, this lounge should be separated from the Organiser/LOC Lounge.

It is highly recommended that the following items are available:

- Water bottled
- Soft drinks

- Coffee/Tea
- Snacks (e.g., cereal bars, small sandwiches, etc.)
- Fresh fruit

4.7 VIP STAND

There should be a VIP area reserved for the VIP accredited guests. This area should be enough to seat all the VIP Guests, considering 25 VIP guests of WSE plus the Organiser/LOC VIP guests.

4.8 VIP LOUNGE

The VIP lounge should be situated near the VIP seating. There will be security control for non-accredited people.

The Organiser/LOC should provide a VIP lounge close to the VIP tribune. The lounge must be able to accommodate all the VIP Guests. Only people with the correct accreditation access may enter the VIP room and the Organiser/LOC is responsible for providing security to ensure that this rule is enforced.

In the VIP Lounge the following item should be available:

- Water bottled
- Soft drinks
- Coffee/Tea
- Snacks (e.g. cereal bars, small sandwiches, etc.)
- Fresh fruit

4.9 ANNOUNCERS / SPEAKERS

An integral part of the competitions is the presence of announcers / speakers (min. 2) expert of the discipline of Speed Skating, able to provide with extreme accuracy and protocol professionalism what required by the discipline during the competitions, awarding- opening and closing ceremonies. All announcements and the reading of scores (when required) shall be made in English and in the language of the Host.

4.10 TECHNOLOGY

The Host shall take measures to ensure ease of communication by engaging relevant technology measures before, during and after the Championships. This includes test events, information systems, telecommunications and internet. Inside the venue a scoring & results system and one or more scoreboards shall be present, as well as an adequate audio system.

During all the competitions on both track and road it is necessary to have loudspeakers on all sides of the track, on the road, on various points of the circuit and in the athletes' area.

4.11 PARKING

In the premisses of the venue should be a parking lot for:

- WSE President
- WSE Speed technical commission
- Judges
- TV Broadcasting Production

5. PROTOCOL

The Local Responsible of the Protocol shall work in connection with WSE. The Organiser/LOC is entrusted with the organization and the development of the ceremony's procedures.

The Organiser/LOC is responsible for providing World Skate flags, flags, and national anthems of the represented countries during the Opening and Closing Ceremonies as well as during all Medal Awarding Ceremonies.

Medals for Awarding Ceremonies will be provided by the WSE. Rainbow Jersey for the Europe Champions (male and female) shall be provided by the WSE.

The final design of any other recognition shall be sent to WSE for approval. The Organiser/LOC shall be also responsible for the parade of athletes and entertainment performances.

The Organiser/LOC shall provide all the volunteer uniforms under the final design approved by WSE.

The athletes will be required to wear their own official uniform during the competitions the awarding ceremonies and the official events.

The official languages of the Championships are English and the official language of the Organiser/LOC Nation. Therefore, all on-site signage, event communication and publications, sport commentary and any other information means shall be made available in English.

The Organiser/LOC is also responsible for providing sufficient translation and translator (via volunteers) services to WSE and to the international community.

6. PROMOTION AND COMMUNICATION

6.1 INTRODUCTION

The Organiser/LOC has the responsibility to promote and communicate about the event, using TV promotion, new media networks, public and private partners and national campaigns including a detailed description of the Championships, a comprehensive national and international communication and promotion plan, an official event and spectator guide, as well as city and on-site billboards.

WSE will both indirectly and directly support the host and its international communication and promotional activities for the championships with experts well experienced in marketing and communications.

WSE will also provide the host with marketing and communications guidelines and the host shall work in close collaboration with the World Skate marketing and communication department.

The Organiser/LOC has the right to keep the revenues from national partnership agreements and marketing activities not belonging to World Skate. Nevertheless, the Host agrees to have all partnership agreements approved by World Skate and to support and to supply all marketing activities relating the World Skate world and its main corporate partners before, during and after the Championships.

The Host shall provide detailed communication and promotional plan to be approved by WSE.

6.2 LOOK & FEEL

The Organiser/LOC will use the Corporate Image in the setting up of the venue and of the track, inside and outside. The same Image shall be used to set up airports, hotels, event venues if different from the competition venue in agreement with WSE.

Inside the venue only World Skate logo and advertisements previously approved by WSE shall be permitted. Institutional logos must be agreed with WSE.

6.3 MEDIA

As international and national media, journalists, photographers, newspapers, TV stations, etc. could be interested in covering such event, the Host is also responsible for producing a press kit subject to WSE approval and providing relevant information.

Adequate Press/Media rooms/areas and interview rooms shall be provided in the competition venues, that must be equipped with a press tribune. All these areas shall be supplied with electric power, adequate wireless connection.

The Organiser/LOC should ensure staffing to carry out general event communications, daily bulletins, press releases, press conferences and interviews, reports and information on the athletes as well as contents for internet and websites.

6.4 BROADCASTING

WSE is the owner and rights holder of all Television and Digital Media Rights of the Championships. The Host is responsible for ensuring international standard quality TV production and signal. The international signal will be provided in an objective and impartial quality. It shall include slow-motion, replays, basic TV graphics and timing and be delivered with all appropriate editorial supports.

The Organiser/LOC will ensure, at his own costs, the required satellite signal.

In order to ensure international broadcasting and thus global promotion of the event, WSE is responsible for the negotiation of the international television rights.

WSE may, however, assign, upon agreement, in whole or in part, the television rights to the Host or to a third party.

The Organiser/LOC is asked to give its commitment to investing in the necessary state-of-the-art technology and expertise to offer the best available services to the respective target groups (i.e. domestic and international TV, media, etc.) and to communicate top quality information.

The Broadcasting plan will be defined by WSE at least 6 months (6) prior to the event.

6.5 STREAMING

All the competitions of the Championships will be broadcasted exclusively on World Skate Europe TV.

The Organiser/LOC must ensure adequate Internet cable dedicated to streaming. The characteristics of the connection must be agreed with the World Skate Communication Department.

The Organiser/LOC shall be responsible of at least 2 English speaking commentators for the live streaming.

6.6 LOGO

Once received by WSE the written acceptance of the nomination, the candidate city must develop the event logo according to the World Skate Logo Promotion Guidelines. The logo should be ready for public release and use at least four (4) months prior to the start of the event.

When creating the name or title of the event, the elements that must be mentioned and should appear in the same order are:

- the discipline name
- European Championships writing
- the 'Host City' name
- the event year
- if applicable, the 'Title sponsor'

The Organiser/LOC should create both horizontal and vertical versions of the logo and send to WSE the following formats:

- Logo in vector format EPS, AI or PDF
- Logo in High resolution in: PNG, JPG or TIFF
- A colour version: Negative and Positive

Such logo may only be published after WSE approval.

The Organiser/LOC shall be granted the right to use the World Skate logo, that shall be sent to the Host immediately after the signing of the contract and shall be predominant inside the venue and on all the publications and merchandising.

6.7 WEBSITE

The Organiser/LOC shall create an Official website of the Championships, whose domain shall be: www.city2022.org.

The web page shall contain all necessary information for the Championships, city, region, country, official hotels, programs etc... which should be made available online at least six months prior to the event.

The layout shall be approved by WSE.

6.8 DESIGN

The Organiser/LOC shall design a Corporate Image for promoting the event. The list of designs shall include logo, emblems, medals, mascots, information icons, visuals, slogans, publications, website and audio-visual productions. All this material shall be approved by WSE and the World Skate Logo shall always be predominant. At this purpose the Host shall follow the World Skate Logo Promotion Guidelines.

6.9 MARKETING PARTNERS, OFFICIAL SUPPLIERS, TICKETING, LICENSING AND MERCHANDISING

The Organiser/LOC shall be responsible for the negotiation and improvement of marketing, sponsoring, merchandising and any remaining commercial rights upon WSE approval.

All revenues accruing from the exploitation of the rights negotiated by the Organiser/LOC shall be fully ensured to the Organiser/LOC. The World Skate Logo shall be predominant according to the guidelines specified in the contract.

7. FINANCIAL REQUIREMENTS

7.1 TRAVEL EXPENSES

The Organiser/LOC will cover the following travel expenses:

- The World Skate Europe President
- Chairman of WSE Speed
- Four members of WSE Speed
- Eight WSE Speed judges
- WSE Press Officer
- WSE Social Media Manager
- Official Photographer of WSE
- World Skate Europe TV Commentator

The participating national team will cover their own travel expenses, including the transfers in the host city.

7.2 STAYING EXPENSES

From 24 hours prior to the beginning of the competition and until 24 hours after the end thereof for the travel expenses, hotel (different from the participating teams, with 4* or equivalent, single rooms, up to 20 minutes distance to the venue) and meals for the following persons:

- The World Skate Europe President
- Chairman of WSE Speed
- Four members of WSE Speed
- Eight WSE Speed Judges
- WSE Press Officer
- WSE Social Media Manager
- Official Photographer of WSE
- World Skate Europe TV Commentator

One member of WSE Speed and the WSE Press Officer will attend the event 48 hours prior to the start and will stay one extra day, after the end.

The participating national teams will cover their own hotel and meals expenses.

7.3 LOCAL TRANSPORTATION EXPENSES

The Organiser/LOC will cover the local transportation costs for the WSE members and staff, judges and all teams:

- Provide WSE and WSE Speed Members with a 5-seat vehicle during their stay
- Provide WSE Press Officer with a 5-seat vehicle during their stay
- Provide transfers from and to the Hotel, Restaurant and Venue for the judges.

7.4 HOSPITALITY EXPENSES

The Organiser/LOC will cover all the expenses related to water, beverages and snacks for the different rooms that required it.

7.5 FACILITIES EXPENSES

The Organiser/LOC will cover all the expenses related to internet, venue related expenses, sound system.

7.6 MEDICAL EXPENSES

The Organiser/LOC will cover all the expenses related to the first aid expenses, listed in the First Aid Room requirements.

7.7 DOPING CONTROL

The Organiser/LOC is responsible for all the expenses related to doping controls.

7.8 INSURANCE

The Organiser/LOC will cover all the expenses regarding the insurance mention in Chapter 3. Organisational Requirements, 3.5.

7.9 PROMOTION EXPENSES

The Organiser/LOC will cover all the expenses related to the production of the promotion of the event, namely:

- Advertising supports, namely:
 - Press Conference Room backdrop
 - Press Conference Room table banner
 - Mixed Zone backdrop
 - Official Photo Banner
 - Winner Banner

- Closing Ceremony supports, as mentioned in the Chapter 4. Protocol
- Accreditation's cards and lanyards production
- The dispatch of the WSE promotional material to the location indicated by the WSE

7.10 SERVICES EXPENSES

The Organiser/LOC will cover all the expenses related to:

- Security of the event
- The cleaning services
- Maintenance of the venue
- Maintenance related support systems (e.g., internet, power, water supply, etc.)
- Speaker(2)
- Staff

7.11 FEES

The official WSE currency is the Euro (EUR/€). So, all fees may be paid in this currency. At the European Championships each Federation must pay a registration fee for each skater entered on track and another registration fee for each skater entered on the road.

Each Federation can enter a maximum of 8 male skaters and 8 female skaters for each category. For the marathon it is possible to enter two (2) female skaters and two (2) male skaters who are not entered in track and road races.

The proof of payment of such fees and passport control must be scheduled before or during the preparatory meeting day.

7.11.1 ENTRY FEES FOR EUROPEAN CHAMPIONSHIPS

No federation fee for each participating country

For each senior, junior and youth skater entered for track	60,00 Eur
For each senior, junior and youth skater entered for road	60,00 Eur
Each additional skater (marathon only)	10,00 Eur
For each master skater entered for marathon	45,00 Eur

7.11.2 PENALTY FEE

Withdrawal from European Championship 1.000,00 to 2.000,00 Eur
(An entered country not participating at or that withdrew from the European Championship must pay a fine of, according to the delay without notice and for the seriousness of withdrawal).

7.11.3 ORGANISING FEES

For European Senior/Junior/Youth Championships 10.000,00 Eur
(track and road - youth only track)

For European Master Marathon Championships 2.500,00 Eur
20% to be paid with the candidature, remaining 80% at least the day preceding the beginning of the competitions.

Please note that, depending on the Host Country, Fiscal Taxes could be applied under the Portuguese Law.

7.12 INCOME

The Organiser/LOC will retain income from:

- Government and municipal subsidies
- Ticket sales
- Exploitation of marketing and commercial rights, if agreed in advance with WSE

7.13 PAYMENT PROCESS

All payments are due to World Skate Europe and must be made as following:

- All payments are made in EUROS
- All payments must be made 14 days before the Event
- All payments are made by Bank Transfer only
- Bank Transfers are to be made without costs to World Skate Europe
- Bank Transfer Proof of payment **MUST** be sent to World Skate Europe by e-mail, to:
 - romolo.bugari@worldskate.org
 - europe@worldskate.org

Failing in comply with this procedure may result in not acceptance of the inscriptions and, consequently, fail to participate in the events.

7.14 BANK ACCOUNT

BANK DETAILS	Payment shall be made in <u>EUROS</u>
BENEFICIARY	WORLD SKATE EUROPE
BANK	BPI - Banco Português de Investimento
ACCOUNT N.	3-6007130.000.001
IBAN	PT50 0010 0000 6007 1300 0013 2
BIC	BBPIPTPL
PAYMENTS SHALL BE MADE <u>WITH NO BANK CHARGES</u>	

IMPORTANT

ALL PAYMENTS MUST BE MARKED [your country + reason of payment]
(Example: *SPAIN SPEED EUROPEAN*)

A copy of all payments must be sent to europa@worldskate.org

8. APPLICATION DOSSIER

The application dossier to organise the Championships should meet the topics mentioned in this chapter.

8.1 THE ORGANISATIONAL REQUIREMENTS

The application should mention:

- The proposed schedule
- The acceptance of the other organisational requirements listed in Chapter 3. Organisational Requirements

8.2 THE VENUE REQUIREMENTS

The application should list the venue requirements, that should meet the ones listed in Chapter 3. Venue Requirements, namely:

- Feature of sports facility
- Dimensions of the track and of the road
- Type of surface area
- Seating capacity
- Light system featured
- Number of locker rooms
- Electronic scoreboard / video wall and projections
- Sound diffusion system
- Press Stand
- Press Workroom
- Doping room
- First Aid Room
- WSE Office
- Information related to the parking of the plant
- Access to teams, referees e press

8.3 THE HOSPITALITY CONDITIONS

To support all the teams and entities participating in the Championships, the application should list the following information's:

8.3.1 AIRPORT - STATION - HOSPITAL

The application should have relevant information about:

- Nearest International Airport
- Nearest Train Station
- Nearest Hospital

8.3.2 ACCOMMODATION

The application must list the available hotels to accommodate the participating teams, up to 20 minutes distance to the venue, indicating:

- The price and conditions of payment and reservations established by each of them
- Distance from the hotel to the venue
- Number of hotel rooms
- Price for single or double rooms
- Price for full board and half board treatment
- Booking and payment conditions set by each of them
- The availability of work and meeting rooms
- Hotel contacts

8.4 COMMUNICATION, PRESS AND TV

The application dossier must enlist the communication, branding and promotion strategy for the Championship, in compliance with the Chapter 5. Promotion and communication.

The Organiser/LOC must respond to the requirements for TV broadcasting and production, enlisted in Chapter 5. Promotion and communication.

8.5 THE FINANCIAL PROPOSAL

The application should list the financial requirements meet by the Organiser/LOC, in accordance with the requirements listed in the Chapter 3. Organisational Requirements and Chapter 7. Financial Requirements.

9. LEGAL

The Bidder is solely responsible for all aspects of the bid application and for all commitments entered into by it concerning the organization and the staging of the Championships.

The Contract outlines all legal, commercial, organizational, financial and reporting obligations as well as all relationships, roles and responsibilities involved in planning, staging and the debriefing of the Championships. It also includes a consensus from the Organiser/LOC to follow a World Skate Europe event, accreditation, protocol, doping control, sustainability, volunteer, marketing and communications, media, broadcaster and other such guidelines.

The Contract for the Speed Championships must be signed no later than one month after the submission of the application by the Bidder to WSE.

The Organiser/LOC has operational and management duties; It is the entity legally and financially responsible for fulfilling the obligations of the Contract. The Organiser/LOC must maintain appropriate management and supervision throughout the entire event.

The Organiser/LOC is responsible for engaging the necessary insurances for the organisation and the procedure of the Event including transportation, liability and cancellation insurance.

The Organiser/LOC commits itself to the protection and promotion of the World Skate Europe Brand.

The Organiser/LOC commits itself not to hosting other sport event during the period of the Championships, included one week before and after its conclusion.

The Organiser/LOC commits itself to accept and respect all World Skate Rules and Regulations including the Data Protection Policy.

The Organiser/LOC acknowledges and accepts the differences between the Bidding Application and the Contract.

Application is explanatory, the Contract contains all duties and obligations to be fulfilled.

ANNEX 1.

APPLICATION FORM
SPEED EUROPEAN CHAMPIONSHIP 202__

The undersigned:

Date and place of birth:

Street:

City:

Country:

Wants to present the proposal for the assignment of the organisation of the 202__
Speed European Championship.

DECLARE

- To be the legal the representative of _____
- To attach the application dossier
- To fulfil all the points described in the Speed European Championship Event Manual
- To submit the economic offer as requested in point 7.11.3 Fees

City and date

Signature and stamp

Signature and stamp of the
National Federation



WORLD SKATE EUROPE

SPEED

TECHNICAL COMMISSION

WSE

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