

EPFA **CLUBS CUP**



EVENT REQUIREMENTS

SPORTS VENUE REQUIREMENTS

Number of Pitches

The competition will require a minimum of two (2) competition pitches. These will be required for the full duration of the event. However, if the competition format allows it as a 6 teams tournament, we could be using only one (1) pitch. This shall be discussed with the EPFA Sports Director.

The use of one (1) pitch will be required prior to the event to be used as a training facility for all teams. This pitch may be located within a different venue but not more than 30 min from the actual competition venue.

Pitch Requirements

All pitches used during the duration of the tournament must be full size pitch in accordance with the current International Rules and Regulations of the game. The size of the pitch that the game will be played on is 30 m x 18 m (98-1/2 ft x 59 ft), full size of pitch.

All pitches used during the tournament must be the same size and this includes pool pitches, practice pitches as well as pitches used during the final stages of the competition.

All teams must have access to a full size pitch prior to the tournament as well as during the whole tournament. When a practice session is scheduled for a given team they must have at least half of a full size pitch for the session.

Surface

The surface of the pitch must be hard, smooth, and level for easy manoeuvrability of the Powerchairs. The use of wood or artificial material is recommended. Concrete or tarmac is not allowed.

Markings

- **The pitch will be marked by the EPFA officials** unless it has been discussed differently before the event (could be discussed during the onsite visit).
- The tape must be provided by the host organizer. The colour of tape being used for marking the pitch will be discussed with EPFA prior to the event.
- The pitch is marked with lines which belong to the areas of which they are the boundaries.
- All lines are 5 cm (2 inches) wide.

Officials' Area

An area at least 2 m (1 yd) wide is placed around the entire perimeter of the field which allows the manoeuvre of the chairs and the officials.

Pitchside Technical Areas

The technical areas lateral limits are from the goal line to the halfway line or 1m (1 yd) from the scorer's table and extends forward to the edge of the officials' area.

Additional requirements and restrictions concerning the technical area will be discussed with the EPFA Sports Director.

Spectators Area

- There must be a designated Spectators viewing area with a capacity for a minimum of 250 for all feature (semi-finals and final) matches.
- All other competition fields should have a Spectators viewing area with a capacity for a minimum of 100. These must also have adequate facilities to accommodate a large amount of Powerchairs.
- All spectators must be restricted to an area no closer than 4.00 metres from any part of the field.

Non-pitchside Technical Area Requirements

Each team must be allocated a technical area for the duration of the tournament that is the different to the pitchside technical area.

Within a team's technical area there must be sufficient space to store all (Minimum 8) Sports Chairs belonging to that team as well as tools etc.

Within a team's technical area there must be sufficient capability to charge all (Minimum 8) Sports Chairs belonging to the team.

Speed testing area

A permanent speed testing area must be provided for the duration of the tournament that is not part of pitches so that it can be used by teams before and after matches.

There must also be an allocated secured room for the storage of official equipment required to run the event.

Classification

Throughout the tournament the Classifiers must have sole access to a room in order to classify athletes prior to and during the tournament. This room must be secure and confidential and provided for the explicit use of the Classification commission and classifiers.

The surface of the floor must be hard, smooth, and level for easy manoeuvrability of the Powerchairs. The use of wood or artificial material is recommended. Concrete, tarmac or floor with carpet is not allowed.

Host must provide tools such as cones (10-20), flat ground markers (8-16), footballs (1-2).

Meeting room for Officials

Throughout the tournament there must be a number of meeting rooms available for use:

1. The Competitions Commission Tournament Panel must have unrestricted access to a meeting room throughout the tournament.
2. The EPFA Executive must have unrestricted access to a meeting room throughout the tournament.
3. The Competition Officials must have unrestricted access to an additional room throughout the meeting.

Added to the meeting room, there must be an area where EPFA officials could have access to a small office with printer. This should ideally be close to the pitches.

Score Board

For the benefit of spectators and coaches, a visual scoring system must be maintained. The score board must be visible at all times from the team technical area.

Clock

For the benefit of the spectators the score board must include a game clock (unofficial).

Score Table Officials

- Each match must have a score table with two (2) officials. One of the Official must be appointed by EPFA. The second one could be a volunteer who has already done official table in other event; it must be validated by EPFA, final choice will be made by EPFA.
 - One who keeps unofficial time and maintains the Score Board.
 - One who controls the EPFA/FIPFA Score Sheet, EPFA/FIPFA ADDENDUM SHEET, validates score sheet as well as ensuring that the score sheets are signed by the coaches and referee and player of the match selections are made

Livestreaming

An dedicated area for Livestreaming and interviews must be organized. EPFA will be in charge of Livestreaming. Host must organize the area with tables and enough electric power. It is important that a dedicated Internet connection for the livestreaming must be in place for the event.

Ball People

- Each Match must have ideally four (4) Ball people assigned to retrieve the Ball when it leaves the field of play.
- These Ball People must have had adequate training to ensure they do not interfere with the game, but aid in the quick resumption of play when required.
- All Ball-People will be under the control and instruction of the Match Referee.

Volunteer Uniform

- All volunteers that are involved in any Match or administrative role (i.e Score Table Officials, Ball People) **MUST** be clearly identifiable.
- Ball-People will wear a uniform consisting of matching shirt and shorts/pants.

Footballs

For the **EPFA Clubs Cup** the balls will be new and not previously used. For the medal games, new balls will be used for each game.

Practice on the Competition Field

For the EPFA Clubs Cup all teams must have access to the competition playing field for a minimum of one (1) hour practice prior to the start of the competition on the same playing surface that the competition will take place on. EPFA will be organizing schedule of practice.

Pre-match Warm Up time

The court must be prepared at least thirty (30) minutes prior to kick off to allow teams an on the field Warm Up opportunity.

Note about the competition venue

The competition venue(s) must be have several accessible toilets and various changing rooms for teams and referees.

Equipment requirements

EPFA will provide the following equipment for use at the **EPFA Clubs Cup** event:

- Speed Test “Rolling Road” machines (one or two depending of the number of teams and pitches)
- Goalpost if needed
- Match footballs

ACCOMMODATION AND MEALS REQUIREMENTS

Accommodation Requirements

All members of the teams must be accommodated in accommodation that is accessible and meets the needs of the participants.

If it is not possible for all players to be in a room with accessible bathrooms each team must have a minimum of one (1) completely accessible room for team use.

It is preferable where possible for teams to be accommodated in blocks of accommodation together.

Within the accommodation there must be areas for teams to socialize and relax in where there are no problems with interfering with other guests/visitors at the accommodation.

All rooms should be available on double/twins base. If possible, single rooms should be available on special request from officials or delegation member. Extra costs for single occupancy will be financially supported by officials and delegation.

Note about hotels

EPFA requires accessible hotels for each delegation with a minimum of **one (1)** completely accessible for wheelchairs with bathroom usable for each delegation in each hotel if all the delegations can't be lodged in the same. Hotels must be in a 30 minutes driving distance from the competition venue. All the hotels booked for the event will be verified by an EPFA delegate during an organization visit prior the event.

If bathroom are not completely accessible at hotel, Sports venue should offer changing room with accessible shower to be used by the delegations.

Onsite at accommodation there must also be at least one (1) room set aside for team meetings, executive committee meetings, etc. and must operate on a booking system.

Medical Equipment

The host organization must provide different medical equipment for the delegations.

Delegation shall ask on its registration form for Medical bed, Special mattress, Hoist or shower chair. They should be able to rent medical equipment at a decent price. Any other medical equipment needed by delegation member will be discussed with the host but it's not the host responsibility to fully comply to special needs.

At the sports venue, the host must provide hoist for free to be shared by the delegations (minimum 1 hoist to be used by 2 delegations).

Hall for meals, ceremonies and closing party

EPFA recommends the use of onsite large and accessible hall with a minimum of 200 people capacity for meals, ceremonies and closing party of Clubs Cup. If not available onsite, the hall shall be within a 30 minutes driving distance from the competition venues for the respect of the schedule. In this case, it will be the responsibility of the host to have sufficient ground transportation available for the respect of schedule.

Lunches on the Competition Days should be delivered directly into the competition venue. If lunch are delivered somewhere else, it should be by walking distance or the host must ensure that sufficient ground transportation is available.

An opening ceremony shall occur on day 3.

A closing ceremony on Day 6 before or during the dinner should be organized by the host in collaboration with EPFA for the official award ceremony and can be followed by a friendly party.

Dietary Requirements

The host organization must ensure that meals are provided in an accessible area both at the accommodation and also at the playing / training venues.

The meals provided must be well balanced and nutritious and enable the athletes to sustain a high level of work intensity over the period of the tournament.

It is also essential that the meals provided takes into account any and all special medical dietary requirements that may be required by individual athletes. Delegation will be asked to give any special medical requirement at least 6 weeks prior to the event.

Medical Requirements

The host organization must have a suitable hospital including Accident and Emergency facilities located within a reasonable distance from the playing venue. The hospital must offer comprehensive medical service (including 24- hour emergency treatment) on a priority basis for all Designated Persons. Such service should comprise general medical as well as specialist expertise and a proven track record in treating people with physical disabilities and complex needs, as seen as in Powerchair Football participants.

In addition the host organization must provide adequate named resources to deal with emergencies on site during the tournament.

There must be a clearly defined protocol that is followed when medical emergencies arise that is transparent for all people involved.

The host organization must ensure that all participating teams are informed of all medical and insurance needs within the host country at least 3 months before the opening ceremony.

It is of extreme importance that all participating teams have adequate and appropriate medical and health insurance in place prior to travelling to the tournament.

GROUND TRANSPORTATION

The host organiser is responsible for organizing all ground transportation during the event.

It shall include transfer from/to airport/train station to hotel for every member of the delegation and for every officials. It shall also include all transfer from accommodation to sports centre.

It is the host responsibility to make sure everybody shall be able to be on time for games as for meals, and to make sure also that people don't have to wait too long at airport on arrival and departure.

INSURANCE

Individual Insurance

The host organiser is responsible for verifying that individual participants of delegations have provided their own individual accident, health, travel and civil liability insurance.

Event Insurance

In addition the host organiser must ensure that insurance coverage for sporting events appropriate within the legislation of the host country has been obtained to cover the participants, the Federation and its agents.

An "Event" insurance **MUST** be in place for the **EPFA Clubs Cup** event.

This must cover any eventual possibility of any damage, accidents in the gym, problems with transportation etc.

Proof of this Insurance Policy **MUST** be submitted to the **EPFA Sports Department Director** (sports@europeanpfa.com) prior to the commencement of **EPFA Clubs Cup**.

COMMUNICATION

All the official communication tools used for the **EPFA Clubs Cup** must be validated by EPFA and will be integrally financed by host nation. EPFA will bring some banners to be set up at the venue and visible on livestreaming as some Advertising wall to be used for interviews.

Any Sponsorship and advertising logos that may be present during the event cannot be against the legal requirements of the host nations and cannot be considered offensive by EPFA or any nations involved. Any such Logos will have to be removed before participation in any part of the **EPFA Clubs Cup**.

All communications, artwork and promotions regarding the **EPFA Clubs Cup** **MUST** be discussed and approved by the **EPFA Communications Officer**, communication@europeanpfa.com

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.

FINANCIAL REQUIREMENTS

The host organisation must bear the financial responsibility of ensuring that the competition runs on time and to budget.

Organisers

The following costs shall be borne by the organisers. All expenses in the host country in connection with the matches, including:

- Expenses for all meals (starting with lunch on official day 1 until breakfast on day of departure), ground transportation (including transfer from airport/train station to hotel and back at departure, all transfer from hotel to sports centre if needed) and accommodation for **official members of each delegation** (not to exceed 22 person per delegation, accommodation based on double room)
- Expenses for all meals (starting with lunch on official day 1 until breakfast on day of departure), ground transportation (including transfer from airport/train station to hotel and back at departure, all transfer from hotel to sports centre if needed) and accommodation for **EPFA Officials including Competition Panel** (EPFA Sports Director and two (2) EPFA ExCo representant, EPFA Head of Referee, EPFA Chief Classifier, one (1) FIPFA representant if Event is FIPFA sanctioned, Host Organiser). Note that depending of organization and flight schedule, Officials from EPFA could arrive one day earlier and expenses should be supported from day of arrival. Accommodation based on double room.
- Expenses for all meals (starting with lunch on official day 1 until breakfast on day of departure), ground transportation (including transfer from airport/train station to hotel and back at departure, all transfer from hotel to sports centre if needed) and accommodation for **EPFA Match Officials** (number of persons to be defined according to the format of competition, accommodation based on double room)
- Expenses for all meals (starting with lunch on official day 1 until breakfast on day of departure), ground transportation (including transfer from airport/train station to hotel and back at departure, all transfer from hotel to sports centre if needed) and accommodation for **EPFA Classifiers** (number of persons to be defined according to the format of competition, accommodation based on double room)
- Expenses for all meals (starting with lunch on official day 1 until breakfast on day of departure), ground transportation (including transfer from airport/train station to hotel and back at departure, all transfer from hotel to sports centre if needed) and accommodation for **2 EPFA Livestreaming officer** (accommodation based on double room)
- Cost of playing venue
- Cost of event insurance
- Cost of conference rooms
- Cost of advertising and communication tools
- Uniforms for volunteers
- Pre event site visit for two (2) EPFA members including flights, accommodation and meals during the stay.

EPFA

EPFA will support the financial expense for the following :

- Basic event EPFA branding
- Event Live Streaming costs, including flights for two (2) person
- Cost of Medals and Awards
- Competition footballs
- 2 sets of goalposts (if NOPF doesn't have these)
- Speed test machine
- Uniforms for competition staff
- Flights cost for EPFA ExCo, Referees and Classifiers.

Participants (Teams)

The following costs shall be borne by the delegation :

- Travelling expenses of the delegation from home to the place where the competition is held.
- All expenses for health and accident insurance. The organizer cannot be held responsible for accidents or illness, unless caused by negligence.
- EPFA Competition Entry fee.
- Delegates fees for official members of each delegation (including players, 8 maximum), personal assistant (1 per player unless required for medical purpose), coaches, team manager, technician, medical staff. Each participating nation may not have more than 22 in their official delegation. A delegation must not include extra family member or supporter. The delegation must include only people which are team related (Players, carers, coaches, technical, manager).*

Note : **All the members of a delegation must be over 16 years old.** Extra Relatives and supporter are not allowed to be part of the official delegation and would have to link with organizer to see the options available in terms of Accommodations, meals and ground transportation on their own responsibility.

Sponsorship

EPFA recommends that organising committee's/organisations actively seek out sponsorship for events. Not only to reduce the financial burden but also to raise awareness of powerchair football and to create events capable of showcasing the sport on an ever increasing global stage.

If the organising host intends to seek financial support from EPFA or FIPFA to run this competition a detailed request must be submitted along with the sanctioning application form.

EPFA will support host organisations in seeking sponsorship. If an organisation however is intending to approach a potential sponsor that may be in conflict with a current EPFA or FIPFA sponsor then agreement must be sought to ensure EPFA and its current partners are aware of this and prevent potential issues.

Any profit arising from the competition shall be shared 60:40 in favour of the organising host and EPFA.

EVENT WITHDRAWN

In the event that the tournament is withdrawn, then the host organiser shall reimburse EPFA all costs that have been incurred by EPFA (costs to be clarified) and shall reimburse invited countries the delegation fees already paid, except the first deposit (usually 1000€) which is non-refundable.

OFFICIAL MEMBERS

The **EPFA Clubs Cup 2023** event will require the following:

- 3 EPFA Executive
- EPFA Guests (Number to be defined, these will be funded by EPFA or externally)
- 7 Referees (6 + 1 Head Referee) if playing on one (1) pitch, 13 Referees (12 + 1 Head Referee) if playing on two (2) pitches.
- 5 Classifiers (4 + 1 Chief Classifier), could be different depending of the number of players needing classification
- 5 Competition Tournament Panel members

AWARD SPECIFICATIONS

EPFA Clubs Cup Trophy

- Perpetual EPFA Clubs Cup Trophy will be provided by EPFA.
- The winning club will be presented with a small replica award to retain and mark their achievement.

Event Awards

Player Awards

- Winner Medals for Players and Coaches
- Runner-Up Medals for Players and Coaches

Individual Awards

- Player of the Tournament - *decided by votes from official score sheets **
- Top Goal Scorer *

Team Award

- Fair Play Award - Decided by EPFA ExCo *

**Financial responsibility for the above Event Awards is borne by the Host nation.*