



EPFA CHAMPIONS CUP 2024

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 Champions Cup 2024**.

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 Champions Cup 2024**.

The complete requirements are written on the “EPFA Champions Cup 2024 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 Champions Cup 2024**, 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

All candidates must be declared before 1st December 2022.

EPFA will announce its final choice on 1st February 2023.

Date

The next **EPFA Champions Cup** should take place between **March and October 2024**.

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 Champions Cup 2024** will host **10 club delegations** within the best countries in Europe. The EPFA Champions League is the main club competition in European zone. **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 Champions Cup 2024** MUST be discussed and approved by the **EPFA Communications Director**, communication@europeanpfa.com

Application

This **Official Application Document** has been created by EPFA for all European NOPF interested in hosting the EPFA club competition event, **The EPFA Champions Cup 2024**.

Host Organisation Details	
Name of Organisation	
Supporting NOPF	
Main Contact Name	
Main Contact Email	
Main Contact Telephone	
Organisation Address	
Other Contacts Name – Email address – Phone number	

Event Details	
Proposed dates:	Arrival Date: Departure Date: Duration:
2nd option Proposed dates:	Arrival Date: Departure Date: Duration:
Host City	
Competition Venue Name & Address	
Accommodation:	<input type="checkbox"/> On site <input type="checkbox"/> In City Name and address :
Closest Airport:	



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

