

ORGANIZATION MANUAL

3X3 SWISS TOUR

NOVEMBER 2025 EDITION



SWISS
BASKETBALL

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1 PREAMBLE

The Swiss Tour 3x3 is the official national 3x3 circuit organized by Swiss Basketball (SWB). It consists of several qualifying stages leading to a grand final.

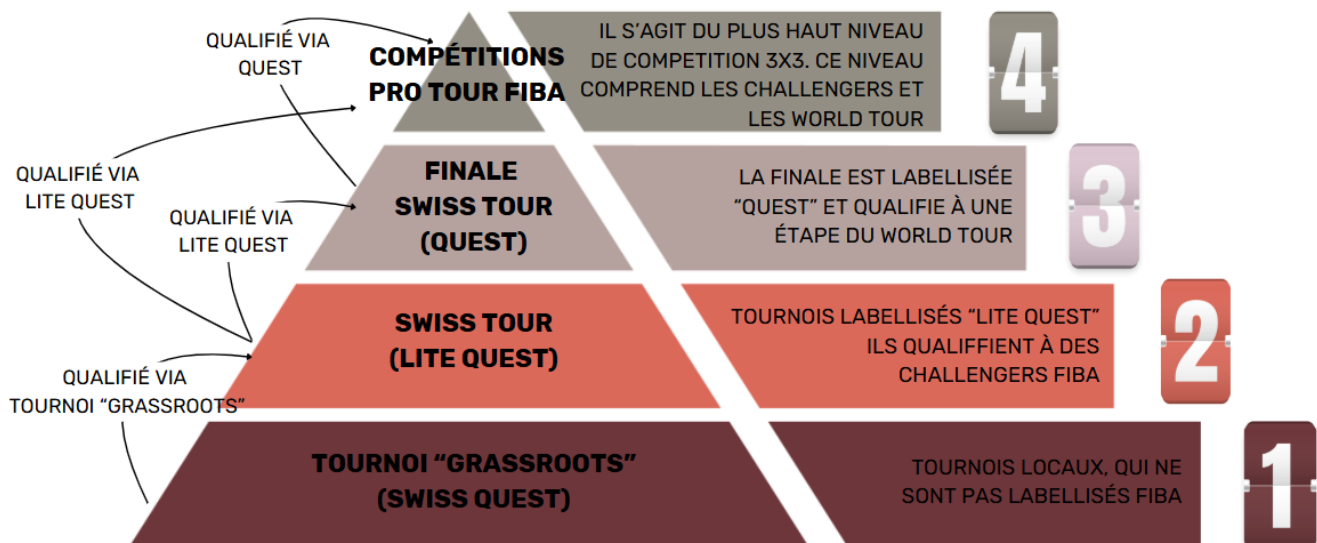
Each stage takes place over one day and brings together:

1. the best Swiss and international teams, qualified via the FIBA 3x3 ranking or through Swiss Quest tournaments,
2. prize money for the winners,
3. FIBA 3x3 points allowing players to improve their individual and national ranking.

By organizing a Swiss Tour stage, the Local Organizing Committee (LOC) undertakes to work in close collaboration with SWB and to comply with all obligations described in this handbook.

The Swiss Quest (level 1 below) is a local, lower-level tournament that is simpler and less expensive to organize. Accessible and regional, it allows the winner to qualify for an official Swiss Tour stage.

All information relating to the organization of a Swiss Quest is available at the following link: <https://swiss.basketball/3x3/swiss-tour/general-info>



1.1 APPLICATION DOSSIER

Any organization wishing to host a Swiss Tour 3x3 stage must submit an application dossier to SWB no later than **15 January**.

- The dossier must include the following elements:
- A complete description of the event (venue, infrastructure, motivations, etc.);
- Two proposed dates, Saturdays and Sundays only;
- Contact details of the people involved in the organization, in particular the main contact in charge of liaising with SWB;
- A preliminary layout plan of the site (court, stands, ancillary areas, etc.);
- A presentation of the envisaged or confirmed local partners;
- Photos of the site if the stage has never been organized there before;
- A copy of the event's liability insurance (see point 2.12 of the organization manual);
- A detailed preliminary budget for the event;
- A description of a contingency plan in case of bad weather (Plan B).

SWB reserves the right to prioritize certain locations or formats according to sporting, geographical or strategic criteria. If the dossier is selected, the official validation of the stage becomes effective only after the contract between the LOC and SWB has been signed.

1.2 ORGANIZATION COSTS

Organizing a Swiss Tour stage does not involve any direct cash payment to SWB. However, the LOC must strictly comply with all requirements defined in this handbook. Furthermore, no subsidy will be granted by SWB to the LOC.

It is the responsibility of the LOC to mobilize the human, technical and financial resources necessary for the successful delivery of the stage, in line with the quality standards of the Swiss Tour. The LOC is free to seek support from cities, municipalities, cantons or other public or private partners to finance part or all of the event.

1.3 PRIZE MONEY

1.3.1 Prize Money

A minimum amount of CHF 1'500.– must be paid to the winners of each stage. The LOC is free to set higher prize money, subject to validation by SWB.

1.3.2 SWB Contribution

In addition, SWB grants a contribution of CHF 1'500.– to the team qualified for the Challenger, intended to cover part of its travel expenses.

- If the winning team declines its qualification or is already qualified, the place is awarded to the runner-up team. In this case, the SWB contribution is paid to the runner-up.
- The tournament prize money, however, is always paid to the winning team, even if it declines the qualification.

The prize money and the SWB contribution must be paid to the winning team within one week after the tournament, upon presentation of the corresponding invoice.

1.4 QUALIFICATION FOR A FIBA CHALLENGER

Each Swiss Tour stage aims, where possible, to qualify one team for a FIBA 3x3 Challenger.

- Allocation of a place in a FIBA Challenger is the sole responsibility of FIBA and depends on its validation. SWB undertakes to request a Challenger spot for each of its stages but cannot guarantee that it will be obtained.
- If SWB does not succeed in obtaining a Challenger spot, the federation will make best efforts to obtain a Quest place instead.
- The cost of purchasing the Challenger place is fully covered by SWB.
- This place is allocated to the winning team of the main Swiss Tour tournament of the stage concerned. If the winning team declines its qualification, or is already qualified for that Challenger, the place is automatically transferred to the runner-up team.

1.5 WITHDRAWAL

In case of voluntary withdrawal or unjustified cancellation within 3 months prior to the event, the sanctions provided for in Article 8 apply (in particular in case of cancellation before/after publication of the schedule). SWB may also claim reimbursement of expenses already incurred and exclude the LOC from future applications.

Cases of force majeure duly recognized by SWB may lead to a partial or total exemption.

1.6 EVENT DESCRIPTION

Each Swiss Tour stage follows an identical structure: a one-day tournament bringing together 12 men's teams among the best Swiss and international squads, on a single court.

The sporting format is identical across all stages (see Chapter 5 – Competition): 10-minute games (25-minute time slots per game) and a standardized competition system.

The sports program (game schedule, tournament structure) is defined in collaboration with the SWB supervisor and sent to the LOC during the week preceding the event.

The LOC is free to propose side activities and entertainment around the main court, or even to add a second court to complement the event offer (women's tournament, kids' tournament, etc.). Any impact on the main competition must be validated beforehand by SWB.

1.7 TEAM REGISTRATION

Participation is free for teams and is handled entirely by SWB. The LOC is therefore not authorized to charge any entry fees.

Participating teams are selected according to the following criteria:

- Teams qualified via grassroots tournaments (Swiss Quest),
- Swiss teams already integrated into the Swiss Tour circuit,
- Wild Cards allocated by SWB and the LOC.

SWB will send the LOC the official list of participating teams no later than the Thursday preceding the event.

1.8 EVENT MAKER

- Use of the free Event Maker software (3x3 event management software) and its scoring application is mandatory during the event.
- SWB is responsible for the full management and online publication of the event on Event Maker. The event will be created as soon as possible after the agreement is signed.
- The SWB 3x3 Supervisor is in charge of configuring the scoring application before the start of the event using the laptop provided upon arrival.

2 VENUE

2.1 COURT

Use of the official 3x3 ENLIO court (dimensions 15 m x 11 m) is mandatory. Under its partnership, SWB makes an ENLIO court available to the LOC free of charge. Transport, delivery and return costs are entirely at the LOC's expense.

The following recommendations apply to court setup:

- Minimum clearance zones:
 - 2m behind the baseline
 - 1.5 m on the short sides
 - 1 m on the long side opposite the basket structure
- The court must be surrounded by advertising LED boards in line with Swiss Tour standards (see point 2.5).

If the LOC has enough space to host a second, non-official court for warm-up, and provided that this court is not used by SWB for other activities, it may be rented from SWB by the LOC.

2.1.1 Stands

To ensure an atmosphere worthy of a Swiss Tour 3x3 event, the LOC must install stands with a minimum capacity of 200 seated spectators. The LOC is free to work with the provider of its choice for the rental and installation of these stands. However, SWB has negotiated a partnership with an official supplier offering three stand configurations suited to 3x3 events.

If the LOC wishes to use this official partner, it must subscribe at least to Option 1 (200 seats).

- **Option 1: 200 seats**
 - 2x stands 12 x 4 m – 4 tiers
 - CHF 6'000.– excl. VAT
- **Option 2: 350 seats**
 - 2x stands 16 x 4 m – 4 tiers
 - CHF 7'500.– excl. VAT
- **Option 3: 500 seats**
 - 2x stands 16 x 6 m – 6 tiers
 - CHF 11'500.– excl. VAT

The stand price may vary depending on the location of the event. Cost simulations for several typical locations are presented in Chapter 11 – Estimated budget to help the LOC estimate its expenses.

2.1.2 Additional Installations

- A covered operations area, closed to the public, where the control room, DJ, MC, scorer’s table and communication team will be installed;
- An additional table with two chairs must also be provided for SWB’s official commentator(s), close to the official area.

For further information, please refer to FIBA’s official regulations:
<https://fiba3x3.com/docs/FIBA-3x3-Basketball-Rules-Short.pdf>

2.2 BALLS (OFFICIAL 3X3 BALL)

Only official FIBA 3x3 Wilson balls may be used throughout the event. SWB will provide 5 official balls to the LOC for use during the competition.



2.3 BASKET

The LOC must use an official SCHELDE basket with an integrated shot clock. Under the partnership with SWB, one official SCHELDE basket is made available free of charge. Only transport costs remain at the LOC’s expense.

- A power supply must be available near the basket to connect the integrated 12-second system.
- Basket padding is provided with the basket.
- A manual shot clock must always be available at the scorer’s table in case of failure of the integrated system.

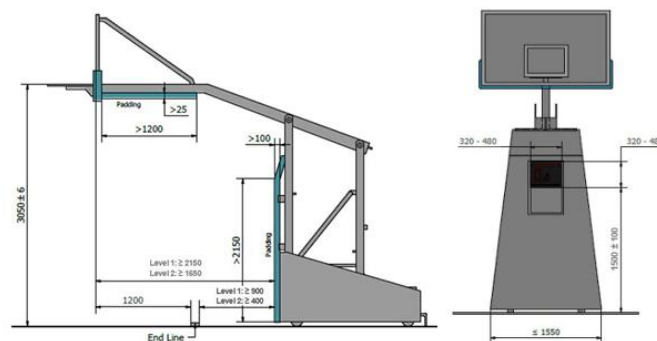


Diagram 1 – Backstop Unit (all measurements in millimetres)

2.4 SUBSTITUTES' SEATS

- Two red SWB cubes must be placed courtside, near the scorer's table, to seat substitute players.
- Only the 4th player of each team is allowed to sit on these seats. Any other person accompanying the team must remain outside the court area, in the stands or public zones.

2.5 LED BOARDS AND SCOREBOARD

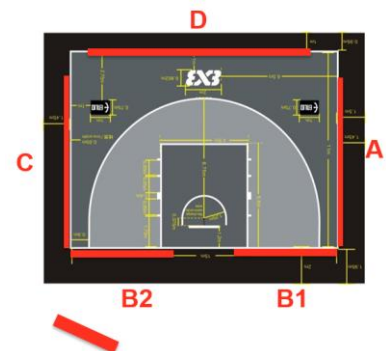
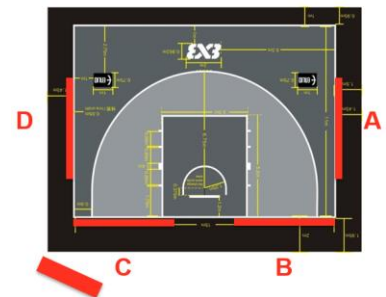
The following visual elements must be supplied and installed in exclusive collaboration with SWB's official provider:

- LED advertising boards around the court;
- The display screen next to the scorer's table (min. 50" TV);
- The Giant Screen (main LED screen, min. 3 x 2 m) used to display the score.

This collaboration is mandatory. LEDs and screens are part of the central production and the visual identity of the Swiss Tour, guaranteeing a homogeneous image, integration of national sponsors, and official score display via Event Maker.

The options below are valid for both indoor and outdoor tournaments:

- **Option 16 LED:**
 - Scorer's table set-up
 - 16 LED strips (4 x 6.4 m = 25.6 m linear)
 - LED format: A,B,C,D – 4 pcs 1024 px x 144 px
 - Giant Screen 4 m x 2.5 m (9 m²)
 - **Price: CHF 6'390.- excl. VAT**
(surcharge for German-speaking Switzerland: CHF 300-500.-)
- **Option 29 LED:**
 - Scorer's table set-up
 - 29 LED strips (2 x 6.4 m = 12.8 m linear + 3 x 11.2 m = 33.6 m linear)
 - LED format:
 - A, C, D – 7 pcs, 1792 px x 144 px
 - B1, B2 – 5 pcs, 1280 px x 144 px
 - Giant Screen 4 m x 2.5 m (9 m²)
 - **Price: CHF 9'470.- excl. VAT**
(surcharge for German-speaking Switzerland: CHF 800-1'200.-)



The LOC must choose at least the 16 LED option.

A laptop with an HDMI output must be available at the scorer's table to feed both screens and allow score entry via the Event Maker application.



2.6 SCORER'S TABLE

The scorer's table must be installed in the left corner opposite the basket structure, with a minimum depth of 80 cm. It must accommodate 4 table officials and 1 SWB 3x3 supervisor, with an unobstructed view of the court.

- A no-passage zone must be organized behind the scorer's table to prevent intrusion.
- Five chairs with backrests must be provided at the scorer's table.
- The scorer's table must be protected from the sun to ensure optimal working conditions for officials and proper operation of electronic equipment.
- The LOC must provide an electrical supply, an internet connection and at least 6 power outlets. Providing a WIFI network for players and/or the public is a plus but not mandatory.
- A banner supplied by SWB must be attached to the scorer's table.

2.7 TV PODIUM

A TV podium is installed at each Swiss Tour stage, behind the scorer's table and diagonally across from the giant screen, to ensure optimal capture as part of the TV production.

- The podium, along with banners and tent, is delivered and installed by SWB's official provider.
- The LOC is responsible for supervising installation on site and must ensure that the designated area is fully cleared and accessible, including a safety zone closed to the public, in accordance with guidelines provided by SWB.

2.8 BACKUP VENUE

If the main court is not covered, the LOC must provide an indoor backup venue to maintain the program in case of bad weather. This backup venue must at least include:

- One basketball hoop
- Stands for the public
- Sufficient space to accommodate the 16 LED set-up around the court
- A manual 12-second shot clock
- Official 3x3 dimensions (15 x 11 m – minimum ceiling height 7 m)
- A laptop with WIFI connection (Event Maker scoring app)
- tables (one scorer's table, one commentator table, one media table)
- Required power outlets

Any backup venue must be approved by SWB at least 2 months before the event.



2.9 COURT LIGHTING

Lighting must ensure optimal visibility for players and meet TV and photography requirements. If natural light is insufficient, appropriate artificial lighting must be

installed, notably using projectors. If games take place in the evening or at night, projectors are mandatory.

2.10 FIRST AID

The LOC must provide a first-aid setup in operation throughout the event. This includes:

- Presence of trained first aid personnel from the start of the event
- A designated treatment area (tent, room or sheltered/shaded zone)

The LOC is free to call on local first aid services or any other qualified provider.

2.11 SITE SECURITY

The LOC is responsible for the overall safety of the event.

Full installation of equipment must take place the day before the tournament (D-1). In this case, the LOC must ensure overnight surveillance to guarantee the safety of the court, technical equipment and materials belonging to SWB and its partners.

2.12 PLAYERS' LOUNGE

The Players' Lounge is a covered area reserved exclusively for players. It can be a closed tent, an adjacent room or simply a delimited space allowing players to rest away from the public. Chairs, a snack area, gym mats, etc. can be installed there.

This space is optional but strongly recommended to improve comfort.

2.13 EVENT / LIABILITY INSURANCE

The LOC must take out liability insurance covering the entire event and any material damage on site. Personal liability insurance is not sufficient. A copy of the certificate must be sent to SWB before the event.

2.14 SITE INSTALLATION

Full installation of the court, ancillary infrastructure and all SWB equipment must be completed the day before the tournament (D-1). All equipment must be assembled, tested and fully operational by the end of installation day.

The SWB supervisor will carry out a final site validation at a time coordinated with the LOC: the day before if the tournament starts in the morning, or on the morning of the event if the tournament begins in the afternoon or evening.

2.14.1 Partners' Equipment

Equipment provided by national partners (e.g. Red Bull: parasols, fridges, etc.) must be fully installed and operational by the end of set-up (D-1). The full list of national partners is given in Article 6.5.

3 STAFF

3.1 LOCAL ORGANIZING COMMITTEE (LOC)

The LOC must appoint at least three people to cover the following roles:

- Overall event manager and main contact person for SWB
- Person in charge of correct site installation from an operational standpoint
- Court Marshal (D-day): responsible for smooth running of the tournament, adherence to game schedules and any entertainment, retrieving the official ball after each game, etc.

The following additional roles must also be covered:

- DJ: responsible for sound animation for the public before, during and after games. Under the partnership with Red Bull, a fully equipped DJ car (microphone, decks, sound system, etc.) is made available for each stage.
- MC (Master of Ceremonies): responsible for introducing teams and players, announcing the score and entertaining the public. This role can be combined with that of DJ.
- Volunteers for:
 - Court set-up/dismantling
 - Water distribution to staff
 - Management of Players' Lounge (if applicable)
 - Assistance with partner activations (contests, activities)
 - Distribution of meals or snacks to staff

3.1.1 Preparatory Meetings

The LOC is required to attend the following meetings with SWB:

- General organization meeting (3 months before the event): overall event manager
- Follow-up meeting (2 months before the event): overall event manager
- Follow-up meeting (1 month before the event): overall event manager
- Follow-up meeting (1 week before the event): overall event manager + DJ + MC
- General coordination meeting (Day -3): overall event manager + DJ + MC

It is strongly recommended that the overall event manager has attended at least one Swiss Tour stage as a spectator before organizing their own tournament.

3.2 OFFICIALS

3.2.1 SWB 3x3 Supervisor

The SWB 3x3 Supervisor is SWB's official representative on site and the main contact between SWB and the LOC. He/she must be involved in all aspects of event planning and implementation.

The SWB 3x3 Supervisor is responsible for:

- Technical organization of the competition (seeding, game schedule, etc.);
- Conducting preparatory meetings;
- Supervising all table officials and referees;
- Final approval of the court, basket, shot clock, balls, etc.;
- Validation of results after the tournament;
- Handling complaints and any issue related to the competition;
- Approving on-site branding and communication materials.

The SWB 3x3 Supervisor has authority to postpone or cancel games or the event for technical or safety reasons.

3.2.2 Referees

SWB will:

- Appoint at least four referees to officiate during the event;
- Assign them to all games;
- Coordinate the refereeing crew throughout the competition.

SWB provides uniforms for referees.

3.2.3 Table Officials

SWB will appoint at least 4 table officials. The roles are:

- 1) Scoresheet
- 2) 12-second shot clock
- 3) Scoreboard operator (via the competition computer connected to the FIBA 3x3 Scores application)
- 4) Break

4 ACCOMMODATION & MEALS

4.1 ACCOMMODATION

At SWB's request, and no later than at the first coordination meeting (3 months before the event), the LOC must book, at its own expense for the night before the tournament (D-1), the following rooms for SWB:

- 2 single rooms
- 2 twin rooms

SWB will cover costs for any additional staff it sends to the event.

4.2 MEALS & DRINKS

4.2.1 Meals

The LOC is responsible for providing a lunch meal for all officials and SWB staff (Supervisor, commentator(s), TV production, media production) – maximum 25 meals.

Players are responsible for their own meals.

4.2.2 Water

The LOC must set up at least one drinking water point at the competition site. If no water point is accessible, a water supply (e.g. water fountain) for players, volunteers and staff must be provided for the entire duration of the event.

The LOC is also responsible for ensuring that referees and table officials always have water available, particularly during games.

5 COMPETITION

5.1 OFFICIAL FIBA 3X3 RULES

To consult the official FIBA 3x3 game rules, please refer to:

<https://www.fiba3x3.basketball/rules>

5.2 3X3 PLAYER LICENCE

Each player taking part in a Swiss Tour 3x3 stage must hold an active 3x3 licence issued by SWB. This licence is separate from the 5x5 licence and is mandatory to take part in the competition.

SWB is responsible for:

- Administrative management of licences;
- Licence checks on the day of the event, in connection with the official team list;
- Issuing licence invoices no later than the Wednesday preceding the event.

Licences must be paid and proof of payment sent before the event; otherwise, payment must be made in cash on site. A player cannot play without a valid licence.

The LOC is responsible for forwarding all necessary licensing documents to invited teams.

5.3 TEAM SELECTION

SWB is responsible for allocating teams to the various Swiss Tour stages. The 12 teams are composed as follows:

- **10 teams from qualifiers (Swiss Quest or FIBA ranking):**
 - Up to 6 teams qualified by winning a Swiss Quest
 - Remaining spots, up to a total of 10 teams, allocated to Top 10 teams from the previous edition.

If the number of Swiss Quest tournaments does not allow 6 teams to qualify, the remaining places are filled based on FIBA ranking points in order to guarantee a competitive level.

- **2 Wild Cards:**
 - 1 Wild Card allocated by SWB
 - 1 Wild Card allocated by the LOC

5.4 WILD CARDS

A Wild Card is a direct invitation to participate in a Swiss Tour stage, without going through qualifying tournaments or FIBA ranking-based selection.

For each Swiss Tour stage, two Wild Cards may be allocated or commercialized:

- 1 Wild Card reserved for Swiss Basketball (SWB)
- 1 Wild Card reserved for the local organizer (LOC)

5.4.1 SWB Wild Card

SWB reserves the right to allocate a Wild Card to a team of its choice.

Criteria may include:

- Promotion of a Swiss or foreign national team;

- Promotional or strategic objective;
- Desire to strengthen the competitiveness of the tournament.

The selected team must comply with all Swiss Tour participation rules.

5.4.2 LOC Wild Card

The LOC has an official Wild Card to invite a team to its Swiss Tour stage. This team may be:

- A local or event partner team;
- A professional international team (notably in the case of a tournament qualifying for a FIBA Challenger).

The LOC is free to use this Wild Card as it wishes (free or paid), subject to this handbook.

Conditions for use of the LOC Wild Card:

- The LOC must communicate to SWB the name of the team and the names of at least 2 confirmed players at least 2 weeks before the event. The remaining players must be communicated before Wednesday 12 PM preceding the tournament.
- By choosing to use the Wild Card, the LOC undertakes to guarantee the actual participation of a team. If no team is designated within the deadlines, the LOC Wild Card will automatically be reallocated by SWB to another team.
- The invited team must also comply with all Swiss Tour participation rules, including payment of a 3x3 licence.

5.5 COMPETITION FORMAT

A Swiss Tour 3x3 stage features 12 teams divided into 4 groups of 3. Each team plays against the 2 others in its group. The top 2 teams in each group qualify for the quarterfinals, then semifinals and final.

Teams are seeded based on their FIBA ranking and assigned to groups according to their seeding number.

Group seeding takes place no later than Wednesday 12:00 PM preceding the tournament.

5.6 GAME FLOW

The competition schedule provides 25-minute slots per game.

Respect for the game flow is essential:

- The LOC must appoint a **Court Marshal** responsible for enforcing the game schedule and procedures on and off court.
- The SWB 3x3 Supervisor ensures that the game flow and timing are respected.
- Each game includes two TV time-outs.

5.7 UNIFORMS FOR PLAYERS, REFEREES AND STAFF

SWB provides official uniforms for all players and referees.

- The LOC may provide an official event T-shirt for volunteers and table officials. The T-shirt design must be validated by SWB beforehand. If the LOC does not provide specific uniforms for table officials, SWB will provide suitable outfits.

6 COMMUNICATION

6.1 MEDIA PLAN AND PRESS RELATIONS

The LOC undertakes to promote its Swiss Tour stage to local authorities, businesses and via its own communication channels (website, social networks, newsletters, etc.). It is also responsible for relations with regional and local media to ensure coverage before, during and after the event.

SWB is responsible for communication via national channels (official website, social networks, federation newsletter, etc.).

6.2 MULTIMEDIA RESOURCES: PHOTOS AND VIDEOS

To ensure visual and editorial consistency across the circuit, it is mandatory that the LOC collaborates with SWB's photographers and videographers. They will be present at each stage. However, the LOC is free to hire local photographers or videographers to produce its own content in addition to SWB's materials.

The LOC will receive access to official images for local use (posters, articles, etc.), on condition that the photo credit © Swiss Basketball is mentioned and that the images are not modified.

6.3 VISUALS, POSTERS AND MATERIALS

SWB will provide, no later than 2 months before the event, a personalized visual kit for each stage (main visual + digital versions) including:

- 1 A4 poster (PDF)
- 3 digital visuals (JPG – formats 16/9, 9/16, 4/5)
- 1 format for urban display (PDF)

The LOC may not create alternative visuals using the Swiss Tour logo. All Swiss Tour-related visuals must comply with the Swiss Tour graphic charter and be validated by SWB.

Printing costs are borne by the LOC.

6.4 COMMERCIAL RIGHTS AND BROADCASTING

Broadcasting rights (streaming or TV) are exclusively reserved to SWB, notably via its official YouTube channel. Any video capture or live broadcasting, whether partial or full, must be authorized beforehand by SWB.

In continuation of Article 6.2, only photographers and videographers mandated by SWB are authorized to produce official event content (game videos, aftermovies, highlights, interviews, etc.). Any external content creator must be validated in advance by SWB, especially for game images or backstage access.

The LOC is free to share official content produced by SWB on its own channels (website, social networks, newsletters) provided it is not modified and that official credits are mentioned where applicable.

Sanctions in case of non-compliance:

- In case of unauthorized filming, illegal streaming or publication of non-validated content damaging the image or rights of SWB, a fine of up to CHF 3'000.- may be charged to the LOC.
- In case of recurrence or unauthorized commercial use, SWB reserves the right to cancel any future collaboration, or even to withdraw the "Swiss Tour" label from the stage concerned.
- Naming of the stage is possible under the conditions of Article 6.9.

6.5 OFFICIAL NATIONAL PARTNERS

Swiss Tour national partners benefit from exclusivity and must be visible at all stages. The LOC must implement and highlight installations provided by these partners in accordance with SWB's guidelines.

For example, the partnership with Red Bull involves:

- Use of the fully equipped DJ car;
- Installation of Red Bull parasols;
- Installation of Red Bull fridges on site.

These elements must be integrated into the general site layout and remain visible and accessible throughout the event. Any modification, omission or non-use of this material must be validated beforehand by SWB.

6.5.1 List of Main Partners (blocked categories)

- Red Bull – energy drinks
- Fourteen – equipment supplier
- Plasma Communication
- Dan Transport

6.6 SPONSORING, VISIBILITY AND ACTIVATIONS

6.6.1 Local Sponsoring

The LOC is free to sign local partnerships to finance or promote its event. These partnerships must comply with the following conditions:

- They must not conflict with SWB's national sponsors or exclusive partners (Art. 6.5.1);
- They must be validated by SWB before any inclusion on shared supports.

Logos of local partners may appear on:

- Communication materials specific to the LOC;
- Certain defined spaces on the event site;
- LED boards around the court (subject to conditions detailed below).

6.6.2 Exclusive LOC Spaces

The LOC benefits from exclusive visibility on the following supports:

- Backboard panel
 - Order is placed via the official partner, at the LOC's expense.
 - Visuals must be supplied by the LOC with the following dimensions: width between 80 and 100 cm, fixed height of 30 cm.
- Basket padding
 - Order is placed via the official partner, at the LOC's expense.
 - Visuals must be supplied by the LOC and must entirely cover the 3x3 logo.

If the LOC decides not to use these spaces, SWB reserves the right to place its own partners there.

6.6.3 LED Loop

SWB is responsible for creating the LED loop integrating its partners and those of the LOC. The LOC must send the logos it wants to appear on the LED boards of the main court at least 1 month before the event. Any integration is subject to SWB's approval.

Visibility for LOC partners is based on a LED playlist template provided by SWB. LED formats are specified in point 2.5.

6.6.4 Partner Activations

Partner activations (contests, giveaways, etc.) are an integral part of the event and must be included in the program. They may be proposed by SWB or the LOC, subject to mutual validation, and integrated into time-outs, between games or during planned breaks.

SWB will provide all relevant information about its partners in advance.

6.6.5 Commercial Spots

The LOC may supply, if it wishes, a commercial spot in two versions (10 and 15 seconds). These videos will be integrated into SWB's TV production during the event's live stream, as far as possible.

They must be sent to SWB no later than 1 month before the tournament.

6.6.6 Website

SWB has a dedicated section for the Swiss Tour 3x3 circuit:

<https://swiss.basketball/3x3/swiss-tour>

This site provides general information about the Swiss Tour 3x3 circuit, as well as photos and other information.

The LOC must provide written content specific to its stage, which will be published in the event's dedicated section on the site (see point 6.6 – Editorial content for expected details).

6.6.7 Official Uniforms

It is not allowed to print LOC partners' logos directly on the official Swiss Tour uniform. However, the LOC is free to offer each player a separate T-shirt featuring its local partners, to be worn outside games and subject to SWB's approval.

6.7 EDITORIAL CONTENT

SWB will write and publish an article at the end of the event. The LOC must send a brief report by e-mail to communication@swiss.basketball on the day after the tournament. This report must include, at a minimum:

- Number of spectators;
- Sponsors;
- Highlights;
- Any other notable information.

Any content provided before the event (preview article, posts, videos, etc.) may be used by SWB for promotion on its digital platforms.

6.8 SOCIAL MEDIA

Active coverage on social media during the event is highly recommended to ensure maximum visibility for the LOC, the Swiss Tour, participating teams, local and national partners, and spectators.

- SWB undertakes to publish content on its official channels (Instagram, Facebook, etc.) in collaboration with the event's official page or that of the LOC.
- The hashtags **#3x3SwissTour** and **#WeAreSwissBasketball** must be systematically used on all posts and stories related to the event.

SWB 3x3 social media accounts will interact with local publications (shares, comments, likes, etc.), provided the content complies with the Swiss Tour visual identity and editorial standards.

6.9 OFFICIAL EVENT NAME

The official name of the event is determined by SWB. As a rule, it is structured as follows: Swiss Tour [City] hosted by [Name of organizer]

- Example : *Swiss Tour Zürich hosted by ProBasket*

If a commercial partner of the LOC wishes to associate its brand with the event name, discussions must take place with SWB. In case of agreement, the LOC receives 60% of the agreed cash amount.

- Example : *Swiss Tour Bern hosted by Titolo*

7 ENTERTAINMENT / SIDE ACTIVITIES

7.1 GENERAL PRINCIPLE

Turning a 3x3 event into a global entertainment experience (on and off court) offers several advantages:

- Creates a unique atmosphere combining music, suspense and public-MC interaction.
- Increases sponsorship possibilities, partner activations and consequently revenue streams.
- Attracts a broader audience than just basketball fans: families, young people, urban culture enthusiasts.

7.2 MC & DJ

The role of the MC and DJ is essential for the atmosphere around the main court. The DJ must have a clear view of the court and the MC (often moving). He/she must also be visible to the public.

The music played must be appropriate and free from offensive lyrics. If needed, SWB can recommend experienced MCs/DJs.

7.3 INTERACTION WITH THE PUBLIC AND GIVEAWAYS

Depending on sponsors, the LOC may organize activities with the public:

- Shooting contests for spectators;
- T-shirt or goodies giveaways;
- Dunk contest, etc.

These actions create interaction and energize the atmosphere.

The MC must always be informed of the script and lead these activities in coordination with the Court Marshal.

7.4 CLOSING CEREMONY

At the end of the last game, the LOC must organize a closing ceremony including at least, and in this order:

- Announcement of the MVP
- Announcement of the runner-up team + award presentation
- Announcement of the winning team + award presentation

SWB is responsible for creating and bringing the winner's ticket on tournament day.

This ceremony is also an opportunity to honor a local personality who has contributed to the success of the event (financial, logistical or political support). This person can be invited to present the awards and briefly introduced on the microphone to be publicly thanked for their commitment.

The SWB supervisor may, if the LOC wishes, present the awards provided the request has been made beforehand during a coordination meeting.

8 SANCTIONS AND FINES

Swiss Basketball attaches great importance to compliance with this handbook. Any serious or repeated breach may result in financial and/or disciplinary sanctions.

8.1 IMPACT ON THE TOUR

These breaches affect the structure and reputation of the Tour as a whole:

INFRACTION	SANCTION
CANCELLATION OF A STAGE AFTER SIGNATURE OF THE CONTRACT AND BEFORE OFFICIAL PUBLICATION OF THE SCHEDULE	CHF 3'500.-
CANCELLATION OF A STAGE AFTER OFFICIAL PUBLICATION OF THE SCHEDULE	CHF 5'000.-
COURT RETURNED IN POOR CONDITION OR NOT PROPERLY STORED AFTER THE EVENT	Minimum CHF 500.-
OFFICIAL SWISS BASKETBALL EQUIPMENT DAMAGED (COURT, BASKET, ETC.)	Repair costs + fine variable according to severity

8.2 SANCTIONS RELATED TO A SINGLE STAGE

These breaches relate directly to the smooth running of the local event (logistics, safety, communication, etc.).

Any failure to comply with the requirements of this handbook (e.g. absence of stands, lack of covered space for the scorer's table, no first aid, communication shortcomings, non-compliance with sponsor obligations, etc.) may result in a minimum fine of CHF 500.-, adjustable depending on severity and impact on the event

9 TASKS & RESPONSIBILITIES MATRIX

	SWB	LOC	REQUIREMENT	COMMENTS
GENERAL PREPARATION				
Swiss Tour hosting contract	X		Mandatory	Signed between SWB and LOC
Coordination meetings	X	X	Mandatory	SWB + LOC
Event creation on Event Maker	X		Mandatory	
Communication kit sent	X		Mandatory	
Subsidy or sponsorship requests		X	Optional	Recommended to ease the budget
City/municipality authorization requests		X	Mandatory	Remember to anticipate these steps
INFRASTRUCTURE & LOGISTICS				
3x3 court (15 x 11 m)	X	X	Mandatory	Loan via SWB (transport + set-up at LOC's expense)
Basket	X	X	Mandatory	
Integrated 12-second shot clock	X	X	Mandatory	
Manual 12-second emergency shot clock		X	Mandatory	May be provided by SWB on request
Scorer's table (table and chairs)		X	Mandatory	Chairs with backrests
Parasols/cover for scorer's table		X	Mandatory	Red Bull parasols also available
LED boards around court		X	Mandatory	Option 16 or 29 LEDs
Giant scoring screen (3 x 2 m)		X	Mandatory	
TV screen – scorer's table 50"		X	Mandatory	
Internet connection (scorer's table)		X	Mandatory	For scoring app via Event Maker
Power supply / extension cords		X	Mandatory	
Computer (scoring)		X	Mandatory	
Red substitute cubes	X		Mandatory	Delivered with court and basket
Stands		X	Mandatory	Min. 200 seats
First aid area		X	Mandatory	Tent, room or delimited shaded area
TV podium	X		Mandatory	Installation coordinated by LOC

COMPETITION				
Plan B in case of bad weather		X	Mandatory	Indoor/covered backup approved by SWB
Referees (4 appointed)	X		Mandatory	Managed and paid by SWB
Table officials (4x)	X		Mandatory	Managed and paid by SWB
Player uniforms	X		Mandatory	Official Swiss Tour uniforms
Referee uniforms	X		Mandatory	Official Swiss Tour uniforms
Official balls (5x)	X		Mandatory	SWB provides 5 balls to LOC
Official scoresheets	X		Mandatory	SWB responsible for competition matters
Pens / scorer's table materials		X	Mandatory	
Prize money		X	Mandatory	Minimum CHF 1'500.-
Travel contribution for Challenger	X		Mandatory	CHF 1'500.-
Winner's ticket	X		Mandatory	
DJ / MC		X	Mandatory	
COMMUNICATION & VISIBILITY				
Local communication		X	Optional	
Local display (posters, flyers)		X	Optional	
Local sponsors		X	Optional	(No conflict with SWB major sponsors)
Photographer / videographer	X	(X)	Mandatory	
Post-event written content		X	Mandatory	Summary to be sent to SWB
ADMINISTRATIVE & STAFF				
3x3 licence checks	X		Mandatory	
Lunch for referees and table officials		X	Mandatory	Lunch to be provided for SWB staff
Water for referees and table officials		X	Mandatory	Provide water during games
Court Marshal		X	Mandatory	
Volunteers		X	Mandatory	
First aid		X	Mandatory	
Security		X	Mandatory	

10 ESTIMATED LOC BUDGET

ELEMENTS	DETAILS	MONTANT
TRANSPORT/UNLOADING COURT & BASKET (DAN TRANSPORT)	BERNE	CHF 1'700.-
	GENÈVE	CHF 2'260.-
	LAUSANNE	CHF 1'600.-
	LUGANO	CHF 3'750.-
	MARTIGNY	CHF 1'750.-
	ZURICH	CHF 2'450.-
	ELEVATEUR (SI BESOIN)	CHF 330.-
SET-UP TV PODIUM, BASKET & COURT SUPPORT (FRANÇOIS JAUNIN) ⇒ PRICE MAY VARY SLIGHTLY IF DISMANTLING TAKES PLACE ON SUNDAY INSTEAD OF SATURDAY	BERNE	CHF 1'440.-
	GENÈVE	CHF 900.-
	LAUSANNE	CHF 1'100.-
	LUGANO	CHF 2'520.-
	MARTIGNY	CHF 1'440.-
	ZURICH	CHF 1'800.-
LEDS, GIANT SCREEN AND SCORER'S TABLE SET-UP (PLASMA COM)	VARIANTE 16 LED	CHF 6'500-7'000.-
	VARIANTE 29 LED	CHF 9'500-10'500.-
STAND INSTALLATION (SONOVAL)	200 PLACES	CHF 6'000.-
	350 PLACES	CHF 7'500.-
	500 PLACES	CHF 11'500.-
STAFF	SECURITÉ	CHF 500.-
	SAMARITAINS	CHF 1'000.-
ACCOMMODATION & MEALS	2X CHAMBRE SIMPLE	CHF 300.-
	2X CHAMBRE DOUBLE	CHF 350.-
	REPAS STAFF J-J	CHF 500.-
ADMINISTRATIVE	PRIZE MONEY	CHF 1'500.-
	ASSURANCE RC	CHF 300.-
OPTIONAL ADDITIONAL COSTS	PROJECTEURS	
	BACK-UP VENUE	
	DJ/SPEAKER	
	IMPRESSION AFFICHES/POSTER	
	PRODUCTION GOODIES	

MINIMUM ESTIMATED BUDGET: CHF 20'000.-

The costs associated with organizing a Swiss Tour 3x3 stage are estimated at CHF 20'000.-, based on SWB's expected standards.

This amount is an indicative estimate and may vary depending on:

- Services that must be provided by SWB's official partners (relatively fixed amount, indicated in the table);
- Services left to the LOC's discretion, for which it may choose less expensive solutions than the estimated amounts.

The overall budget must therefore be adjusted according to the choices, location and format of the stage.

11 FAQ

1. WHAT IS THE ADVANTAGE FOR AN ORGANIZER TO HOST A SWISS TOUR 3X3 STAGE?

Hosting a stage provides national and local visibility, associates the organizer's image with a fast-growing sports event, attracts a diverse audience (athletes, families, urban culture enthusiasts) and generates sponsorship and partnership opportunities. It also positions the city and club as key players in the development of 3x3 basketball in Switzerland.

2. WHAT ARE THE CONDITIONS FOR SUBMITTING AN APPLICATION DOSSIER?

The dossier must be sent to SWB before 15 December and include all information mentioned in point 1.1 (venue, proposed dates, site plan, preliminary budget, liability insurance, etc.). Selection is based on sporting, geographical and strategic criteria.

3. DOES SWB GRANT A SUBSIDY TO THE LOC?

No, no direct subsidy is planned. The LOC must mobilize its own financial resources and may seek public or private partners.

4. CAN THE LOC CHOOSE ITS OWN SPONSORS?

Yes, the LOC is free to sign local partnerships, provided they do not conflict with national sponsors (Art. 6.5.1) and are validated by SWB.

5. WHAT IS THE MINIMUM BUDGET TO PLAN FOR?

Organizing costs are generally around CHF 20'000.-, depending on the venue, format and LOC's choices (see Chapter 10).

6. WHO IS RESPONSIBLE FOR REFEREES AND TABLE OFFICIALS?

SWB appoints and pays referees (minimum 4) and table officials (minimum 4). The LOC has no expenses in this regard.

7. CAN THE LOC ORGANIZE A PARALLEL TOURNAMENT (WOMEN, YOUTH, ETC.)?

Yes, the LOC may enrich its event offer with side tournaments, provided that this does not disrupt the main tournament and that SWB validates the proposal (see 1.6).

8. WHAT HAPPENS IF THE EVENT IS CANCELLED BY THE LOC?

In case of unjustified withdrawal within 3 months before the scheduled date, SWB may apply financial sanctions of up to CHF 3'500.- and exclude the LOC from future applications (see 1.5).

9. MUST THE LOC HANDLE NATIONAL COMMUNICATION?

No, national communication is handled by SWB. The LOC remains in charge of local communication (posters, regional press, social media), in line with the graphic charter provided by SWB.

10. WHO COVERS THE PRIZE MONEY?

Prize money is covered by the LOC, with a mandatory minimum of CHF 1'500.-. The exact amount must be validated by SWB (see 1.3).

11. IS THERE SWB STAFF ON SITE ON EVENT DAY?

Yes. SWB always sends a 3x3 supervisor who officially represents the federation and ensures technical coordination of the competition. Other staff (media production, communication, etc.) may also be present. Their accommodation and remuneration are covered by SWB, but the LOC must provide meals and on-site logistics (see point 4.2).

12. DOES SWB PROVIDE SUPPORT FOR SUBSIDY APPLICATIONS?

SWB does not directly handle subsidy applications, which remain the LOC's responsibility. However, SWB can provide an official letter of support to include in the application dossier, highlighting the national importance of the Swiss Tour and the federation's recognition of the stage. This letter is an asset to convince municipalities, cantons or public partners.