



# HOSTING POLICY

# **DEAF CHAMPIONS LEAGUE**

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### **CONTENT**

<b>1. Key Terms</b>	<b>3</b>
<b>2. Bidding for the DCL tournaments – Football and Futsal</b>	<b>3</b>
2.1 Bids.	
2.2 Selection.	
2.3 Inspections.	
2.4 Dates of DCL tournaments.	
<b>3. Memorandum of Understanding</b>	<b>4</b>
<b>4. Organisation of OC and DCL for the tournaments</b>	<b>4</b>
4.1 The host's Organising Committee.	
4.2 Withdrawal.	
4.3 DCL.	
<b>5. Accommodation and transport for the DCL tournaments</b>	<b>6</b>
5.1 Accommodation and bookings.	
5.2 Transport.	
5.3 OC's responsibility.	
5.4 Accommodation for family members, OC, and guests.	
<b>6. Administration during the DCL tournaments</b>	<b>7</b>
6.1 Organising Committee.	
6.2 DCL.	
<b>7. Finances and prizes for the DCL tournaments</b>	<b>8</b>
7.1 DCL.	
7.2 Organising Committee.	
7.3 Trophies and awards.	
<b>8. Communication/Reporting with OC and DCL</b>	<b>9</b>
<b>9. Miscellaneous</b>	<b>9</b>
9.1 DCL Media.	

# **DEAF CHAMPIONS LEAGUE**

## **HOSTING POLICY**

### **1. Key Terms**

DCL = Deaf Champions League

OC = Organising Committee for the host club/federation

MoU = Memorandum of Understanding

TD = DCL Technical Director

FTD = DCL Football/Futsal Technical Director

TC = DCL Technical Committee

RLO = Referees Liaison Officer

### **2. Bidding for a DCL tournament – Football and Futsal**

#### **2.1 Bids.**

All propose bids from clubs and federations shall be sent to the DCL Secretary before the deadline dates, which are published on the DCL's website for each tournament (e.g. football, futsal, etc.)

Clubs/Federations sending their host bids to the DCL Secretary shall use a Host Bid form, which shall contain information such as;

- Airport locations and distances,
- Football pitches/Sports halls – locations and distances,
- Names of contacts and structure of the Host's Organising Committee (OC)
- Others

The bidding form is available on the DCL's website ( [www.deafchampionsleague.eu](http://www.deafchampionsleague.eu) ).

Each host bid shall submit a financial budget. An example is available on request from the DCL Treasurer if required.

## **2.2 Selection.**

The selection of the host club/federation for a tournament shall preferably be decided and announced at least 15-18 months in advance.

If there are no suitable bids, the DCL Board shall decide on whether to approach a club or federation with a view to acting as host for a tournament.

## **2.3 Inspection.**

The DCL Board/Technical Director (TD) shall arrange for an inspection of the venue as soon as practical after deciding on the successful host's bid. All costs for the inspection shall be paid for by the host club/federation's Organisation Committee (OC) for up to 3 DCL members (including a Media member).

## **2.4 Dates of DCL tournaments.**

The dates of the DCL tournaments shall be agreed between the DCL Board and the Host's OC with the tournaments generally to be held as follow;

- Futsal (Men and Women) - January/February.
- Football (Men and Women) - April/May/June.
- Football Under 21s - July/August/September.
- Futsal Under 21s - October/November.

## **3. Memorandum of Understanding**

When DCL declares a club/federation as host for a DCL tournament, a Memorandum of Understanding (MoU) shall be issued by DCL within 1 month. The MoU helps to clarify the rights and obligations for both DCL and the host club/federation.

## **4. Organisation of OC and DCL for the tournaments.**

### **4.1 The host's Organising Committee.**

The host club/federation shall appoint an organising committee (OC), which shall be responsible for organising the coordination of the tournament;

- Football pitches/sports hall and balls,

- Transport – to/from airport(s), to/from hotel and pitches/halls,
- Medical assistance/facilities
- Sign language interpreters,
- Food for DCL members, referees, and volunteers, etc.
- Meeting rooms and offices for technical meetings, DCL and Media.
- Others

This list is not exhaustive. A checklist is available on DCL website as guideline.

The OC shall include at least one DCL member and set up a communication group to keep in touch with planning and organising of the DCL event.

Accommodation will be organised by DCL, but this shall be confirmed in the MoU, especially if DCL require OC's assistance.

#### **4.2 Withdrawal.**

If the host club/federation withdraws from organising a tournament after the DCL Board has officially made an announcement (on website, social media, etc.), then a sanction must be paid to DCL as follows;

- 1000 Euros – More than 1 year before the start of the DCL tournament.
- 3000 Euros – Less than 1 year before the start of the DCL tournament.

Only the DCL Board can consider any protests from the host club/federation if their withdrawal is due to an unforeseen/unavoidable situation, which is outside their control.

#### **4.3 DCL.**

The TD (member of the DCL Board) shall appoint a Technical Committee (TC) for the tournament, which shall consist of,

- Technical Director (TD),
- Football/Futsal/U21 Technical Director (FTD),
- DCL Secretary,
- Referees Liaison Officer (RLO),
- Treasurer,
- a Media member.

The TD has the discretion to decide if more members shall assist in the TC, which should not exceed 10 members.

The TD shall lead the TC to ensure the DCL tournament is organised satisfactorily.

The FTD shall work on organising the DCL tournament in terms of inviting the teams, tournament schedule and the tournament draw.

The RLO shall work on the invitation of the Deaf referees (if applicable), the referees appointment schedule and liaise with the Referees Officer in the OC.

The Treasurer shall focus on the receipts and payments from/to teams before/during/after the tournament.

The Media Member shall work on organising the logos, poster and website of the event.

## **5. Accommodation and transport for the DCL tournaments.**

### **5.1 Accommodation and bookings.**

DCL shall reserve hotels as soon as possible in anticipation of the number of teams likely to enter the DCL tournament.

The hotels shall be within suitable distance to the football pitches/sports halls, with preferably a maximum of 45 minutes transport time.

DCL shall arrange for suitable booking forms so that teams and any guests can book their rooms with the chosen hotels.

All bookings shall be controlled by the DCL and the accommodation venue, unless an agreement is made between DCL and OC more than 6 months in advance of the DCL tournament.

### **5.2 Transport.**

The OC shall make every effort to arrange for suitable transport between the airport to the hotels, and between the hotels and football pitches/sports halls. The OC shall agree with DCL the arrangement and costings before informing the participating clubs.

### **5.3 OC's responsibility.**

The OC shall be responsible for the accommodation and transport costs for up to 5 DCL members and shall be clearly stated in the MoU. The number of DCL members shall be agreed with the OC and clearly stated within the MoU. The maximum number of nights shall be 8 nights and be in relation to the type of tournament (e.g. the length of the tournament is different for football men/women and futsal under 21s).

### **5.4 Accommodation for family members, OC, and guests.**

DCL members wishing to use a single room accommodation shall pay the extra costs themselves. The same applies if a DCL member wishes members of their family and guests to be present.

The OC members, guests and volunteers may use the same accommodation as selected for the DCL tournament and booking shall be made with the DCL.

## **6. Administration during the DCL tournaments.**

### **6.1 Organising Committee.**

The OC shall arrange for the following;

- Room(s) for the Technical Meetings
- Room(s) for the Annual/Extraordinary General meeting
- Room(s) for DCL administration
- Room(s) for DCL Media officers
- Sport halls/Football pitches

The OC can arrange, if they wish to, for a party to be held on the last night of the DCL tournament. This is OC's responsibility.

The OC shall be responsible for communicating with teams at the tournaments of the transport arrangements/schedules, and dealing with any transport issues, etc.

### **6.2 DCL.**

DCL shall be responsible for communicating with the teams at the tournaments of the fixtures and results of the tournaments, and the updating of any changes.

## **7. Finance and prizes for the DCL tournaments.**

### **7.1 DCL.**

The DCL shall set the tournament's entry fee, which shall be paid direct to DCL. Additional fees e.g. deposits, registration fees, etc. are DCL's responsibility.

Each player and official attending the tournament are required to pay the registration fee in accordance to the DCL General Regulations (Football and Futsal).

The DCL Shall administer the finances for the entry fees, registration fees, media fees and sanction fees.

### **7.2 Organising Committee.**

At least 1 year before the tournament, the OC shall send a financial budget to the DCL Treasurer of their proposed budget for the tournament.

The OC shall administer the finances for transport, and the football pitches/sports halls.

After the tournament, the OC shall send a financial statement confirming the financial status within 4 weeks following completion of the tournament.

### **7.3 Trophies and awards.**

The DCL shall be responsible for paying the prize money to the teams in the tournament.

The DCL shall be responsible for the following trophies/awards;

- 1<sup>st</sup> place trophy.
- Medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed teams.
- Best under 21 player trophy.
- Certificates for the participating teams and deaf referees
- Plaques for honorary guests, sponsors, collaborations, etc.

OC shall be responsible for the following trophies/awards;

- 2<sup>nd</sup> place trophy.
- 3<sup>rd</sup> place trophy.
- Best Player award.
- Best Goalkeeper award.
- Top Scorer award.

- Fair Play trophy (team).
- Plaques for honorary guests, sponsors, collaborations, etc.

Additional trophies/awards may be given by DCL and/or OC, but consultation and agreement shall be done before the tournament.

OC shall send a photograph of the proposed prizes at least 4 weeks before the tournament to the DCL Secretary for approval by the DCL Board.

OC shall be responsible for additional trophies/awards in the event of joint winners (e.g. Top Goals Scorer), of which they are responsible for as stated in 7.3 above.

## **8. Communication/Reporting with OC/DCL.**

Communication between DCL and OC, and amongst the members of each committee shall be by various methods as deemed appropriate (e.g. Emails with letters attached, mobile phones, webcams, and meetings, etc.).

## **9. Miscellaneous.**

### **9.1 DCL Media**

DCL Media shall contact the host's OC to make an agreement as to what media services are to be provided prior, during and after the DCL tournament. The OC may arrange for their own media services, but agreement must be made with the DCL beforehand.

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