

# EUROPEAN DEAF <SPORT> CHAMPIONSHIPS



## Checklist

No.	Task	General Regulations Article No.	Responsibility		Target Date - Prior to the Championships	Complete ? Yes or No	Date of Completion	Note
			EDSO	OC				
1	Print out a hardcopy of existing European Deaf Championship's regulations.	2.5		x	Right after the bid awarded			
2	Read and sign the Memorandum of Understanding agreement.	2.6		x	Right after the bid awarded			
3	Create the OC and send the organisation chart to EDSO Board.	3.1		x	Right after the bid awarded			
4	Has the European Deaf Championships date been established and approved? The official date is between the Opening and Closing ceremonies.	1.3		x	Right after the bid awarded			
5	OC seeks sanction and support from an International Sport Federation (ISF) to put the EDC event in the ISF's Event Calendar.	3.6		x	Right after the bid awarded			
6	Progress reports should be submitted to EDSO Representative and TD six (6) months, three (3) months and one (1) month prior to the EDC.	5.1		x				
7	Inform EDSO Boards any individual or team event that does not meet the quota requirement.	7.6 / 7.7	x					

### Two (2) years before

#### Team Sports

8	The invitations to take part in the EDC must be sent out by the NDSF or OC. <b>See note.</b>	6.1		x	30 months before			This is for qualifying stage only.
9	The preliminary entry (form 1) whether to or not participate must be submitted to EDSO Representative and TD. <b>See note.</b>	15.2a	x TD		30 months before			This is for qualifying stage only.
10	The final entry (form 2) must be submitted to EDSO Representative and TD. <b>See note.</b>	15.2b	x TD		24 months before			This is for qualifying stage only.
11	The preliminary entry (form 1) must be submitted to EDSO Representative and TD. <b>See note.</b>	15.2a	x TD		24 months before			This is for <b>without</b> qualifying stage only.

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			EDSO	OC				
<b>One (1) year before</b>								
<b>Individual and Team Sports.</b>								
12	The invitations to take part in the EDC must be sent out by the NDSF or OC. <b>See note.</b>	6.1		x	13 months before			This does not apply to the team sports with qualifying stage.
13	The preliminary entry for individual sports (form 1) whether to or not participate must be submitted to EDSO Representative and TD.	15.1a	x TD		12 months before			
14	The final entry for the team sports (form 2) whether to or not participate must be submitted to EDSO Representative and TD. <b>See note.</b>	15.1a	x TD		12 months before			This is for the team sports <b>without</b> qualifying stage.
15	Submit all printed documents of the Championships to EDSO Board for review and approval.	6			12 months before			
	1. Invitations 2. Competition Lists 3. Accreditation 4. Poster in English and National's languages. 5. Diplomas (1st to 8th). 6. Certificates of Participation. 7. Prizes/Medals (Gold, Silver and Bronze). The official title of the event is YYYY European Deaf <sport> Championships where YYYY is the year of the event.			x x x x x x				
16	Arrange for a site visit by EDSO Representative and TD. The visit must take place during the month in which the Championships are to be held.	2.7		x	12 months before			
17	Has the OC contacted their NADO (National Anti-Doping Organisation) to establish the Doping Control for the Championships?	10.3 / 10.4		x	12 months before			
18	Has the OC set up an infrastructure to enable a Doping Control program to be conducted at the Championships?	10.6		x	12 months before			
19	Has the electronic scoreboards been reserved during the Championships?			x	12 months before			
20	Has the OC offered accommodation facilities, meals and local transport in various price lists to EDSO Members?	3.7		x	12 months before			

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			EDSO	OC				
21	Has the OC ensured the transportation plan is available between the airport and lodgings and lodgings and sport venues for all participants including EDSO Representative and TD?	23.1		x	12 months before			
22	Has the format and structure of the Championships been approved by EDSO Representative and TD?	11.2	x	x	12 months before			
23	<p>Has the OC located an authorised audiogram clinic near the hotel or sports venue? Does this audiogram clinic have the machines to perform four (4) different types of audiogram test?</p> <p><b>1) Air Conduction, 2) Bone Conduction, 3) Tympanometry, and 4) Reflexometry</b></p> <p>Please list the name of the audiometric machines. The ideal machines to conduct these tests are:</p> <ul style="list-style-type: none"> <li>o Portable audiometer: Maico MA41</li> <li>o Tympanograms and reflexes: Interacoustics AZ26</li> <li>o OAE's: Maico EuroScan (with printer)</li> </ul>			x	12 months before			

**Six (6) months before**

**Individual and Team Sports**

24	Submit the final competition schedules for approval by EDSO Representative and TD.	7.1	x TD		6 months before			
25	Complete the Technical Regulations and send to all participating members. Also, post the Technical Regulations on the OC's and EDSO websites.	21.2	x TD		6 months before			
26	Has the OC set up a medical care support group and first aid stations for the Championships?	24.1 / 24.3		x	6 months before			
27	Has the OC selected the referees, judges, starters, and other officials for the Championships?	20.3		x	6 months before			

**Individual Sports**

28	The final entry registration (form 2) must be submitted to EDSO Representative and TD with an indication of the approximate number of athletes confirmed for each event.	15.1b	x TD		At least 6 months before			
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			EDSO	OC				
<b>One (1) month before</b>								
<b>Individual and Team Sports</b>								
29	The athletes registration (form 3) must be submitted to EDSO Representative and TD.	15.1c	x TD		At least 1 month before			
30	Has the OC reserved a room for Technical Meetings one (1) day before the beginning of the Championships and again one (1) day before the end of the Championships?	19.1		x	1 month before			
<b>Two (2) weeks before</b>								
<b>Team Sports</b>								
31	The final athletes Registration (form 4) must be submitted to the EDSO TD. <b>See note.</b>	15.2f	x TD		At least 2 weeks before			This applies to football only.
32	Has the OC created the appointment and scheduling of referees at the Championships?	20.5		x	2 weeks before			
33	OC submits a copy of all referees' qualification to EDSO Representative and TD at least fourteen (14) days before the first Technical Meeting.	20.6		x	At least 2 weeks before			
<b>Post European Championships</b>								
34	Submit the final report and items to the EDSO Board within one (1) month after the Championships. 1. Technical / Operational Report. 2. Finances. 3. Statistical report 4. Diplomas 5. Medals 6. USB flash drive	5.4a 5.4b 5.4c 17 17	x TD	x x x x x				

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<b>Miscellaneous</b>								
35	Website – Create a new webpage. It is best to put “events” under the Federation’s webpage in a new sub-folder. See #1 below for details. Reason: Information on results and others will always be available infinitely after the event. Alternatively, if preferable, to have the website for the standalone event, it is advisable that the OC to hold the website domain for an additional of at least two (2) years after the events.			x	1 year before			
	English is the website primary language. It is allowed to use the host country's language as well.							
	1. Create a separate sub-folder under the deaf sports federation’s website. Example: <a href="http://www.deafsportsfederation.org/2017europeandeafbadminton.html">www.deafsportsfederation.org/2017europeandeafbadminton.html</a>							
	2. Create an URL address related to EDC event. Example: <a href="http://www.europeandeafbadminton2017.org">www.europeandeafbadminton2017.org</a> or <a href="http://www.2017badminton.org">www.2017badminton.org</a> Webpage information must include: * Names and photos of people in the Organising Committee (OC) and their roles * Contact information Website links to: * EDSO * Host country’s NDSF * Respective ISF * Relevant official Facebook page * Accommodation facilities * Competition & training venue(s) * Official Championship Draw * Technical Regulations (6 months before the event) * List of participating countries (both preliminary and final) * Programme schedule dates which includes: technical meetings, opening/closing/medal ceremonies, competitions & trainings. * Update competition results daily.							

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	<b>3. Competition office</b> > Computer with programs, printers for diplomas and results > Internet > Photocopier > All flags of the participating countries > Two (2) large and two (2) small EDSO flags > Room for the EDSO officials > Coffee machine, refrigerator and drinks as well as utilities							
	<b>4. EDSO Officials</b> * Accommodation a. b. c. * Travel / flight expenses for the EDSO officials and TD. * Boarding costs for the EDSO official and TD (including an assistant TD if applicable) or €60 per day each. * Per Diem for for the EDSO officials and TD (including an assistant TD if applicable) is €40 per day each. * Other expenses for the EDSO officials and TD (including an assistant TD if applicable).							
	<b>5. Press / Media</b>							
	<b>6. Inform and invite to all foreign embassies and consulates of the participating countries.</b>							
	<b>7. Medal Ceremony</b> * Medals awarding by the EDSO Officials. * Results announcement by the EDSO TD. * Diplomas handing over by the EDSO TD. * Cups, honorary awards etc. by the OC (President etc.).							
	<b>8. Honorary prizes (cups, memorabilia gifts etc.).</b>							
	<b>9. Coloured accreditations with photos</b> * Athletes - <b>Blue</b> * Officials - <b>Green</b> * EDSO Officials - <b>Red</b> * Organising Committee - <b>Orange</b> * Honorary guests - <b>White</b>							

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			EDSO	OC				
	* Delegates from the National Deaf Sports Federation for the next Championships - <b>Red</b>							
	<b>10. Proposition and reservation of accommodation for all teams.</b>			X				
	<b>11. Interpreters for the EDSO Officials</b>			X				
	<b>12. Protests</b> * The official EDSO protest form must be used. * The protest form must be submitted to the EDSO TD within the period of time according to the specific sport technical regulations and the fee is €100.		X					
36	<b>Optional:</b> * Transportation and choice of hotels for spectators. * Tourist attractions in and around the host city. * Links to: local weather updates & local tourist website. * Car rental information. * Restaurants. * Night life. * Location of the deaf sports & social club. * Competitions videos			X				
37	<b>Preliminary Entry (Form 1)</b> It is recommended that the TD is responsible to collect all preliminary entry forms and to communicate with the OC and EDSO representative to update them.		X TD					
38	<b>Final Entry (Form 2)</b> It is recommended that the TD is responsible to collect all preliminary entry forms and to communicate with the OC and EDSO representative to update them.		X TD					
39	<b>List of Participating countries</b> After the Final Entry (Form 2) are received, TD is responsible to send a list of all participating countries to the OC, EDSO representative and webmaster to update the EDSO Website.		X TD					
40	<b>Technical Meeting</b> The OC must be present to answer all questions related to transportation, accommodations, meals, opening and closing ceremonies, and other programme.			X				

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			EDSO	OC				
	TD will answer all technical questions including the referees, equipment, competitions and training schedules.		x TD					
41	<b>Obtaining Visas</b> The OC must provide a list of all countries that required to obtain visas to enter the hosting country. The OC needs to write a formal letter with information including the participations' full names, date birth, and passport numbers. It is encouraged that all countries begin their visa application six months in advance.	4		x				
42	<b>Flags</b> EDSO will provide the EDSO flags. One (1) flag for each venue. The OC is responsible for all nations flags.		x	x				
43	<b>Audiogram Control</b> TD must submit all participating athletes' names to the EDSO Board member who is responsible for EDSO's audiogram control. The EDSO member will confirm whether to or not the athletes have their ICSD ID.	10.1	x	x				

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