



### **PROCEDURE FOR TAKING OVER AND ORGANIZE A CEB-PREDATOR GRAND PRIX 3-CUSHION LADIES**

The National Federation sends to CEB General Secretary the official request to organize this 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. The CEB Board will examine the application and give a positive (or negative) answer. In case of positive decision CEB will send an official allocation letter which is binding and by which the National Federation is entrusted to organize the event and will publish the event in the CEB calendar. After the publication on CEB calendar the National Federation is fully liable for the realization of the event and all the matters connected. CEB is not liable for any misbehavior of a third party organizer.

#### **FINANCIAL CONDITION:**

- Organization fees: €500
- Registrations fees: free
- Prize money: the prize money is fully provided by the main sponsor.
- Organizer must provide and bear the hotel cost for 1 CEB delegate on a B&B basis for the entire duration of the competition plus 1 day before and 1 day after.
- The organizer must provide trophies for the podium players.
- The organizer takes in charge a forfeit fee for the transportation costs of Kozoom crew and equipments (300€).
- The organizers provides for meals and hotel cost of the broadcasting crew (15€/meal/operator and rooms cost).

#### **BENEFITS FOR ORGANIZER:**

- Cloths and balls are provided free by the CEB: 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. The cloths and the balls must be used as brand new for the CEB event. It's not allowed to play other competitions before the CEB event and the organizers must ensure that billiards are not familiar for any of the participants.
- 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.

## MAIN INFORMATION REQUIRED

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):.....

## ORGANIZATION GUIDELINES

### 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..).
- Duration 3 days, 4 billiards are required.
- 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. HDMI screens for the score must be provided by the organizer (with the time clock when requested) and 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 (or CEB logo on big banner) and participating nations flags must be exposed in the venue. National anthems of the participating nations must be available for the podium ceremony; all anthems can be downloaded from the [shared folder for organizers](#). The CEB delegate is the responsible person for the organization of the podium ceremony.
- 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. If the event is streamed live on internet the music must be free of copyrights. We can provide a free copyright playlist.

#### **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.
- This Grand Prix bears the name of a sponsor (Predator Grand Prix 3C Ladies). In this case the sponsor logo must be in a prominent position in the posters, in the playing venue, on publicity board around the table, in all printed material or digital materials related to the event published on internet and social networks.
- 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](#). 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 sponsors to the official poster except for competitors of the main sponsor and competitors of the cloth and balls official provider. 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 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.
- The CEB Sports Director will take care of the athletes registrations, the confirmation of the participant list and reserves, the making of groups. Athletes registrations are carried out by National Federations on CEB website and directly by athletes.

- 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 photos of the event and players action to the CEB Sport Director and to the CEB Media Responsible. Immediately after the award ceremony the organizer must send to the CEB Sport Director and CEB Media Responsible good quality photos of the podium ceremony. Hiring a professional photographer is a good option.
- The CEB provides a broadcasting service and the broadcaster can provide webcams, score laptops and remote controls for score keepers for each billiard; 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 basic 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 video streaming can be broadcasted free on internet or on-demand, this is decided by the broadcaster or is subject to special 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. The organizer must provide HDMI screen for the 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.
- All CEB events are normally broadcasted by video streaming on internet. Upon request of the organizer and under the agreement of the CEB the organizer may take care of the realization of a free video streaming service by himself with his own means and equipment, if he has the technical capacity. In all cases a live feed of the broadcasting must be provided to the official CEB broadcaster on request of the CEB. Special conditions may be agreed between the CEB and the organizer from case to case.
- Media rights for all CEB competitions belong to CEB.

#### **CANCELLATION OF THE EVENT:**

Once the event is published the organizer federation 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 by decision of the organizer without the CEB agreement the organization fees will not be refunded, or must be payed if the payment has not yet occurred; moreover, according to the CEB Statute, the CEB can take in charge the organization or entrust the organization to a third party; all costs arising will be charged to the non-organizing federation.

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