

**CEB Requirements on Championships and Tournaments
Applications and Organization****At the latest 14 months before the scheduled date of the event**

- Binding application of the local organizer at the national billiard federation.
- Binding application of the national billiard federation at the CEB.

At the latest 13 months before the date of the event

- CEB answers bindingly to the application to the applying national billiard federation.
- The national billiard confederation gives an answer or makes an agreement, respectively, with regard to the taking over fees etc. etc. with the local organizer.
- The CEB sends the invoice for the taking over fee to the national billiard federation

Between the 13 and 11 months before the date of the event

- The national billiard federation pays 50 % of the taking over fee to the CEB.
- After receipt of the payment the CEB will put the event on its world calendar of dates and will give a protection of the date.

At the latest 4 months before the date of the event

- The national billiard federation pays 50 % of the taking over fee to the CEB.

At the latest 12 weeks before the date of the event it has to be sent to the UMB

- Exact name of the tournament (so far as authorized by the statutes)
for example

**Marco Polo
Grand Prix Artistic**

- Exact name and address of the venue with telephone, fax and e-mail
- Contact person of the organizer with telephone, fax and e-mail
- Nearest international airport / national airport and information about the distances to the place of the tournament.
- Possibly references with regard to the shuttle service from/to the airport/train station, if existing. Also if applicable between hotel/venue/hotel.
- Nearest train station with regard to the place of the tournament and information about connections from the airport and from the next long distances train station.
- Important road connections to the place of the tournament.
- Tournament hotels with complete addresses, telephones, faxes and e-mails * hotel special prices * special booking codes * possibly target dates for bookings * possibly special booking forms.
- Patron with title of the event, if existing
- Planned times for training and place of the training
- Planned official opening (can also be after the beginning of the tournament).
- If existing, the address of the internet site for the event.

- Logos of good quality of sponsors etc. (jpg or gif format) which shall be put on the official tournament result service. This will automatically be put on the internet of the CEB after each playing round and will also be automatically distributed by mail to given distribution lists, for example, the press, the federations etc.
- Distribution list (e-mail) of the organizer in order to include it into the automatic CEB information distribution system.
- Possibly offers of accompanying programmes of the organizer on the occasion of the event.

At the latest 10 weeks before the date of the event

- Announcement/invitation by the CEB takes place on the internet with e-mail reference to the federations etc.
- The inscription form for the event will be put on the CEB internet.
- A link to the internet appearance of the organizer for the event, if existing, will be put on the CEB internet site, so that it can be seen very well (with a button). Can also happen earlier in case that the details of the organizer will be there beforehand.

Between the 10th and the 6th week before the date of the event

- The federations/sportsmen/sportswomen inscribe themselves on the internet for the championship.
- All persons inscribed receive a CEB confirmation about their inscription by e-mail.
- The organizing national federation announces the sportsmen/sportswomen of his wildcards.
- The incoming inscriptions will be checked, processed, and registered by the CEB.
- The electronic data processing programme of the result service will be individually prepared by the CEB for the event.

After 6 weeks before the date of the event

- The organizer receives the names of the participating sportsmen/sports-women and the name/names of the officials from the CEB.
- The participating sportsmen/sportswomen and the initial list of rankings with various tournament information will be put on the CEB internet. The federations etc. receive an e-mail information about this.
- The electronic data processing programme of the tournament and the result service will be prepared for the initial situation of the current tournament.

At the latest 4 weeks before the date of the event

- Notification by the organizer to the CEB of the two local tournament directors (at least one of them should have PC user experience and should speak English) who are taking charge of the tournament direction from the side of the organizer together with the CEB tournament director.
- Notification of the referees who will be brought into action with surname and first name, if it is wanted from the side of the organizer, that those are also appearing in the official time- and tournament-scheme. In case that special referees, for example, for the final etc. are planned, then this has to be indicated correspond-ingly with the announcement.
- Confirmation of the organizer to the CEB that a permanent internet connection (DSL) by plug connection (not WLAN or the like) will be available in the office of the tournament director.
- Information of the organizer about the PC with a screen of at least 17 inch and a DVD/CD drive / burner which will be available for the tournament direction. This one must have at least a Pentium 3 processor a working memory capacity of at least 1024 MB. The operating system has to be Windows XP. The following programmes have to be installed: -- M. Internet explorer
-- M. Outlook
-- M. Word

- M. Excel
- M. Access

Notification of the organizer which type of colour printer (DIN A 3) for the printing of the timetables and tournament-plans as well as of the result service will be available on the spot.

After 2 weeks before the date of the event

The CEB sports manager sends the prepared tournament programs by e-mail or by post to the organizer. That for security reasons, in case that something unforeseen will happen. The program must not be used by the organizer before the official beginning of the tournament. Otherwise it could become useless.

The organizer receives from the CEB as well just in case a CD/DVD with all national anthems of the nations which are taking part and of his native country. But he is free to use anthems of other sources or live.

After 3 days before the date of the event till the end of the event

The CEB tournament director will arrive in good time, so that he will be at the venue in the afternoon two days before the beginning of the event at the latest, in order to be able to make all preparations. Then the two tournament directors of the organizers should also be present and the technology has to be usable on the spot.

A room B & B in the hotel of the sportsmen/sportswomen has to be placed free of cost at disposal of the UMB tournament director till his departure (at the latest on the 2nd day after the end of the tournament).

Further references which have to be taken into consideration:

It is only allowed to use billiard tables which are in accordance with the international norms.

Only those cloth and balls have to be used which are admitted by the CEB for the event. Those have to be demanded in good time from the responsible trader/importer of the country. If such a person is not known, please address the national federation or the CEB

At the beginning of the event the cloth and the balls have to be straight from the factory / not yet played on/with.

Stickers of the cloth- and ball-producer have to be fixed on each side of the billiard tables. Those have to be demanded together with the materials. Otherwise report immediately to the CEB which will send them then.

On all sides of the billiard tables numbers have to be fixed which can be seen well. One has to be able to see the scoreboard belonging to it well.

On the table of the sportsmen/sportswomen a wash bowl for two sportsmen/sportswomen each, with at a time fresh water before each match has to be made available. Also fresh towels.

Non-alcoholic drinks for the sportsmen/sportswomen have to be made available on the table of the sportsmen/sportswomen during the match.

The lighting of the billiard tables should be exhaustively at least 800 LUX. The lamps have to be fixed like that, that no shadow forming of the balls is happening. The lighting must not be disturbing (blinding) for the sportsmen/ sportswomen in a sitting position at the table of the sportsmen/sports-women, either.

At least one long cue and a cue-aid have to be available in the hall.

More = better !

One flag of the CEB material sponsors each (cloth and balls) has to be put up so that they can be seen well in the tournament hall. The flags have to be demanded together with the material or can be obtained from the national federation. If not, the CEB has to be informed in good time.

Also the flags of the CEB and of the national federation have to be put up, so that they can be seen very well (stage). Those have to be demanded early via the national federation.

In the course of the sound of the national anthem of the organizing nation the CEB flag will be

hoisted after the official wording of the opening of the CEB delegate on the stage (or a similar place in the front of the tournament hall, which can be seen well). After the ending of the event this flag will be lowered again after the final wording of the CEB delegate in the course of the sound of the national anthem of the organizing nation.

For the presentation ceremony a victor's platform has to be ready. Also the national anthems of all participating nations and their flags (two times). The presentation ceremony will officially be carried out by the CEB delegate according to the given wording. At championships that one hands official CEB medals and diplomas and possibly cups over. Finally the national anthem of the winner has to be played. At the same time the flags of the medal winners have to be hoisted at a place which can be seen well.

In the tournament hall there is a ban on smoking and use of mobile phones. As far as the servicing with drinks does not affect disturbingly on the sportsmen/sportswomen such servicing is admissible.

For the tournament direction sufficient expendable items (for example printer paper, printing ink, printing colour etc.) have to be available on the spot.

A suitable surface (pin board) has to be available in a sufficient size for the notice of the notifications, the time-tables, the tournament- and the result-plans in front of the tournament hall.

The statutes of the CEB which are applicable to the event, have to be taken into consideration. Those are published on the internet of the CEB. Otherwise the decisions of the CEB sports director and on the spot in particular those of the official delegate of the CEB in connection with the official of the confederation are valid.