



# EPFA CLUBS CUP



## INITIAL BID PROCESS



This **Official Bid Document** has been created by EPFA for all European NOPF interested in hosting the EPFA club competition event, **EPFA Clubs Cup 2023**.

It gives all basic information, recommendations, advice and minimal needs in all points of the organization for the event. This document must be known, accepted and respected by all NOPF members before sending their hosting proposal. This document specially concerns the **EPFA Clubs Cup 2023**.

**The complete requirements are written on the “EPFA Clubs Cup 2023 EVENT REQUIREMENTS”**. The host must ensure that the event will meet all the Event Requirements as written on this document.

### **How to be a host candidate?**

To be a candidate for hosting the **EPFA Clubs Cup 2023**, you must:

1. Have the support of a European NOPF. The NOPF must be a FIPFA member.
2. Complete the application below and email it to [sports@europeanpfa.com](mailto:sports@europeanpfa.com)

**All candidates must be declared before 1<sup>st</sup> November 2022.**

**EPFA will announce its final choice on 1<sup>st</sup> December 2022.**

### **Date**

The next **EPFA Clubs Cup** should take place between **September and October 2023**.

*The exact dates MUST be approved by EPFA, and we request that the host offers different options if possible.*

### **Proposed Event Schedule**

- DAY 1: Arrival (pm)
- DAY 2: Training and Classification
- DAY 3: Training and Classification (*Optional: Opening Ceremony & Opening match*)
- DAY 4: Competition Day 1 (proposed)
- DAY 5: Competition Day 2 (proposed)
- DAY 6: Competition Day 3 and Closing Ceremony (proposed)
- DAY 7: Departure (am)

### **Location**

The host must ensure the location meet the Event Requirements (**See document**)

All these venues must be completely accessible and separated by no more than 30 minutes' maximum driving distance. Airport should be no more than one hour from facilities.

### **Pre event site visit**

The host organization will fund an EPFA delegation to visit the host city (maximum of two delegate), including flight, accommodation if needed and meals. They shall visit and validate all proposed venues (sporting and accommodation) that will be used for the competition.

If any venue is declared unsuitable, the host organization will propose an alternative solution.

### **Delegations**

The **EPFA Clubs Cup 2023** will host **6 club delegations** but could be up to a **maximum of 8 club delegations** within the new countries. The EPFA Clubs Cup is part of the new club competition for developing and new Nopf. **A maximum of 22 people can be part of a delegation. Delegation is only meant to be for players, their personal assistant (1 per player unless there is extra medical requirement) and staff (coach, assistant coach, medical assistant, Technician/Mechanician).**

Each delegation will have to pay an entry fee:

- Club Entry Fee: **€100.00**
- Delegate Fee (per person): This cannot exceed **€630.00 (€105.00 per day)**

This price must include expenses for all meals from lunch at day one (1) to last day breakfast, ground transportation and accommodation on double/twin room for official members of each delegation.

### **Organizational Committee**

EPFA will ask the host nation to form an official Organization Committee with different people responsible for every part of the events organization. EPFA will appoint a member of the ExCo to be part of this group. Other EPFA staff will be in contact with this Committee in order to be aware of the organization advancement and to answer questions when required.

EPFA suggests a minimum of the following roles:

- Finance
- Accommodation
- Transport

EPFA will be in charge of everything linked with the games, schedule and sport's organization.

### **Communications**

All communications, artwork and promotions regarding the **EPFA Clubs Cup 2023** **MUST** be discussed and approved by the **EPFA Communications Director**, [communication@europeanpfa.com](mailto:communication@europeanpfa.com)





**EPFA Clubs Cup - 2023**  
Initial Bid Process & Application



Bank Account Details	
Name and address on Account:	
Account Number:	
Sort Code:	
IBAN	
SWIFT CODE	

You will also need to provide EPFA with copies of:

- Provisional Event Budget (see draft of budget with items required)

Please email this form, along with all supporting documents to:

**EPFA Sports Department Director**  
[sports@europeanpfa.com](mailto:sports@europeanpfa.com)

