



EUROPEAN YOUTH OLYMPIC FESTIVAL

GUIDELINES FOR APPLICANT/CANDIDATE NOCs and CITIES FOR 2025 SUMMER and WINTER EUROPEAN YOUTH OLYMPIC FESTIVALS

March 2019

**READY TO
SHINE**

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INTRODUCTION

These Guidelines are issued to the European Olympic Committees (EOC) affiliated National Olympic Committees (NOCs) which would like to submit candidatures to organise Summer or Winter European Youth Olympic Festival (EYOF) in order to ease the task of the Applying NOCs/Cities and to help them in that process.

The aim of this document is to provide NOCs and Applicant Cities with all relevant information, to explain the whole Bidding procedure covering both stages of being an Applicant and a Candidate and to describe the Bidding process for the EYOF in the comprehensive way as well as to facilitate the preparation of the requested documents that must be submitted to the EOC.

Furthermore, the Guidelines are also available as a reference document to any NOC considering a future candidacy.

The Applying NOC(s)/City/Cities are hereinafter referred to as Applicant(s).
The Candidate NOC/s/City/Cities are hereinafter referred to as Candidate(s).

The Guidelines consist of three parts:

Part 1 - Guide

The Guide explains basic terms, steps to be taken and the various stages of the EYOF bidding process including the timeline and contains explanations and obligations to which all Applicants and Candidates must abide.

Part 2 - EYOF Questionnaires

The second part of these Guidelines are the Questionnaires that the Applicants and Candidates must complete and submit to the EOC.

- EYOF Questionnaire A for Applicants
- EYOF Questionnaire B for Candidates

The EYOF Questionnaires contain various Subjects and their corresponding questions to be answered by the Applicants and Candidates. They also contain explanations of the Subjects.

Part 3 - Annexes

The third section comprises Annexes.

PART 1: GUIDE

The aim of this section of the Guidelines is to help Applicants and Candidates by providing guidance and thus saving them unnecessary work. The Guide explains the role of various bodies, the different steps that should be taken, the procedure from submission of the letter of intent to the election of the Host City. It also provides specification related to the various stages and steps of the Bidding process.

1.1 Bidding phases

The Bidding process has two phases. In the first Applicant phase the Applicants must submit Application File to the EOC. For every edition, the EOC Executive Committee, once the Application Files have been studied, may make a pre-selection and choose official Candidate Cities that proceed to the second Candidate phase.

1.2 Identification of the main organisations/bodies involved in the bidding process.

Every application for the organisation of the Summer and Winter EYOF shall be presented jointly by the interested City/or Cities and corresponding NOC(s).

The National Olympic Committee

The NOC assumes a large responsibility by nominating an Applicant City and submitting the application to the EOC. It is therefore important that the NOC is confident that the selected City fully complies with the criteria established in these Guidelines and their annexes as well as the existing EYOF related documents. The NOC, as a partner of the Applicant/Candidate, should offer the benefit of its experience and its knowledge of the Olympic Movement.

Applicant City

Only a City whose bid has been approved by the NOC may apply to organise the EYOF. It is therefore essential for every City to contact the NOC in order to obtain its support. The City becomes officially an Applicant for the EYOF once it receives the acknowledgement of the EOC after the delivery of the letter of intent by the respective NOC.

Candidate City

After the delivery of the Application File and based on the decision of the EOC Executive Committee officially announced at the EOC General Assembly 2019 an Applicant may be recognized as an Official EYOF Candidate.

Bidding Committee

The NOC and the Applicant shall form the Bidding Committee, a body which is responsible for the running of the Bidding procedure. The Bidding Committee must include representatives of the NOC and the City. Members of the national authorities may also be included.

Future Organising Committee

It is important to understand that the future Organising Committee of the elected City must have full support of the NOC and include among the members of its Board of Directors and

Executive Committee, the President and/or Secretary General of the NOC, and at least one member representing, and designated by, the Host City.

National Sports Federations

The Bidding Committee should establish very close cooperation with relevant National Sport Federations.

EOC EYOF Commission

The EOC EYOF Commission represents the EOC in any matter relating to the EYOF. The EOC Head Office shall be the first point of contact for the Applicants and later for the Bidding Committees and liaison between the Bidding Committee, EYOF Evaluation Commission, EOC EYOF Commission and any other bodies and institutions related to the EYOF Bidding Procedure and the EYOF Organisation.

EOC EYOF Evaluation Commission (EVCOM)

The EYOF Commission shall appoint an ad hoc Evaluation Commission which shall consist of two EYOF Commission members and the EYOF Manager.

The role of the EVCOM is to supervise the Bidding procedure, to help and assist the Bidding Committees, to carry out the official inspection visit of all Candidates and to evaluate the Bids.

1.3 Support by the authorities

It is necessary that the Bidding Committee represented by the members of the NOC and the City obtains the support of the national authorities concerned not only for the Bidding procedure but also for the future Organisation of the EYOF.

1.4 Applicant and Candidate Bid files

The Applicants must provide the EOC with the Applicant file including the information and documents required in the EYOF Questionnaire A for Applicants. This is the first basic information document concerning the Bid submitted to the EOC. Based on the information provided in this file the EOC Executive Committee may make a pre-selection of the Candidates.

The Candidates must work out the detailed Bid file including the information and documents required in the EYOF Questionnaire B for Candidates and include also the eventual recommendations of the EYOF Evaluation Commission and submit the Bid file to the EOC. The Bid file must fulfil all the requirements contained in these Guidelines and must answer all questions included in the Questionnaires B for Candidates.

It is important to remember that the replies given by the Applicants and Candidates in the EYOF Questionnaires represent a commitment for the future Organising Committee and, in the event of its election, the Bid file shall be an integral part of the Host City Contract (HCC) and shall be binding on the City, the NOC and the Organising Committee as stated in the EYOF Charter in Rule 6.

1.5 EOC Rules of conduct for all Applicants and Candidates for the EYOF

Applicants and Candidates must abide by the “EOC Rules of Conduct for all Applicants and Candidates for the EYOF” that forms Annex n.1 to these Guidelines.

Rules of Conduct apply to National Olympic Committees and Cities wishing to organise the EYOF as well as any person or organisation acting on their behalf.

The NOC is responsible for the activities and conduct of its Applicant/Candidate.

1.6 Creation of Bidding logo and use of the EOC/EYOF logo

Candidates may create their own Bidding logo and use it in promotional activities and materials such as letterheads, posters, brochures, video presentations and other items in accordance with the Rules of Conduct. The word “Candidate” must always be clearly shown within the Bidding logo. Such logo is subject to the prior written approval of the EOC.

The Official Candidates are also entitled to use the EOC/EYOF logo (which will be sent to the Candidates on request) in line with the EOC EYOF Promotion and Visibility Guidelines.

1.7 Elections

EOC voting system:

- All EOC affiliated NOCs have the right to vote. Each NOC has one vote. Only NOCs present at the EOC General Assembly may vote.
- The elections of Summer and Winter EYOF take place at the same General Assembly with two separate voting procedures.
- The vote takes place by secret ballot.
- The winning City requires more than 50 per cent of the votes to achieve victory in round one.
- If there is no absolute majority after the first round, the city with the lowest vote is eliminated and the EOC General Assembly members vote again on the remaining candidates.
- The process is repeated until an absolute majority is reached.

1.8 Changes of instructions/documents

The EOC reserve the right to change certain instructions or clauses of these Guidelines or any official EOC documents if the absence or consequences of such changes could not have been foreseen at the time of publication of these Guidelines or any other EOC document. The EOC also reserves the right to introduce new official documents relating to the EYOF organisation which must be fully respected and complied with by Applicant/Candidate NOCs/Cities as well as the future Organising Committees.

1.9 Financial obligations

The Applicants and Candidates are financially responsible for all activities, travel, production of documents, materials and any costs related to the Bid for the EYOF.

The EOC will pay for the travel expenses of the Evaluation Commission members. Each Candidate will bear the costs for the stay of the members of the Evaluation commission (accommodation & board, travel within the country).

1.10 EYOF Bidding process

March 2019 / Call for Candidates

Call for Candidates for Winter and Summer EYOF 2025 sent by the EOC to all NOCs by email including the basic documents such as these Guidelines, the EYOF Charter and EYOF Terminology.

21-27 July 2019 / EYOF Observer programme in Baku 2019

Potential Applicants may use the opportunity to take part in the EYOF Observer Programme at the Summer EYOF 2019 in Baku. The invitation, together with basic information and entry form, will be sent to all NOCs before the end of April 2019.

1st August 2019 / Submission of the Official Application

NOCs must indicate their willingness to bid for the EYOF by submitting an official letter of intent - Application for the EYOF. The official letter, signed by the official authority of the NOC and Applicant City must include the name of the Applicant City, the specification of the EYOF edition (Summer/Winter) and the name(s) and contact detail(s) of the liaison person(s) for any communication related to the Bidding procedure. Such letter must be sent to the EOC Head Office in Rome by email and/or ground mail by 1st August 2019.

August 2019 / Acknowledgement of Official Applicant Status

The EOC shall acknowledge the receipt of the Application and shall confirm the status of the Official Applicant by a letter sent to the relevant NOCs.

August 2019 / Nomination of the 2025 EYOF Evaluation Commission

The 2025 EYOF Evaluation Commission (EVCOM) shall be nominated by the EYOF Commission. The names and contact details will be sent to the Applicants.

Mid-September 2019 / Submission of the Applicant file

The Bidding Committees must submit to the EOC the Application file which should include the information and answers to the questions required in the EYOF Questionnaire A for Applicants. This EYOF Questionnaire forms part 2 of these Guidelines. Application file must be sent by email to the EOC Head Office.

End-September 2019 / Evaluation of the Applicant file

The 2025 EYOF Evaluation Commission shall prepare evaluation reports of the Applicant files.

24th October 2019 / EOC Executive Committee meeting

The EOC Executive Committee based on the evaluation report submitted by the Evaluation Commission may make a pre-selection and decide which Applicants should proceed to the Candidate phase.

25-26th October 2019 / 48th EOC General Assembly

The EOC President shall announce the names of the Official Candidates for 2025 EYOFs at the EOC General Assembly.

November 2019 / Acknowledgement of Official Candidate Status

The EOC shall acknowledge the status of the Official Candidates by a letter sent to the Bidding Committees.

February/March 2020

Evaluation Commission visit to the Winter EYOF Candidates.

May/June 2020

Evaluation Commission visit to the Summer EYOF Candidates.

31st July 2020

Submission of the Bid file by the Bidding Committees to the Evaluation Commission (by email). Bid file should include the information and answers to the questions required in the EYOF Questionnaire B for Candidates. This EYOF Questionnaire forms part 2 of these Guidelines.

August 2020

Period for the Evaluation Commission to ask the Bidding Committee for the amendments to the Bid file.

31st August 2020 / Submission of Bid file

Submission of the final version of the Bid file by the Bidding Committee to the EOC Head Office and the Evaluation Commission by email.

15th September 2020

The Evaluation Commission will compile the Evaluation report based on the official visit findings and the information given in the Bid file.

15th September 2020

Submission of the Bid files and report of the Evaluation Commission to the EOC Executive Committee.

September 2020

The EOC Executive Committee shall approve the Bid files and the report of the Evaluation Commission

September 2020

The EOC will provide the Candidates with the Host City Contract.

October 2020

Candidates bid files to be sent to all European NOCs by the EOC Head Office.

October-November 2020 / Presentation and Election of Host Cities

Presentation of the 2025 EYOF Bids by Bidding Committees at the EOC General Assembly

– Report by the Evaluation Commission

- Questions & Answers
- Election of the organiser of the 2025 Winter & Summer EYOF by the EOC General Assembly
- Signature of the Host City Contract by elected NOCs/Cities*

*The Candidates shall provide the name(s) of the person(s) who will sign the Host City Contract on behalf of the NOC and the City two weeks prior the date of the General Assembly.

1.11 Visit by the EYOF ad hoc Evaluation Commission

The EYOF Evaluation Commission shall carry out the official inspection visit of all Candidates.

After the agreement on the date of the visit each Bidding Committee must send to the EVCOM the proposal of the programme of the visit.

The general structure of the programme:

Day 1

Arrival

Day 2

Meeting - general overview

Venue tour

Day 3

Summary meeting

Departure

The final programme will depend on the travel possibilities/times to the Candidate city and can be modified upon agreement between the EVCOM and the Bidding Committee.

The Bidding Committee must prepare the visual and oral presentation of the Bid containing the information required by the Questionnaires in Part 2 of these Guidelines and may in addition add any other information as desired. This presentation should be provided to the EVCOM also in electronic version and hard copy.

During the visit the meetings will be held with members of the Bidding Committee and any issue relating to matters arising from the Questionnaire will be discussed. The Evaluation Commission may recommend changes and/or improvements to the Bid in order to attain the required EYOF standards and to optimize the Bid.

1.12 Final presentation of the Bid at the EOC General Assembly

The presentation of the 2025 EYOF Bid by each Bidding Committee to the EOC General Assembly must not exceed 15 minutes. Oral presentation, audio-visual presentation or other forms of introduction of the NOC, City and Bid are allowed. The final timing of the presentation will be communicated to the Bidding Committee two months prior the EOC General Assembly.

In total 6 members of the Bidding Committee may be officially accredited to take part in the EOC General Assembly. The Bidding Committee can also bring some staff/helpers and media representatives. These people will gain access to main meeting room/hall and area where the promo stands of Candidates will be located. These people will not be accredited for the official social functions.

The Bidding Committees are not required to bring hard copies of their Bid files to the EOC General Assembly, however they may do so if they wish. Regarding the other documents, promotional materials and promotion of the Candidates please refer to the Rules of conduct attached to these Guidelines.

1.13 EOC Contact details

Address

EOC Head Office

"Villino Giulio Onesti"

Via della Pallacanestro, 19 - 00135 Rome - Italy

Phone (+39) 06 36 85 78 28

eoc@eurolympic.org

www.eurolympic.org

PART 2: EYOF QUESTIONNAIRES

The EYOF Questionnaires contain precise questions to the Applicants and Candidates. The answers should be short and presented as facts in as clear and concise manner as possible. Each question must be worked through and include all the information and documents required by the instructions given for each subject/topic. The aim of this is to save the Evaluation Commission unnecessary work and to ensure that the information provided to the EOC may be easily and objectively analysed and compared.

The order and numbering of subjects must follow the Questionnaires structure.

2.1 EYOF Questionnaire A for Applicants

Applicant files shall be submitted by e-mail to the EOC Head Office before 1st October 2019.

The Applicant file must include:

- a) Title page including the following information:
 - Applicant File
 - 2025 Summer/Winter European Youth Olympic Festival
 - NOC of.....
 - City of.....
 - Date (of elaboration of Applicant file).....
- b) Confirmation letter
“The 2025.....(name of the Candidate City) Bidding Committee hereby confirms that, in the event it should proceed to the second Bidding phase, it will elaborate and submit the Bid file comprising all information and documents required by EYOF Questionnaire B for Candidates.”
- c) Bidding Committee (names, functions and contact details) / 1 page
- d) Basic information about the Candidate City / 1 page + a map with the location of the city within the country
- e) Transportation to the Applicant City (by air - distance to the closest international airport, travel time in km/min, by road, by train) / up to 1 page
- f) Location of the Athlete’s village(s) and current status (existing - ready, existing - need to be reconstructed, not existing - to be built...)
- g) The proposed dates of the 2025 EYOF / 1 page
- h) List of proposed sports on the programme of EYOF (for winter EYOF only based on the EYOF Charter) / 1 page
- i) List of proposed sports venues for the sports listed in the item h) and description of their location including the information about their current status: (existing - ready, existing - need to be reconstructed, not existing - to be built...) + Overall map with location of sports venues and Athletes’ village
- j) Table showing sports, venues and their distance in km/min from each other and the Athletes’ village and city center. / 1 page
- k) Experience with the organisation of the sports and other events / up to 1 page
- l) Bidding budget / 1 page

m) Estimated EYOF budget (divided into infrastructure / organisation) including the proposed participation fee per person per day / 1 page

2.2. EYOF Questionnaire B for Candidates

Bid file shall be submitted to the EOC Head Office by 31st August 2019.

Bid file must be sent by email to the EOC office and the Evaluation Commission in electronic format (by email) and additionally one copy of the Bid file to each Evaluation Commission member and five copies to the EOC office by post.

Subject 1 Concept and motivation
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The information requested is intended to provide the EOC with a general understanding of the Bid.

Information required regarding Subject 1:

1.1 What is the motivation of bidding for the EYOF and what are the expected benefits and legacy for the Candidate City and Region from hosting the EYOF?

1.2 What is the mission and the vision of hosting the EYOF?

Subject 1 volume up to 1 page.

Subject 2 Description of the Candidate City and its Region
--

The information requested is intended to provide the EOC with a better knowledge of the Candidate City and its Region.

Information required regarding Subject 2:

2.1 Describe the Candidate City and its Region: characteristics, situation, population, weather conditions, other relevant information.

Subject 2 volume up to 2 pages.

Subject 3 Bidding Committee, legal aspects and institutional support
--

Legal aspects play an important role during the period of applying to host the EYOF.

The reference material in this connection is primarily the EYOF Charter and these Guidelines for Applicant/Candidate Cities/NOCs to the 2025 Summer and Winter EYOF.

The EYOF Charter is the codification of the Principles and Rules adopted by the EOC.

Information required regarding subject 3:

3.1 Details relating to the Bidding Committee. Provide an organisation chart of the Bidding committee, including names, positions and contact details.

3.2 Fulfilment of obligations; respect of the EYOF Charter:

Provide a covenant (separated letter) from your local authorities and NOC stating the following:

“The local authority of..... (name of the Host City) represented by..... (name(s) of the authorised representative(s)) and the NOC of.....represented by.....guarantee the respect of the EYOF Charter and the Host City Contract; understand that all statements contained in the official Bid file, included the financial ones, are binding on the City and NOC; and guarantee that we take all necessary measures in order that we fulfil their obligations completely.”

In the instance that the Bid includes several Cities and/or a Region/Canton, County, the above mentioned covenant should include all of the local/regional authorities involved.

3.3 Provide a declaration (separate letter) from your NOC and Candidate City authorities confirming that:

“The Bidding Committee is empowered to represent the NOC and the Candidate City namely by Mr./Mrs.....function...

Mr./Mrs.....function.....

who have the authority to represent the NOC and City (Cities/region) in the Bidding Committee and to sign contracts and other documents (such as the Host City Contract), on behalf of the NOC/City.

In the instance that the Bid includes several Cities and/or a Region/Canton, County, the representatives of all parties should be included in the declaration above.

3.4 Indicate the dates of municipal, regional and national elections foreseen from now until the staging of the EYOF.

Subject 4 Customs and immigration formalities
--

Information required regarding subject 4:

4.1 What are the regulations in force in your country regarding immigration and entry visas? Which countries need visa in order to enter your country?

4.2 Give details of the health and vaccination regulations governing entry into your country, if any.

4.3 What are the customs regulations in your country?

Subject 4 volume up to 2 pages.

Subject 5 Finance

The aim of the EOC is to obtain all financial information necessary in order to evaluate the viability of the budget presented and also that of the resources which back up the budget.

All figures provided must be given in Euros.

Information required regarding subject 5:

- 5.1 Provide financial guarantees which have been obtained from the competent authorities.
- 5.2 Provide the Bidding budget in Euros.
- 5.3 Provide a detailed estimation budget for the EYOF in Euros, divided into two parts:
 - a) Organisational Budget (which shall include the necessary expenditures for running the preparations and organisation of the event according to the rules and to the Bid file)
 - b) Non-Organisational Budget (which shall include the costs of the investment in permanent infrastructure if any; construction/reconstruction of the venues and infrastructure)In both cases, the budget must be balanced and the planned incomes outlined. The financial sources of such incomes must be specified.
- 5.4 Provide information if you intend to apply for a subsidy from the European Union.
- 5.5 Announce if you propose to require from participant NOCs a participation fee according to Rule 21 of the EYOF Charter, and if so, indicate the daily sum per person per day of such fee in Euros.

Subject 6 Marketing and TV broadcasting

The EYOF is the exclusive property of the EOC which owns all marketing rights relating thereto and directs the overall EYOF Marketing strategy. The marketing programmes must be developed by the future Organising Committee to help finance the organisation of the EYOF.

EYOF marketing relates to all commercial aspects (including radio and television broadcasting rights as well as sponsors and suppliers' programmes).

The EOC/EYOF Advertising and Commercial Rules as well as the EOC/EYOF Promotion and Visibility Guidelines established by the EOC are applicable to organisers of the EYOF.

By these basic Rules and Guidelines, the EOC aims to make sure that the presentation of the EYOF respects its Olympic nature and also follows Europe-wide commercial and advertising standards.

In order to avoid any misuse of Olympic Symbols and to secure the protection of the NOC and IOC Olympic sponsors programme, the EOC requires very close cooperation between the hosting NOC and the Organising Committee of the EYOF in all commercial activities and aspects.

All commercial activities of the Organising Committee related to the EYOF must be approved by the relevant National Olympic Committee. The NOC is the highest authority on the respective territory for the protection of the Olympic Symbols. The NOC is the unique partner of the EOC and the IOC and, at the same time, the contractual party of the Host City contract of the respective EYOF.

Information required regarding subject 6:

- 6.1 Define the marketing programmes you intend to develop for the EYOF.
- 6.2 Provide a document signed by both the City and the NOC guaranteeing the production of the internet web-streaming through a host broadcaster, and putting such signal, free of

charge, at the disposal of the EOC and/or the companies designated by the EOC. The TV graphic must be a part of the free of charge delivery. The scope (the specification of which sports/events shall be streamed) is subject of further negotiations. Daily highlights from the competitions/ceremonies must be produced and provided to the EOC.

Subject 7 Dates and Programme of the EYOF
--

The Summer EYOF sports programme is fixed, as stated by Rule 9 of the EYOF Charter and its corresponding Bye-laws.

The Winter EYOF sports programme may include, in addition to the fixed sports, other sports that may be proposed to the EOC. See Rule 10 of the EYOF Charter and its Bye-laws.

Information required regarding subject 7:

7.1 The proposed dates of the EYOF (in accordance with Rule 5 of the EYOF Charter)

Summer EYOF:

- Saturday - arrival date
- Sunday - Opening Ceremony
- Monday-Saturday - Competitions
- Saturday - Closing Ceremony
- Sunday - Departure day.

Winter EYOF:

- Saturday - arrival date
- Sunday - Opening Ceremony
- Monday - Friday - Competitions
- Friday - Closing Ceremony
- Saturday - Departure day.

7.2 For Summer EYOF please list the nine fixed sports and in case of interest also one optional sport as stated by the Rule 9 of the EYOF Charter.

For winter EYOF describe which sports/disciplines you propose to have on the programme according to Rule 10 of the EYOF Charter.

7.3 Provide the general sports calendar proposed for the EYOF (in a chart with days in horizontal and sports (trainings, competitions) in vertical).

7.4 Specify the disciplines/events per each sport on the programme.

Subject 8 General sports organisation
--

In this section the EOC wishes to receive information about Candidate strategy and planning in all areas relating to general sports organisation.

The following aspects of general sports organisation are fundamental:

Competition venues

The choice of competition venues will be a determining factor in the evaluation of the Bid. It will also have a significant effect on the organisation and running of the EYOF.

Geographical location

The geographical location of the venues will determine their operation during the EYOF. Proximity of venues to each other and to the nerve centres of the EYOF (Athletes Village, Press Facilities, etc.) and to the City centre is highly recommended. Venues concentration, if planned sensibly, will certainly contribute to the smooth running of the EYOF.

Venue characteristics

Each venue, and in particular those elements which may affect the correct operation of the sport (infrastructure, logistics, capacity, orientation, indoor/outdoor, dimensions, etc.) must comply with the relevant rules of the International/European Federations.

Current situation, agreements, guarantees

When creating the overall strategic plan, it is necessary for the Candidates to make studies and clearly define the current state of proposed venues:

- existing venues not requiring any construction work prior to the EYOF
- venues requiring modifications, (re)constructions, renovations, etc.;
- venues not built yet.

The following related aspects must be always taken into consideration

- cost of work and financing
- schedule of work
- approval of the International/European Federation concerned

Sports logistics

All important elements in the context of the sports organisation must be taken into account from the beginning of the planning stages e.g. draws, start and results management, data-timing, medal ceremonies, mobile constructions, services for the sports family: accommodation, transport etc.

Very important are also the cooperation of the Organising Committee with the National Sport Federations and Sport Clubs and the organisation of the test events prior the EYOF in order to check the readiness of the venues, infrastructure, logistics and all necessary operations.

Information required regarding subject 8:

8.1. Sports venues

8.1.1 Provide:

- list of the proposed competition and training venues by name
- list of sports proposed for each competition venue
- short description of each sports venue (altitude, existing facility/facilities in the venue, seating and standing capacity, current ownership, current use of venue, etc.)

8.1.2 Show on a map (indicating the scale used) the venues listed in 8.1.1. Show also the location of the Athletes Village, Main Press Center, the EOC Family hotel, City Center, Opening and Closing ceremony stadium/arena.

8.1.3 Prepare a table indicating the distances (in km) and average journey times (by car/bus,) between each sports venue and Athletes' village and the EOC family hotel.

8.1.4 In accordance with the list given in 8.1.1, give in table form the current status of the proposed sports venues that:

- do not require any construction work prior to the EYOF and are ready for use;
- require modifications or re-constructions, etc;
- do not exist and are yet to be built;

Specify when the new buildings and (re)constructions will be finalized.

8.1.5 Homologation of sports venues by International/European Federations

Specify if the proposed venues are already homologated by the corresponding International/European Federations.

8.2 Does the National Sport Federation responsible for the proposed sports on the programme of the EYOF exist in your country? Provide the contact details to each/existing NFs of the sports on the EYOF programme and list the biggest event in which each NF has been involved.

8.3 When do you plan to organise test event(s) prior the EYOF?

8.4 List the most important international and national sports competitions organised in your City and region over the last 10 years.

Subject 9 Human resources

The Organising Committee must build up a solid task force to carry out all the necessary functions required.

The EOC recommends that contact be made as early as possible with the National Sport Federations, sports organisations in the city and the region (clubs, sports federations, other organisations) with the aim of involving them in preparations, and establishing methods for recruiting and training the personnel necessary to run the EYOF.

Early evaluation of the human resources required, the type of personnel and their connection with the Organising Committee (i.e. type of contract) is essential.

The early start of volunteer recruitment and training is necessary.

Information required regarding subject 9:

9.1 Provide the estimated figures of human resources necessary for the organisation of the EYOF including the planned number of volunteers.

Subject 9 volume up to 1 page.

Subject 10 Accommodation

The EYOF Organising Committee is responsible for providing accommodation for the different categories of people involved in the organisation and running the EYOF. All the Organising Committee's obligations in this connection are set out in the Host City Contract, Chapter III,

Organisation of Accommodation. Apart from the official NOCs delegations, which are accommodated at the Athletes' Village, the Organising Committee must provide an adequate

number of rooms of different categories, at reasonable prices for different type groups of accredited people.

Athletes' Village

The Athletes' Village is a major undertaking to be addressed within the framework of preparing for the EYOF. It must fulfil the requirements of the users over the period of the EYOF.

In order to plan the project and prepare replies to requests for information on this subject, it is essential that you follow the information in the EYOF Charter.

Accommodation of other accredited groups

- the EOC (EOC Executive Committee, EOC EYOF and Athletes Commission, EYOF Coordination Commission, EOC staff, etc.)
- International/European Federations representatives (Presidents and Secretaries General)
- NOCs representatives and official guests (Presidents, Secretaries General, NOC extra officials (if any) and NOC guests)
- technical delegates, judges, referees and technical officials
- media representatives
- observers
- other Olympic-related organisations' representatives and other distinguished guests (including IOC members and IOC representatives, EU representatives, WADA officials, etc.)

Catering

The Organizing Committee is responsible for ensuring full board catering services for the respective groups of accredited people. Particular attention must be paid to the catering facilities and food preparation areas and their compliance with the hygiene standards. Catering services must operate with the highest degree of efficiency and rapidity.

An on-site catering facility (dining hall of sufficient capacity) must be provided in the EYOF Athletes' village with full, varied meals and a choice of beverages to suit the diet and nutritional needs of athletes, and all special dietary requirements, at least three times a day from two days before the Opening Ceremony until one day after the Closing Ceremony.

Information required regarding subject 10:

10.1 Outline the plans for Athletes' village, including:

- the capacity and situation of the Athletes' Village (or Villages, if more than one);
- category of the accommodation (minimum 3 stars or equivalent);
- the planned number of beds per room, taking into account that all the beds shall be for single use;
- the ratio of WC/shower per accommodated person, taking into account that according to the Host City Contract such ratio cannot exceed 4 persons per WC/shower;
- number of meeting rooms;
- current ownership

10.2 Catering:

According to the EYOF Charter catering for accredited persons must fulfil the minimum standards of a 3-star hotel category. Taking this into account, what is the system you

plan for providing meals? State the number of restaurant units planned, their location, the total surface in m² and the number of seats in each unit in the Athlete Village(s). Indicate operating hours for each meal service.

- 10.3 Provide the information about the number of hotels available in the Candidate City and their category (number of stars), capacity and location (city centre and distance from city centre).

Subject 10 volume up to 3 pages.

Subject 11 Medical / Health services
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The health arrangements for the EYOF must operate in parallel with the service usually provided for the local population.

Information required regarding subject 11:

- 11.1 Give a general outline of the medical system currently in operation in your city and region.
- 11.2 Explain how you plan the EYOF first aid, transport and emergency services.
- 11.3 Provide information on the drinking water quality (according to international standards) in the city (or cities) and region.
- 11.4 Do the Government and the NOC of your country fully comply with the World Anti-doping Code and WADA regulations?
Is there a WADA recognised anti-doping laboratory in your country? If not, describe which accredited laboratory you plan to use for your controls.
Does your country have any specific legislation on doping?
Describe your plan for co-operation with the National Anti-doping Agency concerning planning and conducting of the anti-doping tests. Provide contact to your NADA.

Subject 11 volume up to 2 pages.

Subject 12 Security and safety
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The Organising Committee is responsible for security and safety of all accredited participants as well as their goods and property. The close cooperation with state and municipal police and other bodies and specialised organisations are recommended.

The close cooperation with traffic police is necessary to secure smooth travelling within the EYOF (to venues and back etc.).

Information required regarding subject 12:

- 12.1 Provide information on planned security measures for the EYOF (protection of persons, venues and goods; private/public security; local, regional or national bodies in charge; any other relevant aspects).

Subject 12 volume up to 2 pages.

Subject 13 Transport

One of the most important keys to a successful EYOF is an efficient transport system.

Where the strategic planning and operation management of transport is concerned, Candidates are advised to take into account the following areas:

- International and national accessibility:
 - The existing transport system to access your City and exchange terminals (airport, railway and bus stations, port);
 - Number of people expected and capacity of the accesses;
 - Transport of accredited people, equipment and luggage;
 - Questions involving customs formalities;
 - Departure procedures;
- General structure of the existing transport network in your City and the Region concerned.
- Available transport infrastructure (road network, public and other transport).
- Location of EYOF competition and non-competition venues in relation to the transport system (competition and training venues, Athletes Village, official hotels, Organising Committee's administration centre, Main Press Centre, etc)
- Planning of the official shuttle system of the EYOF
- Vehicles fleet (types and numbers of vehicles)
- Organisation of parking at the competition and non-competition venues
- Roads maintenance and cleaning

Information required regarding subject 13:

- 13.1 Provide precise description of the transport system giving access to your city by air, sea, rail, road, including alternative routes.
- 13.2 Prepare a table indicating the distances (in km) and average journey times (by car/bus, train) between your city and the proposed airports.
- 13.3 Indicate your transport objectives and organisation principles during the EYOF for the main categories of accredited groups

Subject 13 volume up to 3 pages.

Subject 14 Technology

Technology is a vital element in the preparation and staging of the EYOF.

The image of the EYOF depends on the quality and rapidity of information production and transmission:

- to media
- to members of the EYOF family
- to general public

The Candidates are asked to demonstrate their understanding of the above mentioned tasks concerning the current situation and the target solution design.

Provision of internet connection free of charge in all official EYOF venues is necessary.

Information required regarding subject 14:

14.1 Describe your approach to the technological challenges of organising the EYOF and the solutions proposed for the information systems needed for the preparation and running of the EYOF (internet connection, website, social media network use, start and results management and timing & scoring, on-line information, internet connection, communications, etc).

Subject 14 volume up to 2 pages.

Subject 15 Media

The Organising Committee shall welcome the media and provide them with working facilities, accommodation, transport, telecommunications and other services.

A Main Press Center shall be established as well as the Sub-Press Centers or media points at each sports venue.

Information required regarding subject 15:

15.1 Describe the location of the Main Press Center and indicate its location on a map requested in 8.1.2

15.2 Describe the technical services to be provided in Main and Sub-press Centers.

Subject 15 volume up to 1 page

Subject 16 Ceremonies

There are three types of ceremonies for Summer and four for Winter EYOF to be organised during the EYOF.

- Opening ceremony at a stadium/arena/square
- Closing ceremony at a stadium/arena/square
- Flower ceremony at the respective sports venues (for Winter EYOF only)
- Victory ceremonies (award of medals) at a Medal Plaza (for Winter EYOF) and respective sports venues (for Summer EYOF).

EYOF protocol must be respected for these events, in accordance with EYOF Charter and EYOF Ceremonies Guidelines

The capacity of the proposed venues for ceremonies must be sufficient to accommodate, in addition to the accredited athletes and officials, the other accredited persons as well as for media, families and spectators.

Information required regarding subject 16:

16.1 Describe the planned venues for the Opening ceremony, Closing ceremony and Victory ceremonies of the EYOF and the capacity of these facilities/venues.

Subject 16 volume up to 2 pages.

Subject 17 Olympism and culture
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Olympism is a philosophy of life, combining in a balanced whole the qualities of body, will and mind.

Blending sport with culture and education, Olympism seeks to create a way of life based on the joy found in effort, the educational value of good example and respect for universal fundamental ethical principles.

The goal of the Olympic Movement is to contribute to building a peaceful and better world by educating youth through sport practised without discrimination of any kind and in the Olympic spirit, which requires mutual understanding with a spirit of friendship, solidarity and fair play.”

The Candidates, and subsequently the Organising Committees, must constantly keep in mind the fundamental principles of the Olympic Movement.

The Olympic Movement, and its ideals enjoy an image recognised all over the world. It is the task of all members of the Olympic family, including Candidates and the Organising Committees, to ensure that this image is positive.

The purpose of this subject is to provide information on Candidates provisions for all aspects associated with Olympic culture and education and events which are associated with the sports activities and combine with them in expressing the true nature of the EYOF, namely the union of sport, culture and education.

EYOF Flame relay

It is up to the Organising Committee whether it wishes to arrange a flame relay.

Information required regarding subject 17:

17.2 Indicate if you will organise a flame relay within your country/region/city

17.3 Provide information if you intend to run any motivation programmes for children and youth (educational programme, sport programme etc.) in connection with the organisation of the EYOF.

17.4 Indicate if you intend to combine EYOF with any cultural, educational or other programme (for both accredited participants and the general public).

Subject 17 volume up to 2 pages.

Subject 18 Miscellaneous

Information required regarding subject 18:

18.1 Provide information of where do you plan to locate the NOC Services Centre and main Accreditation centre and indicate the distance from the Athletes´ Village.

Subject 18 volume up to 1 page

PART 3: ANNEXES

- Annex n.1 EYOF EOC Rules of Conduct for all Applicants and Candidates for the
- Annex n.2 EYOF Bidding procedure timeline

Annex n.1

EYOF EOC Rules of Conduct for all Applicants and Candidates for the

Introduction

EYOF Applicants and Candidates (Cities) must abide, in all aspects, by all provisions of the EOC EYOF Charter.

These Rules of Conduct apply to Cities wishing to organise the European Youth Olympic Festival and to their National Olympic Committees (NOCs), as well as any person or organisation acting on their behalf or supporting the candidature.

These Rules of Conduct are applicable as soon as a City informs its NOC of its wish to organise the EYOF.

Rules of conduct applicable to all cities wishing to organise the European Youth Olympic Festival

Principles

The conduct of the Cities shall comply strictly with the provisions of the EYOF Charter. Cities shall also respect the procedure for evaluating Applicants and Candidates established by the EOC.

The NOC of the country is responsible for the activities and conduct of the Candidate City.

Relations between Cities

Each City shall, in all circumstances and at all times, respect the other Cities.

The Cities shall refrain from any act or comment likely to tarnish the image of a rival City or be prejudicial to it. Any comparison with other cities is strictly forbidden.

No agreement, coalition nor collusion between the Cities or their NOCs aimed at influencing the result is permitted.

Promotion

Throughout the procedure, any promotion of a candidature shall take place with dignity and moderation.

Any person or organisation acting on behalf of a city must respect, in particular, the following provisions:

Making contact with or sending information specifically to the EOC members in any way whatsoever shall be considered as international promotion in this context and is therefore not authorised.

National promotion:

Cities are permitted to promote their Bid on the occasion of national events held on the territory of their NOC. The territory must be understood in a restrictive manner excluding, in particular, diplomatic representations abroad.

International promotion:

Cities may undertake promotion at an international level restricted only to official EOC events such as:

EOC General Assembly

The Cities are allowed to set up a promo stand/point (at place and in size defined by the EOC). They can offer and distribute promo items and materials to the participants.

The EOC EYOF Manager will give exact information concerning this in due time.

Internet

Cities may create their own Internet site for informative purposes only. Commercial promotion is not allowed.

Interpretation

All questions concerning the Rules of Conduct and matters concerning their interpretation shall be addressed to the EOC EYOF Manager (k.nycova@eurolympic.org).

Annex n.2 2025 EYOF Bidding process

		Date	Activity
2025 EYOF Bidding process	Application phase	March 2019	Call for Candidates by EOC
		21-27 July 2019	Summer EYOF 2019 Observer programme
		1 August 2019	Submission of the Official Application for 2025 EYOF by NOC (letter of intent)
		15 August 2019	Acknowledgement of the Official Applicant status by EOC
		September 2019	Nomination of the 2025 EYOF Evaluation Commission
		1 st October 2019	Submission of the Applicant files
		October 2019	Evaluation of the Applicant files
		25-26 October 2019	Announcement of the Official 2025 EYOF Candidates at EOC General Assembly
		15 November 2019	Acknowledgement of the Official Candidate status by EOC
	Candidate phase	February /March 2020	Evaluation Commission visit of Winter Candidates
		May 2020	Evaluation Commission visit of Summer Candidates
		31 July 2020	Submission of Bid file by Bidding Committee to Evaluation Commission
		August 2020	Period for Evaluation Commission to ask Bidding Committee for the eventual amendments
		31 August 2020	Submission of the final Bid file to EOC
		by 15 September 2020	Evaluation Commission report
		15 September 2020	Submission of Bid file and EVCOM report to EOC Executive Committee
		September 2020	Approval of the Bid files and EVCOM report by EOC Executive Committee
		October 2020	Bid files sent to all European NOCs
		October/November 2020	Presentation of the Candidates and Election of the Host City at EOC General Assembly

* the participation is not mandatory