

USPE HANDBOOK

European Police Championships

USPE
sport

Edition 2020



POLICE SPORT EUROPE

UNION SPORTIVE DES POLICES D'EUROPE



TIME LINE

Registration for team sports
Form 1:
Registration of participation

X-2Y

Registration for individual sports
Form 1:
Registration of participation

X-1Y

Invitation to Enter

Form 1a:
Number of participants
per discipline

X-6M

X-7M

Form 2:
Number of participants

Pre-visit

USPE Technical Delegate

Form 3:
Names of the participants

X-6W

Form 4:
Travelling details

X-4W



European Police Championships



Preface

In addition to the promotion of police sport one of the main goals of the USPE is to facilitate contacts among police officers through the organisation of European Police Championships. The universal language of sport enables them to learn more about the lifestyle and the police work across national borders, which benefits police cooperation in Europe.

In order to achieve this goal, the USPE is particularly concerned to keep up with the times and to develop itself continuously. By combining the experience of the national organisers and the feedback of the participants with the sports-specific know-how of the Technical Commission and the strategic decision-making by the Executive Committee, we have succeeded in updating and optimising the “USPE Handbook for organisers of European Police Championships” once again.

We are delighted to present you the 5th version of our orderly compilation of useful information based on years of experience and expertise for the preparation, implementation and follow-up of European Police Championships, which is available to you as a reference book and guide.

During the whole organisation process of European Police Championships, the USPE Office as well as the Technical Delegates for the respective sports will be at your disposal for any additional questions you may have.

We are very much looking forward to developing the European police sport and providing unforgettable experiences for all participants in European Police Championships together with you.

Luc Smeyers
President of the USPE



Andreas Röhner
Secretary General of the USPE



UNION SPORTIVE DES POLICES D'EUROPE

INDEX

Preparation and Conduct.....	5
Periods, Duration, Schedules.....	11
Ceremonies.....	15
Preliminary Rounds and Matches.....	23
Checklist for USPE Technical Delegates.....	29
Overview of fees.....	35



PREPARATION AND CONDUCT





1. Check USPE **Statutes**, USPE **Rules and Regulations**, USPE **Competition Rules**, USPE **Anti-doping Regulations**, **Technical and Discipline Rules** of the international Sports Federation. Also check the USPE standards for the **ceremonies** and USPE Scale of **fees**.

Determine the needs for the organisation. Establish a general **timetable** for the organisation of the European Police Championships (EPC). Ensure that dates are realistic and adjust them to the timetable of the USPE, e. g. posting/release date of the invitation defined in the Competition Rules, preliminary visit of the Technical Commission (TC) Member.

2. Determine the **date and period** of the EPC according to the relevant national and international sport calendar. Ask the USPE Secretary General for approval.
3. Ask the USPE Secretary General for the **technical report** of the last relevant EPC.

4. Check possible **venues** for the competition/accomodation and meet all the safety requirements written in the USPE Rules and the relevant international Rules. Preferably choose a venue close to an **international airport** (approx. 1 hour).
5. Ensure that a **safety and security analysis** of the risks during the EPC will be done to determine the necessary precautions and measures.
6. Ensure adequate **insurance cover** (including cancellation) for all risks arising from organising and staging the USPE EPC.
7. Design a **structure** and assign responsibility roles within the **organising committee** (indicating manpower numbers where required), for: e.g., facilities, competition, referees,



general administration, supplies, transportation, accommodation, catering, reception and accreditation, medical and anti-doping, emergency service support, results, protocol, public relations, media and communications.



8. Estimate the financial costs of all organisational needs (including Anti-Doping-Tests) and prepare a preliminary **budget**.
9. Submit proposal and preliminary budget to the competent **government** agency and/or other authorities and obtain written commitments of support, including financial if required.
10. Estimate **accommodation and transportation** needs. Make provisional arrangements. The accommodation of the participants should be to an acceptable standard (2 athletes/attendants per room maximum, single room for delegates and officials) with bathroom facilities. The accommodation should be close to the competition venue (approx. 30 min.).
11. Appropriate **food**, quantity and selection for athletes shall be available.
12. Check possible support of the concerned **national sport federation** and **national Olympic Committee**.
13. Prepare **information packages** for the USPE Secretary General and the USPE Technical Delegate.
14. Request the official **visit of the USPE Technical Delegate**. Propose the time for the preliminary visit which has to be conducted no later than seven months before the EPC. Inform the USPE Secretary General about it.



15. Complete the composition of the Organising Committee. Appoint a **Head of the Organising Committee** and a **Competition Director**.

16. Search sufficient **co-workers** for official positions, staff and referees.

17. Arrange medical services and facilities, including **Anti-doping testing** (in consultation with the USPE Anti-doping Commissioner). Contact the National Anti-doping Agency.

- **First Aid** must be available at the competition venue during the whole competition. They are expected to treat any participant with a medical problem or an injury.
- There should be a **first aid post** with appropriate equipment and supplies, for the treatment of participants at the venues.

18. In case of unexpected health issues, e.g. pandemics, please contact the USPE Office for advice and support.

19. Verify the acceptability of the **technical equipment** used for the competition.

20. Prepare a plan for engaging and **training** officials/staff if needed, e.g. conduct **test events** (not mandatory).

21. Draft a detailed **preliminary program** and submit it to the USPE Secretary General and the USPE Technical Delegate for approval.

22. Prepare **details of results** and arrange for results production equipment, score boards and operators. **Display the results** and their location in a prominent place/s to meet the requirements of the appeals process.

23. Prepare and **display, in a prominent location**, procedures for reception, transportation, accreditation and accommodation of teams, officials, Referees, appeal jury and press representatives.

24. All persons involved in the EPC shall have an **accreditation** which must identify clearly the holder with family name and first name, nation and function during the EPC. Categories and zone access codes should be implemented.



25. Draft **programs for the Technical Meeting** and the **Ceremonies** (opening, closing and medal) and submit them to the USPE Technical Delegate for approval. The medals for the award ceremonies will be delivered by the USPE Secretary General.
26. Submit the **final program** to the USPE Secretary General and the respective USPE Technical Delegate one week before the opening of the Championships.
27. The **Invitation to Enter** including the **entry forms** and the final program will be sent to the USPE Member Nations by the USPE Secretary General six months prior to the championship.
28. Prepare facilities and information procedures for the **press and media**.
29. Prepare plans and make arrangements for **cultural activities** (not mandatory).
30. Arrange final **pre-competition inspection visit** by the USPE Technical Delegate (one day before the official day of arrival). Ensure the presence of the responsible members of the Organising Committee.
31. Arrange a **final banquet** for all participants.
32. Take required actions according to the **recommendations** of the respective USPE Technical Delegate.



33. Make arrangements for reception, accommodation and transportation of the **USPE Officials, Jury members and Guests of Honor**.
34. Receive **accommodation request** (USPE Form 2 and Form 3) and **travel details** (USPE Form 4) and confirm requirements with hotels, reception and transportation services.
35. Prepare **training** venues, schedules and transport for competitors.
36. Provide a “**social area**” for the athletes to meet and get together.
37. Verify **competition allocations** with entries.
38. Help participating countries with their **visa procedure**, if necessary.
39. Verify with the USPE Technical Delegate the systems to be used **in scoring** and the arrangements for **drawings**.
40. Plan and prepare information procedures for **spectators** and promote the EPC to obtain a maximum spectator attendance.
41. Ensure that you have the correct **flags and national anthems** of the participating countries. If necessary, ask the respective delegate to verify these at the latest during the accreditation.
42. Ensure that arrangements are made to send the complete **result lists** of each day to the USPE Office and Webmaster immediately by electronic mail. Hand out a hardcopy to each delegation at the end of each competition day.
43. Ensure that **photographs** will be taken during the championships and forwarded to the Secretary General. USPE must have the **legal rights** to use these for public realation and publishing.



PERIODS, DURATION, SCHEDULES



PERIODS, DURATION AND SCHEDULES



The USPE Technical Commission developed periods during which USPE EPC in the respective sports discipline shall ideally be organised as well their minimum duration.

Skiing

Period:

February/March

Duration: 7 days

Cross Country

Period:

Mid-February - late March

Duration: 4 days

Shooting

Period:

April - June or September/October

Duration: 4 days

Cycling

Period:

April/May

or September/early October

Duration: 5 days

Triathlon

Period:

April/May or September/
early October

Duration: 4 days

Marathon

Period:

May or mid September/October

Duration: 4 days

Judo

Period:

May/June

Duration: 5 days

Handball

Period:

Late May - mid June

Duration: 8 days





Volleyball

Period:

Mid May - June or
end September/October

Duration: 8 days

Football

Period:

June

Duration: 8 days

Tennis

Period:

May/June or September/October

Duration: 8 days

Athletics

Period:

May/June or September

Duration: 4 days

Table Tennis

Period:

Mid May - June or
end September - October

Duration: 6 days

Swimming

Period:

June/July or September

Duration: 5 days

Basketball

Period:

September

Duration: 8 days

Wrestling

Period:

October/November

Duration: 4 days



PLAYING SCHEDULE FOR EPC IN TEAM SPORTS (8 TEAMS)



Day 1

Arrival day

Day 2

A1 – A2 and A3 – A4

B1 – B2 and B3 – B4

Day 3

A1 – A3 and A2 – A4

B1 – B3 and B2 – B4

Day 4

A1 – A4 and A2 – A3

B1 – B4 and B2 – B3

Day 5

Rest day

Free from matches

Day 6

Match for position 7

(no.4 group A –

no.4 group B)

Match for position 5

(no.3 group A –

no.3 group B)

Semi-final 1

(no.2 group A –

no.1 group B)

Semi-final 2

(no.1 group A –

no.2 group B)

Day 7

Bronze final

(losers of the semi-finals)

Final

(winners of the semi-finals)

Day 8

Departure day





CEREMONIES



OPENING CEREMONY

The ceremony consists of five parts and shall not exceed 45 minutes.

1. Parade

All participating delegations in the EPC march in, accompanied by music.

The delegations march in with all participants in alphabetical order. The organising country can choose to use one of the three official USPE languages (English, French or German).

The organising country marches in as the last delegation.

Each delegation consists of:

- a board-carrier with the name of the country;
- a police officer (member of the delegation) in uniform carrying the flag of his country;
- the delegation in their official sport dress.





2. National Anthem, USPE-Anthem, USPE-Flag

The official USPE-Flag arrives carried by six police officers in police uniform.

The flag is then hoisted up a mast. During the hoisting of the flag, the official USPE-Anthem (long version) will be played.

The national anthem of the organising country will be played and the national flag will be raised.

All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.

language as well as one of the official languages of the USPE*. The USPE Oath of the coaches shall be sworn by a coach in the respective national language as well as one of the official languages of the USPE*.

**unless one of the official languages of the USPE was used*



3. Oath of the Athletes/Referees/Coaches

The USPE Oath of the athletes shall be sworn by an athlete in the respective national language as well as one of the official languages of the USPE*.

The USPE Oath of the referees shall be sworn by a referee in the respective national

4. Speeches and end of the ceremony

There should not be more than 4 speakers and the duration of a speech should not exceed 5 minutes.

The total duration of all speeches shall not exceed 15 to 20 minutes.

The following persons may deliver a speech:

- the chairman of the organising union or the chairman of the organisation committee;
- the President of the USPE.

And other persons:

- e. g. the local authority;
- e. g. the state representative.

All speeches can be delivered in the language of the organising country and/or in one of the three official USPE-languages.

It is recommended to translate the speeches in English.

The President of the USPE shall deliver the last speech and shall declare the EPC officially open.

5. March out of the delegations

6. Cultural program (not mandatory)





1. Athletes

“On behalf of all athletes I promise that we will participate in this European Police Championship by respecting and complying with the applicable rules and regulations, while committing to engaging in sport without doping and without drugs, in the real spirit of sportsmanship, to the credit of sport and the honour of our profession and our team.”

2. Referees

“On behalf of all referees/judges and officials I solemnly swear and promise that during these European Police Championships we will discharge our responsibilities in accordance with the rules and regulations by showing complete neutrality and upholding the principles of real sportsmanship.”

3. Coaches

“On behalf of all coaches and attendants of this European Police Championship, I promise that we shall commit ourselves to the spirit of sportsmanship and fair play in accordance with the USPE values and the honour of the police profession.”



MEDAL CEREMONY



The ceremony consists of 3 parts.

1. Presentation

- Of the winners on a platform.
- Announcement of the officials who will hand over the medals.

2. Medals

In gold, silver and bronze for singles and/or teams.

3. Anthem/Flags

- Anthem of the country of the winner (gold).
- Flags of the winners of the medals (gold, silver and bronze).

All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.



The ceremony consists of four parts and shall not exceed 30 minutes.

1. USPE flag

Arrival of the USPE flag. The flag is carried by six police officers in uniform.

2. Speeches

There shall be not more than 2 speakers. The total duration of all speeches shall not exceed ten minutes.

The following persons will deliver a speech:

- a representative of the organising country
- the President of the USPE.

The speeches can be delivered in the language of the organising country and/or in one of the three official USPE-languages. It is recommended to translate the speeches in English.

3. Passing on the Flag

The USPE-Anthem (short version) will be played. The flag is folded by the flag carriers.



The flag is given to

- the representative of the organising country;
- who then hands it over to the President of the USPE;
- who finally passes on the flag to the representative of the country that will organise the next EPC.

All persons attending the ceremony must maintain a respectful attitude as long as the anthems play.

A brief handover speech is possible by the representative of the country that will organise the next EPC.

4. Closing of the Championship

The President of the USPE declares the EPC closed.





PRELIMINARY ROUNDS AND MATCHES



PROVISIONS FOR PRELIMINARY ROUNDS (TOURNAMENT WITH 3 TEAMS)

PARTICIPANTS

Countries:

- One Delegate per participating country
- Maximum number of attendants according to the USPE Competition Rules
- Maximum number of athletes according to USPE Competition Rules
- Guests of the participating countries

USPE:

- USPE Technical Delegate/USPE Observer

PROVIDINGS

of the organiser:

- Transportation from/to the nearest airport/train station
- Accommodation/Food
- Beverages (at least water) during the competition and the meals
- Competition facilities/infrastructure/referees/volunteers/result management according to Rules
- Support the participants in receiving Visa if necessary
- Cultural program beside the competition (not mandatory)
- Social Dinner for all participants

of the USPE:

- Paying travelling expenses of the USPE Officials from the home country to the airport/train station

of the participating countries

- Paying travelling expenses of the complete delegation from the home country to the airport/train station
- Paying the costs of stay for their guests
- Paying a participation fee of 60,00 € each participant per night to the organiser. The delegate is free of charge

since 1st January 2023



SCHEDULES



SCHEDULE A

Day 1

Arrival of the delegations, training,
control and accreditation
Technical Meeting

Day 2

09:00 h Welcoming Ceremony
10:30 h Match A-C
17:30 h Match C-B

Social Dinner for all participants

Day 3

09:30 h Match A-B

Departure

SCHEDULE B

Day 1

Arrival of the delegations, training,
control and accreditation
Technical Meeting

Day 2

12:00 h Welcoming Ceremony
13:30 h Match A-C

Day 3

09:30 h Match C-B
16:30 h Match A-B

Social Dinner for all participants

Day 4

Departure

SCHEDULE FOR PRELIMINARY ROUNDS (MATCHES WITH TWO TEAMS)

PARTICIPANTS

Countries:

- One Delegate
- Maximum number of attendants according to the USPE Competition Rules
- Maximum number of athletes according to USPE Competition Rules
- Guests of the participating Countries

USPE:

- USPE Technical Delegate/USPE Observer

PROVIDINGS

of the organiser:

- Transportation from/to the nearest airport/train station
- Accommodation/Food
- Beverages (at least water) during the competition and the meals
- Competition facilities/infrastructure/referees/volunteers/result management according to the rules
- Support the participants in receiving Visa if necessary
- Cultural program beside the competition (not mandatory)
- Social Dinner for all participants

of the USPE:

- Paying travelling expenses of the USPE Officials from the home country to the airport/train station

of the participating countries

- Paying travelling expenses the delegation
- Paying the costs of stay for their guests
- Paying a Participation Fee of 60,00 € each participant per night to the organiser. The delegate is free of charge



SCHEDULES

SCHEDULE A

Day 1

Arrival of the delegations, training,
control and
accreditation
Technical Meeting

Day 2

Welcoming
Ceremony
Match

Social Dinner for all
participants

Day 3

Departure

SCHEDULE B

Day 1

Arrival of the delegations, training,
control and accreditation
Technical Meeting

Social Dinner for all participants

Day 2

Welcoming Ceremony
Match

Departure



WELCOMING CEREMONY FOR PRELIMINARY ROUNDS/MATCHES

1. Parade

- Teams should parade on to music chosen by the organiser.
- Each team with their national flag, carried by an athlete preferably in police uniform (if possible)
- the others are in team official equipment representative
- of its federation.



2. USPE-Anthem

Play of the Anthem of the USPE (short version).

- Play of the national Anthem of the organiser (preliminary round).
- Play of the national Anthem of the participating member countries (preliminary matches).

3. Speeches and end of the ceremony

A speech should be made by the president of the Organising Committee or a Police authority of the organising country.

Welcome speech by the USPE Observer.

Departure of the teams on music at the choice of the organiser.

The ceremony should not exceed 20 minutes.

The ceremony will be followed by the warm up for the teams and the match protocol.



CHECKLIST FOR USPE TECHNICAL DELEGATES



BEFORE THE EPC

1. Contribute in developing the Invitation and the Invitation to Enter.
2. Visit the organiser at the latest 7 months prior the EPC with consent of the Secretary General.
3. Use the Handbook as a guidance during the pre-visit and for your report afterwards. The following points shall be taken into special account:
 - Visit the match/sports venue
 - Check the match/sports facilities for their compliance with existing Rules and Regulations and USPE-Standards.
 - Inspect the respective accommodation facilities (check for compliance with the USPE standards).
 - Check the organisational structure and operational organisation including transportation provided for arrival and departure as well as to and from the sports venue(s).
 - Check meals for quality and serving.
 - Discuss the Championship schedule (program and sequence of disciplines)
 - Discuss the Technical Meeting (venue/duration/general agenda/possible draws).
 - Check the internal and external communication plan (e. g. information for participants, press conference, media, publishing the results etc.)
 - Inform the USPE Office about the exact number of needed medals 6 months before the EPC.



4. Inform the organiser about:
- the programme of the Opening Ceremony (venue/sequence of events/duration/USPE Anthem).
 - Medal Ceremonies (venue/sequence of events).
 - Closing Ceremony (final event including further medal ceremonies and speeches).
5. Ensure that the organiser is aware of:
- Correct flags and anthems of the participating countries.
 - The quantity and quality of the judges/referees.
 - The numbers and types of anti-doping tests according to the fixed number of the tests by the USPE in consultation with the organiser.
 - Assistance to the countries that require visa to enter the country.

General agenda for the Technical Meeting at USPE EPC

1. Opening by the USPE Secretary General
2. Words of Welcome of USPE President (if present)
3. Words of Welcome of Organiser
4. Report of the USPE Technical Delegate (e. g. Accreditation, USPE Forms)
5. General Information from the Organiser (e. g. Competition Venue, Meals, Program, Transportation, other information)
6. Technical Issues/Competition details by the Main Referee/organiser (e. g. Rules)
7. Questions submitted for answering
8. Open Floor for any other questions

6. Important items:

- The Secretary General is to be involved and notified in time.
- Check the current (sports) rules and regulations.
- Send a report of your visit to the Secretary General and the organiser at the latest 4 weeks after the visit.
- Participate in the required drawings.

DURING THE EPC

Arrive one day prior to the official arrival date.

1. Discuss with the organiser the latest organisational preparations.
2. Visit the match/sports venue (check and inspect the match/sports facilities for their compliance with existing rules and regulations and USPE standards).
3. Ensure that the organiser has a room available and set up for the accreditation.

During the accreditation the USPE Technical Delegate shall oversee that

- registration and the ID check is being carried out properly.
- the team delegates have presented the 'USPE Form for Accreditation' and 'USPE Declaration of Participation' prior to the ID-Check.
- every participant presents their Police ID, Passport or other valid picture ID along with the Anti-Doping Declaration.
- everyone is informed of the USPE E-Survey.



4. Ensure that the organiser has a room available and set up for the Technical Meeting.
5. Attend the Technical Meeting (Secretary General assisted by TC member, representative of the organiser, head referee).



6. Attend the competitions. During the competition you should make general timeline notes in relation to incidents which occur during the competition/match that will aid your memory should a protest be launched and to assist you in making the technical report and article to USPE afterwards.
7. Stay in permanent contact with organiser, teams, referees and USPE representatives.
8. Check the Anti-Doping control area. Ensure the organiser has enough chaperons present to conduct the Anti-Doping control.
9. Receive the filled “USPE Report related to the Anti-Doping testing mission” as well the copies of the “doping control form”. Forward these to the Secretary General.
10. Control the results. Ensure that they will be published at a prominent place and that they will be sent to the USPE Webmaster.
11. The USPE Technical Delegate is Member of the Jury of Appeal.
12. Make an agreement with the organiser concerning the additional prizes to be awarded by the organiser.
13. In cooperation with the USPE Office write a daily, short, informative report for the USPE Website.



USPE is the Testing Authority

The USPE Secretary General together with the USPE Technical Delegate are selecting the athletes which will be tested at an EPC (by ranking, by draw and/or by targeting).

AFTER THE EPC

1. Send your report to the Secretary General at the latest 4 weeks after the EPC.





OVERVIEW OF FEES



FEES TO PARTICIPATE

INDIVIDUAL SPORTS

Each start: **€ 40,00**
(single/team, e.g. Table Tennis etc.)



The organising country is free of charge.



TEAM SPORTS

Team start: **€ 500,00**

The organising country is free of charge.

BOARD AND LODGING

Per night/person: **€ 60,00** since 1st January 2023



The **delegate** is free of charge. The costs will be paid by the organiser.



Guests of participating delegations must pay the actual costs as determined by the organiser.



JURY OF APPEAL

Appeal to the jury: **€ 100,00**



SUCCESS!





UNION SPORTIVE DES POLICES D'EUROPE



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UNION SPORTIVE DES POLICES D'EUROPE



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UNION SPORTIVE DES POLICES D'EUROPE



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