OPERATIONAL PLAN
FOR
PREPARATION AND HOLDING OF
THE THIRD CSIT WORKERS SPORTS GAMES

I. TIME AND PLACE
2 – 9 June, 2013, city of Varna (Bulgaria).

II. ORGANIZERS:
CSIT and Bulgarian Workers’ Federation “Sport and Health” with the cooperation of the Confederation of Independent Trade Unions in Bulgaria (CITUB), the Ministry of Physical Education and Sports, Varna Municipality and Bulgarian sports federations.

III. ORGANIZATIONAL ACTIVITIES:
1. Building an organizational committee for preparation and holding of the Games.
   Deadline: 01.10.2012
   Responsible: D. Yagodin
   President BWF “SH”

2. The organizational committee will create commissions for the respective directions of the preparation and holding of the Games.
   Responsible: D. Yagodin
   President BWF “SH”

3. Sending invitations for participation in the Games to companies, sports organizations in Bulgaria and traditional foreign participants in the festival.
   Deadline: 10.10.2012
4. Holding a meeting with Varna Municipality for defining all details related to the preparation and holding of the Games.

   Responsible: I. Dimitrov
   Secretary General BWF “SH”

5. Holding meetings with the companies, clubs and organizations that are managing the sports facilities at which the competitions will take place.

   Responsible: D. Yagodin
   President BWF “SH”

6. Entering into contracts containing the conditions and the mutual obligations for using the sports facilities.

   Responsible: D. Yagodin
   President BWF “SH”
   Deadline: 30.01.2013

7. Determining the main referees for all kinds of sports and including them in the respective commissions for preparation of the Games.

   Responsible: D. Yagodin
   President BWF “SH”
   Deadline: 15.01.2013

8. Making lists with requirements for each kind of sport (which includes: sports-technical assurance, sports aids, referees, medical staff, security and personnel) and placing them at the disposal of the Organizing Committee.

   Responsible: N. Radomirov
   Main referee of the Games
   Deadline: 15.03.2013
9. All necessary correspondence related to the Games will be carried through e-mail address kparzulov@abv.bg and in case of necessity will be placed at the disposal of the Organizing Committee.

Responsible: I. Dimitrov
Secretary General BWF “SH”

10. After receiving the definitive registration forms, a meeting with the main referees will be held, at which they will be given the final number of teams and competitors and a deadline will be set for preparing the programs by sports together with the CSIT Technical Commissions.

Deadline: 10.02.2013
Responsible: Al. Vinaliev
Main referee of the Games

11. Preparing and printing programs for holding the competitions by days for each kind of sport.

Deadline: 30.03.2013
Responsible: Al. Vinaliev
Main referee of the Games

12. Establishing Jury d’Appelle, which will examine and decide all contestations and complaints for all sports.

Deadline: 15.03.2013
Responsible: Rui Campos
CSIT Sports Director

13. Holding periodical meetings with the Organizing Committee from 01.04.2013 onwards for defining and settling the current tasks.

Deadline: permanent
Responsible: D. Yagodin
President BWF “SH”

14. Establishing Anti-Doping Commission by BWF “SH” and CSIT.

Deadline: 10.02.2013
IV. ADVERTISEMENT AND ADVERTISING MATERIALS

1. Holding periodical press conferences with representatives of the national and regional media to present the Games to them and introduce them to the course of the Games’ preparation. Preparing an overall advertising strategy for the Games.

   Deadline: 15.01.2013
   Responsible: N. Krastev
   Member of BWF “SH” BM

2. Defining together with the CSIT Executive Committee the kind, character and number of advertising materials for the Games, which will be spread.

   Deadline: 15.02.2013
   Responsible: D. Yagodin
   President BWF “SH”

3. Developing an official web site for the Games, in which all current competitions’ results and all concomitant information about the Games will be published.

   Responsible: P. Dilchev
   Informational maintenance of the Games

4. Preparing a “Scenario” for opening and closing of the Games, defining the concrete participants and engagements.

   Deadline: 01.04.2013
   Responsible: D. Yagodin
   President BWF “SH”

V. FINANCES
1. Preparing a plan account for the holding of the Games.

- defining the prospective sponsors and tangible amounts.
- defining the necessary expenses.

   Deadline: 01.03.2013
   Responsible: Y. Burova
   Accountant BWF “SH”

2. Preparing draft contracts for sponsorship from companies by using the popularity of the Games and the participation of sportsmen from Bulgaria and foreign sportsmen.

   Responsible: A. Gerasimova
   Cultural program and leisure

The present plan should be coordinated with CSIT (if necessary) and it’s realization should be done in the indicated deadlines.