



# EVENTS HANDBOOK

edition 2025



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# EAFF EVENTS



## Congress

annual

Meeting of all EAFF delegates. Hold online or face-to-face when possible. Could be joined with a site visit for the European Championship. It is 2-3 day event.



## Nations League

biennial

The format of the competition is set to be a biennial event. First edition took place in 2023. The teams are divided into four divisions based on their ranking. Each division consists of 4 or 5 teams. The hosts of each tournament are designated countries from the divisions which applied to host the event. It is 2 or 3 match days event (maximum 5-days). The winner advances to higher division, the last team is relegated to lower division. Odd editions are qualification for European Championships



## Champions League

annual

EAFF Champions League is an international tournament for eight clubs from eight biggest leagues. The champions from the countries' leagues. The teams are divided into two groups. The tournament consists of group stage, semi finals, final & placement matches (3 game days, 5 days total)

# EAFF EVENTS



## Junior Camp

annual

5-day event for Juniors from Europe and other countries. Consists of 3 days of trainings for kids, divided into 3 age groups and goalkeepers. The kids are accompanied by their parents. The trainings are run by the coaches from member federations.



## European Championships

every four years

Championships for European Countries, takes place every four years. The teams are divided into groups. At the last edition 16 teams took part in the competition spanning over 10 days.



## Europa League/Conference League

annual

New project for countries with:

- smaller leagues - Conference leagues - for countries with no leagues or small leagues.
- big leagues - Europa League - for clubs that did not qualify for Champions League

It is 4-5 day event with 2-3 match days for 4-6 clubs.

More about EAFF events at our [website](#)

# EAFF TOURNAMENTS





# SITE VISIT

**In order to familiarise themselves with the venue and facilities for EAFF Events in the best possible way EAFF representatives will conduct site visit.**

## **Objectives of the Site Visit:**

- discuss requirements,
- identify facilities and all technical solutions,
- make decisions of necessary organisational arrangements.

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## **Site visit windows:**

- Typically conducted 4–5 months before the event.
- Scheduling may be adjusted in agreement with the host to ensure convenience for both parties.
- Additional visits may be arranged if stadium changes or other developments impact match organization.

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## **Participants:**

- Representatives from the National Association.
- Host representative.
- Stadium manager.
- Delegation consists of up to two EAFF representatives

# SITE VISIT

## Requirements:

- The stadium manager and representatives from the National Association/host must be available throughout the visit.
- Stadium facilities must be fully accessible.
- Includes a visit to the designated hotel.
- Transport and accommodation for two EAFF representatives must be provided.

## Standard Site Visit Content:

- Introduction of the event concept.
- Discussion of requirements.
- Identification of necessary stadium facilities.
- Review of logistics and operational needs.
- All pitches on which games will be played must be shown to the delegates.





# VENUE

## Playing surface

The stadium must be equipped with either a natural playing surface or artificial turf. All teams participating in the tournament must compete on the same type of surface, which must remain consistent throughout the entire event.

## Floodlighting

The stadium must be equipped with a floodlighting system maintaining the following minimum and/or maximum average illuminance.

Category	Horizontal illuminance	Vertical illuminance
1	Sufficient to allow the host broadcaster to ensure adequate broadcasting of the match.	
2	800 Eh(lux) with uniformity ratios of U1h >0.4 and U2h >0.5	350 Ev(lux) on each reference plane with uniformity ratios of U1 >0.35 and U2 >0.45
3	1,200 Eh(lux) with uniformity ratios of U1h >0.4 and U2h >0.6	750 Ev(lux) on each reference plane with uniformity ratios of U1 >0.4 and U2 >0.45
4	1,400 Eh(lux) with uniformity ratios of U1h >0.5 and U2h >0.7	1,000 Ev(lux) on each reference plane with uniformity ratios of U1 >0.4 and U2 >0.5

Source:UEFA



# VENUE

Floodlighting at stadiums is mandatory for tournaments when games are scheduled in the afternoon or evening. Its importance depends on the event and schedule, particularly when there is only one pitch and multiple games to be played.

## Stands

**All the venues for the international EAFF games/tournaments must have stands.**

In terms of spectator capacity, a stadium must meet the following requirement:

- Provide a grandstand with at least 200 seats (group stage/Nations League D & C).
- Provide at least 1000 seats (placement matches/semis/finals; European Championship group games/ Nations League A & B)
- Provide at least 3000 seats - European Championship play-off stage and final

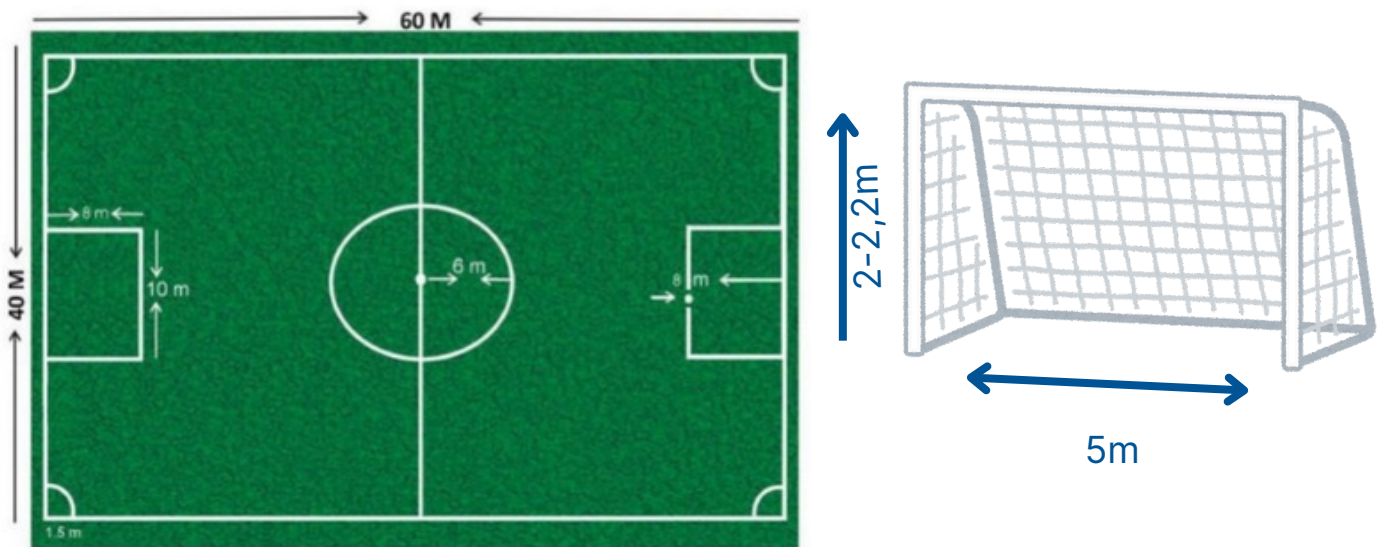
\*The above-mentioned requirements will be discussed individually with hosts



# VENUE

## Pitch

The field of play must be in excellent condition and measure 60x40m. All lines has to be marked properly and visible. The goal should be 5m wide and 2.2 m high.



1. The pitch and associated equipment (goals, nets, corner flags and posts) and the area around it must be in conformity with the Laws of the Game and EAFF Regulations. The pitch must be in the best possible condition and managed by the fully equipped maintenance team.
2. An alternative training ground must be available for training sessions.
3. The training ground must have the same type of the surface as the pitch used for the match, be in safe and protected environment and have appropriate facilities.
4. In the lead -up to the match, the host association must ensure that all necessary measures are taken to guarantee the smooth running of the match. This includes providing sufficient personnel and equipment to undertake regular preparation and maintenance work.
5. The host must ensure that a spare goal and net are available and ready at the stadium on matchday.
6. It is also recommended to have replacement corner flags and flags posts available at the stadium, in case one of these gets damaged during the match.



# VENUE

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## Pitch

### STAFF

#### Ball kids

A sufficient number of personnel must be ensured to guarantee smooth operations during the match. Each game requires a minimum of four ball kids and six balls to run efficiently.

#### Grass Keeper

During the tournament, especially on natural grass, the grass keepers must ensure the pitch remains in optimal condition by meticulously maintaining it after each game.



# VENUE

## Substitution benches

1. Substitutes' benches must be provided to accommodate a minimum of 11 people.
2. If space permit, up to five technical seats can be made available at least 5m behind or to the side of the substitutes' benches.
3. The maximum number of substitutes and official per team is 11/13- depending on event
4. The technical area in front of the substitutes' benches must be marked in accordance with the Laws of the Game.



# VENUE

## Medical Requirements

For the safety and security of all persons attending and participating in the match, the match security plan must include all medical arrangements. The host has an obligation to provide a suitable standard of medical services for players, officials, referees etc. In the event of a serious medical emergency, no life is lost and no player is permanently injured because of lack of medical provision.

The host must provide all relevant medical information which includes:

- emergency phone numbers
- Contact details of the hospital with accident and emergency facilities on standby for the match
- contact details of the hospital next to the hotel

### Medical equipment:

- an automated external defibrillator;
- A spinal board;
- Fully equipped emergency bag

**Insurance:** basic insurance is a minimum: liability insurance, in case of accident/ Casualty insurance or accident insurance;



# VENUE

## Pitch Set up example



# VENUE

## Pitch Set up example







# EAFF BRANDING

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## Football bands with banners

- stable, resistant to weather, wind, rain, etc.
- printed or LED
- not concert/festival bands - lack of stability
- aesthetic and visually nice
- height:
  - around the pitch - about 1m
  - in front of the substitute benches ~ 0.6 m high
- banner designs for consultation/approval with EAFF
- 5-7 EAFF banners centrally in front of the camera (EAFF + EVENT name + EAFF partners - UEFA etc.)- designs will be send by the EAFF
- they cannot obstruct the view of matches for the fans at the venue and television viewers
  - the distance between banners and the pitch lines:
    1. sideline: 3 meters
    2. endline: 5 meters

# EAFF BRANDING



# EAFF BRANDING



# VENUE

## SOUND SYSTEM

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Every pitch should be equipped with a high-quality sound system to enhance the match-day experience.

- National anthems must be played before the start of each game to set the tone and honor the occasion.
- A dedicated announcer should be present at every pitch during all games to engage the audience.
- The announcer's role should go beyond providing information, focusing on energizing the crowd and encouraging them to cheer for the teams.
- The sound system can also be utilized to play music, jingles, and other audio elements to elevate the atmosphere.



# GENERAL VENUE FACILITIES

## General facilities

- **Office** - A room must be provided for the EAFF delegates. it must be equipped with a chair, desk, internet connection, printer.
- **Changing rooms** -room must be provided for each team.
- **Referee Rooms** - the room must be able to accommodate at least 4 people.
- **VIP area** - A dedicated space designed for special guests, offering a comfortable environment to enjoy the match. This area provides seating with good views and access to beverages and refreshments.

## Changing Rooms



### 1. Changing Rooms for Teams

Each team must be provided with a designated changing room. The minimum requirements for these rooms include:

- Capacity: Suitable for 15 people.
- Facilities:
  - Changing area with benches for all team members.
  - Showers and an individual seated toilet.
  - A massage table.
  - Refreshments, including water, fruits.
  - Trash bins and large trash bags (for additional waste if needed).
- Separate Room for Female Players: If the team includes female players, a separate changing room should be provided for their exclusive use.
- Optional Provisions:
  - Two tables for team use.
  - Flip chart.

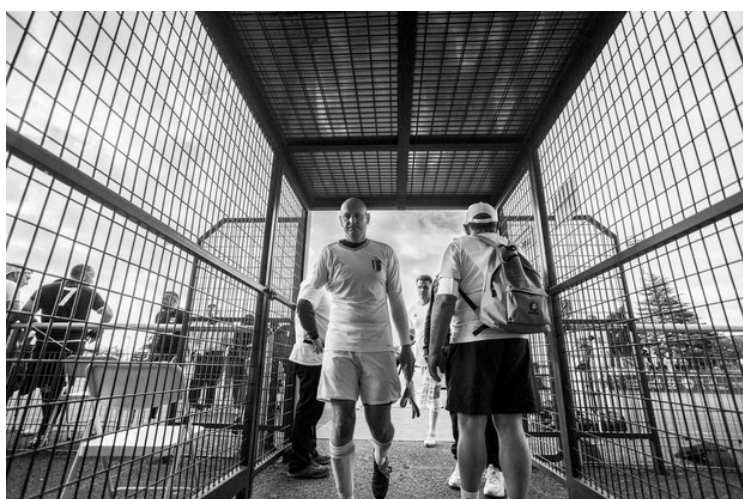
# GENERAL VENUE FACILITIES

The changing room must be available for the team use at least **60 minutes before** the game and minimum **45 minutes after** the match

It is important to take into account while planning the number of changing rooms available and the number of teams, especially when only one pitch is used.

Game no.	DAY	H départ hôtel TEAM A	H départ hôtel TEAM B	arrival changing room	Changing room n° TEAM A	Changing room n° TEAM B	Football pitch	Match Time	TEAM A	TEAM B	Match end	out of changing room
9	Monday Lundi 03/06/24	08:45	08:45	09:30	E	F	2	11:00	GERMANY	GREECE	12:30	13:30
10		09:45	09:45	10:30	A	B	1	12:00	TURKEY	AZERBAIJAN	13:30	14:30
11		10:45	11:00	11:30	G	H	2	13:00	IRELAND	ISRAEL	14:30	15:30
12		11:30	11:30	12:30	C	D	1	14:00	ENGLAND	NETHERLANDS	15:30	16:30
13		13:00	12:30	13:30	E	F	2	15:00	ITALY	GEORGIA	16:30	17:30
14		13:30	13:30	14:30	A	B	1	16:00	POLAND	SCOTLAND	17:30	18:30
15		15:00	14:30	15:30	G	H	2	17:00	SPAIN	UKRAINE	18:30	19:30
16		15:45	16:00	16:30	C	D	1	18:00	FRANCE	BELGIUM	19:30	20:30

Example 1



Example 2

Date	Departure from the Hotel	Arrival at the stadium	Kick OFF	Departure from the stadium	
11/4/2024	7:30	8:10	9:30	11:00	Referees
11/4/2024	7:30	8:10	9:30	11:00	Team A
11/4/2024	7:30	8:10	9:30	11:00	Team B

# GENERAL VENUE FACILITIES

## 2. Referee Room

A dedicated changing room must be provided for the referees, meeting the following minimum requirements:

- Capacity: Accommodates at least 4 referees.
- Facilities:
  - Changing area for 4 people.
  - Shower and an individual seated toilet.
  - A desk with two seats.
  - Refreshments, including water, fruits.
- Separate Room for Female Referees: If female referees are present, a separate changing room should be provided where possible.



## General Provisions for Changing Rooms

- Water Supply:
  - Teams: 40 liters per game per team (suggested water bottles 0.5l)
  - Referees: 5 liters per game.
- Availability: All changing rooms should be available and clearly numbered/named.
- Seating: Benches for up to 15 people must be available in the team rooms.
- Maintenance: Cleaning service should be provided after each team or group uses the room.
- ice - available for the use of the teams at the stadium - 3kg minimum

This setup ensures that all participants, including players, referees, and female attendees, are provided with adequate and comfortable facilities.



# MATCH DAY PROCEDURES



time	activity
- 120 minutes	dressings room ready
90 minutes	arrival of the team
- 80 minutes	protocol signing
-60 minutes	warm-up
- 10 minutes	start of the Live stream
- 9 minutes	teams ready
- 7 minutes	teams presentation/anthems
- 5 minutes	team on the pitch - no anthems
- 3 minutes*	group photo - if requested
KICK - OFF	



# MEDIA & BROADCAST LIVE STREAM

In order to guarantee high quality standard of broadcasting host association must ensure that the camera position can be accommodated.

The main camera position must be exactly in line with the halfway line and be at a height which forms an angle of 15-20° from the horizontal plane to the center spot.

All platforms constructions and locations must comply with the health and safety regulations, the base of each platform must be solid, non -vibrating and covered with a smooth yet non-slip surface. Safe and stable access must be provided, camera position must provide a clear unobstructed view of the whole pitch.

A stadium must have a minimum 2 covered TV commentary positions:



# LIVE STREAM

## Commentary

A commentator must be provided for the live stream of all matches.

Preferred language is english but it is not obligatory.

It is recommended to have 2 commentators for the final stage of the tournament.

It has to be professional commentator, with documented experience.



## Construction



# LIVE STREAM

## Camera Station Setup

### Location:

The camera platform must be located at least **5 meters** from the sideline to provide a full view of the field without interfering with players and referees.

### Height:

The camera must be positioned at a height of **at least 5 meters** above the pitch to capture the action from an optimal perspective and ensure clear visuals for viewers.

### Structure:

- The platform must be constructed from certified materials (e.g., steel or aluminum) and meet safety standards.
- It should include protective railings and a non-slip operator platform for comfort and safety.
- The platform must have secure access, such as stairs or a ladder with safeguards.
- It must be anchored or weighted to prevent movement or instability, even under adverse weather conditions.
- The camera platform should be centrally located, ideally at the halfway line, to ensure even coverage of the entire field. The camera operator must maintain a straight horizon line in the footage. For mobility requirements, a portable structure meeting the above standards should be provided.



# LIVE STREAM

## MINIMUM REQUIREMENTS

1. Online live stream produced and posted on the YouTube and Facebook - EAFF channels
2. Possibility of sending a signal with or without commentary (but with stadium sound) for other destinations
3. Minimum 1 camera (more are welcome, e.g. for the most important matches)
4. Details:
  - zoom x20
  - 1 M/E or 2 M/E vision mixer with wipe/stinger options
  - replays
  - camera/video transitions
  - transitions between cameras (in case of more cameras)
5. Audiovisual equipment:
  - Audio mixer: To manage the sound from microphones, camera and other audio sources.
6. Commentator's desk:
  - Equipped with microphones and headphones,
  - allowing commentators to watch the live program (PGM) without delay.

### Audio quality and standards:

a. European standards: Audio loudness levels must meet European standards for broadcast television, as defined by EBU R128. This is the standard used to define and regulate the loudness level of audio in television and radio productions.

b. Loudness level: Audio should be calibrated to an average loudness level of -23 LUFS (Loudness Units relative to Full Scale), which ensures optimal sound perception without the risk of clipping or too low volume in different receiving devices.

c. Dynamic range: Dynamic range should also be monitored to ensure that the differences between the quietest and loudest sounds are not too large, which can affect listening comfort.

d. Adhering to these guidelines is essential to ensure that the broadcast meets both technical expectations and a comfortable audio experience for viewers, regardless of the receiving platform.

# LIVE STREAM

## MINIMUM REQUIREMENTS

### Signal transmission:

- IFL (International Feed Line): Providing a separate IFL signal that does not include the commentator's voice is essential for international distribution of the broadcast. This signal allows local broadcasters to add their own commentary in their preferred language. This requires an appropriate signal splitter and video mixer configuration to separate the commentator's audio from the main visual stream, providing a clean, universal video stream for global distribution.

### Livestream quality:

- a. Video format: The transmission should be in at least Full HD (1080p or 1080i) quality, which provides high image resolution necessary for dynamic sports scenes.
- b. Framing: 50i/50p, which allows for smooth motion, which is crucial in the rapidly changing conditions during football matches.

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### Examples:

[Champions League 2023](#)

[Champions League 2023\\_2](#)



# LIVE STREAM

## SPECIFICATION FOR BROADCASTING MATCHES

### Type of Production: Mini, Single Camera

The broadcast of an amputee football match is to be executed professionally using modern equipment and technologies, enabling simultaneous broadcasting in more than one language. All broadcasts will be conducted in Full HD (1920x1080) quality, using a single camera, with the addition of graphic overlays tailored to the event's specifics.

### Equipment Requirements

#### Camera:

- A professional XDCAM camera or equivalent must be used, ensuring high image quality, stabilization, and compatibility with SDI or HDMI interfaces.
- The camera should be mounted on a tripod with a fluid head to enable smooth tracking of the action on the field.
- The camera feed will be transferred to a production computer using a professional capture card, such as the Blackmagic DeckLink Mini Recorder 4K, capable of handling SDI/HDMI signals and lossless video capture.



#### Production Computer:

The production computer will run vMix software, equipped with a high-performance processor (Intel Core i7 or AMD Ryzen 7), an NVIDIA RTX 2060 or higher graphics card, 16-32 GB RAM, and a fast SSD (minimum 500 GB). The software will facilitate video and audio mixing, as well as the integration of match graphics, such as scores, game time, and sponsor logos.

# LIVE STREAM

## SPECIFICATION FOR BROADCASTING MATCHES

### Video Signal Management:

A video hub or similar central video switcher will manage video and audio signals efficiently. This device will allow the distribution of combined transmission signals, camera video, and audio from the mixer to various outputs, external encoders, or recording systems for signal sharing with other entities designated by the client.



### Audio Setup

#### Field Audio:

External microphones will capture audio from the field. Additional commentator booths will be equipped with professional headset microphones, such as Beyerdynamic DT 109 or equivalent. Each commentator will have controls to adjust their volume and mute their microphone. Audio from all sources will be mixed using a dedicated digital audio mixer, which will allow for separate audio streams for different language versions of the broadcast.



#### Commentator Booths:

Commentator booths will be isolated from each other and the main production station to avoid interference. Each booth will have a Full HD preview monitor, allowing commentators to follow the live feed in real-time.



# LIVE STREAM

## SPECIFICATION FOR BROADCASTING MATCHES

### Internet Connectivity

The broadcast will utilize a stable internet connection with a minimum upload speed of 20 Mbps. A backup LTE/5G router will be available in case of issues with the primary connection. Using vMix, video and audio streams can be sent simultaneously to various streaming platforms, such as YouTube or dedicated websites, with support for multiple language audio tracks.

### Post-Game Deliverables

After the match, the full broadcast will be saved in Full HD MP4 format and delivered to the organizer for archival purposes. The production will adhere to the highest standards, ensuring seamless broadcasting, professional video and audio quality, and the ability to select commentary language within the transmitted signal.





# EAFF MEDIA

## General Media Information

### ► ACCREDITATIONS

To ensure a smooth and secure process for covering events, all media representatives are required to apply for accreditation prior to the event.

### ► MEDIA ZONES

The venue should be divided into zones. It should be specified which zones media can access. Example of zones:

Zone 1: Field of play

Zone 2: Dressing rooms

Zone 3: Organization / Operations Areas

Zone 4: Media areas

Zone 5: Broadcast areas

Zone 6: Spectators areas

Zone 7: VIP area

### ► WORKING AREA

The host association must ensure a working area available {it can be the same space as EAFF delegates room} including:

- tables
- power sockets
- chairs
- cabled or WiFi internet connection



# EAFF MEDIA

## ► PHOTO OPERATIONS

**BIB:** Each photographer must obtain – and sign for – the appropriate photographer’s bib before the match and must return it before leaving the stadium. The bib must be worn at all times.

EAFF Photographers have different color of BIBs

**PHOTO POSITIONS:** photographers may work behind the advertising boards along the goal lines and, if space allows, along the touchline opposite the team benches. Photographers may only change ends at half-time or, if applicable, during the interval before the start of extra time and before the penalty shoot-out.

## ► PROCEDURE BEFORE THE MATCH

60 minutes: warm-up

9 minutes: Teams ready

7 minutes: Teams enter the pitch; anthems/players presentation

5 minutes: if no anthems: Player presentation

3 minutes\*: team photo- if applicable

0 minutes: KICK OFF



# TRANSPORT

## Travel and on-site transport

**Transport** is the key to the successful organisation of the match. Therefore the host association must appoint the transport coordinator. The **coordinator** must organise the vehicle fleet, briefing the drivers, ensuring appropriate insurance for all the cars and drivers, create and distribute the **contact sheet** including the phone numbers of all drivers, give each driver a **location** map, indicating hotels, airport, stadiums, ensure the drivers are **punctual** and do not leave their passengers waiting, ensure sufficient parking places/passes, prepare a back-up scenarios in case a bus breaks down.

**Transfer schedule** has to be prepared and provided for EAFF coordinator for check. Transfer schedule has to be made for referees/teams/ eaff staff.

the file should include:

- departure
- estimated arrival time, from/to,
- contact details for driver



# TRANSPORT

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Transportation will be provided for each team from the airport to the hotel and from the hotel to the venue.

One transport per team will be arranged. In the event that a team arrives on multiple flights, the host is not obligated to provide transportation for additional team members beyond the initial transport.

There must be separate transport for EAFF staff and Referees

If a team books additional practice and pays for it, transport must be provided.

## **VISAS**

The visiting association remains responsible for obtaining the necessary visas and other documents from the authorities in time for the delegation to travel.

The host association must provide the necessary support to help the visiting team obtain such documents., for example: the host sends out appropriate invitation letters. In order to do so the visiting association is responsible for providing all necessary details swiftly and clear.



# ACCOMMODATION

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## Recommendations

### 1. Room Requirements:

- Single/double/triple rooms
- Twin/triple Rooms: Ensure each room has separate beds.
- Room Placement: Assign rooms within the same hotel wing or, preferably, the same floor to maintain team cohesion.
- Bathrooms: Rooms should be equipped with showers rather than bathtubs for convenience.
- EAFF staff should have single rooms
- For Female Staff- player/referee/team member - a single room must be provided unless indicated differently by the team
- there should be towels available

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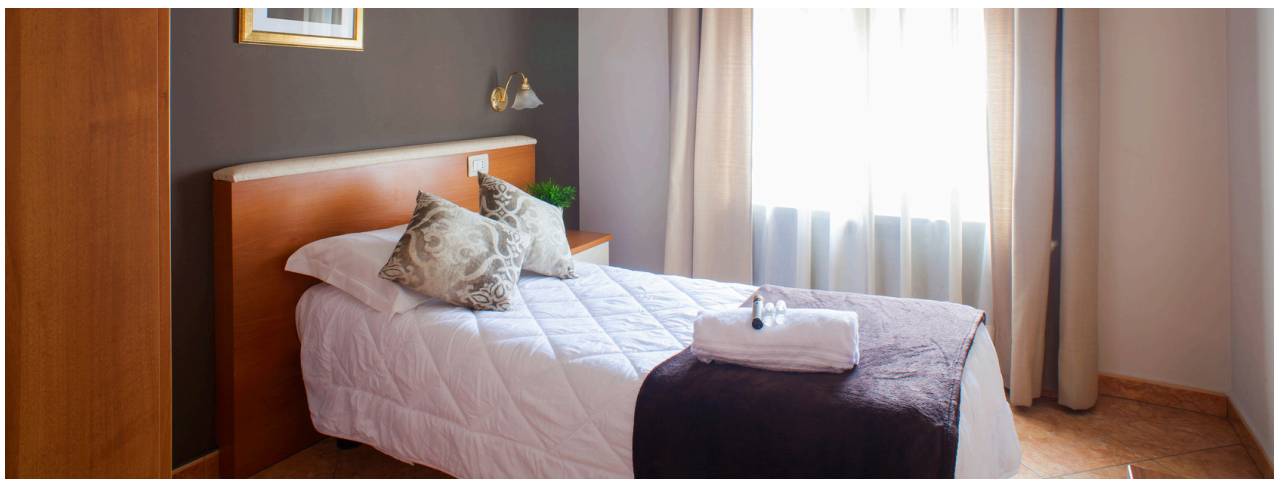
### 2. Office Space:

- Provide a designated office space/welcome desk for EAFF delegates, fully equipped with chairs, tables, high-speed internet, a photocopier, and other necessary office supplies.

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### 3. Meeting Facilities:

- Arrange a large meeting room with a minimum capacity of 20 people. The room should include tables, chairs, reliable internet access, and a projector or screen for presentations.
- meeting rooms for the teams/referees or EAFF staff should be available before and after the games.



# ACCOMMODATION

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## Recommendations

- Depending on the number of teams participating in the tournament there should be:
  - min 1 room for 3/4 teams
  - 2 rooms for more than 4 teams

### 4. Laundry Services:

- Host must arrange laundry services for the teams and provide clear information about the terms and conditions of use well in advance.
- the laundry service must collect the laundry in the evening and hand out in the morning the following day.

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### 5. Check-In/Check-Out Information:

- Teams must be informed about the exact check-in and check-out times to ensure smooth accommodation logistics.



# ACCOMMODATION

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## Recommendations

### 6. Meals/Restaurant

#### Dietary Requirements

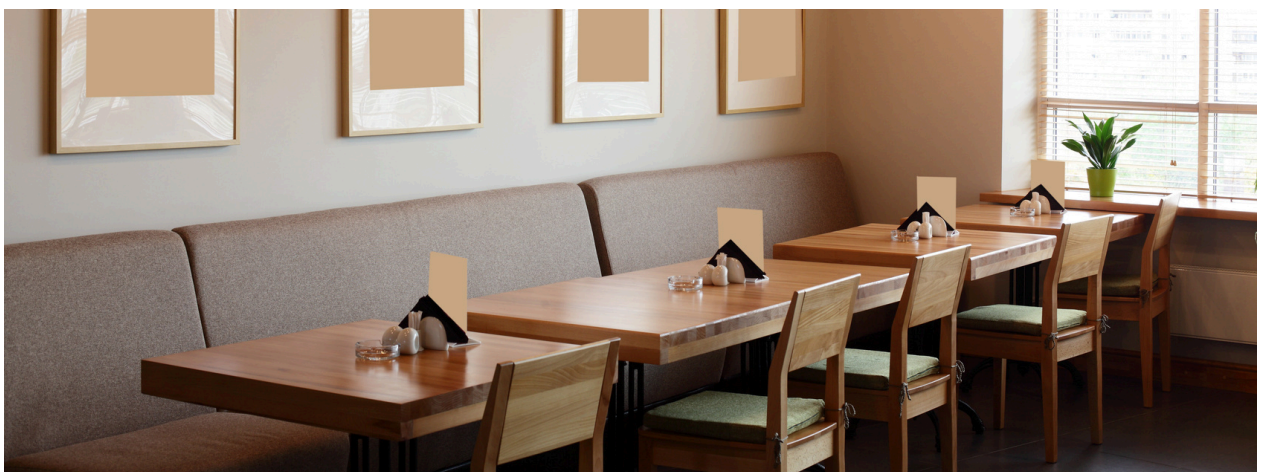
1. It is imperative that all dietary requirements submitted by the teams through their entry forms are fully respected and accommodated. Please ensure that the kitchen staff and catering teams are aware of any allergies, restrictions, or specific dietary preferences (e.g., vegetarian, vegan, halal, kosher, etc.).

#### Meal Schedule Adjustments

1. The meal schedule will be flexible to match game times. For instance:
  - If games are scheduled early in the morning, breakfast must be made available to the teams accordingly. Teams should be able to fuel up before their matches, ensuring they have enough time to eat without rushing.
  - If games are scheduled to start at 8 PM, the dinner service will be extended until 11 PM to allow players to eat post-match.
  - Adjustments to meal timing will be made as needed, and teams will be informed in advance of any changes.

#### Assigned Tables and Seating Arrangements

1. Whenever possible, tables will be assigned to specific teams at designated times. To foster team unity and streamline service, the entire team must be seated at the same table during meals.





# CLOSING CEREMONY SCENARIO

- stage
- trophy
- table with medals and awards

**Master of ceremony:** Ian Clarke – if present if not local speaker will conduct the entire ceremony in English and/or local language:  
in a clear manner / not too fast / making a show

**MUSIC:** good background music throughout the whole ceremony plus "we are the champions" when the best team will lift the trophy.

At the beginning all teams lined up on the pitch in order [volunteer making sure that the teams are present and standing in correct order]

VIPs waiting next to the pitch





# CLOSING CEREMONY

**1. Official beginning of the ceremony, applause for all the teams together etc.**

**2.** invitation to the pitch, next to the trophy the most important VIPs max 5; one by one.

**\*\*Photo\*\***

Officials go back to the table with the prizes

**3. Massive thanks to the partners/sponsors:**

**4. Thanks to volunteers**

inviting all volunteers to the stage, applause, thanks, photo

**5. Thanks to the referees**

inviting all referees to the stage, applause, thanks, photo

**6. Individual awards:**



# CLOSING CEREMONY

## 6. individual awards:

### a. **Best Goalkeeper** ..... **From** .....

- i. invitation to the stage
- ii. the award will be presented by .....
- iii. applause, photo, thanks

### b. **Best Goalscorer** ..... **from** .....

- i. invitation to the stage
- ii. the award will be presented by .....
- iii. applause, photo, thanks

### c. **Best Player** ..... **from** .....

- i. invitation to the stage
- ii. the award will be presented by .....
- iii. applause, photo, thanks

## 7. Inviting each team, one by one to the stage/ or reading out the places from the last to 4th\* depending on the tournament

- **Scenario A**– invitation to the stage (whole team), photo, applause
- **Scenario B** – reading the order from last one+ applause- to 4th place

### 3rd place team

- i. invitation to the stage (whole team)
- ii. the medals will be presented by .....
- iii. awarding medals
- iv. applause, photo, thanks

### 2nd place team .....

- i. invitation to the stage (whole team)
- ii. the medals will be presented by .....
- iii. awarding medals
- iv. applause, photo, thanks

### **WINNER** .....

- i. invitation to the stage (whole team)
- ii. the medals will be presented by .....
- iii. awarding medals
- iv. the trophy will be presented by .....
- v. handing over the cup
- vi. “We are the Champions”
- vii. applause, photo
- viii. celebration**

## 8. MUSIC

## 9. END





# LET'S WORK TOGETHER



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European Amputee Football Federation

[www.amputeefootball.eu](http://www.amputeefootball.eu)

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