



GUIDELINES FOR PREPARING BULLETINS FOR E&A TITLED EVENTS

From the Letter of Agreement Article VIII

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

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

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

This file is provided to aid you in drafting the Bulletins for the E&A Titled Event hosted by your Federation. It contains basic guidelines in regard to content which must be followed in order to be able to submit an acceptable Bulletin for approval and distribution by the E&A Administration offices. **Please send in word format so editing can be done by the TC.**

General Information

- ❖ All Bulletins must contain the E&A logo which will be sent to you by E&A Administration.
- ❖ The filesize of the completed Bulletin should NOT exceed 500kb. Photos, maps etc. should be published on the homepage.
- ❖ Bulletin Number One must be submitted for approval to the E&A Council in sufficient time to allow it to be checked before being sent 90 days prior to the first day of the Event.
- ❖ Bulletin Number Two must be submitted for approval to the E&A Council in sufficient time to allow it to be checked before being sent 50 days prior to the first day of the Event.
- ❖ Further Bulletins may be issued at the discretion of the Organizing Federation, but must be submitted for approval and distribution to E&A Council.

All Bulletins must be submitted for approval and distribution to the E&A Council within the deadline dates.

Once the Bulletin is approved it will be distributed by E&A Administration to all Member Federations and persons concerned.

Checklist for Bulletin Number 1 - the following items must be included:

- ⊕ **Official E&A Logo in the bulletin**
- ⊕ **Contact information for the Championships, website, organisers emails, phone numbers**
- ⊕ **Official towboat for the Championships**
- ⊕ **Logo of the official towboat**

- ✦ **Location of the site and directions from nearest airport or port.**
- ✦ **The outline draft schedule of the Championships - including Opening and Closing Ceremonies and the prices applicable**
- ✦ **Local currency**
- ✦ **Entry fees – how payable – into bank, directly in cash on site**
- ✦ **Visa or eventual other requirements to enter the country?**
- ✦ **Car and minibus rental rates?**
- ✦ **A map of the area and the Site(s) to post on the homepage ?**
- ✦ **The URL of the competition homepage and contact information?**

✦ **Accommodation:**

Official Hotel – all contact information

Official Hotel – prices per room, breakfast, dinner, etc.

Other Hotels – all contact information and prices

Credit cards accepted by each hotel?

Indicate the distance of each hotel from the Site?

Parking facilities at the site (including those for campers and towed vehicles (not mandatory)?

✦ **Details and contact information for familiarisation/practice?**

NOTE – the E&A Rules state the following concerning practice/familiarisation

The provision of familiarisation is not mandatory for any event. The organising Federation must inform the TC and all Federations at least 90 days before the date of the Championships what familiarisation (if any) will be given and the make and type of the boat to be used for each event.

If practice is to be offered at a cost then a deadline date **must** be set (normally 60 days before the Championships) by which time all requests must be submitted. After this date practice times **shall** be allocated to ensure all countries have an equal opportunity according to their request.

✦ **Anti Doping – the following statement must be included in the Bulletin.**

Doping control

In accordance with the IWWF Anti-Doping Rules, drug controls will be conducted during this competition. In entering this competition all athletes agree to be subject to doping control.

Information about the IWWF Anti-Doping programme can be found at:

<http://www.iwsf.com/AntiDoping/WEBpageinformation10.htm> where there are also links to the list of banned substances.

✦ **Intention to Enter cut off date (60 days before start of competition) must be stated and the following URL given.**

✦ **Entry form cut off date (10 days before start of competition) must be stated and the following URL given.**

Intentions to Enter and definitive Entry Forms are all completed on line via the E&A Tournament Council website <http://www.waterskitournament.eu/>

Checklist for Bulletin Number 2:

- ✦ **Final Schedule of the Event including Social Programme**
- ✦ **List of the Jury Panel (including country of origin)**
- ✦ **Familiarisation / Practice schedule from bookings**
- ✦ **Reminders of Entry Form process**

This document was designed to help you include whatever information is necessary to produce a good Bulletin and avoid having to redraft it more than once. If you make sure you've included each item listed and have done everything according to the guidelines then its probable your draft will be ready for distribution without having to work on it further.