

## ANNEX Nr.1

### The guide of organizing the stages.

As EGBL is held in different cities and countries for each country (even a town) has its own culture, and traditions, then it can lead to confusion of organizing stage (accommodation, meals, and other organizational matters). Therefore, EGBL management defines **14 points** to be observed of organizing the stages. Please, be kind and understand the tips of organizing the stages, so that together we can make the season of high quality and it would be great to visit each other's cities.

#### Obligations of the organizers:

1. **At least** 30 days before the stage to send information for teams (hotel, gym - address, transfer - coasts, contacts) and communicate with teams coming to the organized stage to clarify/specify the following:
  - Team willingness to come;
  - The date, time and place where the team arrives and where you should welcome the team;
  - The number of people of the delegation;
  - Please try to help with the paperwork (such as making visa and so on).
2. **Provide** the transport:
  - If a team arrives in the same city as the tournament transport must be free of charge - from the airport / bus station / train station/ to the hotel - the day of arrival and the day of departure;
  - If a team comes to other city (not the one where the stage will be held) from the airport / bus station /train station to the city where the tournament is being organized, the team must pay for the transport.
3. **Provide** separate transport or free public transport to the games and after the games if the gym is located more than 1500 m away from the hotel.
4. **Prepare** information guides to give to the coaches and to heads of delegations with the information needed – game schedule, city maps, information with gym and hotel address and numbers and any other information needed.
5. **Hosting** 14 persons in addition to 1 referee starts with the teams arriving (it is day before the competition starts, total 3 nights and 9 meals), being able to go to hotel from 15:00 o'clock. If the team arrives before 15:00, to try provide accommodation as soon as possible. Meals for the teams start with the arriving day's (first day) dinner until the last day's (fourth day) lunch. In the last day of competition teams leave hotel rooms until 12:00, but the organizer guarantees 1-2 rooms for storage.
6. **Make** sure that the meals will be in good quality so that the players can have food enough to be able to play all games with a lot of power. Good breakfast, lunch (with 3 dishes) and good dinner.
7. **To host** the teams in the hotels or hostels where is comfortable to stay in:
  - Athletes need to sleep on a bed, up to 4 people in one room, except in cases previously agreed with the management of the EGBL;
  - Provide 1 single room and 1 double room for each team;
  - Please be sure that there is hot/cold water, showers, toilets and also please be sure that the temperature in the rooms is +18 +20 degrees (especially in the winter).

8. **Provide** the gym where:
- Gym what is under conditions of FIBA (also the height of the baskets);
  - It is totally safe for players;
  - There is a place for spectators;
  - Scoreboards and 24sec. is working;
  - Flags of the tournament member states must be displayed in the gym.
9. **Provide** to every game:
- Table officers;
  - Referees;
  - The Online statistic using FIBA *LiveStats* program;
  - Water for the players (minimum 9 liters for every team, every game);
  - Medical staff.
10. **The protocol** of statistics must be sent every day to – [alvis@eybl.lv](mailto:alvis@eybl.lv) (especially if there is some mistakes or problem with the statistic).
11. **Awarding:**
- Medals, cups – for teams taking places from 1 to 3;
  - Cup for teams taking places from 4 to 8;
  - Cup and gift for MVP of the tournament;
  - Cup and gift for 5 stars of the tournament ("All STARS");
  - Cup and gift for the best players of the teams (8 prizes); („TEAM BEST PLAYER”);
  - Recommended - individual commemorative prizes for all tournament participants with EGBL logo and tournament personalization (EGBL logo, date, place, etc.);
  - Tournament organizers have the right to increase the number of prizes;
- Additional prizes in the Super Final:**
- Prizes for winners of 1-3 places, all players and head coaches;
  - Award for the most productive players of the season ("BEST SCORER");
12. Tournament organizers provide the photographer and send the photo within 3 days after the tournament to: [alvis@eybl.lv](mailto:alvis@eybl.lv)
13. Super Final organizers provide the finals games live.
14. Stage organizer provides EGBL management of accommodation and meals for up to 4 persons.

President of EGBL

Igo Zanders

