



CHECK LIST

Overall check list for arrangement of European Championships with begin four (4) years ahead of the event.

Four years ahead

- * Formation of Organising Committee
- * Booking of venues or sports facilities
- * Negotiations with State and/or Community about support for the event

Three years ahead

- * Formation of Technical Committee
- * Contact with National Sports Federation about support for the event

Two years ahead

- * Possible formation of Honorary Committee
- * Posters for the event sent out
- * Invitation to competitions with time limits for entries sent out by the EDSO

One year ahead

- * Formation of Jury
- * Formation of Jury of Appeal
- * Bulletins start being issued with information about hotels, transports, schemes and so on
- * Technical Regulations sent out by the EDSO
- * Technical Delegate check out of venues or sports facilities together with EDSO Official.
- * Meeting with Technical Delegate, EDSO Official and Organisation Committee with detailed survey of the whole event with allocating of responsibilities.

1. Final for one year ahead

2. Organising Commission

01. _____
02. _____
03. _____
04. _____
05. EDSO Official: _____
06. EDSO Official: _____

3. Technical Commission

01. EDSO Technical official: _____
02. EDSO Official: _____
03. EDSO Official: _____
04. _____
05. _____
06. _____

4. Jury

01. EDSO Technical official: _____
02. EDSO Official: _____
03. _____
04. _____
05. _____



Organisation EDSO

5.	Honorary Committee		
01.			X
02.	Isabelle Malaurie EDSO President		X
03.		X	
04.		X	
05.		X	
06.		X	
07.		X	
	(on request further personalities)		
6.	Technical regulations		
01.	Survey and dispatch		X
02.	Setting up of a time schedule and inspection of the sports hall or stadium	X	X
03.	Checking and approval		X
04.	Comparison with the local conditions	X	
05.	Write to International Sport Federation (UEFA, FIBA and other) and ask for support		X
7.	Competition office		
01.	Computer with programme, printers for diplomas and results	X	
02.	Internet	X	
03.	Photocopiers	X	
04.	All flags of the participating countries	X	
05.	2 big and 2 small flags of the EDSO		X
06.	Room for the EDSO officials	X	
07.	Coffee machine, refrigerator and drinks as well as utilities	X	
8.	Daily bulletins (for all participants a.o.)		
01.	Name list of all athletes and officials	X	
02.	Starting lists after the draw or competition and match programme	X	
03.	Other information	X	
04.	Greeting by EDSO President	X	
05.	Passport photos of EDSO Officials and Technical Official for programme	X	
9.	Advertising and decoration		
01.	Posters in English and national language	X	
02.	Cover sheets for bulletins and results	X	
03.	Medals Gold Silver Bronze	X	
04.	Diplomas: 1st - 6th place	X	
05.	Total results: 2 copies for team	X	
	4 copies for EDSO EC	X	
	Information homepage and per mail EDSO countries	X	
	Email + Disket to EDSO homepagewebmaster	X	
06.	Daily of results on EDSO website	X	
10.	EDSO Officials		
01.	Accommodation a.	X	
	b.		
	c.		
02.	Expenses for travel/flight for the EDSO Officials	X	
03.	Boarding cost for the three EDSO Officials (or 60,00 Euro per day)	X	
04.	Expense allowance of the three EDSO Official	X	



(30 Euro per day)

05.	Other expenses of the three EDSO Officials	X	
11.	Names of the judges		
01.		X	
02.		X	
03.		X	
04.		X	
12.	Control of hearing aids		X
13.	Hearing tests – information of the hearing specialist	X	
14.	Daily transportation of the EDSO Officials	X	
15.	Transportation of the participating countries to the competition venues	X	
16.	Press / Media	X	
17.	Doping control		
01.	Name list of the doctors, OC assistances and EDSO Official	X	
02.	Premises and drinks	X	
18.	First aid service on all days	X	
19.	Information to hospitals and provision of translators	X	
20.	Information and invitations to all foreign embassies, consulates of the participating countries	X	
21.	Official reception by the official authorities (Major, Sports President and others)	X	
22.	Technical Meeting		
01.	Premises for approx. 50 persons	X	
02.	Provision of drinks	X	
03.	Black board, pencil paper and others.	X	
04.	Draw of the start numbers		X
05.	Payment of the participation fees and other payment to the EDSO		X
06.	Control of audiograms		X
23.	Medal ceremony		
a).	Awarding of medals only by EDSO Officials		X
b).	Announcement of results by the EDSO TO		X
c).	Handing over of diplomas by the EDSO TO		X
d).	Cups, honorary awards etc. by the OC (President, donors etc.)	X	
24.	Ceremonies according the regulation		
a).	Opening ceremony	X	X
b).	Closing ceremony	X	X
25.	Farewell party - banquet	X	



26.	Daily meeting points - Social evenings		X
27.	Honorary prices (cups, presents, remembrance gifts a.o.)		X
28.	Photos of all athletes and officials		X
29.	Differently coloured identity cards with photos		X
	a). Athletes	blue	
	b). Officials	green	
	c). EDSO Officials	red	
	d). Organising committee	orange	
	e). Honorary quests with honorary cards	white	
	f). 3 4 delegates from National Federation next European Championship	(red)	X
30.	Final balance of the European Championships (only for EDSO)		X
31.	Survey of the expenses for the European Championships (only for EDSO)		X
32.	Written report after the end of the European Championships		
	a). of the organising committee		X
	b). of the TO		X
	c). of the EDSO Officials		X
	d). protocol from the Technical meeting		X X
33.	Other organisations for help by the organisation		X
34.	Proposition and reservation of accommodation for all teams		X
35.	Arrival and departure		
	a). List with the arrival and departure time of the teams		X
	b). Transportation for Arrival		X
	c). Transportation for departure		X
36.	Interpreter for the EDSO Officials		X
37.	International Sport Federation Regulation in English language		X
38.	Participating registration		
	a). Preliminary registration		X
	b). Final registration		X
	c). Registration by name		X
39.	Protests		
	a). The official protest from of the EDSO must be used		X
	b). The protest must be submitted within one hour after the end of the race or match and a protest fee of 50.00 Euro must be paid		X
40.	Training schedule		X