



PROCEDURE FOR TAKING OVER AND ORGANIZE A CEB COMPETITION

The National Federation sends to CEB General Secretary the official request to organize an event. This must include the name of the event, the dates, the city, the address and name of the venue, and the number of billiards. If the National Federation transfers the organization to a third party or a billiard club this must be specified in the application. Photos of the venue can be attached to the application. The exact address of the venue can be communicated later. Deadline: end of June for the next sport season (September 1st to August 31st).

CEB reserves for itself the right to propose different dates, in any case the date must be approved by the CEB. CEB Board will examine the application and give a positive (or negative) answer. In case of positive decision CEB will send a document to be signed by the national federation and sent back to CEB. This document contains the main information about the event, the detailed and specific instructions for the preparation of the event and the financial conditions. After receiving the signed agreement CEB will publish the event in the calendar and send the invoice for the organization fees in the appropriate time, normally not before the start of the concerned sport season (1st September). After the publication on CEB calendar the national federation is fully liable concerning the realization of the event and all the matters connected. CEB is not liable for any misbehave of a third party organizer.

AGREEMENT BETWEEN CEB AND A NATIONAL FEDERATION FOR THE TAKING OVER OF THE ORGANIZATION OF A CEB COMPETITION.

By signing this document in the last page the National Federation takes over the organization of a CEB competition and guarantees the full compliance to the following agreements and all CEB regulations.

Here below the term “ORGANIZER” is referred to the National Federation. The ultimate responsible for this agreement is always the National Federation, even in the case that the organization is transferred by the national federation to a third organizer.

MAIN INFORMATION

NATIONAL FEDERATION:.....

THIRD PARTY ORGANIZER:

CITY:.....

DATES:.....

VENUE NAME/ADDRESS:.....

NUMBER OF BILLIARDS:.....

NAME OF THE COMPETITION:.....

RESPONSIBLE PERSON FOR NATIONAL FEDERATION (EMAIL ADDRESS):.....

RESPONSIBLE PERSON FOR THIRD PARTY ORGANIZER (EMAIL ADDRESS):.....

FINANCIAL CONDITION:

- The organizer accepts to pay to CEB the organization fees according to the invoice deadline.
- Normally in all EC and CDE the CEB cashes in all the registration fees paid by national federations by bank transfer. In some kind of tournaments (Grand Prix) registrations fees can be paid on site directly by the athletes to the organizers before the start, in this case this is indicated in the information page.
- The organizer takes in charge the total amount of prize money. It is the organizer responsibility to pay-out all the prizes to the athletes: for the 4 medal winners it must be paid immediately after the award ceremony, for all the other prize winners it is paid as soon as possible after the end of the round in which they are eliminated. Prize should be paid by cash to the athletes; exceptions are possible since in some countries there are limitations to cash payments, this has to be announced in the information page. Payments to federations are possible. The organizer federation is liable for all financial matters and local taxes.
- [Link to the prize money table for season 2024-2025.](#)
- Special financial conditions may be agreed between CEB and the organizers. [Link to the CEB financial conditions for organizers.](#)

LOGISTIC INFO AND THE VENUE:

- The exact address must be communicated to CEB not later than 12 weeks before the event or before the opening of the registrations. The chosen location should always be an easy to reach city with one international airport nearby.
- The organizer must provide logistic information that will be published on the competition info page. This document must contain: an “how to reach” document with directions about the nearest airports and best means of transportations to reach the city and the playing venue, a list of nearby hotels possibly at walking distance from the venue, with or without special conditions for players, distances from the hotels to the playing venue should be indicated. The organizer may arrange for a shuttle service available from/to airports for those interested (it has not to be necessarily a free service). Other information about the venue and the city (i.e. restaurants services available in the venue, places of interest etc..).
- The organizer takes in charge the setting up of the venue, billiards, adequate lights, space for spectators. Each billiard needs several electric plugs for score laptop and score screens. Each table need the chairs for the players and a small table for playing accessories, water etc. A small table and a chair is needed for the score laptop and the marker. The score screens (with the time clock when requested) must be positioned close to each table and clearly visible for the athletes. Long cues and extensions must be available in the playing arena.
- The venue must be adequate to the event (at least 2mt between and around billiards).
- CEB flag and participating nations flags must be exposed in the venue. National anthems of the participating nations must be available for the award ceremony.
- Organizer must provide and bear the hotel cost for 1 CEB delegate on a B&B basis. For European Championships, Coupes d’Europe and CEB Grand Prix it is for the entire duration of the competition plus 1 day before and 1 day after. For Open and Invitation tournaments it’s not an obligation for CEB to send a delegate, in any case it will be only for the last 2 days.
- Organizers must provide to CEB a contact to a local responsible for any organization and logistic issue.
- Water must be available on the players tables during the matches.
- The billiards must be cleaned (vacuum) each day and at the end of each round. Balls must be cleaned after each match.
- Background music is allowed in the arena at a not disturbing low volume.

SPONSORING MATTERS:

- CEB main sponsors logos must be visible in the venue and in the TV set by flags, banners or printed material. CEB partners have the right to the 50% of all banners in the playing arena and around the tv table. Logos and images of competitors of CEB partners should not be visible in any promotional material related to the event.
- Cloths and balls official supplier stickers must be applied on the camera exposed side of billiards. Logos of competitors must be removed from the sides of the billiards. Iron-on logos of CEB official supplier must be applied on cushions upon CEB request.
- All logos will be provided by CEB or by CEB partners. **Link to shared folder with all CEB logos and partners logos: [For Event Organisers - kDrive by Infomaniak](#). For each competition CEB will inform the organizers about the exact list of logo to be used.**
- Official poster must be sent by the organizer to CEB for approval, not later than 1 month before the start of the event. It must contains logos of CEB and CEB official sponsor and partners. CEB logo and CEB partners logo must be well visible, in a prominent position and of an adequate size. The list of sponsors will be provided by CEB in due time. The poster must be in 2 version: one A4 vertical shape and one A3 horizontal shape (in PDF and JPEG format).
- Organizer is free to add his own sponsor to the official poster except for cloth and balls providers competitors of the CEB partners. The same is valid for the advertisements in the venue. Organizer sponsors in the official poster cannot be of a bigger size compared to CEB and CEB main partners logos.
- CEB and CEB partners logo must be present on any printed or digital material, in any internet publications and promotional materials and promotional videos related to the event. CEB and CEB partners must be tagged on Facebook posts connected to the event.

TECHNICAL MATTERS:

- The organizer must provide the needed number of referees and scorekeepers: normally 2 referees will operate on each billiard : 1 refereeing and 1 marker. A 50% more will be needed for rotation. Their recruiting, wages and all other related costs are in charge of the organizer federation. It is not an obligation to employ only CEB referees.
- The organizer must provide the tournament director. The tournament director must send results to CEB Sports Director after each round of matches. Results will then be published on CEB website. CEB will provide an excel sheet for results recording. In addition the organizer can also use his own scoring and results service. The tournament director or referees will check the dress code of the athletes before the start of the first match. The tournament director can't be a participating athlete.
- CEB can send a technical delegate to act as tournament director upon the request of the organizer. In this case all costs for travel, hotel and meals are charged to organizer.
- The competition must take place strictly observing all the CEB Regulations and particularly the concerned Tournament Rules.
- As a general rule the CEB Sports Director will take care of the athletes registrations, the confirmation of the participant list and reserves, the making of groups. In particular cases the organizer may be responsible for collecting the registrations and for groups making, under the supervision of the CEB Sports Director; in any case this must comply with all CEB regulations.
- Organizer must prepare a tournament schedule and a training schedule. Training normally takes place the day before the start. Schedules must be approved by CEB Sport Director before the publication. Deadline for schedules: one week after that groups are published.
- The competition has to be played on the brand new materials provided by CEB partners. These materials are for the exclusive use of the tournament and the athletes training, no other use is allowed before the athletes training will start.

MEDIA AND BROADCASTING.

- Organizer must provide daily to CEB Sport Director and to CEB Media Responsible the photos of the event and players action. Immediately after the award ceremony the organizer must send to CEB Sport Director and CEB Media Responsible some good quality photos of the podium. Hiring a professional photographer is a good option.
- The organizer takes in charge a forfeit transport fee for the broadcasting service. This fees includes: transports costs for equipment and crew, free score service, free video productions, video feed and multi score for local casting on big screens, HD-SDI signal provided on-site for one local TV to be deal by the organizer with a local TV. The broadcaster can provide webcams, laptops and remote controls for score keepers for each billiard. The video streaming can be broadcasted free on internet or on-demand, this is decided by the broadcaster or is subject to particular agreements.
- The organizers provides for meals and hotel cost of the broadcasting crew (15€/meal/operator and rooms cost).
- The organizer must grant a dedicated and stable internet connection with almost 3 Mbps upload speed per billiard. Organizer must provide HDMI screens for score service, one for each billiard. Organizers must provide a cabled LAN environment for each billiard. A small room is needed for the broadcasting equipment. If a multicam TV table is foreseen, it is needed a bigger space around it for the TV set.
- Media rights for all CEB competitions belong to CEB.

BENEFITS FOR ORGANIZER:

- Cloths and balls: 3 months before the start of the tournament the organizer will provide to CEB the instructions for the delivery of the goods (colour of the cloths, detailed address, contact person, telephone number and email address of contact person). The organizer will confirm the goods have been correctly received without errors or damages. In case of problems the organizers informs CEB immediately. The number of cloths and balls provided corresponds to the number of billiards used in the competition.
- Medals and/or trophy are provided by CEB (for ECs: 1 Gold, 1 silver and 2 bronze; for Coupe d'Europe 1 trophy; for GPs trophy must be provided by the organizer).
- The Organizer gets non-exclusive media rights (TV) in his own country.
- The organizer gets free video production and free score system.
- CEB will promote the event on CEB web & social channels (CEB website, Facebook, Instagram).
- The date is protected on CEB calendar.

CANCELLATION OF THE EVENT:

Once the event is published the organizer can cancel the event exclusively for "force majeure". In this case the organization fee will be refunded. In all other cases of cancellation of an event from CEB calendar by decision of the organizer the organization fees will not be refunded, or must be payed if the payment has not yet occurred. In case of cancellation by the organizer of a competition where an organization fees is not due a penalty of € 1500 will be applied.

CEB is not liable for any direct or collateral damage or consequences arising from the cancellation of a CEB event.

Signature of National Federation

Signature of CEB Secretary General
