



EYBL EVENT MANUAL 2021

The complete guide to organizing an EYBL Central Europe stage

Introduction

As EYBL is held in different countries, cities and for each country (even a town) has its own culture and traditions, our aim is to avoid any confusion of the organizing standards of a stage (accommodation, meals, and other organizational matters). Therefore, EYBL management defines **the following rules** to be observed and kept as reference points of organizing stages. We offer our experiences for new organizers of EYBL CE stages, so that together we can make your tournament of high quality and at every participant's satisfaction.

1. Advance communication with teams must contain :

- At least **30 days before the stage** sending out exact information for the teams (hotel, gym, transfer, contact and addresses) and communicating to the teams coming to the organized stage to clarify / specify the following:
 - o Date, time and place, means of transport how/where the team arrives
 - o Number of people of the delegation
- Please try to help with the paperwork (such as making visa and so on) if necessary
- Provide transfer if necessary on the day of arrival and departure
 - o If the team arrives to the host city, from the airport / bus station / station to hotel / gym **transfer within the city (including city airport) should be free of charge**
 - o If a team comes to other city (not the one where the stage will be held) from the airport / bus station / station to the city where the tournament is being organized, **the team should pay for the transfer**
- **special requirements on food/diet and accommodation**
- Send out your **bulletin** of the tournament in email for the participants

2. Accommodation :

- Accommodation for team members and staff (normally around 120 guests) must be **at least 3 star hotel** – Dormitory excluded or has to be approved by EYBL CE headquarters.
- Maximum 4 people in one room with ensuite bathroom
- If the teams are accommodated in more than one hotel , the level of the hotels must be equal
- Hotels must be less than 15 minutes walking distance to the gym and food , if the hotels are more remote, you have to organize transport for the teams
- Organizers are responsible only for team members' accommodation. For parents and fans you can advise hotels but you are not responsible for them.
- Each team can bring 15 team members. Extra persons must be paid by the guest teams.

3. Food and beverages :

- Organizers are responsible for 9 quality meals all together – as (3) meals per day: breakfast, lunch and dinner in sufficient quantities and guaranteed for the tournament participants (players and team officials, EYBL representatives as well)
- Emphasis should be placed on providing food that is suitable for youth basketball players, and which also takes national eating customs into account.
- Menus should be designed to be nutritious and tasty. **Variety** and quantity is also very important.
- Contents should include:
 - **Breakfast:** Cereals (at least two (2) types), bread, croissants or muffins, yoghurt (natural and fruit flavours), honey, fresh fruit (at least three (3) different types of fruit, but bananas should always be included plus two others), fruit juice (orange juice or other), marmalade, butter, jam, eggs, milk, coffee and tea. Drinking water must be provided to the teams.
 - **Lunch and Dinner: Hot meals are necessary each time.** Pasta (plain) and rice must be served during every lunch and dinner and the types must vary each day. Different types of meat including chicken, fish (without bones) should be available, normally meat at lunch time and pasta plus meat at dinner. There must be some salad with lettuce, tomatoes, cucumbers, cheese, and vegetables. Also, meat and fish can be combined with potatoes (fried, mashed or boiled), eggs (fried and boiled). Desserts. Fruit juice and bread should also be available during lunch and dinner. Drinking water must be provided to the teams.
- The timing of meals must be flexible for all games and should be pre coordinated with each team representative to ensure that the players eat at the correct time in relation to their travelling and game times. It should be noted that some evening meals may be required late at night after the last match and the catering must be aware of this and able to provide fresh food as these times as well.
- A sufficient supply of mineral water, juice or soft drink should be made available for the players at meals.
- A sufficient supply of mineral water, one (1) bottle of soft drink and coffee and/or tea per person should be available for the team officials.
- **Also sufficient water supply during the games for each team with at least 1 litre of water per person per game is required.**
- All expenses related to food and beverages as outlined above shall be covered by the organiser.
- All required extra meals, drinks and extra services shall be provided and charged to the team/official/staff in question.

4. Gym :

- must be FIBA approved and also approved by EYBL headquarters
- with at least 2-400 visitors capacity
- with scoreboard
- with at least 4 changing rooms plus one referee room
- with one interview room
- min 20 C degrees during each games
- with capacity parking of buses
- high speed internet connection (at least 20Mbps uploading speed)

5. Coaches meeting (optional, advisable for the first round stages):

- Informal meeting for coaches and staff to get together, share ideas of basketball, networking, making friends...etc
- We propose coaches meeting to be held after the **first game day in the evening** in or walking distance to the hotel.
- Food is not necessary, only some snacks and drinks should be provided.

- The date, time and place of the coaches meeting must be announced in the tournament bulletin.

6. Referees :

- **We want to draw your attention to the experiences that the level of referees has a great impact on the final quality of the tournament.**
- We also propose each team to bring one referee with them. For guest referees food and accommodation must be provided but no payment is due.
- The referees must be experienced on international level of the age group.
- Only official referees are allowed to work on EYBL stages.
- On each game **there must be minimum two referees.**
- **Above U16 age groups and specially in Junior age group there must be 3 referees per game !!**

7. Technical issues :

7.1. Table officials:

The table officials shall have the following qualifications:

- **at least 3 people** for each game
- sufficient number of staff to ensure the quality table management all the time
- have experience with high-level games.
- at least one person, who speaks fluent English.
- have experience with the equipment in use.
- **The main organizer is not allowed to be on the table officials list !**

7.2. Statisticians:

- At least 2 person per game
- with knowledge and experience in FIBA Live stats operation
- at least one person with national licence
- statistic sheets must be printed and provided for the teams during and after the games

7.3. Video streaming and personnel

- at least 6 people for the tournament
- at least 2 people per game
- in a rotation where one person is doing maximum 3 games per day
- at least **20 Mbps uploading speed** wire internet required
- laptop and camera can also be provided by EYBL headquarters

7.4. In emergency :

- First aid (MFA licence or similar), doctor or ambulance must be present on all the games with direct contact to the local hospital and ambulance units able to handle serious injuries as well.

7.5. Transport and other organization issues :

- **Provide separate transport** or free public transport to the games and after the games if the gym or catering is located more than 15 minutes walking distance away from the hotel

- Please make an information bulletin which can be sent to the coaches and to the heads of delegations with the information needed – game schedule, city maps, gym and hotel address, phone numbers and any other necessary information.
- **Remember**, that hosting every team (15 persons) starts with the teams arriving (day before the competition starts). The hotel has to be available for the teams 14:00 o'clock on the day of arrival. If the team arrives before 14:00, try to provide accommodation as soon as possible.
The end of hosting is at the last day of the tournament.
Meals for the teams start with the arriving day's dinner until the last day's lunch.
- **Awarding :**
We suggest in the first and second rounds: 1x Team MVP trophy per team, 1 x MVP per tournament, 5 x All Star Team members per tournament. (So total number of trophies : 9+1+5)
Please put on the EYBL logo on the trophies! You can download EYBL logo from the website : http://www.eybl.lv/new/ce_docs.php .
In the second rounds: Additionally we ask you to present the top 3 teams with medals for each member of the teams. (3*15 medals) and cups for 1st, 2nd, 3rd teams of the group.
- **Photographer:** we upload and share the games' photos on the Facebook site of EYBL CE. The photographer should be a professional or be experienced in sport / basketball photographing. Please share the photos every evening with us.
- **Speaker** is not required (only if you want introduction before the games)
- **National flags** and **EYBL Logo** must be presented in the gym. National anthems are not necessary but if they are played then only on the first day are advisable.
- **Opening and closing ceremony:** opening ceremony is optional, but closing ceremony is difficult as the teams want to go home as early as possible. After their last game each team is to be presented separately.
- **Game breaks:** Due to the tight schedule we suggest to keep 10 minutes half time breaks and 15-20 minutes warm up breaks between the games. Please communicate the break-rules to the team officials.

We wish you a great tournament! Let's be understanding and kind to each other! Let's welcome each other and make great basketball!

Good luck to everybody and have great wins!

