



Specifications of the European Pétanque Championships

THE EUROPEAN CHAMPIONSHIPS

All European Championships shall be organised and celebrated in compliance with our Articles of Association, Championship Rules and these Specifications. These govern, among other aspects, all that which concerns the duration, the candidature procedure, the program, the ceremonies and the appointment of the host federation and venue together with the General Organisation of the Championship.

The Federation member that has been granted the right to organise the Championship must ensure that the venue complies with the obligations laid down by the Championship Rules and Specifications.

The Hosting Federation shall appoint, in consultation with the CEP Executive Committee or Technical Commission, an Organising Committee which will take the responsibility for the general organisation of the Championship.

The authority of last resort concerning the European Championships rests with the CEP Board of Directors.

OWNERSHIP RIGHTS

All European Championships are the exclusive property of the CEP, which owns all rights and data relating thereto. The Board of Directors shall have the exclusive right to transfer, sell and/or surrender totally or partially any of the CEP's Marketing and TV rights regarding for the European Championships.

FREQUENCY OF THE EUROPEAN CHAMPIONSHIPS

The CEP Board of Directors shall supervise the organisation of the following European Championships in the even numbered years:

- the European Championship Triples: Juniors
- the European Championship Triples: Women
- the European Championship Singles: Men
- the European Championship Singles: Women

in the odd numbered years:

- the European Championship Triples: Veterans
- the European Championship Triples: Men

and in each year:

- the European Cup for Clubs (EuroCup) Championship
- the European Championship Triples: Espoirs (Men and Women)

The Board of Directors may organise a "Precision-Shooting" Championship at each or any of these Championships.

The Host federation may choose the dates for these Championships subject to the approval of the CEP Board of Directors.

ORGANISATION

General

The CEP Board of Directors will entrust the organisation to a member Federation, but will remain entirely responsible for supervising and running the Championships and for the results

The host federation must complete and return a signed copy of these specifications along with any previous record of hosting a championship for consideration by the CEP Board of Directors. The CEP may send one or more members of the Board or Technical Commission to examine the proposed venue and accommodations.

The CEP will not receive a financial grant from the organisers of a European championship, but all grants, donations, revenue (entries, programs, refreshment bars, etc.) will remain acquired by the Organising Committee, except any which is specifically assigned for the CEP.

Even if a host federation is not directly the organiser of a European Championship, it nevertheless assumes the full responsibility of compliance with the requirements of the Specification and collaborates with the CEP.

The host federation, having taken all the necessary preparatory measures for the Championship competition shall submit, to the CEP President or General Secretary, a detailed programme conforming with the instructions given by the CEP Board of Directors.

No other competition may be organised at the venue during the Championship.

When the responsibilities of the Organising Committee have been assigned, the host federation will inform the CEP Board of Directors of the following:

- The name and contact details of the Organising Committee's President
- The name and contact details of the Organising Committee's Secretary
- The names of the remaining Organising Committee members
- The address of the "Championship" internet site, when published

The host federation, through the office of the CEP, will inform all participating Federations about the exact place, the programme (following a model from the CEP Technical Commission) and all hotel information (including rooms and meals), at least four months in advance in order to enable them to make the necessary travel arrangements.

Terrain and Site of the Championships

All European Championships will be played indoors unless otherwise agreed by the CEP Board of Directors.

The terrain on which any Championship of Europe is to be held must be approved by the CEP Board of Directors or Technical Commission.

The terrains must be sufficiently lit (300 lux on the floor and 1 000 lux for those which will be used for filming or television broadcasts).

The organising committee will need to provide in the vicinity of the terrain, the equipment, material and personnel necessary to modify the nature of the terrain and or to ensure their maintenance.

There should also be a suitable area specifically for spectators to watch the games.

The total of the lanes to develop, at a minimum, must be equal to half the number of the teams involved.

The Spectators are strictly forbidden admittance to the playing area and the playing area should be enclosed by barriers, which must be a minimum distance of 1 metre from the exterior line of the playing area.

The lanes must be defined by strings, the size of which must not interfere with the course of play. Each lane will be 15m long x 4m wide unless otherwise agreed by the CEP Board of Directors.

The Organisers will not install the terrains end-to-end. In the case where there would be several series of lanes, it will be necessary to provide spaces for movement wide enough between them.

At one end of each lane the organising committee must provide a score board and two chairs per team, specifically for the coach and the player, located on either side of the score board.

The Organisers or Host federation must provide drinking water free of charge for the participants during the period of the games.

Precision Shooting

It will be necessary to have a minimum of four lanes for the Precision Shooting championship, each to include:

- 2 black boules and 1 white boule, all size 74mm, weight 700gms and smooth
- 1 jack, preferably coloured blue
- A table with two chairs and pens
- A Score Board

Their installation will be decided on site with the officials of the CEP.

CEP and National Flags

The flag of the CEP will be placed in a premier position along with the National flag of the host federation and the National flags of the participating Nations, which will be placed in alphabetical order.

In addition to the CEP flag, the host federation must arrange for a banner with the inscription: "Nth European Championship (Men or Women or Espoirs or Junior or Veterans) ".

Control Table

The Organisers must arrange for a Control Table, the location of which will be decided on site with the officials of the CEP.

All necessary materials: notice board, loud-hailer/PA system, printer, paper, ink, Internet connection etc. must also be provided.

Advertising and Partners

The organisers will need to install the banners of the partners of the CEP and those of their own partners, which will not be competitors of those of the CEP.

The choice of partners of the Organisers will need to have received the approval of the CEP. In the case of filming for television, all the banners that will surround the framework of honour must conform to the specifications relating to the production of televised images.

Advertising around the playing area is permitted, subject to the rules and regulations in force with the Host federation, they must also comply with any sponsorship agreement in place with the CEP at that time.

Security

The host federation is required to ensure the venue and any parking facilities are secure and monitored day and night throughout the championships by suitable security services.

Parking

Sufficient parking spaces will need to be planned for the spectators.

An "official" parking area, located close to the venue, available for one car per team plus the cars of the officials such as the CEP President, Secretary, Treasurer, Control Table team, Umpires, Organising committee and any official guest.

Anti-doping Control

The Organisers must provide a suitable room reserved for anti-doping control and alcohol breath tests of players and coaches.

It is the Host federation's responsibility to make contact with their National Authorities or National Agency responsible for the fight against doping in sport and to arrange their involvement.

The CEP Medical Commission will advise the Organisers and CEP Board on all procedures and rules to be observed.

Emergency Services

A First Aid station must be installed in the vicinity of the terrain throughout the duration of the Championship. A request can be made to a specialised organisation and it will also be necessary to put in place a mechanism to obtain in the shortest possible time for the necessary rescue services, physicians, ambulance etc. to be on site when needed.

REGISTRATION

The registration of the delegations must be organised on the eve of the European Championship, preferably on the site of the competition, or at the hotel which will host the most delegations.

The CEP Treasurer will ensure each participating Federation has paid their fees.

The delegate of the CEP and/or the umpire of the championship will:

- Receive and check the licenses of the players and coach of each team, or the corresponding documents according to the regulations of the Federation in question. Note any changes in relation to the names sent previously;

- Save the name of the player who will participate in the European Precision Shooting Championship.

The passport or other document to establish the identity and nationality of each player and Coach can be requested.

The organisers will inform each delegation of the transport/shuttle times, a contact phone number and issue, where appropriate, meal vouchers and tickets for the closing banquet

A souvenir bag will be provided to each team which shall consist of at the least:

- An ID badge indicating the Head of Delegation, Coach or Player

- A program of the Championship for each delegation member

- A plan of the host city

- Information provided by the CEP

- Potential gadgets or partner/sponsors advertisements

The registration table will be equipped with a printer, connection to the Internet and equipment necessary to produce the ID badges.

Toilets should be located in close proximity and maintained in a clean and operating order. It is desirable that a site of drinks, or simple refreshments is provided near the registration area.

Transport/Shuttles

A shuttle service will need to be put in place to transport the delegations from the airport and/or the railway or bus station to the registration area and then to their different places of accommodation, but only those arranged by the organisers.

The organising committee will have to ensure the transport of the delegations and officials from the places of accommodation to the site of the competition if it is remote, and then to the airport and/or the train or bus station on the day following the end of the Championship. The delegations choosing not to take the offered package will need to make their own arrangements.

Program

The organisers are required to produce a program for the event, which will include at the least:

The names of the officials and umpires

The composition of the teams, if possible with individual photos

The composition of the Organising Committee

The Championship timetable

Photographs of the Executive Committee

Messages from personalities such as the CEP President, Host federation President, City Mayor.

ID Badges

All participants in the European championship will be required to wear a badge and/or a wristband to indicate what level of access they have. Each badge should indicate the name, first name, function and Federation of the holder.

There must be at least the following types of badges:

Delegates of the CEP, responsible for the Control Table, Umpire: *All access*

Heads of Delegation: *Access official gallery and VIP Lounge*

Players, Delegates: *Access to the Terrain*

Accredited journalists and photographers: *Access to the Terrain and Press area*

VIP: *Access official gallery and VIP Lounge*

Members of the organizing committee: *Access defined according to function*

The former members of the CEP Board of Directors, Umpires and Umpire Candidates for the examination of European Umpire must be given Free Entry to the venue of the Championship.

Accommodation

All participating Federations and their supporters are responsible for their own travelling expenses, accommodation and food.

However, the host federation must see to it that the hotel and meal costs are not excessive, whilst trying to give preference to group bookings.

The host federation must be prepared to help with the organisation of the accommodation for the visiting teams and supporters.

The host federation is responsible for the accommodation and meals for:

The CEP President (or representative) and two (max) other CEP Board members.

The FIPJP President (if they are present).

The host federation Umpires

Meals

The host federation will take in charge of the meals for the officials mentioned above from the date of their arrival until their departure, the Monday morning.

A meal service will need to be put in place by the Organisers, located near to the terrains and with the facilities and personnel required.

Each meal should be able to be served for a period sufficient to allow all delegations to take, in particular in the case where the games will proceed without interruption.

The choice offered will need to allow all delegations to feed themselves, in particular by proposing different dishes to persons not consuming certain dishes for religious or other reasons.

The water will be offered on table in sufficient quantity, but the organisers will be able to sell other drinks in the respect of the laws and regulations of the country.

CHAMPIONSHIP

Draw

The draw will be organised before the start of the championship and in the presence of the delegates of the teams. It may be conducted manually or by computer, but the result of the draw should be displayed.

If possible the draw may be organised on the eve of the Championship or at the end of any opening ceremony.

The full outcome of the draw will be made available to the teams in the information post boxes provided to this effect no later than the beginning of the competition.

Information Post Boxes

The organising committee shall install, in the immediate proximity of the Control Table, a series of post boxes, labelled with the names of each participating Federation, as a place for the results and the information notes to the delegations.

Notice Board

A notice board, accessible to the Delegations and to the public, will need to be installed for the announcement of the games, the results, the intermediate rankings, and, in general, all the information relating to the conduct of the championship.

Control Table

The Control Table will be installed in a location where access can be restricted to the delegates of the teams.

It will be staffed by the CEP Officials and with the collaboration of the Organising Committee, in sufficient numbers, will including the publication of information to the teams and to the press, to distribute the scorecards and flags of the teams.

Announcements will be made at least in French and in English and, if a translator is put at the disposal of the officials of the Control Table, in the language of the country.

The Computer Management of the competition will be ensured by the CEP. A printer and photocopier should be placed at the disposal of the officials of the Control Table, in particular to duplicate the results.

An electrical supply with multiple sockets to connect to a number of devices must be installed along with permanent access to the Internet.

The organising committee will supply the Control Table with the necessary hardware: tables and chairs, and office material: reams of paper, envelopes, pens, scissors, rolls of scotch tape, stapler.

A control device for testing boules should be made available to the Control table throughout the Championship.

Sound System

A sound system of sufficient power to cover all the areas of the Championship, the refreshment bars and spaces of relaxation, with two microphones (one wireless) will be installed at the Control Table.

Media

An area should be made available located in the vicinity of the terrain for the media with tables, chairs, power outlets and an internet connection.

Tickets

The organising committee will provide the edition of packages for the whole championship and, where applicable, of entrance tickets per day for the days of the competition, as well as the necessary staff for the sale and control at the entrance of the site.

If this action is delegated to a private body or exercised independently, the organising committee will have to include the above provision in the corresponding convention.

The Organising Committee may choose one or several partners to appear on the tickets, on condition that it is not of competitors with the partners of the CEP, and with, in any way, the agreement of the latter.

Presentation of Nations/Opening Ceremony

The teams will be aligned by alphabetical order and will parade behind a sign bearing the name of their country and their flag carried by the head of delegation, being announced by a presenter.

They will then line up on the terrain where they can be presented to the spectators and authorities present.

After the speeches of officials, starting with that of the CEP President or of the organising Federation and ending with two players and two umpires who will be successively called to the podium to take the oath of the players and that of the umpires, in French, English and if required the language of the host country. These oaths are contained in the Annex.

The President of the CEP or a high authority policy or sport from the host country, chosen by him, will declare then the Championships Open and we will sound the national anthem of this country.

The teams will then leave their location in order and, if the organiser has planned to conclude the opening ceremony by a show, they will be installed in a reserved area for them.

OFFICIAL CEREMONIES

Medal Ceremony

The medal ceremony involves the presentation of medals as follows:

- GOLD to the winners plus a European Championship shirt for each player
- SILVER to the runners up
- BRONZE to the two semi-finalists.

The same formula will apply to the finalists of the Nations Cup and Precision Shooting championship.

The organisers will provide the staff to put in place the podium and, possibly, safety barriers. The podium must not be accessible to persons other than the players and officials. There must be a wide free space in front of the podium taking spectators and photographers to a distance.

The podium must contain three levels, for the bronze medallists the platform must be of a size to accommodate two teams.

In a location close to the podium there should be four flag poles or other device that enables the raising of the four national flags of the medallists.

A wireless microphone will be available for the speaker and the organisers will have prepared the national anthem of the champions. During the raising of the Champions national flag their national anthem will be played.

The CEP can provide all the participants national anthems but it is recommended to have a CD with them as a backup.

Presidents Meal

This meal, for the presidents of the Federations or the heads of delegation, as well as the members of the CEP Board and the umpires is not mandatory. However, it can allow the exchange of gifts between the organisers and the participating federations, in order not to overload the evening of the closing banquet.

If held the Presidents meal should take place in the evening and, if possible, during an interval of the games.

Closing Banquet

Will be opened by the speeches of the personalities, the President of the CEP speaking last, then, before the meal, by the presentation of awards to the best teams. In this regard, the Organising Committee must provide at the least:

For the championship of Precision shooting:

- A Cup for each finalist and a cup for his federation
- A Cup for each player semi-finalist
- A Cup for each player Quarter Finalist

For the European championship teams:

- Four Cups for finalists, a cup for the coach and a Cup for their Federation
- Four Cups for players semi-finalists, a Cup for coaches and a Cup for the federations
- Four Cups, one per team for the losing quarter-finals

For the Cup of Nations:

- Four Cups for the finalists, a Cup for the coach and a Cup for their Federation
- Two Cups, one per team for the losing semi-finalists.

For the meals that will follow are invited:

The members of the CEP Board, the Technical Delegate and the doctor of the CEP, the Umpires and those officials of the Control Table.

Guests of honour may be invited at the initiative of the Organising Committee and, possibly, on the proposal of the President of the CEP.

Partnerships

The partners of the CEP are a priority at all European Championships. No banner, advertising in the programmes or on the site of the competition or any stand can be granted to competitors of the CEP partners.

The organisers of the European Championship must submit to the CEP the list of advertisers for agreement prior to publishing any material related to the European Championship.

A location may be required for the installation of a stand of the CEP.

The organisers may negotiate the installation of other stands, but they will always have to obtain the endorsement of the CEP.

For manufacturers of boules, the organisers will not be able to enter into agreements with those that are existing partners of the CEP to the exclusion of any other. However, they will be able to negotiate with each of them specific clauses for different exchanges of delivery, including the installation of a stand, which will be mandatory if it is provided for in the agreement between the manufacturer and the CEP.

TELEVISION

The CEP may entrust by contract the management of its rights to filming and photographic images to a communication company. It alone will be authorised to carry out or operate the filming of parties, by whatever means, including electronic, during a European Championship, as well as to manage the corresponding rights for all countries of the world, with the exception of the organising country for which this access is free, including for the images taken on behalf of the CEP.

The organising country has the obligation and duty to produce images for a broadcast television. In return, the CEP will give them free of charge the broadcasting rights for its championship. For this the country Organiser has the freedom to contract with the TV channel of its choice.

Note: The provisions of this specification may be modified at any time by the CEP Board of Directors in order to take account of certain developments or special circumstances.

Federation:

Signed:

Position:

Date:

Appendix 1: Protocols

The organisation must meet the following protocol for the presentation of the teams, finalists and for the medal ceremony.

Protocol Presentation of the final

The teams (players, coach, Head of Delegation) and the umpires are lined up at a chosen place to parade when given a signal

The Speaker:

Ladies and Gentlemen, The Confédération Européenne de Pétanque and the Federation NAME OF FEDERATION of Pétanque have the pleasure to present to you the finalists teams of the - TITLE - European championship YEAR

This final is between the teams of

NAME OF FEDERATION and NAME OF FEDERATION

Representing NAME OF FEDERATION

- 1.
- 2.
- 3.
- 4.

Coach

Head of Delegation

Representing NAME OF FEDERATION

- 1.
- 2.
- 3.
- 4.

Coach

Head of Delegation

The Umpires for this final are:

- 1.
- 2.

The President of the CEP Name of President and LIST OF VIPS will congratulate the teams

The jack for the finals will be thrown by:

Protocol for the Medal Ceremony

The flags of the medallists are prepared in the order required on the masts.

The players and they alone are aligned in the following order: the two teams third (semi-final), the Runners Up, the Champions.

They are preceded by (if possible) by 3 or 4 young people carrying the medals on cushions or other presentation and followed by the personalities to award the medals

With background music, the procession starts to follow a course which must have been made clear to all participants in advance.

The speaker begins...

Ladies and gentlemen, we now present the Medal Ceremony for the Confédération Européenne de Pétanque **TITLE** European championship of Pétanque

The players are aligned behind the podium corresponding to their place

The medal carriers are positioned to the side of the podium next to the speaker.

The presentation personalities remain at the beginning of the podium

The BRONZE medals will be awarded to the players by M.....

The Bronze medallists step up on the podium as their name is called.

Medals are presented.

The SILVER medals will be present by Mr

The Silver medallists step up on the podium as their name is called.

Medals are presented.

The Gold medals will be present by Mr

The Gold medallists step up on the podium as their name is called.

Medals are presented.

The Presentation party and Medallists stay in position for a group photo.

The presentation party step away to leave the Medallists in position for a group photo

The Silver and Bronze step away to leave the Gold Medallists in position for a photo

Appendix 2: Oath of Players and Officials

Players Oath

Will be presented in French and English, and if required the language of the organising country by players selected by the CEP.

Players Oath

In the name of all the competitors I promise that we shall take part in this European Championship of Pétanque, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of our teams.

Serment des joueurs

Au nom de tous les compétiteurs, je promets que nous prendrons part à ces Championnats Européens de Pétanque, en respectant et suivant les règles qui les régissent, en nous engageant pour un sport sans dopage et sans drogue, dans un esprit de sportivité, pour la gloire du sport et l'honneur de nos équipes.

Umpires Oath

Will be presented in French and English, and if required the language of the organising country by two selected by the CEP.

Umpires Oath

In the name of all the umpires and officials, I promise that we shall officiate in this European Championship of Pétanque with complete impartiality, respecting and abiding by the rules which govern them in the true spirit of sportsmanship.

Serment des Arbitres,

Au nom de tous les arbitres et responsables de l'organisation, je promets que nous accomplirons notre tâche au cours de ces Championnats Européens de Pétanque en toute impartialité, en respectant et suivant les règles qui les régissent, dans un esprit de sportivité.