

# LETTER OF AGREEMENT AND OBLIGATIONS FOR TITLED EVENTS

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# LETTER OF AGREEMENT AND OBLIGATIONS FOR EAME TITLED EVENTS

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EVENT:.....

Place & Country: .....

Date: from ...../...../20.... to ...../...../20....

These Obligations are an Addendum to and form part of the Bye-laws.

They are subsidiary to the Additional Rules of each Division.

Each time "EAME" is mentioned in this document it refers to the Region of Europe, Africa and the Middle East.

The Member Federation with whom this document is concluded is referred throughout as "Organiser".

## **I. PREAMBLE**

This list of Obligations sets out the conditions for conducting titled events. Where local conditions or other circumstances make these conditions impractical, too severe or arduous, then these facts should be clearly explained in the bid.

## **II. EXCEPTIONS TO OBLIGATIONS**

The Administrative Obligations are a guide. Special considerations might dictate the negotiation of exceptions or changes to be approved by the Bureau.

Should a site inspection be required by the Council concerned, the Council will appoint a person to inspect and report on the site. Their travel and accommodation costs shall be the responsibility of the Federation bidding for the event.

The Technical Obligations are non-negotiable.

## **III. METHOD OF BIDDING AND SANCTIONS**

Bids shall have been made in accordance with Art 4.5.1.1. of the Bye-laws.

For a bid withdrawn after the Agreement has been signed, but before the EAME Annual Congress of the year in which the event should be held, the deposit of 1.000 EURO shall be forfeit.

For a bid withdrawn after the EAME Annual Congress of the year in which the event should be held, a penalty of 5.000 EURO shall be levied on and payable by the withdrawing organising Federation.

## **IV. FINANCIAL OBLIGATION OF EAME**

It is understood that EAME has no financial obligation whatever in connection with competitions awarded according to these Obligations.

## **V. COMMERCIAL AND TV RIGHTS**

1. All rights pertaining to these Titled Events belong to EAME. The income from such rights will be shared in accordance with article VI of these Obligations.

The Host Federation shall try to secure television coverage of the event with the following commitments in writing by the producer/broadcaster:

- a) to provide free access to its basic signal or where acceptable to the respective overseas broadcaster to a recording thereof, for overseas telecasts.
  - b) to provide EAME with a copy of all film and tape taken at the event free of charge.
2. Television and film contracts as well as commercial contracts shall belong to the host Federation. Such rights shall not preclude filming by amateur photographers for non-commercial purposes or filming by EAME or a Federation for a non-commercial training film.
- a) Commercial contracts signed by the organiser involving the use of literature and printed material or the EAME emblem need the approval of the EAME Bureau. This shall not be construed to prohibit advertisers stating that their products were used at the competition, if this is in fact the case.
  - b) The Chief Judge or a member of the Bureau have the right to order any sign or device removed, if such a sign or device is a distraction or obstruction to Contestants, Judges or other Officials appointed by EAME.
  - c) Competitors and officials may be required to wear publicity material previously approved by a member of the Bureau or their designated representative.

## **VI. INCOME**

Subject to any prior agreements that may have been signed by EAME, unless otherwise agreed in negotiation income will be defined and shared as follows:

### **a. Tow Boats and Cable Ski Installations**

Any agreement relating to the use of towboats or cable ski installations shall require the technical approval of the relevant EAME Council.

Income shall belong to the Organiser.

### **b. Subsidies**

This category refers to contributions with no advertising or other communication required in return, or income paid by advertisers and sponsors based on advertising on site and in printed matters and shall belong to the Organiser.

### **c. Entrance**

This category is income from spectators and audience, paid directly for access to the site, its installations and printed matters. Such income will belong to the Organiser.

### **d. Television and film**

This category is defined as income paid by TV and radio production and broadcast companies as well as video and film production and distribution. Income from coverage belongs to the Organiser.

### **e. Other Income**

This category is defined as income from any source other than a. to d. above. In the event of such income the sharing shall be decided by negotiation between the Bureau and the Organiser in each individual case.

### **f. Entry Fees**

Appendix A to this Agreement details the entry fees to be charged and collected by the Organiser.

Income from entry fees shall be shared equally between EAME and the Organiser. The organising Federation shall pay the relevant share to the EAME representative, or to EAME within 30 days of the final day of the event. Late payment shall result in

the loss of the deposit of 1.000 EURO and shall have its voting rights to the next Congress withdrawn for the relevant discipline.

## **VII. COSTS**

The Organiser shall be responsible for travel, board and lodging for the appointed EAME representative.

The Organiser shall be responsible for board and lodging for the Officials appointed in accordance with the Additional Rules of the Division.

This shall include the night before the commencement of familiarisation or the competition, whichever is the earlier, or sooner if the Officials' duties so require, and include the night after the end of the championships.

Any person entitled to be provided with accommodation, but not requiring it, must advise the organiser in writing within 2 weeks of their appointment to arrange an equivalent cash alternative.

EAME will provide the medals, the cost of which shall be charged to the Organiser. The medals for Junior and Dauphin Championships – except the medals for officials - will be paid by EAME.

## **VIII. BULLETINS AND INFORMATION**

A bulletin must be sent out by e-mail or mail to all Federations, appointed Officials, plus the President and Secretary General of EAME and the President and Secretary of the Division, at least 90 days before the start of the event containing all relevant technical information together with details of the site, hotels with prices, local transportation and full details of entry fees and how they shall be paid.

Details of credit cards accepted by nominated hotels shall be circulated in the bulletin.

Should the information not have been received, Federations and Officials are expected to contact the Organiser for details in order to be able to make travel arrangements at the most favourable rate.

If as a result of the delay an official were unable to obtain the most favourable rate, then the Organiser shall be responsible for the excess.

## **IX. INSURANCE**

The Organiser accepts that EAME is in no way responsible for any liability which might arise to competitors, officials or spectators or any other person or thing at or during the competition or event, or whilst training or practising for them. The Organiser hereby indemnifies and shall keep EAME indemnified against all losses, damages, costs, actions, proceedings, claims, demands, expenses and any share of responsibility EAME may have, may incur or which may arise in respect of any competitor, official, spectator or any other person or thing at or during the championships or the events or whilst training or practising for them.

The Organiser shall have a valid insurance cover for Public Liability with a recommended minimum of 1.000.000 EURO for any and all accidents, physical or material, caused to third parties by the organisers, their helpers, assistants or other persons taking part in the event. This shall also apply to the material and installations used in the competition, during the training, competition and at any time during the event. This shall apply to all events, races or competitions.

The Organiser undertakes that the EAME Administrative Committee will be named as an additional insured party in any such policy. The organiser shall send a copy of the insurance certificate in English to EAME for approval by the EAME President and the President of the relevant EAME Council no later than 30 days before the official start. The Organiser undertakes that it shall also display that insurance certificate in the site

administration office for all competitors and officials to inspect, commencing from the first day of registration for the championships until the day after the championships have finished.

EAME also accepts an insurance contract of the national federation when it covers a minimum of 1.000.000 Euro and is valid for all events, races, competitions, etc..

#### **X. DRUG TESTING**

Drug testing shall take place. The cost of such tests shall be the responsibility of the Organiser. All results shall be notified to the President of EAME within 8 weeks.

#### **XI. VIDEO**

The Organiser shall be responsible for the cost and provision of the video cameras and cassettes required for official use during the event. Immediately the cassettes start to be used they become the property of the Region and under the control of the Chief Judge to whom they must be handed after use.

#### **XII. PRESS, PUBLICITY AND RESULTS**

A Press Officer shall be appointed by the Organiser who shall be responsible for the proper accreditation of the working press and the issue of such passes as may be necessary for duly accredited journalists and photographers. He shall be responsible for the issue of prompt News Releases.

Adequate facilities for the press should be provided including facilities for electronic mail and Internet, semi-private telephone lines (pay phones may be used) and telefax.

Other facilities that may be deemed desirable should be provided in order full and adequate coverage of the event may be facilitated to obtain the maximum possible publicity, press and TV coverage for the tournament. The Organiser shall not enter into any exclusive agreement with any news service. All rights belong to EAME.

Reasonable access to competition areas shall be granted to members of the working press. The Chief Judge and Security Officer shall have authority to deny access which they believe is in conflict with the proper conduct of the tournament.

1. Press credentials shall not permit access to the judges' tower or other areas where judges or calculators are working.
2. The Chief Judge and Security Officer shall have the authority to order the immediate removal of any camera or other equipment, which in his opinion constitutes a hazard or distraction or interferes with the judging of the event.
3. The Press Officer shall prepare a Press pack containing background information, summary of the rules, brief details of the skiers' competition careers, records etc.
4. The Organiser shall prepare complete competition results on internet not later than the prize-giving ceremony or awards banquet. To the following persons the results have to be distributed on paper :
  - 3 copies to the Homologator (Chief Judge at Racing events)
  - 1 copy to each other appointed official
  - 2 copies to each Team Captain
  - 1 copy to the EAME representative
5. The Organiser shall appoint a person in charge of the publication of the results on the internet and shall provide facilities with an easy access to email servers and for data transfer.

### **XIII. BIBS**

1. The Organiser must submit Bibs for technical checking to the appropriate Council President or delegated substitute no later than 60 days before the first day of practice. Should he or she consider that they are not technically suitable, consent for the wearing of those Bibs will be automatically withdrawn.
2. The size of the sponsor's advertising or logo shall be agreed with the national television of the organising Federation but shall not exceed 15cm in height.
3. The minimum height of the numbers shall be 15cm and shall appear on both the front and the back of the Bib.

#### NOTE

It is recommended that the completed Bibs be approved in advance by the national television company.

### **XIV. CEREMONIES**

For the Opening and Closing ceremonies consideration shall be given to the skiers. Skiers shall not be required to stand for long periods, especially in inclement weather and speeches shall be short.

Any Opening ceremony shall be held on the first day of skiing.

At the Opening ceremony a skier of the host Federation will take the athlete's oath by raising his or her right hand and saying: "On behalf of the athletes I promise we will participate in this \_\_\_\_\_ (championships) with respect for the Rules and our fellow competitors in order to exalt the glory of sport and the honour of our teams and in accordance with the Olympic Spirit."

In the same way a Judge of the host nation will say: "On behalf of the Judges and Officials, I promise we will perform our duties at this \_\_\_\_\_ (championships) by respecting the Rules and being impartial and honest in our decisions in order to exalt the glory of sport and in accordance with the Olympic Spirit."

Any Award ceremony shall not be held late at night.

It is recommended that all medal presentations be made at the site.

Medals shall be provided by EAME and awarded in accordance with its Region Bye-Laws and Additional Rules of the Division. The medals' ceremonies shall be organised under the responsibility of the EAME representative.

If there is a dinner where medals are presented, it shall be free of charge for teams and officials. The only medals to be presented at the dinner unless the weather shall have dictated otherwise, shall be the Mens and Ladies Overall and the team medals.

At the opening and prize giving ceremonies athletes, coaches and team captains are requested to wear team uniforms or team tracksuits.

At the final night party team uniform or if not available adequate clothing is required.

### **XV. FLAGS**

Organisers are responsible for providing national flags for all participating countries sufficient in number to cover presentations - i.e. 3 from one country.

Organisers of Titled Events are obliged to showcase the official EAME flag at the site as well as at the opening and prize giving ceremony.

Organisers have to take care that the actual national anthems for all EAME countries are available.

## **XVI. TRANSPORT**

Organisers are not obliged to provide transport for teams free of charge other than between the official hotel or approved accommodation to and from ceremonies and social functions.

Such transport shall also be provided free of charge for Officials.

On prior request of a participating member Federation the organisers shall make transport arrangements for competitors in both directions between the airport/railway station and hotel, and also between the hotel and the site. The cost of such transport shall be borne by those who ask for it.

To avoid misunderstanding it is recommended that the Organiser and the participating member Federation confirm the terms in writing.

## **XVII. ACCOMMODATION**

Each Federation shall be responsible for paying the board and lodging of its team members and team officials except where the Organiser has offered to do so or where otherwise stated in these Obligations.

Unless specified in the bid and approved by the Administrative Committee, hotel and other expenses payable by Officials and competitors shall be in local currency. Any expenses repayable by the Organiser to Officials shall be in a currency that can be legally taken out of the country.

## **XVIII. HOSPITALITY**

Transport in both direction's between airport/railway station and hotel, and also between hotel and site, plus refreshments and meals shall be provided free of charge for officials appointed in accordance with the Additional Rules of the Division and the appointed EAME representative on the site during training and the competition. They shall be provided with passes, admission to the tournament site, grandstand, car park and tickets for official receptions and banquets.

Competitors and up to two team officials shall be entitled free of charge to tickets for any final or presentation banquet unless the amount payable and specified currency is announced at the time the bid is made and duly approved by Congress/Administrative Committee/or the Bureau.

Access to the judges tower shall only be with the approval of the Chief Judge to those officially assigned the prescribed pass or badge.

Organisers are not obliged to provide meals for competitors and team officials free of charge. Meals and refreshments shall be available on site at reasonable cost and be of reasonable quality.

It is not mandatory for the spouse/partner of appointed Officials to be provided with meals on site or banquets at no cost but they must be provided with the opportunity to buy tickets and be invited to official receptions and provided with seats in any grand stand or VIP area.

1. On the day or days of arrival there shall be a secretariat provided for checking in procedures and assisting with hotel accommodation.

2. The organisers shall provide all the accommodation, equipment, facilities and personnel as are required by the Additional Rules of the relevant Division.
3. Bulletins, announcements, results, information sheets, etc, both oral and written, shall be made in English.
4. Official cards issued by EAME shall be respected. Free entry to the site, grandstand, VIP area and parking shall be made available as appropriate to these cards.

Approved by the Congress of Venice on 29th January 1994.

The most recent amendments were approved **by the 2007 Congress in Roma.**

The Organiser must initial sections III and IX.

INTERNATIONAL WATER SKI FEDERATION  
REGION EUROPE, AFRICA & MIDDLE EAST

ORGANISER

Date: .....

Date: .....

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## APPENDIX – A : Entry Fees

Division & Event	Entry Fee per skier	Split to EAME	Split to Organiser	Medals to be paid by
Barefoot – Open	140 EUR	70 EUR	70 EUR	Organiser
Barefoot – Juniors	100 EUR	50 EUR	50 EUR	EAME
Barefoot – Seniors	140 EUR	70 EUR	70 EUR	Organiser
Cableski – Open	140 EUR	70 EUR	70 EUR	Organiser
Cableski – Juniors	100 EUR	50 EUR	50 EUR	EAME
Cableski – Seniors	140 EUR	70 EUR	70 EUR	Organiser
Disabled – All	140 EUR	70 EUR	70 EUR	Split 50/50
Racing – Eurokids, Juniors	400 EUR	200 EUR	200 EUR	EAME
Racing – Open	560 EUR	280 EUR	280 EUR	Organisers
Racing – Seniors	560 EUR	280 EUR	280 EUR	Organisers
Tournament – Team	250 EUR per team		100 %	Organiser
Tournament – Open	140 EUR	70 EUR	70 EUR	Organiser
Tournament – Youth	100 EUR	50 EUR	50 EUR	EAME
Tournament – Under-21	120 EUR	60 EUR	60 EUR	Organiser
Tournament – Seniors	170 EUR	85 EUR	85 EUR	Organiser
Wakeboard/Skate Boat - Open	140 EUR	70 EUR	70 EUR	Organiser
Wakeboard/Skate Boat - Juniors	100 EUR	50 EUR	50 EUR	EAME
Wakeboard/Skate Cable - Open	140 EUR	70 EUR	70 EUR	Organiser
Wakeboard/Skate Cable - Juniors	100 EUR	50 EUR	50 EUR	EAME

### NOTE – 1 :

European Cup Racing                      Sanction Fee to be paid by the Organiser  
 = 750 EUR, including the medals costs

### NOTE – 2 :

= EAME pays the medals for the youth athletes and teams (Juniors, dauphins, boys, girls, ..).  
 = The medals for the officials are always to be paid by the organisers.  
 = The five medals for the organisers are always to be paid by EAME.

### NOTE – 3 :

= Late Entry Fee for all divisions = 10 EUR per day.  
 = The split is 50 % EAME – 50 % organisers.