

Hosting Information IFA 2016 Fistball Masters' World Cup

CHAPTER I "Overview"

The IFA Fistball Masters World Cup (MWC) is an annual event for women and men aged over 35 years. The IFA 2015 Masters' World Cup took place at Llanquihue (Chile).

The event is dated 21.-23. October 2016 in Brazil.

Organiser is the International Fistball Association IFA.

Potential hosts could be a:

- national IFA member association or
- club or
- City in co-operation with a club.

The host is responsible and cost bearer of the preparation, organisation and running of the event. The host will be supported in the preparation and running of the event by the IFA Competition Manager. The tournament is managed by the IFA Technical Delegate.

Timeline

Call to bid publication:	5 February 2016
Information about intention to bid:	15 February 2016
Deadline for submitting bid documents including a provisional Budget:	29 February 2016
Bid review process by the IFA Sports Commission:	mid of March 2016
Awarding and announcing by the IFA Board of Directors (not later than):	end of March 2016

	QUANTITY	EXPLANATION	COST BEARER	FIXED COSTS
Teams	According to application	Traveling Expenses/ Accommodation/Full Board/Transfer to airport/train station etc.	PARTICIPANTS	
Transfer at Host City	Teams/IFA Representatives/IFA Honorary Guests/IFA Sponsors		HOST	
IFA Competition Manager	1	Traveling Expenses/Accommodation/Full Board to preparatory meetings and the event	HOST	
IFA Technical Delegate	1	Traveling Expenses/Accommodation/Full Board to the event	HOST	
IFA Representatives	Up to 3 (without CM und TD)	Accommodation/Full Board/VIP Accreditation	HOST	



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Treasurer: Franz Peter Iten | Chair of Sporting Commission: Winfried Kronsteiner

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IFA Honorary Guest	Up to 3	Accommodation/Full Board/VIP Accreditation	HOST	
IFA Sponsors	Up to 3	Accommodation/Full Board/VIP Accreditation	HOST	
VIP- Area		Seat Reservation Best Category/Full Board	HOST	
Preparation of the event		According to organisation plan	HOST	
Organisation of the event		According to organisation plan	HOST	
Running of the event		According to organisation plan	HOST	
Marketing and Broadcasting Rights		Exception PR IFA and IFA Sponsors	HOST	€ 2.000
Website		According to organisation plan	HOST	
Banquet	According to application	According to organisation plan	HOST	
Medals	12 of every category		IFA	
Balls	According to application		IFA	
Trophies	3 for teams ranked 1 – 3		HOST	
Presents	According to application		HOST	
VIP Tickets	Up to 5	for IFA	HOST	
Seat Tickets	Up to 15	Especially for IFA International Referees	HOST	

CHAPTER II "Event Organisation"

1. Forming of an Organising Committee:

The host has to establish an Organising Committee (OC) consisting of at least 4 people with special areas of responsibility.

Contact person for the OC during the preparation of the event is in particular the designated IFA Competition Manager (CM).

2. IFA Competition Manager and IFA Technical Delegate

The host will be supported during preparation and running of the event by and IFA Competition Manager.

The tournament is managed by the IFA Technical Delegate.

3. Cost of travelling and accommodation

The host bears

- travelling and accommodation expenses of IFA Competition Manager for up to 4 preparatory visits and the competition
- travelling and accommodation expenses of IFA Technical Delegate for the competition

CHARTER III "Court/Venue Management"

COMPETITION SITE (all venues)

4-6 courts – depending on applications

1. Grass

- plain, natural grass surface
- grass cut short (cf. guidelines of grass provider)

2. Marking

- white lines: 10-12 cm wide
- dashed lines: gaps of 0.50 m
- Zones according to regulations

3. Match equipment

- 4-6 sets of poles including protective
- 4-6 nets
- balls will be provided by IFA
- scales
- 1 pressure gauge
- 2 meter sticks

4. Barriers

Court fully surrounded by barriers.

5. Volunteers

Number of additional volunteers to be discussed between IFA and host.

Scoring

- Scoreboards: 1 scoreboard per court
- Additional boards: notice boards for results at several areas of venue.

Recreation Room

- Dressing room: for teams and referees

Moderation for every venue

- Stand: roofed
- Sound reinforcement: sound system, 2 microphones at stand
- 1 wireless microphone
- Playback device: according to state of the art
- Speaker: 1 speaker

Meeting Rooms

- 1 meeting room for up to 40 people

- IFA Office: 1 lockable room, 2 working stations, PC, Printer, Wi-Fi, LAN, Paper, 6 chairs

Medical Service

Medical Service present at venue for duration of event

Security

Host is responsible for the security at every event venue. Security service must be provided.

Liability Insurance

A liability insurance for every venue must be made by the host. The host releases IFA to the full extent from any liability, subrogation/recovery receivable.

CHAPTER IV "Accommodation"

- Delegations, IFA representatives and referees, IFA guests of honour or sponsors: 24 hours prior to the event (Opening ceremony or match 1) until 24 hours after event's end (banquet or last match)
Exception: IFA representatives that are members of the OC may ask for additional days for their preparation work. (to be discussed)
- 3*-Hotel Category minimum: single rooms (IFA representatives, referees, honorary guests and IFA sponsors)

CHAPTER V "Protocol Procedure"

Opening / Award Ceremony

IFA is responsible for the official Opening and Awarding Ceremony. Details will be discussed between IFA and host.

Awards / Presents

- IFA will provide the medals.
- 3 trophies for teams ranked 1-3 from the host
- Presents from the host for every participant

Side events

The host may organise side events at own costs.

Banquet

The host is obliged to organise a Banquet. Details will be fixed in the organisation plan.

CHAPTER VI "VIP-Area"

Organisation of VIP-Area

- Room or tent with sufficient amount of tall tables and tables and chairs

- Opening hours: 1 hour prior to the first game until one hour after the last game.
- Menu: served food and drinks
- Food: Morning-Finger food, Noon-Lunch, Evening-Dinner
- Beverages: Non-alcoholic Drinks, beer, wine, coffee
- Furnishing: Flowers, Decoration, IFA-Branding
- Access only with VIP-Accreditation
- Reserved seater at the stand (best category)
- Shuttle-Service to/from hotel

The concrete range could be reduced in discussion with IFA.

CHAPTER VII "Marketing/Media"

Promotion of the Event

1. Event logo

- Form: portrait and landscape format, as object-oriented graphics including gamut of colours
- Contents: official IFA event name
- Language: English, additional adoptions in German and national language including
- fixed guidelines for usage
- Date: right after allocation of event

2. Website

- Date: 12 months prior to event (minimum) respectively immediately after announcement of host
- Language: English, additional adoptions in German and national language
- Menu Items:
 - News – first page, to be updated regularly
 - Schedule – from IFA
 - Teams – presentation of participating teams, referees, officials
 - Results: updated right after end of match
 - Venue(s): Presentation and information about host city
 - Contact: Organizing Committee
 - Fans/Tickets: Side events, Ticketing information, Accommodation
 - Media: Press releases, reports, Photo-Download, Information on Accreditation
 - IFA Logos: on start screen, schedule, team information
 - IFA sponsors and partners: Sponsors' bar or page
 - Controlling: to be released by IFA before publishing
 - daily actual schedule

3. Print forms

3.1 Programme Brochure - optional

Specifications:

- Date: announcement of editorial deadline 2 months in advance.
- Language: English, additional adoptions in German and national language

Contents:

- President's preface
- Schedule – from IFA
- Teams – presentation of participating teams, referees, officials
- OC
- IFA Team – Competition Managers, Delegates, Referees
- Adverts: max. 4 pages - IFA, IFA-Sponsors
- IFA Logos: Front page, schedule, team information, IFA team
- Logo of ball producer: front page, main sponsors' page
- Controlling: to be released by IFA before publishing

3.2 Posters

Specifications:

- Language: national language, adoptions in English
- Date: at least 3 months prior to event, download from website
- size: minimum A3
- minimal version: front page of programme brochure (electronic version)
- Controlling: to be released by IFA before publishing

3.3 Other print forms or productions – folders, accreditation, adverts, etc.

- IFA Logo
- Controlling: to be released by IFA before publishing

Social Media

Accounts: Facebook, Twitter, YouTube, etc. are obligatory, to be updated regularly

The IFA- Communications Commission offers support concerning these tasks.

Further information see IFA paper „social media”.

Branding at venue

1. Centre Court

- Perimeter Ads: up to 5 banners for IFA, IFA sponsors: 4 m x 1 m
- Flags: perfectly positioned

2. IFA Branding at side events

IFA Branding must be made possible at every official event.

Marketing/Promotion

IFA transfers all commercial rights to the host for a fee of 2.000 Euro. They become due 1 month after the event at the latest.

The following rights remain with IFA:

- Perimeter ads for IFA or IFA sponsors (cf. chapter branding)

- IFA reserves the right of TV/Video/Internet-Productions.

The chosen ball manufacturer gets the following rights:

- Exclusive rights for event (no competing companies' products must be used, presented or sold at the event)
- Placement of information stand at every venue: This includes the possibility of selling appropriate products and merchandising material.
- Perimeter ads: 4 x 1m in size at every venue
- Event logo print at official balls
- Advert in programme brochure: 1/1 page
- Full integration as official sponsor: same rights as host's sponsors: website, graphic production, interview box etc.

Specific details to be negotiated between IFA and host.

Host sponsors must not be of political, confessional, ideological or moralistic nature. Promotion of goods of offensive nature is also prohibited.

Revenues from ticketing (incl. VIP-ticketing), sponsoring, catering, merchandising, donations and side events belong 100 % to the host.

Media/Press

1. Media Centre – Equipment

- Catering – beverages (coffee, soft drinks) and snacks (prob. VIP- Status)
- sufficient amount of workstations, power supply, EXCLUSIV press Wi-Fi with password
- Printer, scanner, photocopier, prob. notebooks
- 1 responsible volunteer
- Immediate result service (latest 60 minutes after end of the match) and pre- and after match information

2. Broadcasting/Stream-TV-Übertragungen

For every IFA event minimum standards are fixed. The streaming should be transmitted to one or more providers. Therefor an on site streaming administration with an exclusive, minimum 4 Mbit/second upload quality is necessary. No traffic limitation is accepted by the provider.

The connection of the streaming is via Ethernet, the network setup via DHCP. The streaming connection is required 1 day prior to the event. (Not necessary if a professional video production is bound by contract).

IFA offers support concerning software for TV-grafics.

Before the event, these specific parameters will be decided between the host and IFA.

Further information see appedix „IFA Videostreaming“.

3. Additional Specifications

- Access (free of rights) to photos, films taken by hosts for IFA
- parking for media

- **TV production: specification of TV rights (national/international) – Is there a host broadcaster?**
- **press conferences**

Approved by IFA Board of Directors at the meeting dated 15 January 2016.