



**EVENTS  
HOSTING POLICY**



# ***DEAF CHAMPIONS LEAGUE***

## ***HOSTING POLICY***

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## **1. Key Terms & Agreement**

DCL = Deaf Champions League

OC = Organising Committee for the host club/federation

Organiser = Organising Committee for the host (club/federation)

MoU = Memorandum of Understanding

TD = DCL Technical Director

TO = DCL Technical Officer

RLO = Referees Liaison Officer

CO = DCL Coordinator

TC = DCL Technical Committee

MD = DCL Media

NDSF = National Deaf Sports Federation

EC = Executive Committee



### **1.1 Agreement - Hosting Terms and Conditions**

These terms and conditions are the terms on which we provide the DCL Events with the Organiser (i.e. Organising Committee, etc.). They apply to DCL and the Organiser. These terms supersede prior agreements.

These terms also apply to all Organiser of DCL Events. It is a condition that:

- you comply and ensure with these terms and conditions;
- you make sure that you are aware of these terms and conditions.

### **1.2 Grant of Organisation Rights**

The DCL hereby grants the Organiser (i.e. Organising Committee/host committee) the rights to organise and conduct the DCL event to be held at the agreed venue and dates as approved by the DCL and in pursuant to the terms and conditions set forth in this Agreement.

The Event (namely all competitions/activities that are organised by the Organiser) shall be organised and conducted at the sole risk and under the full and exclusive responsibility, and liability of the Organiser, including, but not limited to, all legal and administrative obligations, and all liability whether contractual or extra-contractual to third parties, including but not limited to all participants, teams, officials (whether appointed by the DCL or the Organiser), employees, contractors, agents, members of the public and all authorities whether national or local.

### **1.3 Obligations of the Organiser**

The Organiser undertakes to comply with the provisions following the document of agreement between both DCL and Organiser.

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

The DCL contact will be with the TD and/or coordinator by email.

### **2.1 Bids.**

All propose bids from clubs and federations shall be sent on FORM 1 to the DCL General Secretary before the deadline dates (see point 2.6), which are published on the DCL's website for each competition (e.g. football, futsal, etc.) that is approximately 2 years before the DCL event.

Clubs/Federations sending their host bids to the DCL Secretary shall use a declaration to agree as bidder and Host Bid form (**FORM 1**), which shall contain information such as;

1. Certificate of support from NDSF
2. Certificate of support from the Local Council or government
3. Video about city, stadium, pitches, press rooms, etc. (maximum 5 minutes)



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

## **2.2 Selection.**

The selection of the host club/federation for a competition shall preferably be decided and announced at least 18-24 months in advance from DCL Executive Committee.

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

## **2.3 Inspection.**

The DCL Board shall arrange for a one or two inspections 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 as Organising Committee (OC) for up to 2 DCL members for the 1st inspection and 1 DCL member for the 2nd inspection if it necessary.

As part of the inspection process, the OC shall submit the **FORM 2** about the management and coordination of the DCL event. See appendix for **FORM 2**.

1. A copy of affiliation to National Deaf Sport Federation (only for club or association).
2. A copy of official recognition as association/club/federation by the Local Council or government.
3. A copy of constitution/statutes of association/club/federation with their board.
4. Technical Questionnaire: Airport locations and distances, number of Football pitches/Sports halls – locations and distances, etc.
5. Media Questionnaire: filming equipment, website, material, graphics, live, etc.
6. Certificate of support from the Local/Regional/National Referees.
7. Contact and structure of the Host's Organising Committee (OC).

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

## **2.4 Draw.**

The DCL shall arrange for a draw of the competition at a venue to be chosen by DCL and held at least 4 weeks before to competition. All costs for the draw event shall be paid for by the DCL for up to 2-3 DCL members.

If the OC want to arrange for a draw of the competition at a venue, 4 weeks before the competition, then all costs for the draw event shall be paid for by the OC and includes paying for up to 2 DCL members.



## 2.5 Insurance

The OC shall purchase and/or maintain insurance policies covering, as a minimum:

1. Third Party Liability.
2. Legal protection against payment for damages.
3. Spectators (fans) and Sports Facilities insurance.
4. Other exceptional cases such as virus, etc.

The Organiser shall guarantee that such insurance policies provide for sufficient coverage and include insuring DCL and DCL's agents and officials.

At the request of the DCL, the Organiser shall provide certifies copies of insurance policies that comply with the requirements above, and evidence of the due and punctual payment of the insurance premiums.

## 2.6 Dates of DCL competitions.

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

- Futsal (Men and Women) - February.
- Football (Men and Women) - May.
- Football Under 21s - July.
- Futsal Under 21s - October.

The dates are flexible with maximum of 15 days before or after the month to host the competition.

<b>PROCEDURE</b>	<b>DEADLINE</b>
<b>Bidding for a DCL competition</b>	<i>2 years before to competition</i>
<b>Inspection of bids</b>	<i>24-18 months before to competition</i>
<b>Selection</b>	<i>18 months before to competition</i>
<b>Inspection of official venue</b>	<i>1 year before to competition</i>
<b>Draw</b>	<i>4 weeks before to competition</i>

## 3. Memorandum of Understanding (MoU).

When DCL declares a club/federation as host for a DCL competition, a Memorandum of Understanding (MoU) shall be issued by DCL after one month of 1st inspection or, as soon as practical before or after an inspection. 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 competitions.**

### **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 competition;

- Football pitches/sports hall and balls.
- Transport – to/from airport(s), to/from hotel and pitches/halls saving security for organisers, players and officials.
- Medical assistance/facilities.
- Sign language interpreters.
- Food for DCL members, referees, and volunteers, etc.
- Meeting rooms and offices for congress, technical meetings, DCL and Media.
- Others.

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.

The MoU shall confirm the responsibility of arranging accommodation for DCL members, officials, players, etc.

### **4.2 Technical Committee**

The DCL TD shall appoint a Technical Committee (TC) for the competition, which shall preferably consist of;

- DCL Technical Director (TD)
- DCL Assistant Technical Director (ATD)
- Referees Liaison Officer (RLO)
- OC representative (OC)
- Sport Liaison Officer (SLO)

The TD has the discretion to decide if more members shall assist in the TC, which should not exceed 5 members.

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

The TO shall work on organising the DCL competition in terms of inviting the teams, competition schedule and the competition 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 OC representative shall focus on the organisation to teams before/during/after the competition.

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

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

Following the MoU agreement, DCL/OC shall reserve hotels as soon as possible in anticipation of the number of teams likely to enter the DCL competition.

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

DCL/OC 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/OC and the accommodation venue, unless an agreement is made between DCL and OC more than 6 months in advance of the DCL competition.

### **5.2 Transport.**

The OC can offer to arrange for suitable transport between the airport to the hotels, and between the hotels and football pitches/sports halls.

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

#### **5.3.1. Accommodation DCL members**

The OC shall be responsible for the accommodations for DCL members following the table below. The number of DCL members shall be agreed with the OC and clearly stated within the MoU depending of number of teams. The maximum number of nights shall be 8 nights and be in relation to the number of teams and type of competition (e.g. the length of the competition is different for football men/women and futsal under 21s).

<b>Number of teams</b>	<b>DCL members</b>	<b>Number of nights</b>
6	3	4
8	3	4
10	3	4
12	4	4-5
16	5	1 week
20	6	1 week
24	6	1 week

The transport costs for DCL members will be paid for by DCL.



### **5.3.2. Deaf referees**

The OC shall be responsible for the food to deaf referees. Also to arrange for suitable transport between the airport to the hotels, and between the hotels and football pitches/sports halls. The number of deaf referees shall be agreed with the OC and EDRU depending of type of competition.

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

### **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 shall be responsible for communicating with teams at the competitions 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 competitions of the fixtures and results of the competitions, and the updating of any changes.

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

### **7.1. DCL.**

The DCL shall set the competition'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 competition are required to pay the registration fee in accordance with 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 competition, the OC shall send a financial budget to the DCL Treasurer of their proposed budget for the competition.

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



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

The OC have the option to add a fee for players and officials that can be included in the DCL registration fee.

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

The DCL shall be responsible for paying the prize money to the teams in the competition and shall be responsible for the following trophies/awards/certificates:

- 1<sup>st</sup> place trophy.
- Medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed teams.
- Best Player award (trophy).
- Best Goalkeeper award (trophy).
- Top Scorer award (trophy).
- Best under 21 player (trophy).
- Best coach (trophy);
- Fair Play (team) (trophy).
- Certificates for the participating teams and deaf referees

Additional trophies/awards (i.e. plaques for honorary guests, sponsors, collaborations, etc.) may be given by DCL and/or OC, but consultation and agreement shall be done before the competition.

### **7.4. Withdrawal**

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

- 2.000 Euros (maximum) – More than 1 year before the start of the DCL competition.
- 5.000 Euros (maximum) – Less than 1 year before the start of the DCL competition.

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.

Refer to the following documents for further information: **Schedule of Fees and Financial Sanctions.**

### **7.5. Media**

DCL shall contact the host's OC or other company to make an agreement as to what media services are to be provided prior, before (e.g. the draw), during and after the DCL competition. The OC or company may arrange for their own media services, but agreement must be made with the DCL beforehand.



## **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.).

### **8.1. Confidentiality**

None of the parties in any DCL event agreement shall disclose the terms of any Host Agreement (e.g. MoU), financial or otherwise, without the prior written approval of the other parties, and shall keep such terms confidential except that;

- each Party may disclose the existence of any Agreement;
- each Party may disclose the terms of any Agreement as may be required by law;
- each Party may disclose such terms to its organising committee, or representatives, in the case of the DCL, being an international sports federation, in accordance with its particular organisational requirements (including accountants) on a "need to know" basis.

The DCL may disclose the terms of any agreement to the main sponsors, if applicable.

## **9. Miscellaneous.**

An Agreement is the entire and sole agreement of the Parties hereto with respect to its subject matter. The provisions of an Agreement shall prevail in the event of conflict with any other documents unless the Parties agree in writing that a different document will prevail on a specific issue.

An Agreement may be modified or amended only by a written instrument executed by the Parties hereto.

The Agreement may be executed in any number of counterparts, each of which when executed shall constitute an original, but all of which when taken together shall constitute one and the same Agreement.

The Parties cannot transfer or assign their rights issuing from the Agreement either in part or in entirety to third parties, without the express written permission of the other Party.

The determination that any provision of the Agreement is invalid, void or unenforceable shall not invalidate the Agreement. All provisions of the Agreement are inserted conditionally on their being considered legally valid and the Agreement shall be construed and performed in all respects as if any such invalid, void or unenforceable provision(s) were omitted insofar as the primary purpose of the Agreement is not frustrated.

The Agreement shall not result in either Party being the agent of the other, or create a partnership, joint venture or similar relationship between the Parties.

In all respects, each Party shall act at all times as an independent contractor for all purposes of the Agreement.

All rights not expressly granted to the Organiser hereunder are thereby reserved to the DCL.



The Agreement is to be written in the English language by express consent of the Parties hereto and all provisions of the Agreement shall be construed and interpreted in the English language.

***Version 4: 12<sup>th</sup> December 2023***

