



LETTER OF AGREEMENT AND OBLIGATIONS FOR TITLED EVENTS

Last update : 2024 January

EVENT:

Country:

Competition site:

Site code:

Email:

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

LETTER OF AGREEMENT AND OBLIGATIONS FOR IWWF EUROPE & AFRICA TITLED EVENTS

A Titled Event is one for which the Letter of Agreement and List of Obligations (the LAO) forms a contract between the host Federation and the IWWF Confederation of Europe.

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 "EC" is mentioned in this document it refers to the International Waterski & Wakeboard Federation, Confederation of Europe.

Each time "AC" is mentioned in this document it refers to the International Waterski & Wakeboard Federation, Confederation of Africa.

Although the Confederations of Europe and Africa are separate entities, for the time being the European Confederation organises the Championships with possible participation of African athletes. Therefore the competition will still be called the IWWF Europe and Africa (E&A) Championships.

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

The Organiser shall provide that the competition is referred to in all results, publications, bulletins, advertisements, calendars, press releases, media announcements, social media posts, etc. as the ...
'(Year) (Naming Sponsor) IWWF European and African (discipline) Championships'
(= The official name).

The Organiser undertakes that the abbreviation "IWWF" will be integrated into the competition logo. The competition logo will be submitted to the IWWF European Council for approval prior to any publication and a minimum of 8 months before the competition.

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 EC Annual Congress of the year in which the event should be held, a penalty of 1.000 EURO shall be levied on and payable by the withdrawing organising Federation.

For a bid withdrawn after the EC 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 EC & AC

It is understood that the EC and/or AC 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 the EC. 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 the EC 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 the EC 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 EA or AC emblem need the approval of the EC 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 the EC representative 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 the EC.
- c) Competitors and officials may be required to wear publicity material previously approved by a member of the EC Bureau or their designated representative.

VI. INCOME

Subject to any prior agreements that may have been signed by the EC, 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 EC 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 EC 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 the EC and the Organiser.

The organising Federation shall pay the relevant share to the EC representative, or to the EC within 30 days of the final day of the event. Late payment shall result in the loss of its voting rights to the next Congress for the relevant discipline.

VII. COSTS

Whenever the EC representative is not part of the panel of officials he shall nevertheless get the same treatment as the appointed officials.

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 two weeks of their appointment to arrange an equivalent cash alternative.

The EC will provide the medals, the cost of which shall be paid by the EC.

The Organiser shall provide enough cash money to cover the distribution of travel grants to officials (if any).

VIII . BULLETINS AND INFORMATION

A bulletin must be sent out by e-mail or mail to all Federations, appointed officials, plus to the EC President and Secretary General and to 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.

The information bulletins first have to be approved by the relevant Council before being distributed to the Federations or being put on a website.

IX. INSURANCE (VERY IMPORTANT OBLIGATION - PLEASE READ CAREFULLY)

The Organiser accepts that the EC and AC are in no way responsible for any liability which might arise to competitors, officials or spectators or any other person or property at or during the competition or event, or whilst training or practising for them.

The Organiser hereby indemnifies and shall keep the EC and AC indemnified against all losses, damages, costs, actions, proceedings, claims, demands, expenses and any share of responsibility the EC or AC 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 minimum of 1.000.000,00 EUR (recommended = 5.000.000,00 EUR) 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 EC Administrative Committee will be named as an additional insured party in any such policy.

The Organiser undertakes that it shall also display that insurance certificate in English at 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.

The EC also accepts an insurance contract of the National Federation when it covers a minimum of 1.000.000.00 EUR (recommended = 5.000.000,00 EUR) and is valid for all events, races, competitions, as defined in paragraphs 2 and 3 above.

X. DRUG TESTING

Drug testing shall take place. The cost of such tests shall be the responsibility of the Organiser. Appendix B outlines the procedures for testing at EC or E&A Titled events.

XI. TECHNICAL EQUIPMENT

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

A technical officer in charge of all the technical equipment must be nominated for the event.

Safety & Rescue

The Organiser is responsible for the athletes and public safety on the official competition site. In accordance with the specific sport's rules and the local authorities and laws, a special safety and rescue staff during all the Event official program (training and competition) may be required.

XII. PRESS, TV, 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.

If possible at all (recommendation) :

Protected wireless internet access is required on site for official use only.

Public internet access is also required.

If live streaming is to take place this should be via an extra protected high speed wide band internet feed.

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 bear arising costs. Sponsors may be used to reduce costs. The Organiser shall not enter into any exclusive agreement with any media service without prior EC approval. All rights belong to the EC.

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 athletes competition careers, records etc.

4. The Scorer/Calculator 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 on demand :

- 1 copy to the Homologator (Chief Judge at Racing events)
- 1 copy to each other appointed official
- 1 copy to each Team Captain
- 1 copy to the EC representative

The Organiser shall ensure that complete results of all the events are available online immediately after the event and before the awards banquet and shall procure that IWWF Europe's and Africa's logo and the names/logos of IWWF Europe's contracting parties as the IWWF Europe directs are included in those results. By using the IWWF scoring programme the event results will appear live at the following URL :

<http://iwwfed-europe.org>.

XIII. BIBS

1.

Competitors shall be obliged to wear bibs.

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.

The Organiser undertakes that all samples of bibs shall include the IWWF Europe, the IWWF Africa and the IWWF Europe's contracting parties logos. The Council President or delegated substitute will check that the bib is in accordance with any IWWF technical restrictions and provide written comments to the organizing committee within ten days of receipt of the example bibs. The Organiser commits to implement all reasonable recommended changes.

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.

4.

The EC reserves the right to use the upper part of the front and the back of the bibs for its own sponsoring purposes to finance TV broadcasting production costs, unless the Organiser is ready to take over all relevant costs. If the latter is the case, the Organiser must inform the EC of this intention at least 12 months before the Titled Event and must confirm to take over all relevant costs.

In order to avoid a competitive situation between the EC bibs and the Organiser's sponsors, the Organiser will inform the EC 12 months prior to the Titled Event of his sponsors at this date, and the EC will not use a competitive sponsor for the bibs. If the Organiser adds a sponsor at a later stage and informs the EC accordingly, the EC will do its best not to get into a competitive situation.

If the EC has not found a sponsor for the TV production 6 months prior to the Titled Event, the EC will cede its bib sponsoring rights to the Organiser.

This paragraph only applies to 'open' E&A Championships.

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 athletes.

Athletes shall not be required to stand for long periods, especially in inclement weather and speeches shall be short.

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

At the Opening ceremony an athlete 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."

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

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

If there is a dinner where medals are presented, the only medals to be presented at the dinner, unless the weather shall have dictated otherwise, shall be the Men and Women Overall, the team medals and the medals to the officials and organisers.

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. three from one country.

Organisers of Titled Events are obliged to showcase the official EC or E&A 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 participating EC or E&A 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, the EC representative and the Council representative.

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 directions 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 EC 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 the EC 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.

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

The organisers shall provide all the accommodation, equipment, facilities and personnel as are required by the Additional Rules of the relevant Division.

Bulletins, announcements, results, information sheets, etc, both oral and written, shall be made in English.

Official cards issued by the EC and AC shall be respected. Free entry to the site, grandstand, VIP area and parking shall be made available as appropriate to these cards.

When an EC Ambassador has been appointed to an event the Organiser shall treat him as an invited VIP with free access to the VIP parking, VIP tent and amenities, final night dinner, etc.

We expect the Ambassador to be present at the event for (part of) one day, normally the final day of the event when the principal prize-giving ceremony takes place and/or when most 'political' persons are present.

In order not to burden the Organiser with major extra costs, it is however EC Central which will pay for his travel and for his lodging (to be arranged by the organiser).

When the Organiser asks for a longer stay of the EC Ambassador, then it is his obligation to pay for all additional costs related to this extended stay.

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

The most recent amendments were approved by the **by the 2023 Congress in Antalya.**

The Organiser must initial sections III and IX.

IWWF
CONFEDERATION of EUROPE

ORGANISER
NATIONAL FEDERATION

Date:

Date:

LETTER OF AGREEMENT AND OBLIGATIONS FOR TITLED EVENTS

APPENDIX – A : Entry Fees (2024)

Division & Event	Entry Fee	Divided as follows			WADA fund	IWWF licence
		To EC Central	To the Organiser	To the Council		
2024	per athlete					
Barefoot – Open	230 €	100 €	100 €	20 €	10 €	
Barefoot – Juniors (3 events)	190 €	80 €	80 €	20 €	10 €	
Barefoot – Juniors (1 or 2 events)	150 €	60 €	60 €	20 €	10 €	
Barefoot – Seniors	230 €	100 €	100 €	20 €	10 €	
Cableski – Open	200 €	85 €	85 €	20 €	10 €	
Cableski – Juniors	160 €	65€	65 €	20 €	10 €	
Cableski – Seniors	200 €	85 €	85 €	20 €	10 €	
Disabled – All	210 €	90 €	90 €	20 €	10 €	
Tournament – Open	260 €	115 €	115 €	20 €	10 €	
Tournament – Youth	200 €	85 €	85 €	20 €	10 €	
Tournament – Under-21	210 €	90 €	90 €	20 €	10 €	
Tournament – 35+	260 €	115 €	115 €	20 €	10 €	
Wakeboard Boat – Open	260 €	105 €	105 €	40 €	10 €	
Wakeboard Boat - Juniors	210 €	80 €	80 €	40 €	10 €	
Wakeboard/Skate Cable - Open	280 €	105 €	105 €	40 €	10 €	20 €
Wakeboard/Skate Cable - Juniors	230 €	80 €	80 €	40 €	10 €	20 €

NOTE 1 : The RACING division opted out of this system.

Therefore the ‘old’ system remains : Maximum entry fee is 500 € per team

European Championships = Sanction Fee to be paid by the Organiser

= 4.000 €, including the medals costs

Europe Cup

= Sanction Fee to be paid by the Organiser

= 800 €, including the medals costs

NOTE 2 : Costs paid for by the EC.

= EC Central pays for all the medals.

= EC Central will pay 50% of the drug testing costs of the organizer, up to a maximum of 2.500 €.

NOTE 3 : Late Entry Fees.

= Late Entry Fee for all divisions = 10 € per day.

= The split is 50 % to the EC (Council) - 50 % to the organisers.

NOTE 4 : To Council.

= To assist officials travel.

= Income is paid to the relevant Council.

INTERNATIONAL WATERSKI & WAKEBOARD FEDERATION
Letter of Agreement and Obligations for Titled Events
Appendix B

PROCEDURES FOR TESTING AT EUROPE & AFRICA CHAMPIONSHIPS

Complete revision – June 2023 – as approved by Admincom.

This document has been prepared to assist hosting Federations; appointed Chief Judges and National Anti-Doping Organizations to understand the requirements and procedures for testing at IWWF competitions.

THE IWWF ANTI-DOPING RULES STATE

5.7 Selection of *Athletes* to be Tested

5.7.2 At *Confederation events* the Confederation Executive Board shall determine the number of finishing placement tests, random tests and target tests to be performed.

This document sets out those tests required at E&A Championships.

FROM 2023 season the European Admincom has agreed to assist Host Federations with the costs of these Anti-Doping Test up to a maximum of 50% of the cost. The funding for this will come from an additional 10€ on the entry fee and from the E&A coffers.

EVENTS FOR ANNUAL TESTING

The Admincom has agreed that the following 3 major Championships will be tested in every season – these being:

E&A Cable Wakeboard and Wakeskate Open Championships

E&A Wakeboard Boat Open Championships

E&A Waterski Open Championships

NOTE – Where there is a “combined” Championships, including Seniors/Masters/35+, those athletes do not count towards the Number of Athletes in Column one below.

TESTS REQUIRED AT EVERY OCCURANCE OF THESE 3 E&A CHAMPIONSHIPS

IWWF Confederation Championships						
Number of Athletes			Number of urine Tests		ESA	GHRF
1	-	50	3	of them	0	0
51	-	80	4	of them	0	0
81	-	110	5	of them	0	0
		111<	7	of them	1	1

ESA = Erythropoieses Stimulating Agents

GHRF = Growth Hormone Releasing Factors

EVENTS TO BE TESTED ON A RANDOM BASIS

Each year a further 2 E&A Championship events will be selected on a random rolling basis to be tested. Only Open and Youth Championships to be part of the selection.

The decision on which 2 divisions to be tested each year will be made by the Admincom latest by 31st March.

NOTE – Where there is a “combined” Championships, including Seniors/Masters/35+, those athletes do not count towards the Number of Athletes in Column one below.

TESTS REQUIRED ON A ROTATING BASIS FOR THE OTHER E&A CHAMPIONSHIPS

IWWF Confederation Championships						
Number of Athletes			Number of urine Tests		ESA	GHRF
1	-	50	3	of them	0	0
51	-	80	4	of them	0	0
81	-	110	5	of them	0	0
111<			7	of them	1	1

Event Organizers need to contact their National Anti Doping Organization to arrange this testing. Alternatively, a WADA approved Anti-Doping organization may be used. According to the schedule of events, the testing will take place on the final weekend, or the final day.

Organizers must provide the Testing agency with certain information which is shown on their individual testing plan.

SUBMISSION OF DOCUMENTS

It is expected that the Doping Control forms will be entered into ADAMS by the Testing agency.

In all cases copies of the forms completed by the Doping Control Officers and signed by the athletes must be sent immediately to the IWWF via email to:

anti-doping@iwwf.sport

RESULTS OF TESTING

To be posted in ADAMS

RESULTS MANAGEMENT

IWWF handles all results management from Europe & Africa Championship In Competition Testing.