



**UEFA EUROPEAN WOMEN'S CHAMPIONSHIP  
FINAL TOURNAMENT 2013**

**BID REQUIREMENTS**



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## Bid Requirements - UEFA Women's EURO 2013

### A. INTRODUCTION

#### 1. INTRODUCTION

This document is designed to give all member associations that wish to host the final tournament of the UEFA European Women's Championship 2011-13 (the "UEFA Women's EURO 2013") an overview of the requirements that the member association appointed by UEFA to stage and organise the Tournament (the "Host Association") must satisfy and provides a basis upon which you, as a bidder, will be evaluated by UEFA.

In addition, this document will guide you in the preparation of your bid by setting out the information and materials that you should provide to UEFA.

#### 2. COMPETITION FORMAT

The UEFA European Women's Championship 2011-13 will consist of a final tournament and a qualifying competition.

The UEFA member association appointed as Host Association for the UEFA Women's EURO 2013 qualifies automatically by virtue of its appointment.

UEFA will be responsible, at its sole discretion, for determining the final format of the UEFA Women's EURO 2013, including the relevant dates, venues, match schedule and kick-off times.

For UEFA Women's EURO 2009, the tournament was played with twelve teams for the first time. Note that the number of teams for the 2013 tournament is currently under review and bidders should be flexible when it comes to the requirements in case the UEFA Executive Committee decides to revise the number of teams for the UEFA Women's EURO 2013. The requirements laid down in this document are based on a twelve-team final tournament.

Subject to final confirmation by UEFA, the UEFA Women's EURO 2013 will most probably take place from 10 to 28 July 2013.

UEFA Women's EURO 2013 will be governed by competition regulations that will be approved by UEFA's Executive Committee in September 2010.



## Bid Requirements - UEFA Women's EURO 2013

### 3. BIDDING PROCESS

#### **3.1. Eligibility to host the Tournament**

All UEFA member associations can participate in the tender process to host the UEFA Women's EURO 2013.

#### **3.2. Detailed Requirements and Questionnaire**

UEFA's specific conditions and requirements for hosting a successful UEFA Women's EURO 2013 are set out in Chapter B of this document. In parallel to your detailed bid documents you are asked to complete the attached questionnaire in Chapter C. The questionnaire should be completed electronically (see attached CD-ROM). You will be evaluated on the overall merits of your concept based on all documents provided – see section 5 of Chapter C and Chapter D where all additional documents and agreements required are listed.

#### **3.3. Staging Agreement**

In addition to your bid documents and the questionnaire, you are required to review, sign and return to UEFA two original copies of the staging agreement. Please bear in mind that the documents submitted to UEFA pursuant to point 3.2 above shall become an integral part of the staging agreement. Appendix 4 of the staging agreement outlines the financial agreement between the host association and UEFA.

#### **3.4. Host City Agreements**

In addition to your bid documents, the questionnaire and the staging agreement, you are required to review and return to UEFA one original copy of the Host City Agreement, signed by both parties.

#### **3.5. Stadium Agreements**

You are also asked to return to UEFA one original copy of the Stadium Agreement for each selected stadium, signed by all parties except UEFA.

In addition, and only for a stadium that has not been approved by UEFA for the current 2009/10 competition season, you must also submit the UEFA Safety Certificate and the UEFA Stadium Questionnaire.

#### **3.6. Hotel Agreements**

For each selected hotel, one original copy of the Hotel Agreement must also be returned to UEFA, signed by both parties.

#### **3.7. Training Centre Agreements**

In addition you are required to review, sign and return to UEFA one original copy of the Training Centre Agreements for each selected training ground.



## Bid Requirements - UEFA Women's EURO 2013

### 3.8. Bid timeline

The timeline for the bidding process will be as follows:

15 June 2010	Deadline for submission of Bid Documents and signed agreements
June / July 2010	Evaluation of bid dossiers and Inspection visits
September 2010	Meeting of UEFA Women's Football Committee
September 2010	UEFA Executive Committee to appoint the UEFA Women's EURO 2013 Host Association

### 3.9. Contact persons at UEFA

If you have any questions regarding the preparation of your bid or the selection procedure in general please contact:

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## Bid Requirements - UEFA Women's EURO 2013

### 4. TOURNAMENT CONCEPT

#### 4.1. Positioning of the competition

The UEFA European Women's Championship is the top women's national team competition in Europe and can be defined as follows:

- Top-level women's football – fast pace, high technical skills, team strategies, speed and teamwork.
- The opportunity for the top women's football countries to get a pan-European exposure and give women's football the recognition that it deserves.
- The opportunity for Europe's top female players to demonstrate their talent to spectators, TV viewers, media, sponsors, etc.
- The UEFA Women's EURO also offers countries and regions the chance to stage a top-class sporting event, which in turn brings top-level women's football live to new crowds.

#### 4.2. Objectives of the Tournament

The staging of a UEFA Women's EURO is a great opportunity for a member association to promote women's football in its country and the region where the matches are played. In addition, the host association will gain valuable experience from the organisation of such an event, which may be of great benefit to all those involved when it comes to staging other national or international football tournaments or matches.

UEFA has acknowledged the professional character of this competition and, therefore, the main objective shall be to promote women's football by:

- Providing the participating teams with the best possible conditions to ensure they can play high-quality football.
- Providing modern and adequate infrastructure that meet the expectations of the players.
- Providing television and the media with the best possible facilities to ensure excellent coverage of the Tournament in Europe.
- Maximizing TV distribution whilst optimizing respective revenues for promotion and financial support of the competition.
- Offering our commercial affiliates a good return for their investment whilst involving them in the promotion of women's football in general, and the Tournament in particular.
- Creating excitement among the public in the host country/region about the Tournament in order to fill the stadia.

#### 4.3. Responsibilities of UEFA and Host Association

Planning for UEFA Women's EURO 2013 will commence immediately following the appointment of the Host Association. A project team will be set up involving members of the UEFA administration and members of the Host Association supported by their partners such as Host Cities, Stadiums, etc. Specific project charters and a project plan will be drawn up for all activities and events up to the end of the Tournament and the various stages of the



## **Bid Requirements - UEFA Women's EURO 2013**

project will be co-ordinated through regular meetings and telephone conferences. The Host Association must appoint a Tournament Director operational full time as from the Project Kick-off meeting onwards. He/she will lead the project team and be the main LOC contact for UEFA and other partners throughout the project.

The following list provides you with an overview of the key responsibilities of the Host Association:

### Tournament direction:

- LOC project management and coordination
- Prepare and participate at site visits in all Tournament venues
- Stage and organise the Tournament in the host country
- Procure support from national and regional authorities

### Operations:

- On-site implementation of UEFA concepts
- Selection and management of stadia
- Selection and management of training grounds according to UEFA's requirements
- Select hotels for all target groups, negotiate preferable rates with regard to board, lodging and meeting rooms/offices, and provide accommodation management services
- Concept and management of the ceremonies
- Safety & security (including stewarding system)
- Recruit volunteers (including ceremonies staff)
- Transport management
- Provide ticketing concept and management of ticketing operations
- Implementation of UEFA's accreditation concept
- Hospitality concepts and management
- Provide facilities for Draws, Finalists' Workshop and other special events (official dinners), plus assist UEFA with organising facilities for sponsor and broadcaster workshops

### Marketing & Promotion

- National and local promotional activities for the Tournament
- Protect the rights granted to commercial affiliates
- Assisting UEFA in sourcing local partners as part of the overall UEFA commercial concept

### Communication and Media

- National and local media relationship and promotion
- Relationships with Host Cities and Authorities
- Implementation of internet website in local language to help promote the Tournament in the host country

#### **4.4. Tournament Set-up**

Based on the principle that 12 teams will participate in the final tournament (see comments regarding number of teams in section 2. Competition Format), three centres (Centres A, B and C), each having 2 stadiums within close proximity, would provide a good basis in order to organise a successful tournament.

### Airport

Each Bidder has to present at least one main international airport, easily accessible from all major European airports, which will be used by the participating teams and UEFA. The airport(s) should be within 120 minutes drive to the Tournament hotels. The airport



## Bid Requirements - UEFA Women's EURO 2013

authorities to confirm their operational support for the tournament.

### Stadia

Each Bidder must propose at least six state-of-the-art stadia in which the matches of the Final Tournament will be played, plus one reserve stadium. One stadium must have a net spectator capacity of 15,000 to 20,000 and the remaining stadia a net spectator capacity of 7,000 to 10,000.

### Hotels and training grounds

The Bidder must further propose several hotels to accommodate the teams, the referees and representatives from the Host Association/UEFA.

#### a) UEFA/Host Association

An official UEFA hotel with offices and meeting rooms should be selected in each centre or one at the midpoint of the three centres if the travelling distances are not too long to reach all three centres. The maximum driving time to the stadia should not exceed 60 minutes.

#### b) Teams

The twelve teams will be divided into three groups of four. The Host Association shall select eighteen (18) team hotels, all of a similar level, six for each centre. The selection of hotels in each centre should include hotels located in the countryside and in the city-centre. Each team will then be able to select the hotel suitable for their needs for the group phase (12 team base camps); for the final phase additional hotels might be required depending on the tournament set-up. As for the UEFA/Host Association hotel, the maximum driving time to the stadia should not exceed 60 minutes. For each hotel, a nearby training ground with a maximum driving time of 20 minutes has to be selected.

The teams' accommodation concept should integrate that the teams' departures are spread out following their results and cannot be predicted.

#### c) Referees

The referees' hotel should be in a logistically optimum location to reach all proposed stadia with a maximum travel time of 120 minutes to each stadium. A training ground with a well maintained and marked pitch should be within 10 minutes drive from the hotel.

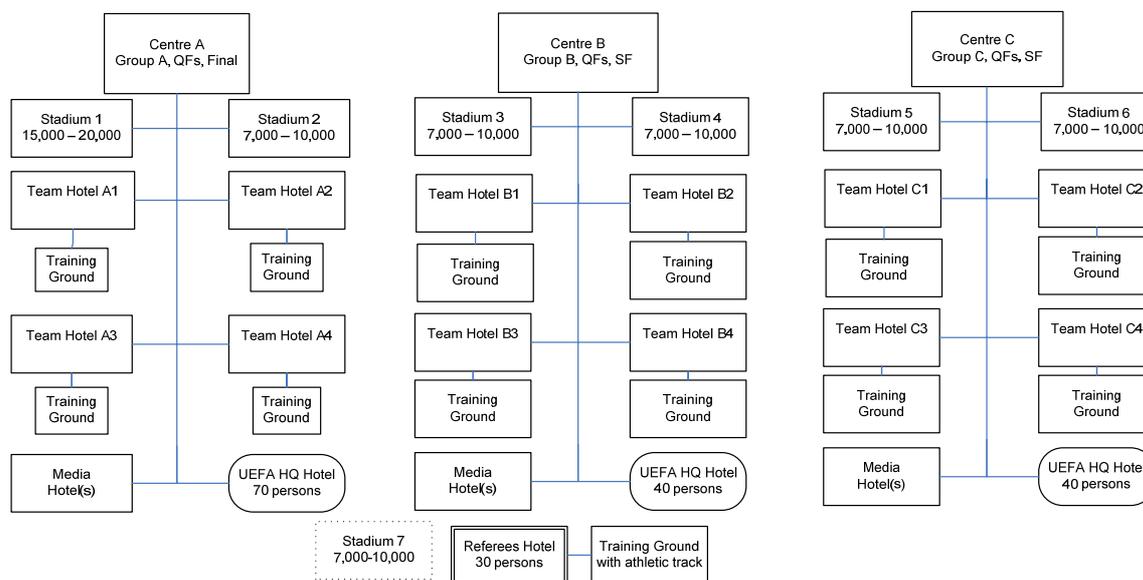
#### d) Media

At least three hotels, one in each centre, are recommended in close distance to the stadia to accommodate the media representatives. No firm bookings are required for the media hotels.



## Bid Requirements - UEFA Women's EURO 2013

The following graphic gives an overview of a proposed tournament set-up:



### Variation of general concept for the Tournament

This document is based on the approach described above. However, since the ideal allocation of stadia and hotels depends to a great extent on the specific conditions of each country, you are welcome to present other solutions.

#### **4.5. Set-up timeline**

A more detailed project plan with the key milestones for all sub-projects will be presented after the appointment of the Host Association. The exact dates of the visits will be agreed between UEFA and the Host Association:

Milestone	Date
Executive Committee to appoint host association for UEFA Women's EURO 2013	September 2010
Project Kick-off meeting	November 2010
Visit of the UEFA European Under-21 Championship final tournament	June 2011
Site Visit 1 (SV1)	March 2011
TV Site Visit 1 (TV1)	To be confirmed (2011)
Site Visit 2 (SV2)	To be confirmed (2012)
Final Draw (FD), Workshops (WS) for Finalists and sponsors, Finalists visit, Site Visit 3 (SV3)	November 2012
TV Site Visit 2 (TV2) with Host Broadcaster (HB)	To be confirmed (2012)
Site Visit 4 (SV4) including Venue Teams' visits	To be confirmed
Partners venue tour	To be confirmed
Test matches (one per stadium)	To be confirmed (2013)
TV Site Visit 3 (TV3) with Broadcasters	To be confirmed (2013)
Final Tournament	10 – 28 July 2013
Debrief / Closing of Accounts	August 2013

Sponsors sales visits	as needed and agreed
Working visits (e.g. signage visit)	



## Bid Requirements - UEFA Women's EURO 2013

Further activities, events and meetings shall be integrated in the above programme following mutual agreement between the Host Association and UEFA.

### 4.6. Tournament Format and Schedule

For purposes of the bid, a provisional tournament schedule based on a format with group matches, quarter-finals, semi-finals and final is given below.

Match	Date	Home team	Away team
1	Wednesday	A1 Host team	A2
2	10.07.2013	A3	A4
3	Thursday	B1	B2
4	11.07.2013	B3	B4
5	Friday	C1	C3
6	12.07.2013	C2	C4
7	Saturday	A1 Host team	A3
8	13.07.2013	A2	A4
9	Sunday	B1	B3
10	14.07.2013	B2	B4
11	Monday	C1	C3
12	15.07.2013	C2	C4
13	Tuesday	A4	A1 Host team
14	16.07.2013	A2	A3
15	Wednesday	B4	B1
16	17.07.2013	B2	B3
17	Thursday	C4	C1
18	18.07.2013	C2	C3
	Friday		
	19.07.2013		
	Saturday		
	20.07.2013		
<b>Quarter-Finals</b>			
19	Sunday	QF1 Winner A	Third-placed B/C
20	21.07.2013	QF2 Runner-up A	Runner-up B
21	Monday	QF3 Winner B	Runner-up C
22	22.07.2013	QF4 Winner C	Third-placed A/B
	Tuesday		
	23.07.2013		
<b>Semi-Finals</b>			
23	Wednesday	SF1 Winner QF1	Winner QF2
24	Thursday	SF2 Winner QF3	Winner QF4
	Friday		
	26.07.2013		
	Saturday		
	27.07.2013		
<b>Final</b>			
25	Sunday	Winner Semi Final 1 - Winner Semi final 2	
	28.07.2013		



## Bid Requirements - UEFA Women's EURO 2013

The tournament schedule is established based on the following principles:

- The tournament will take place in July 2013
- The referees arrive three days before the first match
- The teams and UEFA delegates arrive two days before the first match
- A two-day break must be scheduled between matches for the same team
- The four teams eliminated after the first tournament phase (group matches) depart the day after their last group match (or the day after it is clear they are eliminated given that the two best third-placed teams qualify for the quarter-finals)
- The four losers of the quarter-final matches depart the day after the quarter-finals
- The two losers of the semi-final matches depart the day after the semi-finals
- The two teams playing the final match leave the day after the final
- No 3rd/4th place play-off will be played

The tournament dates are fixed according to the UEFA European Women's Calendar.

The Host Association shall propose the match venues corresponding to the above Tournament Schedule. The final decision on the dates, kick-off times and the distribution of the matches to the various venues will be taken by UEFA. In this respect, the wishes of the television rights holder shall be taken into consideration whenever possible. The final match schedule shall be established immediately after the Final Draw but at the latest one week after the draw.

After approval by the UEFA Executive Committee, the final match schedule will form an integral part of the Staging Agreement as an addendum.



### B. SCHEDULE OF CONDITIONS

#### 1. MATCH STADIA

##### 1.1. Basic Stadia Requirements

Each Stadium proposed must comply with the relevant provisions of the UEFA Stadium Infrastructure Regulations, which are currently being revised (2006 edition attached as Annex 2 for information purposes). Unless otherwise specified in these Bid Requirements, the category 3 criteria will apply.

##### Number and capacity of stadia

As defined in Chapter A, each Bidder must propose at least six state-of-the-art stadia in its country in which the matches of the Tournament will be played plus one additional stadium as a back-up venue. One stadium must have a net capacity of 15,000 to 20,000 (opening match, matches of the host association, quarter-final, final). The remaining stadia must have a net spectator capacity of 7,000 to 10,000 (group matches, quarter-final, semi-final).

Net spectator capacity means the total capacity of a Stadium after deduction of seats reserved for media representatives, seats lost for camera and commentary positions, seats whose view is obstructed (including as a result of installations around the pitch such as perimeter boards) and seats that cannot be used for security reasons (e.g. crowd segregation buffers or provisional seating installations). As a general rule, net spectator capacity is approximately 90 per cent of a stadium's normal capacity.

##### Seating arrangements

With regards to the seating arrangements in a Stadium the following provisions apply:

- All spectators at each UEFA Women's EURO 2013 match must have an assigned seat;
- No non-seated spectators will be permitted;
- No provisional seating installations will be permitted;
- All seats must be individual, affixed to the floor, comfortably shaped with backrests with a minimum height of 30 cm, unbreakable and fireproof; and
- All seats should be numbered in a way that makes them clearly, easily and immediately identifiable;
- No fence may separate spectators from the pitch.

##### Parking

Sufficient parking has to be available at each Stadium for both cars and buses:

- Parking in front of the players' entrances/mixed zones for the team buses, material vans and MPVs transporting the referees. There must be a safe and segregated, preferably covered, access from the parking area to the stadium.
- 30 car parks for VIPs adjacent to VIP entrance plus a dedicated drop-off point
- 350 car parks and space for 20 buses in immediate Stadium vicinity for UEFA guests, Commercial Affiliates, media representatives and suppliers



## **Bid Requirements - UEFA Women's EURO 2013**

- Space for 3 trucks (signage teams) in immediate Stadium vicinity
- Parking area for OB Vans near the main grandstand: 1000 m<sup>2</sup> for group phase, 1500 m<sup>2</sup> for quarter-finals, semi-finals and the final
- Parking for supporters: quota of 160 car parks and 8 buses per 1,000 spectators, segregated parking areas for the two supporter groups

### Lighting

Several of the UEFA Women's EURO 2013 matches will be played in the evening and all of the matches will be televised. As a result, each Stadium must have a primary floodlighting system that provides a minimum of 1400 lux across the entire playing surface and a UPS backup power source that, in the event of a power failure, will ensure floodlighting. The stadiums should provide floodlight reports, if available 12 month prior to start of event.

### Electronic scoreboard/video screen

Every stadium proposed must be equipped with an electronic scoreboard as well as with a video screen; alternatively sufficient space must be available for the installation of a temporary video screen.

### Flags

At least six flag poles must be inside the stadium perimeter.

### Clean Stadium

Throughout the Exclusivity Period each Stadium must be free of any commercial branding, free of any contractual obligations and otherwise in accordance with the Clean Venue Principle. For the avoidance of doubt, during such period, no commercial signage of whatever nature should be visible within, or in the immediate vicinity of, the Stadium.

If the naming rights to a Stadium have been sold or a Stadium otherwise bears a name of a commercial entity the Stadium must be provided to UEFA free of the relevant obligations. The official name of the Stadium from the commencement of the Exclusivity Period until the conclusion of the Tournament shall be "Official UEFA Women's EURO 2013 Stadium" or such other name as UEFA shall determine.

### Commercial Display

Each Stadium must have sufficient space that can be made available to UEFA and their Commercial Affiliates for the creation of a commercial display area where they can display their products and entertain spectators with interactive activities. For group matches such space should be around 500 m<sup>2</sup>, for the knock-out stage around 1000 m<sup>2</sup>. In order to ensure the maximum exposure for Commercial Affiliates and maximum spectator enjoyment, such commercial display areas must be located in close proximity to the Stadium on or adjacent to significant spectator access routes. Where areas for commercial display areas are on roads that are closed to the public on match days, sufficient time and access must be available for Commercial Affiliates to install, test and dismantle their activities. Additional space will be required for the sale of Official Licensed Product either through existing units or the provision of space for temporary structures.



## Bid Requirements - UEFA Women's EURO 2013



### 1.2. Technical Requirements

#### Technical Rooms

Each Stadium must have the following technical rooms, each in the main dressing room area and having direct, covered access to the pitch:

- Two dressing rooms of at least 100m<sup>2</sup> each for the teams, both of equal size, style and comfort, with benches and clothes hanging facilities for 25 people, with minimum three toilets and five showers; each room must be equipped with two massage tables and a tactical demonstration board;
- Two dressing rooms of 24m<sup>2</sup> for coaching staff with benches, clothes hanging facilities for six people, a toilet and a shower;
- One doping control station of at least 20m<sup>2</sup> comprising a waiting room, testing room and toilet area, all adjoining. The waiting room may be part of or immediately adjacent to the testing room (a partition dividing the two areas is also acceptable);
- One dressing room of at least 50m<sup>2</sup> with minimum 1 toilet and 2 showers for the referees; room must be equipped with a massage table and a desk with a chair;
- One medical examination room of at least 24m<sup>2</sup> for players and referees as close as possible to the teams' dressing rooms and with easy access to outside entrance;
- Additional dressing rooms of at least 100m<sup>2</sup> for players escorts, ball kids and ceremonies personnel;
- One lockable storage room for UEFA match material;
- UEFA Delegate's office (with fax) if the UEFA/LOC stadium offices are located too far away from the dressing room area.
- Rooms (including toilet facilities) for the changing and waiting of the Youth Programmes, normally consisting of 22 Player Escorts (aged 5-11), 16 National Team Flag Carriers (aged 12-18) and 14 ballkids (aged 12-16)

#### Substitutes' Benches and other seating facilities

Covered benches have to be provided along the touchlines for:

- the substitutes, technicians and officials of each team (each bench accommodating at least 18 persons); and
- UEFA officials supervising the match (bench accommodating at least three persons) which should be between the two team benches.



## Bid Requirements - UEFA Women's EURO 2013

In addition, space for five additional technical seats per team should be allocated near the benches.

### Pitch

Each Stadium shall have a playing field that is absolutely smooth and level, of the highest quality. Each playing field must be of the same standard dimensions of 105m x 68m and have sufficient space between the field of play and the edge of the spectator seating area. This space is needed among other things for the substitute benches, camera positions, microphones, photographers and advertising boards. Artificial turf will not be accepted.

To ensure that the playing surfaces at the Stadia are of the highest quality and are suitable for a first class international football event such as UEFA Women's EURO 2013, the owner of each Stadium shall ensure that no events other than football matches take place on the relevant Stadium's playing surface during the two months prior to the commencement of UEFA Women's EURO 2013 and that no events including football matches take place on the relevant Stadium's playing surface during four weeks immediately preceding the commencement of UEFA Women's EURO 2013.

### **1.3. Space Requirements**

#### VIP tribune

Each Stadium must have a covered VIP tribune that is in the centre of the main grandstand. The VIP tribune in each Stadium must have at least 200 seats for the group matches, 400 seats for the quarter-finals and semi-finals and 600 seats for the final. The VIP area should be separated from the other seating areas and, ideally, the seats should be cushioned and generally of higher quality than regular seats in the relevant Stadium.

#### Hospitality

Appropriate space must be available at each Stadium to accommodate hospitality facilities for VIPs and Commercial Affiliates. The hospitality area should be located adjacent to the VIP seats in the main grandstand and should accommodate approximately 150 guests for the group matches (300 m<sup>2</sup>), 250 guests for the quarter-finals and semi-finals (500 m<sup>2</sup>) and 400 guests for the final (800 m<sup>2</sup>).

Ideally, the hospitality areas will consist of existing business lounges at the Stadia. If any Stadium does not have sufficient such facilities, space must be made available for the erection of temporary hospitality areas (e.g. tents). Such space should be as close as possible to the relevant Stadium and, in any event, within the perimeter of the Stadium, in order to enable hospitality guests to have dedicated access to their seats. In addition, hospitality areas should be easily accessible from the corresponding parking areas.

All hospitality facilities must conform to the Clean Venue Principle.

Preferably, in the hospitality area 4 to 5 monitors should be installed having a direct link to the internal stadia distribution system and having access to the Host Broadcaster to enable broadcast of matches from other venues (monitors to be provided by UEFA).

In addition to the above mentioned UEFA hospitality, the LOC may have the opportunity to create a commercial hospitality programme, under UEFA guidelines, to be sold to interested parties. Such a concept (including pricing, format, content etc.) should be approved and presented to the Commercial Affiliates no later than 6 months prior to the Tournament start.



## Bid Requirements - UEFA Women's EURO 2013

### Skyboxes

During UEFA Women's EURO 2013, all skyboxes in the Stadia must be made exclusively available to UEFA and must comply with the Clean Venue Principle. As a result, all skyboxes must be free of any existing rights in respect of their allocation or the allocation of related seating.

### First class seating

In addition to the VIP seats, each stadium must provide for a sufficient number of first class covered seats to accommodate Commercial Affiliates, participating associations and other guests. This seating area must offer an unobstructed view on the entire field of play and must be located centrally on the main grandstand within the 16m lines. The required number of first class seats is 600 seats for the group phase and 1,000 seats for the quarter-finals, semi-finals and the final.

### Stadium accreditation point

Each stadium must provide an office of at least 100 m<sup>2</sup> that is easily accessible from the outside without accreditation. This office will be used for match-day collection of accreditation passes and tickets by all target groups, including media representatives. It should be equipped with wireless connection for computers, high counters and the possibility to segregate different groups.

### Ticket Collection Point(s) / Ticket information point / Match-day Ticket Sales

In addition, each stadium must provide another office or ticket booth (of approx. 15 m<sup>2</sup>, equipped with high counters) that is easily accessible from the outside without accreditation. This office will be used for match-day collection of tickets by a limited number of UEFA and LOC guests (=Ticket Collection Point).

If any on-site ticket collection strategy is implemented for larger groups or even the general public, appropriate facilities need to be foreseen to cope with such large number of clients. In any case, at least one dedicated ticket booth must be available to function as Ticket Information Point for general public. Facilities also need to be available for match-day ticket sales.



## Bid Requirements - UEFA Women's EURO 2013

### 1.4. Administrative rooms

Each Stadium must have sufficient administrative rooms for use as working offices, meeting rooms, working areas and storage rooms. The basic room requirements at each Stadium are:

- Official tournament offices with sufficient space for at least 10 work places (20 work places for the stadium hosting the opening/final match), equipped with table and chairs, 1 phone, 1 fax, high speed Internet connectivity as well as a high speed colour photocopy machine. Mobile phone coverage must be guaranteed from the tournament offices.
- A large storage room with at least 200 m<sup>2</sup> located near the pitch that can also be used as working area for the signage team.
- A number of smaller storage rooms for food and beverage concessions, merchandising stocks, etc.
- For the opening and final only: additional storage room for specific material needed for ceremonies, covered and secured.

All administrative rooms must have convenient access to a sufficient number of toilet facilities.

If the existing facilities at any Stadium are not sufficient to satisfy these administrative room requirements, then sufficient space should be available to permit the installation of suitable temporary facilities.

### 1.5. Media Requirements

In order to permit excellent media coverage of UEFA Women's EURO 2013, each Stadium must have sophisticated media facilities that offer the best and most advanced technology and related services to TV and radio broadcasters, members of the written press and photographers. The following requirements are based on the current state of technology and may be subject to modification during the selection procedure and/or after its completion as a result of technological developments and other factors.

#### Media Tribune

Each Stadium must have a media tribune that is in a central position in the main grandstand in which the main TV camera positions are located. The media tribune must be completely covered, be well-lit and must provide unobstructed views of the whole pitch as well as easy access to the media working area, the press conference room and the mixed zone.

The media tribune at each Stadium must include separate areas for TV and radio broadcasters' commentators, the written press and TV observers that meet the following requirements:

- **Television & Radio Commentary Positions:** There should be a minimum of 10 positions for group matches, 15 positions for the quarter-finals and 20 positions for the semi-finals and the final. Each position must include a desk (dimensions: 1.8m wide, 0.7m deep, 0.7m high), power points, lighting, Internet access (wired or wireless) and ISDN sockets. A TV monitor should be built into each desk in a slanting position in order not to obscure the view of the commentary team. Please note that each position will take up nine normal spectator seats - three for the desk, three for the seats and three for access.



## Bid Requirements - UEFA Women's EURO 2013

- **Press Box:** For the written press a minimum of 40 seats with desk has to be provided for group matches and a minimum of 80 seats with desk for the quarter-finals, semi-finals and the final. Please note that each seat with desk may take up three normal spectator seats - one for the desk, one for the seat and one for access. The desks should be large enough to accommodate laptop computer, notepad and telephone, should be well lit and equipped with power supply. Wireless or alternative internet connections should be provided.



- **Media Observer Seats:** 20 seats for group matches and 30 seats for the quarter-finals, semi-finals and the final have to be reserved for observers, such as staff from holders of media rights, in the stadium's media tribune. These should be in or, if not in, as close as possible to, the area reserved for the written press. Seats for such observers do not need to be equipped with desks or other facilities.

### TV requirements

Each Stadium must fulfil the following requirements in respect of TV camera positions, TV studios and the TV compound, although all camera positions and their allocations are subject to approval by the Host Broadcaster:

- **Camera Positions:** In order to ensure a high quality international TV football production, TV broadcasters will require a large number of camera positions within each Stadium, some of which will entail the construction of platforms in the stands and a corresponding loss of seats. It is essential to provide at least the following fixed TV camera platforms in each Stadium:
  - One platform for the "main cameras" (minimum of 8 m x 2 m) must be situated in the main grandstand exactly in line with the halfway line and, in order to ensure the optimum quality of pictures, at a height above the pitch that ensures that such cameras, when focusing on the centre spot of the pitch, have an angle with the horizontal plane of 15-20°. The main camera position must be facing away from the sun.
  - Two platforms to accommodate the "16-metre high cameras" (one on the left and one on the right; 2 m x 2 m each). The platforms must be situated in the main grandstand in line with the 16 m lines at the same level or even higher than the main camera.
  - Two elevated platforms to accommodate the "high behind goal cameras" (in the grandstands behind each goal, 2 m x 2 m) at a height that permits an unobstructed view of the penalty spot from above the crossbar.
  - One elevated platform (2 m x 2 m) in the stand opposite the main grandstand to accommodate the "high reverse-angle camera". This platform must be situated exactly in line with the halfway line.



## Bid Requirements - UEFA Women's EURO 2013

- Two camera platforms next to main reverse for team A & B camera.



Other portable or fixed cameras will be located on pitch level plus a possible beauty shot camera high in the stadium to give a panoramic static shot of the stadium.

- Unilateral camera positions within the stands should be available at the following locations:
  - Next to main multi camera position (4 m x 2 m)
  - Behind goal position high left & right, 2 m x 2 m each side

UEFA will try to use existing positions, wherever possible. However, due to specific requirements, the Host Association could be asked to adjust or replace these positions as per specifications of UEFA or the Host Broadcaster.

- *Indoor TV studios:* Provision should be made in each Stadium for soundproof TV interview studios each having an area of approximately 25 m<sup>2</sup> and, in order to allow for TV sets and lighting, a minimum height of 2.5 m. The required numbers of such TV studios are: a minimum of 1 studio for group matches and a minimum of 2 studios for the quarter-finals, semi-finals and the final. The studios should be equipped with power supply (as defined by UEFA/Host Broadcaster) and located so as to ensure that they are easily accessible from the dressing room area following matches.
- *Pitch-view studios:* Provision should also be made for soundproof TV studios having panoramic views over the pitch, each having an area of approximately 25 m<sup>2</sup> and a minimum height of 2.5 m. The required numbers of such TV studios are: a minimum of 1 studio for group matches and a minimum of 2 studios for the quarter-finals, semi-finals and the final. As for the normal TV studios the panoramic TV studios should be equipped with power supply and air conditioning.
- *Flash Interview Positions:* Space should be provided for at least 2 positions of approximately 3m x 3m x 2.5m (high) each to conduct flash interviews with players and coaches after the match. These positions should be located between the benches and the dressing room area, i.e. along the path that the players take as they leave the pitch.
- *Broadcast compound:* The broadcast compound is an area at each Stadium which offers sufficient parking space for the trucks used by TV companies for their outside broadcasts of matches. The area should be located as close as possible to the main camera and offer stable ground (tarmac or similar) suitable for heavy vehicles. The broadcast compound must be protected by 2 m high fences for the whole duration of the tournament and the Host Association must provide 24 hour security on match days and the days prior to the matches (exact timings to be confirmed by UEFA/Host Broadcaster). If there is any need for cable bridges/paths, the Host Association has to provide them according to the specifications of UEFA/Host Broadcaster. Minimum requirements for the broadcast compound are 1000 m<sup>2</sup> usable space for the group matches and 1500 m<sup>2</sup> usable space for the quarter-finals, semi-finals and the final. Compound should be one single space and not divided into 2 or more sections.



## Bid Requirements - UEFA Women's EURO 2013

Compound must allow satellite visibility. The Host Broadcaster offices (containers) and storage containers will be provided by the Host Association from the time the Host Broadcaster is operational on site.

- *Camera storage room for non-rights-holders:* A secure room of approximately 5 m<sup>2</sup> must be provided close to the media entrance and also close to the press conference room/mixed zone for the storage of the cameras of non-rights holders.

According to the conditions of each stadium, the exact location and layout of the TV facilities will be defined on the occasion of specific UEFA site visits.



### Press Conference Room

After each match there will be an official press conference with coaches and players from the participating teams. As a result, each Stadium should have a press conference room of a minimum of 200 m<sup>2</sup>. A podium with table and chairs which is large enough to accommodate at least five persons (coaches, players, press officers and interpreters) should be erected at the end of the room which is closest to the access door from the dressing rooms. A platform should also be erected facing the stage from the opposite end of the room on which television ENG crews may set up their cameras and tripods. The dimensions of this platform should be the following: for group matches and quarter-finals: 0.5 - 0.6 m high, 2 m deep and 6 m long; for the semi-finals and the final: 0.5 - 0.6 m high, 2 m deep and 12 m long. Each press conference room should have at least two entrances: one which provides the players and coaches with convenient access to the dressing-room area and the other which provides the media representatives with convenient access to the media working area. Each press conference room must be equipped by the Host Association with appropriate light according to specifications of the Host Broadcaster and with an adequate sound system, including a split box for ENG cameras.



## Bid Requirements - UEFA Women's EURO 2013

### Media Working Area

A media working area should be provided at each Stadium. If space allows, this area can be included in the press conference room as specified above. The media working area should be equipped with desks, chairs, power points, pigeon holes, six to eight TV monitors linked to the internal stadium distribution system, a high speed copy machine and a welcome service desk. Wireless or alternative internet connections should be available. The media working area should be at least 50 m<sup>2</sup> for group matches and 100 m<sup>2</sup> for the quarter-finals, semi-finals and the final. It should provide easy access to and from other media-related facilities such as the media tribune and the press conference room and should provide adequate toilet facilities. In addition, an area where catering may be provided should be included in, or allocated close to the media working area.



### Photographers working area

Each Stadium must provide a working area for accredited photographers that should be at least 30 m<sup>2</sup>. It should be equipped with adequate desks, chairs, power supply, toilet facilities and lockers for storing photo equipment. Wireless or alternative internet connections should be available. The photographers' working area may be combined with the media working area/press conference room or may be separate but, in either case, should provide easy access to the playing area and photographers' pitch positions.

### Mixed Zone

Each Stadium must have a mixed zone between the dressing rooms and the team buses where accredited media representatives can interview players following a match. Each mixed zone should be easily accessible from the dressing rooms, the media working area and the media tribune. It should be covered and sufficiently lit (Host Association to install temporary cover, e.g. tent, and additional spots, if necessary). The size, location and layout of the mixed zone will be defined on the occasion of specific UEFA site visits.



## Bid Requirements - UEFA Women's EURO 2013

### Safety and Security Requirements

All Stadia must comply with the UEFA Safety and Security Regulations (edition 2006) as well as with all safety standards established by the relevant authorities in the Host Country.

### Security Installations

In accordance with the Safety and Security Instructions, each Stadium must comply with the following security requirements (amongst others):

- Each Stadium must be equipped with internal and external public surveillance television cameras that are mounted in fixed positions. These cameras shall monitor all the Stadium approaches and all public areas inside and outside the stadium.
- Each Stadium must be equipped with a state-of-the-art public address system or a sound system capable of communicating with spectators inside and outside the Stadium.
- Each Stadium must have a modern control room which has an overall view of the inside of the Stadium and which must be equipped with public address system facilities as well as television surveillance monitor screens.
- Each Stadium must be equipped with a modern scoreboard and/or video-screen system.
- The fire-fighting facilities available within each Stadium, the general fire precautions in each Stadium and the fire safety standards in all parts of each Stadium must be approved by the local fire authorities.
- Each Stadium must be equipped with first-aid rooms to care for players and/or spectators in need of medical assistance. The number, size, location and other requirements of these rooms should be agreed in consultation with the local health authority.
- Each Stadium must be equipped with an independent emergency electrical power supply that could be used, in the event of a power failure, to ensure a degree of lighting that is sufficient to prevent any danger to the public.
- Each Stadium must be equipped with an electronic ticketing access system (turnstiles) in order to assist with crowd management.

### Safety Certificates

In order to ensure each Stadium's compliance with the Safety and Security Instructions, a duly executed UEFA Safety Certificate has to be submitted in respect of each of the proposed Stadiums, unless the relevant stadium has already been approved for the current 2009/10 competition season. A template of the Safety Certificate is enclosed in Annexe 4. If a stadium is not yet approved for the current 2009/10 competition season, then the UEFA Stadium Questionnaire (also attached) must also be filled in, in addition to the Safety Certificate.



## Bid Requirements - UEFA Women's EURO 2013

### 2. TRAINING CENTRES

In order to permit the twelve participating national teams to properly prepare for their matches, each team will require the exclusive use of a training centre that satisfies the following requirements:

- Not more than a 20 minute drive from the relevant team hotel;
- Best possible training facilities in a clean, safe and protective environment; closed training sessions must be possible;
- It should be possible to implement strict security measures inside and outside the training centres;
- Top quality regulation sized pitch (105m x 68m);
- At least two mobile goals plus at least 25 cones and 50 markers;
- One dressing room of 100 m<sup>2</sup> with benches and clothes hanging facilities for 25 people, toilets and showers and modern infrastructure;
- Separate but adjacent massage/treatment area (min. 24 m<sup>2</sup>) fully equipped;
- Lighting for the entire playing area sufficient to have an evening training session;
- In compliance with the Clean Venue Principle;
- Flexible watering/line-drawing schedule;
- Accessible to team bus;
- Exclusive use in using the training ground;
- Facilities to be used for press conferences;
- Segregated access for media and public (when allowed by team).

Two Training Centres in Centre A will be needed from 2 days prior to the start of the Tournament until one day after the final match; the remaining two Training Centres in Centre A will be needed from 2 days prior to the start of the Tournament until one day after the quarter-finals. The eight other Training Centres (four in Centre B and four in Centre C) will be needed from 2 days prior to the start of the Tournament until one day after the semi-finals.



### 3. ACCOMMODATION

#### 3.1. Accommodation for the Final Draw and Finalists' Workshop

The Final Draw and Finalists' Workshop will take place in the Host Country following the completion of the qualifying competition at the end of 2012. The exact date of the Final Draw and Finalists' Workshop will be agreed between UEFA and the Host Association.

One appropriate location with draw and workshop facilities should therefore be booked in a logistically optimal location which allows easy access for guests and media representatives.

One hotel should be booked in close proximity of the selected location. The selected hotel should also be nearby the proposed team hotels, since it is foreseen that the delegations will visit their hotels one day after the Final Draw in order to get familiar with the hotel facilities and visit the training grounds. The following requirements have to be satisfied:

- 105 single rooms to be reserved for the night prior to the draw in the hotel close to the draw location with an option to terminate (without cancellation fees) until end of July 2012. UEFA official rooms need also to be booked during the preparation and dismantling.
- In principle, each team delegation will spend the second night in its team hotel.
- Auditorium and other facilities for Final Draw (specific requirements defined in the section Tournament Events).

#### 3.2. Accommodation for the Tournament

For the Tournament, the Bidder must propose several hotels to accommodate representatives from UEFA/Host Association, the teams, the referees, the media and the Commercial Affiliates at each of the selected tournament venues. The rooms and facilities in the hotels are reserved exclusively in connection with the Tournament and, to the extent possible, any common areas and immediate surroundings of such hotels must be free of any commercial association. The prices for the rooms indicated in the Questionnaire should remain valid upon appointment as host allowing only a small increase to take into account the increase in the cost of living between the date of appointment and July 2013. The following basic requirements apply in respect of each of the target groups below.

As the hotel arrangements will only be finalised after the Final Draw, the option for the room reservations in all tournament hotels (with the prices indicated in the Questionnaire) should be held until end February 2013. The Bidder is expected to negotiate special hotel rates without any minimum overnight stay requirements, and to ensure that the hotels would not require a surcharge to be paid on any products delivered by UEFA and / or commercial affiliates (specifically, no corkage or storage fee)..

##### UEFA/Host Association

An official UEFA hotel has to be selected for Centres A, B and C. The hotels will be used to accommodate UEFA and Host Association staff as well as UEFA officials, guests and Commercial Affiliates. The maximum driving time to the relevant stadia should not exceed 60 minutes.

One of the hotels (Centre A) must be reserved for the entire duration of the Tournament and will be the main Tournament Headquarters; the other hotels (Centres B and C) must be



## Bid Requirements - UEFA Women's EURO 2013

reserved until completion of the semi-finals (for exact dates see Questionnaire).

All hotels should be of high standard (at least 4-star hotels) and should not be available to accommodate participating teams or representatives of the media. 70 bedrooms need to be reserved in the hotel of Centre A, 40 bedrooms each in the hotels of Centres B and C. The hotels must also offer several offices, storage and meeting rooms as described in the Questionnaire.



### Teams' Hotels

At least eighteen team hotels (six per centre) have to be proposed, all of high standards, situated in a calm but central location. As for the UEFA/Host Association hotel, the maximum driving time to the relevant stadia should not exceed 60 minutes. The following requirements should be satisfied:

- At least 4-star hotels;
- Only one team per hotel. No mixing with other final tournament related group or people;
- At least 11 twin rooms and 18 single rooms to be reserved at each hotel; the team to have a separate floor or wing of the hotel; no mixing with other ordinary hotel guests;
- All rooms to have air conditioning;
- Preferable rates with regard to board, lodging and meeting rooms/offices;
- Flexible food arrangements including possibility for teams' cooks to use the kitchens and to bring own food and drink;
- separate dining area;
- a team meeting room for 40 persons fully furnished and equipped with TV, DVD and tactical demonstration board and flipchart;
- a lockable storage room;
- a specific room for medical treatment/massage with massage table;
- a room for media activities that is easily accessible from the outside;
- a team office for 7 – 8 persons (technical equipment and internet connections to be ordered by the relevant team at their own costs);
- Common recreational facilities (e.g. fitness rooms, swimming pool, sauna, billiards, etc.);
- An area set up with computers with Internet access;
- Full laundry service on a daily basis (including weekends);
- Possibility to implement strict security measures in and outside the hotels;



## Bid Requirements - UEFA Women's EURO 2013

- Close by bus parking and reserved parking area;
- Possibility for Commercial Affiliates to provide food and beverage products while ensuring that the hotels would not require a surcharge to be paid on such VIK delivery (specifically, no corkage fee);
- No non-tournament related events to take place at team hotels (e.g. weddings).

The Team Liaison Officers, plus drivers of the vehicles allocated to each team, should also stay in the team hotels.

### Media hotels

At least one hotel in each centre should be identified as potential media hotels, located close to either the stadium or public transport services and offering a good standard of accommodation at preferential rates for accredited media.

### UEFA Referees' hotel

A hotel where all referees and assistant referees will stay during the tournament has to be selected.

As the referees and assistant referees will travel to all matches from the referees' hotel, the hotel should be in a logistically optimal location to reach all proposed stadia of all three centres.

In order to offer the referees the best possible conditions throughout the duration of the tournament, the hotel should be at least a 4-star hotel and should have the same facilities as the team hotels. A full laundry service must be available on a daily basis (including weekends).

Thirty single rooms and two function rooms to be used as office and meeting rooms have to be reserved as from three days prior to the beginning of the Tournament until one day after the final. The number of rooms will then be reduced after the group phase and quarter-finals (exact numbers to be confirmed). A training ground with a well maintained and marked pitch should be within 10 minutes drive from the hotel. Having a fitness/spa area at the hotel and park or a natural environment close to the hotel will be as well appreciated.



## Bid Requirements - UEFA Women's EURO 2013

### 4. TOURNAMENT EVENTS

#### 4.1. Final Draw

The following requirements have to be satisfied:

- Auditorium for Final Draw with:
  - Stage;
  - Seating for at least 350 persons with good view of the stage;
  - Possibility to install simultaneous interpreting facilities for min. 3 languages;
  - Possibility to install signage and flags;
  - Projection and sound facilities;
  - Platform with good view of the stage for TV Crews;
  - Possibility to arrange for live TV broadcast, including space for TV flash interviews (can also be immediately outside the auditorium);
  - Areas for pre-draw and post-draw hospitality for 350 guests (separating the draw participants and media)
  - Complies with the Clean Venue Principle
- Meeting facilities:
  - 1 large meeting room for 60 persons for Finalists' Workshop, equipped with modern conference facilities;
  - 1 large meeting room for 40 persons for Sponsor Workshop, equipped with modern conferencing facilities;
  - Additional meeting rooms to be available, upon request, for any sub-meetings to be scheduled.
- Office and storage spaces:
  - 1 office with 15 workplaces, 1 direct telephone line, wireless internet connections, high quality photocopier, fax and lockable cupboards;
  - 1 office with additional workplaces and tables for material preparation
  - Storage space, safe and secure, of approximately 25 m<sup>2</sup> within close distance from the offices.
- One large room with a minimum of 200m<sup>2</sup> to be used as media centre, installation of at least 20 work places for journalists (desks and seats), possibility to install telephone lines and internet connections
- Reserved parking area close by, to serve different target groups (guests, media, TV vehicles); drop-off/pick-up area in front of guest entrance for official transport system.



## Bid Requirements - UEFA Women's EURO 2013



## Bid Requirements - UEFA Women's EURO 2013

### 5. COMMERCIAL RIGHTS

The exploitation of all commercial rights (as defined in the Staging Agreement) to the UEFA Women's EURO 2013 represents a significant source of revenue that forms a basis for a successful staging of the tournament and a further development of the competition. UEFA is the exclusive owner of all existing and future commercial rights relating to the UEFA Women's EURO 2013 and will be responsible for the negotiation and conclusion of all agreements relating to the exploitation of these rights. All agreements in respect of such exploitation will be entered into by UEFA or one of its subsidiaries and, as a result, all related consideration will be payable to UEFA or the relevant subsidiary.

None of the Host Association, the Host Country, the Host Cities or other third parties will be entitled to undertake any marketing programme in connection with the Tournament. In particular, the Host Association will have no right to permit any of its sponsors or other Commercial Affiliates to create a direct or indirect association with UEFA Women's EURO 2013 through their marketing, promotional, advertising and/or public relations activities.

Please note that all Official Sites must be provided in accordance with the Clean Venue Principle (as defined in the Staging Agreement).



## Bid Requirements - UEFA Women's EURO 2013

### 6. TRANSPORTATION

#### 6.1. Airport

Each Bidder has to present at least one main international airport, easily accessible from all major European airports, which will be used by participating teams and UEFA. The airport should be within 120 minutes drive to all Tournament hotels.

#### 6.2. Transport on site

Cars, MPVs (multi-purpose vehicles) and vans for team equipment will be provided by UEFA or UEFA's Tournament Partner. The Host Association needs to put one bus (min. 40 seats) with driver at the disposal of each team and shall recruit "professional" drivers for the below mentioned cars/vans etc. in order to ensure a smooth and secure transportation of all persons involved in the Tournament. In addition, the Host Association needs to provide for fuel, insurance and costs of usage (taxes, road taxes, tolls, etc).

Besides the above mentioned team buses which have to be provided by the LOC, the following fleet is foreseen to be provided by UEFA or UEFA's Tournament Partner:

#### Teams

- 12 MPVs (7-seaters)
- 12 vans for team equipment

#### Referees

- 2 MPVs (9-seaters) + 1 MPV (14-seater) + 1 car during the group match phase and quarter-finals
- 1 MPV (9-seater) + 1 MPV (14-seater) + 1 car during the semi-finals
- 1 MPV (9-seater) + 1 car for the final

#### UEFA

##### Centre A

- 6 MPVs (9-seaters) plus 6 cars for UEFA/LOC staff, Committee members and guests
- dedicated limousines for special guests for quarter-finals onwards as necessary (UEFA President, UEFA Executive Committee members, etc)

##### Centres B and C (per centre)

- 3 MPVs (9-seaters) plus 2 cars for UEFA/LOC staff, Committee members and guests
- dedicated limousines for special guests for semi-finals as necessary



## Bid Requirements - UEFA Women's EURO 2013



### 7. PROMOTIONAL ACTIVITIES & PUBLICATIONS

The Host Association must run an extensive promotional programme in the tournament region(s) as well as across the whole country in order to make the UEFA Women's EURO 2013 known, attract spectators to the stadium and maximise the TV audience nationwide.

#### 7.1. Promotional Activities

The Bidders must submit to UEFA a concept for their planned promotional campaign.

The following principles should be followed in developing a city promotion concept:

- Individualise and cover key strategic locations to maximise the number or contacts with the public (e.g. transport system, city centres, main arteries to/from the cities, airports, etc.).
- Identify key areas and locations with maximum exposure to install posters, lamp-post flags, banners and billboards.
- The Host Cities should fund the campaigns by offering locations, installation, dismantling, maintenance and insurance at no cost to UEFA or UEFA's Commercial Affiliates.

The official Tournament Partners, Sponsors and National Supporters must be included as far as possible in the promotional campaign. Strictly, no other commercial association is permitted.

#### 7.2. Official Tournament Programme

UEFA is responsible for the layout as well as the content of the official tournament programme. It will work together with the Host Association to provide the editorial content for the programme, as well as requesting information from the participating teams.



## **Bid Requirements - UEFA Women's EURO 2013**

### **7.3. Tournament Manual**

UEFA is responsible for producing a UEFA Women's EURO 2013 Tournament Manual intended for use by the participating teams. UEFA will work together with the Host Association on the content of the Manual.

### **7.4. Venue Team Handbook and Event Guide**

UEFA is responsible for producing the Venue Team Handbook for the on-site operational teams, as well as the Event Guide for use by UEFA, the LOC and TV partners.



## Bid Requirements - UEFA Women's EURO 2013

### 8. SAFETY AND SECURITY

#### 8.1. Role of Host Association

The Host Association shall have full and exclusive responsibility for all aspects of safety and security relating to UEFA Women's EURO 2013 and shall bear all costs in relation to the measures taken with respect thereto (as defined in the Staging Agreement).

#### 8.2. Role of Public Authorities

The full support of the public authorities that are responsible for domestic security will be indispensable to the smooth operation of UEFA Women's EURO 2013 and to the fulfilment of the Host Association's obligations in respect of safety and security. Such public authorities must take all necessary measures to guarantee the safety of all persons attending UEFA Women's EURO 2013 in the Host Country throughout the event. These measures must comply with the UEFA Safety and Security Regulations (edition 2006).

#### 8.3. Role of UEFA

UEFA will review the security concept developed by the Host Association and make any comments that it considers appropriate. The Host Association will be obliged to consider UEFA's comments in good faith.

UEFA and its subsidiaries will not have any responsibility or bear any liability in respect of safety and security in respect of UEFA Women's EURO 2013 or the associated costs.

#### 8.4. Security Concept for the Tournament

Each Bidder, in co-operation with the relevant public authorities, must present a proposed security concept for UEFA Women's EURO 2013. This concept must present the roles of the relevant public authorities as well as the role of private security personnel and stewards and describe how they will be co-ordinated and integrated. The concept should take into account the relevant country's security-related experience from former major events (sport related or non-sport related) in the country, the traditions and practices of previous UEFA Tournaments, as well as the security laws, regulations and guidelines applicable in the Bidder's country. In addition, the security concept must incorporate the minimum requirements set out in the UEFA Safety and Security Regulations.

A Bidder's security concept must address the following areas:

- Risk analysis;
- Policies, Strategies and Legal Framework;
- Organisation: split tasks and responsibilities; and
- Action plan



## Bid Requirements - UEFA Women's EURO 2013

### 9. SUPPORT FROM THE AUTHORITIES

The staging of UEFA Women's EURO 2013 requires significant cooperation from the local authorities, especially in terms of promoting the matches. As a result, the Bidder must enjoy the support of all relevant local authorities (e.g. provincial, regional, municipal or local) in respect of its Bid. In order to demonstrate this support, Host City Agreements must be obtained from each Host City and submitted together with the bid dossier.

The contribution and the support from the authorities (which can be of financial, organisational or logistical nature) should also be reflected in the host association budget presented to UEFA for approval. For instance, official events such as the Final Draw dinner, Opening Dinner and Final Dinner should be hosted by the host cities.

In addition, it is expected that the host cities provide an inventory of public space advertising in order to support the tournament promotion, as well as support the UEFA commercial affiliates in their activation in the host country.



### C. Questionnaire

The structure of this questionnaire reflects the structure of Chapter B in which all requirements were described in detail. Please confirm the availability of these requirements by simply ticking the box (). In all other cases, please fill in the details requested by hand (or electronically). At the end of each section, you are welcome to add any comments you deem necessary. The questionnaire must be completed in English and 5 copies returned to UEFA in a folder or in a bound form.

The key requirements for each Stadium, Training Centre and Team Hotel are the same. You are therefore requested to copy each specific Questionnaire and to fill in **one complete questionnaire for each proposed Stadium (chapter 1), Training Centre (chapter 2) and Team Hotel (chapters 3.2b and 3.2e)**



## Bid Requirements - UEFA Women's EURO 2013

### 1. STADIA

- Indicate exact figures if UEFA's requirements are specified in numbers
- If no exact figures are specified, answer with Yes/No or complete with text
- **Please fill in one Stadium Questionnaire for each proposed Stadium**

**Name of Stadium:** \_\_\_\_\_

**Address of Stadium:**  
\_\_\_\_\_  
\_\_\_\_\_

#### Stadium Operator

Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel/Fax/e-mail: \_\_\_\_\_  
Web page: \_\_\_\_\_

#### Stadium Owner

Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Tel/Fax/e-mail: \_\_\_\_\_  
Web page: \_\_\_\_\_

#### General information

Construction date \_\_\_\_\_

Besides football, what is the Stadium normally used for?  
\_\_\_\_\_  
\_\_\_\_\_

List main events (sporting events or non-sporting events, e.g. concerts) within the last two years:  
\_\_\_\_\_  
\_\_\_\_\_

Last event in the stadium before the UEFA Women's EURO 2013  
\_\_\_\_\_  
\_\_\_\_\_



## Bid Requirements - UEFA Women's EURO 2013

### 1.1. Basic Stadium Requirements

Description	Requirements			Existing
	Group Match	Quarter-Final Semi-Final	Final	

#### Number and capacity of stadia

- |  |               |                |      |         |
|--|---------------|----------------|------|---------|
| <input type="checkbox"/> Gross Spectator Capacity            |               |                |      | _____   |
| <input type="checkbox"/> Net Spectator Capacity              | 7.000 -10.000 | 15.000 -20.000 |      | _____   |
| <input type="checkbox"/> Seating Capacity                    |               |                |      | _____   |
| <input type="checkbox"/> Standing Capacity                   |               |                |      | _____   |
| <input type="checkbox"/> VIP seats                           | 150           | 200            | 300  | _____   |
| <input type="checkbox"/> 1 <sup>st</sup> class seats         | 600           | 1000           | 1000 | _____   |
| (seats between 16 m lines without viewing obstruction) _____ |               |                |      |         |
| <input type="checkbox"/> Covered                             |               |                |      | _____ % |
| <input type="checkbox"/> Uncovered                           |               |                |      | _____ % |
| <input type="checkbox"/> Disabled persons viewing positions  |               |                |      | _____   |

#### Parking

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Directly adjacent to Stadium | Number of Cars _____  |
|   | Number of Buses _____ |
| <input type="checkbox"/> In close proximity           | Number of Cars _____  |
|   | Number of Buses _____ |

#### Lighting

- |  |   |                              |
|--|---|------------------------------|
| <input type="checkbox"/> Main set of floodlights | Minimum 1400 Lux  | _____ Lux                    |
|  | If less than 1400 Lux, can it be upgraded on LOC costs? | <input type="checkbox"/> Yes |
|  |   | <input type="checkbox"/> No  |
| <input type="checkbox"/> UPS backup power source |   | _____                        |

#### Fences / Separation

- |   |       |
|---|-------|
| <input type="checkbox"/> Perimeter fences or any other kind of separation between spectators and the pitch? | _____ |
| <input type="checkbox"/> If yes, can the separation between spectators and the pitch easily be removed      | _____ |

#### Flags

- |   |       |
|---|-------|
| <input type="checkbox"/> Number of flag poles | _____ |
|---|-------|



## Bid Requirements - UEFA Women's EURO 2013

### Commercial Display

- Area inside/directly adjacent to the Stadium that can be used for fan activities

500 m<sup>2</sup>      1000 m<sup>2</sup>      1000 m<sup>2</sup>

### 1.2. Technical Requirements

Description	Requirements	Existing
-------------	--------------	----------

#### Technical Rooms (all situated in the dressing room area)

- |  |  |                |
|--|--|----------------|
| <input type="checkbox"/> Teams dressing rooms                          | 2 rooms, 100 m <sup>2</sup> each<br>Benches and clothing hanging facilities for 25 people, min. 3 toilets, modern facilities | m <sup>2</sup> |
| <input type="checkbox"/> Doping control room                           | 1 room, min 16 m <sup>2</sup><br>Direct and private access to sanitary facilities  | m <sup>2</sup> |
| <input type="checkbox"/> Waiting area/room next to doping control room | Min 16 m <sup>2</sup>  | m <sup>2</sup> |
| <input type="checkbox"/> Referees dressing room                        | 1 room, 50 m <sup>2</sup><br>Toilets and showers   | m <sup>2</sup> |
| <input type="checkbox"/> Medical examination room                      | 1 room, min. 24 m <sup>2</sup>   | m <sup>2</sup> |
| <input type="checkbox"/> Dressing room(s) for youth programmes         | min 100 m <sup>2</sup> (or several smaller rooms)  | m <sup>2</sup> |

#### Substitutes' Benches and other seating facilities

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Benches for players, technicians and officials         | 2 benches, accommodating 18 persons each |  |
| <input type="checkbox"/> Bench for UEFA officials, between the two team benches | 1 bench, accommodating 3 persons         |  |
| <input type="checkbox"/> 5 additional technical seats per team                  |  |  |

#### Pitch

- |   |            |  |
|---|------------|--|
| <input type="checkbox"/> Pitch size   | 105 x 68 m |  |
| <input type="checkbox"/> Natural grass pitch?   |            |  |
| <input type="checkbox"/> If not natural grass, the host association must present a plan for the conversion from artificial turf to natural grass and confirm that it will bear all relevant costs |            |  |



## Bid Requirements - UEFA Women's EURO 2013

### 1.3. Space Requirements

Description	Requirements			Existing
	Group Match	Quarter-Final Semi-Final	Final	

#### Hospitality

<input type="checkbox"/> Space available adjacent to the first class seats	300 m <sup>2</sup>	500 m <sup>2</sup>	800 m <sup>2</sup>	_____
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### 1.4. Administrative and storage rooms

Description	Requirements	Existing
-------------	--------------	----------

<input type="checkbox"/> Min of 10 work places (approximately 25 m <sup>2</sup> ), - min of 20 work places for stadium hosting opening/final match (approximately 50 m <sup>2</sup> ) - equipped with table and chairs, 1 phone, 1 fax, high speed Internet access, high speed photocopy machine			_____	m <sup>2</sup>	
<input type="checkbox"/> Large meeting room for at least 40 persons for Match Organisation meetings (press conference room can also be used for that purpose)				_____	m <sup>2</sup>
<input type="checkbox"/> Storage room near the pitch	1	200 m <sup>2</sup>		_____	m <sup>2</sup>
<input type="checkbox"/> Smaller storage rooms for food and beverage concessions, merchandising stocks	3-4	50 m <sup>2</sup> each		_____	
<input type="checkbox"/> Stadium Accreditation Point to be used for match-day collection of accreditation passes			100 m <sup>2</sup>	_____	
<input type="checkbox"/> Ticket Collection Point			15 m <sup>2</sup>	_____	m <sup>2</sup>
<input type="checkbox"/> Ticket Information Point				_____	m <sup>2</sup>
<input type="checkbox"/> Ticket Match-Day Sales Facilities				_____	m <sup>2</sup>
<input type="checkbox"/> Office space for 4 persons, approx 25 m <sup>2</sup> with high counters?			25 m <sup>2</sup>	_____	

#### Non-Rights-Holder Camera Storage Room

<input type="checkbox"/> Secure room located close to media entrance and press conference room/mixed zone?	1	5 m <sup>2</sup>		_____	
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#### For opening and final only

Additional storage room for specific material needed for ceremonies, covered and secured, near the pitch				_____	
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## Bid Requirements - UEFA Women's EURO 2013

### 1.5. Media Requirements

Description	Requirements			Existing
	Group Match	Quarter-Final Semi-Final	Final	

#### Media Tribune

##### Television & Radio Commentary Positions

- |  |    |       |    |       |
|--|----|-------|----|-------|
| <input type="checkbox"/> Positions   | 10 | 15/20 | 20 | _____ |
| <input type="checkbox"/> Positions with flat surface for writing and well light, power points and telephone plugs? |    |       |    | _____ |

##### Press Box

- |  |    |    |    |       |
|--|----|----|----|-------|
| <input type="checkbox"/> Seats with desks, desk lights and power/telephone plugs     | 40 | 80 | 80 | _____ |
| <input type="checkbox"/> Observer seats  | 20 | 30 | 30 | _____ |
| <input type="checkbox"/> On same side as the main camera, in the middle of the stand |    |    |    | _____ |

#### TV Requirements

Camera Positions: please describe quantity and location of existing camera platforms

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Main camera position facing away from the sun.                      yes                       no

Which TV companies have already produced matches in this stadium?

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#### TV Studios

- |   |   |   |   |       |
|---|---|---|---|-------|
| <input type="checkbox"/> Indoor Studios near dressing rooms; Size: 25m <sup>2</sup> x 2.5m high   | 1 | 2 | 2 | _____ |
| <input type="checkbox"/> Pitch View studio; view of the pitch; Size: 25m <sup>2</sup> x 2.5m high | 1 | 2 | 2 | _____ |



## Bid Requirements - UEFA Women's EURO 2013

Description	Requirements			Existing
	Group Match	Quarter-Final Semi-Final	Final	

### Flash Interview Positions

- |  |  |                        |  |       |
|--|--|------------------------|--|-------|
| <input type="checkbox"/> Covered room/area for post match interviews near the dressing rooms |  | 3 m x 3 m x 2.5 m high |  | _____ |
|--|--|------------------------|--|-------|

### Broadcast Compound - Van area

- |   |                    |                    |                    |                |       |
|---|--------------------|--------------------|--------------------|----------------|-------|
| <input type="checkbox"/> Parking area near to the Stadium, max 300m from Stadium          | 1000m <sup>2</sup> | 1500m <sup>2</sup> | 1500m <sup>2</sup> | m <sup>2</sup> | _____ |
| <input type="checkbox"/> Area close to the main camera?                                   |                    |                    |                    |                | _____ |
| <input type="checkbox"/> Ground suitable for heavy vehicles (tarmac or similar)?          |                    |                    |                    |                | _____ |
| <input type="checkbox"/> 2 m high fences available around the area?                       |                    |                    |                    |                | _____ |
| <input type="checkbox"/> 24-hours Security on MD and MD-1 provided by LOC?                |                    |                    |                    |                | _____ |
| <input type="checkbox"/> Proposed Broadcast Compound area under control of Stadium owner? |                    |                    |                    |                | _____ |

### **Press Conference Room**

- |  |                   |                   |                   |                |       |
|--|-------------------|-------------------|-------------------|----------------|-------|
| <input type="checkbox"/> Room near dressing room and media working area            | 200m <sup>2</sup> | 200m <sup>2</sup> | 200m <sup>2</sup> | m <sup>2</sup> | _____ |
| <input type="checkbox"/> Easily accessible for coaches/players from dressing rooms |                   |                   |                   |                | _____ |
| <input type="checkbox"/> Podium with table and chairs for at least five persons    |                   |                   |                   |                | _____ |
| <input type="checkbox"/> Platform for ENG TV crews at back of room:                |                   |                   |                   |                | _____ |
| <input type="checkbox"/> Sound system  |                   |                   |                   |                | _____ |

### **Media Working Area**

- |   |                  |                   |                   |                |       |
|---|------------------|-------------------|-------------------|----------------|-------|
| <input type="checkbox"/> Area with easy access to media tribune and press conference room   | 50m <sup>2</sup> | 100m <sup>2</sup> | 100m <sup>2</sup> | m <sup>2</sup> | _____ |
| <input type="checkbox"/> Equipped with welcome service desk, wireless or alternative internet connections and high speed copy machine |                  |                   |                   |                | _____ |
| <input type="checkbox"/> Possibility to link TV monitors to internal stadium distribution system                                      |                  |                   |                   |                | _____ |
| <input type="checkbox"/> Pigeon holes for distribution of media information   |                  |                   |                   |                | _____ |
| <input type="checkbox"/> Toilet and hospitality (food and drink supply) facilities easy accessible                                    |                  |                   |                   |                | _____ |



## Bid Requirements - UEFA Women's EURO 2013

Description	Requirements			Existing
	Group Match	Quarter-Final Semi-Final	Final	

### Photographers working area

<input type="checkbox"/> Area with easy access to media tribune and press conference room	30m <sup>2</sup>	30m <sup>2</sup>	30m <sup>2</sup>	m <sup>2</sup>
<input type="checkbox"/> Equipped with table and chairs, wireless or alternative internet connections and lockable lockers				

### Mixed Zone

(size, location and layout of area to be defined on the occasion of specific UEFA site visit)

Covered area between dressing rooms and team buses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Easily accessible from the dressing rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Easily accessible from the Press box?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Easily accessible from the Media Working Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sufficiently lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## Bid Requirements - UEFA Women's EURO 2013

### 1.6. Safety and Security Requirements

Description	Existing
<b>Public surveillance system</b>	
<input type="checkbox"/> Public surveillance cameras inside and outside the Stadium?	_____
<input type="checkbox"/> Mounted in fixed positions with pan and tilt facilities?	_____
<input type="checkbox"/> Own independent power system and private circuit?	_____
<input type="checkbox"/> All Stadium approaches and public areas inside and outside the Stadium covered?	_____
<b>Public address system</b>	
<input type="checkbox"/> Loudspeaker system that can be perfectly heard inside and outside the Stadium and in the playing area?	_____
<input type="checkbox"/> Possible to broadcast music / other forms of entertainment / CD Player	_____
<b>Control room</b>	
<b>Electronic scoreboards / Video screens</b>	
<b>Fire prevention</b>	
<input type="checkbox"/> Fire fighting facilities available in the Stadium, general fire precautions and fire safety standards approved by local fire authorities?	_____
<b>First-aid rooms</b>	
<input type="checkbox"/> Number, size, location and other requirements agreed in consultation with the local health authority?	_____
<b>Other safety issues</b>	
<input type="checkbox"/> Comprehensive and clear sign posting	_____
<input type="checkbox"/> Independent emergency electrical power supply to ensure a sufficient degree of lightning in case of power failure	_____
<input type="checkbox"/> Segregation of spectators in parking, access and stands possible	_____



## Bid Requirements - UEFA Women's EURO 2013

### 2. TRAINING CENTRES

- Please fill in one Training Centre Questionnaire for each proposed Training Centre

Name of Training ground \_\_\_\_\_

Distance to allocated Team Hotel \_\_\_\_\_ km \_\_\_\_\_ minutes

Availability from \_\_\_\_\_ to \_\_\_\_\_

- Not more than a 20 minute drive from the relevant team hotel
- Best possible training facilities in a clean, safe and protective environment
- Closed training sessions possible
- Possible to implement strict security measures inside and outside the training centres
- One top quality regulation sized natural grass pitch (105m x 68m)
- At least two mobile goals
- One dressing room of 100 m<sup>2</sup> with benches and clothes hanging facilities for 25 people, toilets, showers and modern infrastructure
- In compliance with the Clean Venue Principle
- Flexible watering/line-drawing schedule
- Accessible to team bus
- Priority in using the training ground
- One medical treatment room of 24m<sup>2</sup> with related equipment
- Facilities to be used for press conferences
- Segregated access for media and public (when allowed by team)

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3. ACCOMMODATION

#### 3.1 Accommodation for Final Draw / Finalist Workshop

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

- Availability: 1 night prior draw and for preparation and dismantling (staff)
- 105 single rooms reserved with an option to terminate until end July 2012
- Reserved parking area close by, to serve different target groups (guests, media, TV vehicles)
- Drop-off/pick-up area in front of guest entrance for official transport system
- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

#### **Office and storage spaces**

- Availability: during draw, preparation and dismantling
- 1 Office space for 15 workplaces size: \_\_\_\_\_
  - 1 direct telephone lines & wireless internet connection
  - Photocopier (automatic sorter/stapler/recto verso/colour)
  - Fax
  - Lockable cupboards
- 1 Office with additional workplaces and tables size: \_\_\_\_\_
- 1 Storage space, safe and secure, of approximately 25m<sup>2</sup> within close distance from the offices

#### **Auditorium for Final Draw**

- Availability: during draw, preparation and dismantling
- Seating for about 350 persons with good view on stage size: \_\_\_\_\_
- Possibility to install simultaneous interpreting facilities for min. 3 languages
- Stage
- Catering
- Possibility to install signage and flags
- Projection and sound facilities
- Platform with good view on stage for TV Crews
- Possibility to arrange for live TV broadcast, including space for TV flash



## Bid Requirements - UEFA Women's EURO 2013

- interviews (can also be immediately outside the auditorium)
- Draw hospitality areas for 350 guests

### **Meeting facilities**

- 1 large meeting room for 60 persons for Finalists' Workshop, equipped with modern conferencing facilities
- 1 large meeting room for 40 persons for Sponsor Workshop, equipped with modern conferencing facilities
- Additional meetings rooms to be available, upon request, for any sub-meetings to be scheduled
- Availability: during draw

### **Media Centre**

- Availability: during draw
- Meeting room (minimum size: 200 m<sup>2</sup>) size: \_\_\_\_\_
- Possibility to install telephone lines & internet connections
- Installation of at least 20 work places for journalists (desks and seats)
- Media hospitality area

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2 Accommodation for the Tournament

#### Hotels Centre A

##### 3.2.1 UEFA/Host Association Hotel A

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

#### **Rooms (UEFA, Host association)**

- Availability: 10 single rooms from 4 nights prior teams arrival day
- 60 single rooms from teams' arrival until 2 nights after Final
- All rooms reserved with an option until end February 2013 (Room categories to be determined on specific UEFA site visits)
- Reserved parking area close by

#### **Project Management Office (UEFA, Host association)**

- Availability: 7 days prior first match day until 1 day after Final
- Office space for 5 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso)
- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

#### **Tournament Organisation (UEFA, Host association)**

- Availability: 7 days prior first match day until 1 day after Final
- Office space for 15 workplaces, including 3 (LOC) users connected to the UEFA online accreditation system size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso/colour)
- 1 high speed printer
- Fax
- Lockable cupboards
- Network sockets for Internet connectivity



## Bid Requirements - UEFA Women's EURO 2013

### uefa.com Office

- Availability: 7 days prior first match day until 1 day after Final
- Office space for 15 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Network sockets for Internet connectivity

### Operations Office (UEFA, Host association)

- Availability: 7 days prior first match day until 1 day after Final
- Office space for 30 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso/colour)
- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

### Visitors Office

- Availability: 7 days prior first match day until 1 day after Final
- Office space for 10 places (6 working; sofa; newspapers) size: \_\_\_\_\_
- 1 direct telephone line
- 1 workstation for internet connection will be provided by UEFA
- Fax
- Network sockets for Internet connectivity

### Storage room

- Availability: 7 days prior first match day until 1 day after Final
- Easy access from car parking and delivery areas
- Minimum size 150 m<sup>2</sup> size: \_\_\_\_\_

### Meeting Rooms

- Availability: 7 days prior first match day until 1 day after Final
- Large room for minimum 30 persons size: \_\_\_\_\_
- Possibility to install simultaneous interpreting facilities for min. 3 languages; for Head of Delegation meetings only
- 4 MB ADSL connection for the Eyecatcher / video conference device to be provided by UEFA

### Drivers Waiting Area

- Availability: 7 days prior first match day until 1 day after Final



## Bid Requirements - UEFA Women's EURO 2013

- Table, chairs and sofa for 30 people size: \_\_\_\_\_
- Television

*NB: All offices should be within close proximity of one another*

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.2 Team Hotels Centre A

- **Please fill in one Team Hotel Questionnaire for each proposed Team Hotel**

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Frozen/stable price per twin room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Experience with sport events (please specify):

\_\_\_\_\_

- Availability of rooms: from teams arrival until 1 day after defeat or Final
- 11 double rooms reserved with an option until end February 2013
- 18 single rooms reserved with an option until end February 2013
- Equipment storage room (lockable) size: \_\_\_\_\_
- Room for medical treatment size: \_\_\_\_\_
- Meeting room for 40 persons (TV, VCR, DVD) size: \_\_\_\_\_
- Office space for 7-8 persons
- Separate dining area size: \_\_\_\_\_
- Room for media activities easily accessible from outside size: \_\_\_\_\_
- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

Other hotel services required:

- Full laundry service (on a daily basis, including weekends)
- Price for laundry service (standard laundry bag) \_\_\_\_\_
- Recreation areas (billiards, table football, etc)
- Flexible catering/kitchen service (meal times, meal choice, etc.)
- Possibility for team to bring own cook
- Possibility to bring own food and drinks
- Possibility for Commercial Affiliates to provide food and beverage products
- Quiet and calm location
- Easy to secure and protect (from fans, media, etc.)
- Fitness Centre (Sauna, pool, etc.)
- Reserved and secured parking area close by
- Bus parking close by



## Bid Requirements - UEFA Women's EURO 2013

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.3 Media Hotels Centre A

**Name of Media Hotel 1** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre A Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre A Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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**Name of Media Hotel 2** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre A Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre A Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### Hotels Centre B

#### 3.2.4 UEFA/Host Association Hotel B

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

#### Rooms (UEFA, LOC)

- Availability: 10 single rooms from 4 nights prior teams arrival day
- 30 single rooms from teams arrival until 2 nights after Final
- All rooms reserved with an option until end February 2013 (Room categories to be determined on specific UEFA site visits)
- Reserved parking area close by

#### Tournament Organisation (UEFA, Host association)

- Availability: 7 days prior first match day until 1 day after last centre B match
- Office space for 15 workplaces, including 3 (LOC) users connected to the UEFA online accreditation system size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso)
- 1 high speed printer
- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

#### uefa.com Office

- Availability: 7 days prior first match day until 1 day after last centre B match
- Office space for 5 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Network sockets for Internet connectivity

#### Operations Office (UEFA, Host association)

- Availability: 7 days prior first match day until 1 day after last centre B match
- Office space for 20 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso)



## Bid Requirements - UEFA Women's EURO 2013

- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

### Visitors Office

- Availability: 7 days prior first match day until 1 day after last centre B match
- Office space for 10 places (6 working; sofa; newspapers) size: \_\_\_\_\_
- 1 direct telephone line
- 1 workstation for internet connection will be provided by UEFA
- Fax
- Network sockets for Internet connectivity

### Storage room

- Availability: 7 days prior first match day until 1 day after last centre B match
- Easy access from car parking and delivery areas
- Minimum size 50 m<sup>2</sup> size: \_\_\_\_\_

### Meeting Rooms

- Availability: 7 days prior first match day until 1 day after last centre B match
- Large room for minimum 15 persons size: \_\_\_\_\_
- 4 MB ADSL connection for the Eyecatcher / video conference device to be provided by UEFA

### Drivers Waiting Area

- Availability: 7 days prior first match day until 1 day after last centre B match
- Table, chairs and sofa for 20 people size: \_\_\_\_\_
- Television

*NB: All offices should be within close proximity of one another*

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.5 Team Hotel Centre B

- **Please fill in one Team Hotel Questionnaire for each proposed Team Hotel**

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Frozen/stable price per twin room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Experience with sport events (please specify):

\_\_\_\_\_

- Availability of rooms: from teams arrival until 1 day after defeat or Final
- 11 double rooms reserved with an option until end February 2013
- 18 single rooms reserved with an option until end February 2013
- Equipment storage room (lockable) size: \_\_\_\_\_
- Room for medical treatment size: \_\_\_\_\_
- Meeting room for 40 persons (TV, VCR, DVD) size: \_\_\_\_\_
- Office space for 7-8 persons
- Separate dining area size: \_\_\_\_\_
- Room for media activities easily accessible from outside size: \_\_\_\_\_
- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

Other hotel services required:

- Full laundry service (on a daily basis, including weekends)
- Price for laundry service (standard laundry bag) \_\_\_\_\_
- Recreation areas (billiards, table football, etc)
- Flexible catering/kitchen service (meal times, meal choice, etc.)
- Possibility for team to bring own cook
- Possibility to bring own food and drinks
- Possibility for Commercial Affiliates to provide food and beverage products
- Quiet and calm location
- Easy to secure and protect (from fans, media, etc.)
- Fitness Centre (Sauna, pool, etc.)
- Reserved and secured parking area close by
- Bus parking close by



## Bid Requirements - UEFA Women's EURO 2013

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.6 Media Hotels Centre B

**Name of Media Hotel 1** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre B Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre B Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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**Name of Media Hotel 2** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre B Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre B Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### Hotels Centre C

#### 3.2.7 UEFA/Host Association Hotel C

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

#### Rooms (UEFA, LOC)

- Availability: 10 single rooms from 4 nights prior teams arrival day   
30 single rooms from teams' arrival until 2 nights after Final
- All rooms reserved with an option until end February 2013   
(Room categories to be determined on specific UEFA site visits)
- Reserved parking area close by

#### Tournament Organisation (UEFA, Host association)

- Availability: 7 days prior first match day until 1 day after last centre C match
- Office space for 15 workplaces, including 3 (LOC) users connected to the UEFA online accreditation system size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso/colour)
- 1 high speed printer
- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

#### uefa.com Office

- Availability: 7 days prior first match day until 1 day after last centre C match
- Office space for 5 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Network sockets for Internet connectivity

#### Operations Office (UEFA, Host association)

- Availability: 7 days prior first match day until 1 day after last centre C match
- Office space for 20 workplaces size: \_\_\_\_\_
- 1 direct telephone line
- Photocopier (automatic sorter/stapler/recto verso/colour)



## Bid Requirements - UEFA Women's EURO 2013

- Fax
- Lockable cupboards
- Network sockets for Internet connectivity

### Visitors Office

- Availability: 7 days prior first match day until 1 day after last centre C match
- Office space for 10 places (6 working; sofa; newspapers) size: \_\_\_\_\_
- 1 direct telephone line
- 1 workstation for internet connection will be provided by UEFA
- Fax
- Network sockets for Internet connectivity

### Storage room

- Availability: 7 days prior first match day until 1 day after last centre C match
- Easy access from car parking and delivery areas
- Minimum size 50 m<sup>2</sup> size: \_\_\_\_\_

### Meeting Rooms

- Availability: 7 days prior first match day until 1 day after last centre C match
- Large room for minimum 15 persons size: \_\_\_\_\_
- 4 MB ADSL connection for the Eyecatcher / video conference device to be provided by UEFA

### Drivers Waiting Area

- Availability: 7 days prior first match day until 1 day after last centre C match
- Table, chairs and sofa for 20 people size: \_\_\_\_\_
- Television

*NB: All offices should be within close proximity of one another*

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.8 Team Hotel Centre C

- **Please fill in one Team Hotel Questionnaire for each proposed Team Hotel**

Name of Hotel \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Frozen/stable price per twin room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Experience with sport events (please specify):

\_\_\_\_\_

- Availability of rooms: from teams arrival until 1 day after defeat or Final
- 11 double rooms reserved with an option until end February 2013
- 18 single rooms reserved with an option until end February 2013
- Equipment storage room (lockable) size: \_\_\_\_\_
- Room for medical treatment size: \_\_\_\_\_
- Meeting room for 40 persons (TV, VCR, DVD) size: \_\_\_\_\_
- Office space for 7-8 persons
- Separate dining area size: \_\_\_\_\_
- Room for media activities easily accessible from outside size: \_\_\_\_\_
- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

Other hotel services required:

- Full laundry service (on a daily basis, including weekends)
- Price for laundry service (standard laundry bag) \_\_\_\_\_
- Recreation areas (billiards, table football, etc)
- Flexible catering/kitchen service (meal times, meal choice, etc.)
- Possibility for team to bring own cook
- Possibility to bring own food and drinks
- Possibility for Commercial Affiliates to provide food and beverage products
- Quiet and calm location
- Easy to secure and protect (from fans, media, etc.)
- Fitness Centre (Sauna, pool, etc.)
- Reserved and secured parking area close by
- Bus parking close by



## Bid Requirements - UEFA Women's EURO 2013

*Add Comments (if any):*

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.9 Media Hotels Centre C

**Name of Media Hotel 1** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre C Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre C Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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**Name of Media Hotel 2** \_\_\_\_\_

City \_\_\_\_\_

Hotel Category \_\_\_\_\_ stars

Distance to Centre C Stadium 1 \_\_\_\_\_ km \_\_\_\_\_ minutes

Distance to Centre C Stadium 2 \_\_\_\_\_ km \_\_\_\_\_ minutes

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### 3.2.10 Hotel and Training ground for Referees

**Name of Hotel** \_\_\_\_\_

City \_\_\_\_\_

Frozen/stable price per single room in EUR (incl. breakfast and taxes) \_\_\_\_\_

- Availability: from 3 days prior tournament until 1 day after Final
- 30 single rooms reserved with an option until end February 2013
- 1 office space for 6 persons, including internet connection, with an option until end February 2013
- Lockable meeting room (30 persons in U-shape) with large TV, VCR, DVD, beamer/screen and fridge size: \_\_\_\_\_
- Massage room size: \_\_\_\_\_
- Potentially storage room if not sufficient space in office or meeting room
- Separate dining & breakfast area
- Flexible catering/kitchen service (meal times, buffet-style meal choice)
- Full laundry service (on a daily basis, including on week-ends and service within 12 hours)
- Fitness centre (Sauna, pool, etc.)
- Reserved parking area close by
- No surcharge (specifically, no corkage or storage fee) to be paid on any products delivered by UEFA and / or commercial affiliates

*Add Comments (if any):*

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**Name of Training ground** \_\_\_\_\_

Distance to Referee Hotel \_\_\_\_\_ km \_\_\_\_\_ minutes

- Availability: from 2 days prior tournament until 1 day after Final
- Maximum travel time of 10 minutes from the hotel
- Grass pitch with a well-maintained and marked pitch

*Add Comments (if any):*

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## Bid Requirements - UEFA Women's EURO 2013

### 4. TRANSPORTATION / AIRPORT

Name of Airport: \_\_\_\_\_

- Within 120 minutes drive to all tournament hotels

Direct scheduled flights to/from major international destinations:

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Capacity of Airport (Passengers/day) \_\_\_\_\_

Are there any night flights restrictions on this airport (please specify):

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Add Comments (if any):

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## Bid Requirements - UEFA Women's EURO 2013

### Distance table

Fill in the blank fields of the table, i.e. the distance in kilometres and the travel time in minutes between the main tournament location hotels and/or stadia are included in your bid.

	Airport	Final Draw Hotel	Referees' Hotel	UEFA HQ Hotel	Team Hotel A (1)	Team Hotel A (2)	Stadium 1 (A)	Stadium 2 (A)	Stadium 7 (A) (if appl.)	UEFA Hotel Centre B	Team Hotel B (1)	Team Hotel B (2)
Stadium 6 (C)												
Stadium 5 (C)												
Team Hotel C (2)												
Team Hotel C (1)												
UEFA Hotel Centre C												
Stadium 4 (B)												
Stadium 3 (B)												
Team Hotel B (2)												
Team Hotel B (1)												
UEFA Hotel Centre B												
Stadium 7 (A) (if appl.)												
Stadium 2 (A)												
Stadium 1 (A)												
Team Hotel A (2)												
Team Hotel A (1)												
UEFA HQ Hotel												
Referees' Hotel												
Final Draw Hotel												



## Bid Requirements - UEFA Women's EURO 2013

### 5. ADDITIONAL DOCUMENTS

The following documents must be submitted to UEFA together with the questionnaire:

- **Annex A:** Stadium specific documents *for each proposed Stadium:*
  - Aerial photograph showing access routes and parking areas
  - Overview plan showing access routes and parking areas
  - Detailed Stadium plans showing all construction levels (rooms, stairs, doors, seats) in printed and electronic format (AUTOCAD format = .dwg or.dxf)
  - Floodlighting certificate established by an independent company
  - Stadium seating plans (preferably in electronic format)
  - A maximum of 2 photos per Stadium
- **Annex B:** Overview plans *for each proposed Training Centre* showing access routes and parking areas + a maximum of 2 photos per training ground
- **Annex C:** Hotel brochure for each proposed hotel
- **Annex D:** Draft Promotional Plan
- **Annex E:** Draft security concept, incl. medical concept (based on the requirements outlined in Chapter B, 8.4)
- **Annex F:** Support letter from relevant authorities (as required in Chapter B, section 9)
- **Annex G:** Map of the country/region showing all tournament locations
- **Annex H:** Distance table involving all main tournament locations (see template in Chapter E)
- **Annex I:** Detailed maps of centres to be used
- **Annex J:** Draft Ticketing concept (production, sales and distribution)
- **Annex K:** Budget (based on the obligations set out in the Staging Agreement, Appendix 3)



## Bid Requirements - UEFA Women's EURO 2013

### D. AGREEMENTS

Furthermore, the following documents must be submitted to UEFA together with the questionnaire:

#### **Staging Agreement**

Please sign two original copies of the Staging Agreement and return to UEFA.

#### **Host City Agreements**

Please return to UEFA one original copy per Host City, signed by both parties.

#### **Stadium Agreements**

Please return to UEFA one original copy per Stadium, signed by all parties except UEFA.

#### **Hotel Agreement**

Please return to UEFA one original copy per Hotel City, signed by both parties.

#### **Training Centre Agreement**

Please return to UEFA one original copy per Training Centre, signed by both parties.



## **Bid Requirements - UEFA Women's EURO 2013**

### **E. ANNEXES**

#### **Regulations of the UEFA European Women's Championship 2007/09**

Please find the link to the Regulations of the UEFA European Women's Championship 2007/09 here (uefa.com):

[http://www.uefa.com/multimediafiles/download/regulations/uefa/others/80/35/28/803528\\_download.pdf](http://www.uefa.com/multimediafiles/download/regulations/uefa/others/80/35/28/803528_download.pdf)

#### **UEFA Safety and Security Regulations – Edition 2006**

#### **UEFA Stadium Infrastructure Regulations – Edition 2006**

#### **Anti-Doping Regulations – Edition 2009**

#### **UEFA Safety Certificate (7 copies)**

#### **Staging Agreement (2 copies)**

#### **Host City Agreement**

#### **Stadium Agreement**

#### **Hotel Agreement**

#### **Training Centre Agreement**

#### **Budget Template**

