

Policy for providing Hospitality to foreign sport teams, clubs and associations for training and preparation in Cyprus in the context of EU rules on de minimis aid (DE MINIMIS)

A. GENERAL

1. The Policy is based on the Commission's Regulation (EU) no. 1407/2013 of 18 December 2013 on the application of the Treaty of the Functioning of the European Union to de minimis aid.
2. De minimis aid refers to low amounts of subsidies which are considered not to affect trade between Member States and / or do not distort or threaten to distort competition within the European Union. The ceiling on the total de minimis aid granted to any beneficiary by all the Competent Authorities may not exceed EUR 200 000 per three financial years.
3. The (CTO) Cyprus Tourism Organisation reserves the right to consider cases of sport teams visiting Cyprus for training, which are either not covered by this policy, or for which exist other reasons, and specific conditions, and support them financially through other plans or agreements.

B. OBJECTIVES OF THE POLICY

The objective of the policy is to attract sport teams, clubs and associations to training and / or prepare for their sporting obligations in Cyprus and is part of CTO's activities for mitigating the problem of seasonality through the development of sports tourism.

C. BENEFICIARIES

1. Beneficiaries of the policy are:
 - a) Foreign Sport teams, Sport Clubs Football Refere's Associations, Sports Academies, which come to Cyprus as part of their sporting preparation, regardless of their country of origin or the category in which they compete.
 - b) Tour Operators and foreign companies that arrange training trips for sport teams.
 - c) Licensed Cypriot Travel Agencies
 - d) Cyprus based companies that arrange training trips for foreign sport teams to Cyprus. This activity should be stated in the company's statutes. Pursuant to the current legislation such companies must enter into contracts with licensed travel agencies in Cyprus for all travel and accommodation arrangements for the teams.

2. Sport teams (including national teams), clubs or associations which come to Cyprus upon invitation from Cyprus Sports Federations or teams or clubs, or for their participation in sports events, tournaments or fulfilling other competing commitments, cannot apply for hosting the under this policy.
3. Furthermore, in cases where teams are coming to Cyprus to participate in specific predatory tournaments or large scale sporting events or are co-organized by the CTO and the respective federations, which are not covered in paragraph 2 cannot apply for the provision of hospitality under the Policy and the possibility to be supported by CTO will be considered in the context of other plans or as appropriate.

D. NECESSARY CONDITIONS

The Hospitality will be provided if the following conditions are met:

- The arrival or departure date of the team's falls within the period 1st October to 15th May.
- The minimum duration of the teams' stay in Cyprus is 6 nights; however teams staying for 5 or 4 nights, are entitled to receive proportionally lower amount of hospitality.
- Beneficiaries may apply for Hospitality, once for each team per year. Hospitality will not be granted twice for the same team, regardless of whether the team chooses to prepare in Cyprus during two separate periods.
- Beneficiaries will also be obliged to supply the CTO with photographic or audiovisual material, if requested to do so. CTO will have the right to use the material for the promotion of Cyprus as sports tourism destination.
- Please note that all travelers coming to Cyprus must use a legal port¹ of entry and reside in a tourist establishment licensed by the CTO or a Sports Hostel. In case the team will reside in a Sports Hostel, the booking must be made directly with the Hostel and not through a travel agency/ tour operator. Failure to comply with these conditions will lead to the loss of the approved hospitality amount.

E. APPLICATION

¹ The legal ports of entry into the Republic of Cyprus are the airports of Larnaca and Paphos and the ports of Larnaca, Limassol, Latsi and Paphos, which are situated in the area under the effective control of the Government of the Republic of Cyprus.

1. All requests must be submitted using the relevant *Form 1 "Application for the promotion of hospitality in the context of the relevant policy for hosting sport teams, clubs and associations for training and preparation in Cyprus"*, which is attached.
2. Where the requests submitted by beneficiaries referred to in points (b) to (d) of paragraph C1 above, "*Form 1*" must be accompanied by a signed letter, drafted in accordance with the template in "*Form 2*" printed, on official letterhead of the Sport Team or Association or Club, which will indicate the intention of the team to travel to Cyprus for training, the period of the teams' stay in Cyprus, the number of persons in the travel party and the name of the tour operator / company / travel agency with which they will liaise. The letter can be submitted electronically in pdf format to the email address sportsincentives@visitcyprus.com .

At the application stage please *do NOT submit neither Form 2 nor a name list of the team members coming to Cyprus.*

3. Requests, together with all necessary documents, must be submitted electronically ONLY to the email address sportsincentives@visitcyprus.com .

F. ELIGIBLE COSTS AND AMOUNT OF HOSPITALITY

1. The cooperation will take the form of contribution towards the costs for accommodation and airline tickets, provided that the conditions set out in paragraph D above are fulfilled.
2. The total amount per team will not exceed the following amounts:
 - € 4.375 in case of 6 or more overnights,
 - € 3.675 in case of 5 overnights
 - € 2.975 in case of 4 overnights

In any case the total hospitality amount will not exceed 30% of the total cost for the air tickets and the accommodation of the team.

G. PROCEDURE FOR EVALUATING THE APPLICATIONS

1. Applications will be considered in the order of their receipt by the CTO completed with all requested documentation until exhaustion of the available funds.
2. During the evaluation of the applications and for the determining of the hospitality amount, CTO will take into account the number of overnights, the

size of the traveling party, the period of the team's trip to Cyprus for training and the relevant sport.

3. The amount initially approved may be amended depending on the final number of overnights and the final size of the traveling party to Cyprus.

H. BRIEFING THE APPLICANTS

1. Following the evaluation of the applications, CTO shall inform the applicants of its decision in writing, stating the initial hospitality amount that has been approved.
2. The applicant must sign the official approval letter upon receipt. The letter shall state of payment the terms and the applicants will declare to have understood and that they will submit all necessary documentation in order to receive the approved hospitality amount.

I. PAYMENT TERMS FOR FOREIGN FOOTBALL OTHER SPORTS TEAMS TRAINING IN CYPRUS

1. Beneficiaries must submit the following documents for the payment of the approved hospitality amount:
 - (a) Legal tax Invoice (proforma invoices are not acceptable) from the beneficiary addressed to the CTO, which will state the name of the team(s), the amount which has been approved for each team for training in Cyprus, adjusted according to the final number of overnights and the final size of the travelling party to Cyprus. Furthermore, the total hospitality amount per team will not exceed 30% of the total actual costs for accommodation and airline tickets.
 - (b) A signed letter, from the team or Association or Club addressed to the CTO (*printed on official letterhead, or bearing the team's /association's / club's stamp or must be sent from the team /association / club directly to the CTO*) which will be prepared **AFTER** the departure of the team from Cyprus and according to the template in "Form 3" stating the following:
 - Period of team's stay in Cyprus.
 - Hotel in which the team stayed.

- Facility/area, where the group trained.
- Number of people in the travelling party.
- Name list of the persons in the traveling party and their position in the team.
- Name of tour operator/ company / travel agency with which the team collaborated.

This letter can be submitted electronically in pdf format to the email address sportsincentives@visitcyprus.com .

- (c) Documents showing the accommodation cost for the team in Cyprus (showing the name of the team or the name of the team members), the number of the persons who came to Cyprus and their period of stay. These documents can be for example:
 - copies of Legal tax invoices (proforma invoices are not acceptable)
 - online Booking confirmations
 - (d) Documents showing cost of the air tickets (in case the hospitality amount is higher than 30% of the accommodation cost), the number of the persons who came to Cyprus, the flights to and from Cyprus and the dates. These documents can be for example:
 - copies of Legal tax invoices(proforma invoices are not acceptable)
 - electronic tickets or boarding passes
 - (f) The De Minimis statement (Form 4) suitably completed and signed.
 - (e) Photos or audiovisual material, if requested, with the right of use by the CTO.
2. In cases where the beneficiary does not submit all the above documents, the examination of its application for payment will be suspended until the submission of all required documents.

J. PERIOD OF VALITY OF THE POLICY

The policy will apply on an annual basis with effect until December 31 of each year or until exhaustion of the available funds.

K. OTHER SETTINGS

Tour operators, companies handling sport teams, Cypriot travel agencies, who submit hospitality claims on behalf of beneficiaries are required to participate and provide data in the annual Sports Tourism Survey conducted on behalf of CTO.

FORM 1

REQUEST FOR PROVISION OF HOSPITALITY IN THE CONTEXT OF THE POLICY FOR PROVIDING HOSPITALITY TO SPORTS TEAMS, ASSOCIATIONS AND CLUBS FOR TRAINING AND SPORTS' PREPARATION IN CYPRUS

BENEFICIARY:					
Name of the team (in case the beneficiary is another party):					
PERIOD OF STAY IN CYPRUS:					
From:		To:		Nr. of overnights:	
NUMBER OF PERSONS IN THE TRAVELLING PARTY:					
ATHLETS:		TRAINERS:		OTHER:	
TRAINING AREA OF THE TEAM:					
NAME OF TRAINING FACILITY:				AREA:	
TRAVEL AGENCY/ TOUR OPERATOR RESPONSIBLE FOR THE GROUND ARRANGEMENTS IN CYPRUS:					
TEAM'S WEBSITE (WHERE APPLICABLE):					
<u>Beneficiary's signature:</u>					

It is clarified that in case the request is submitted by the beneficiaries referred to in points (b) to (d) of paragraph C1 above , Form 1 form must be accompanied by a signed letter on official letterhead from the Sport team or Association or Club drafted in accordance to the template in Form 2 , stating their intention to come to Cyprus for training, their planned period of stay in Cyprus, the number of people in the travelling party and the name of the tour operator / company / travel agency which will undertake arrangements in Cyprus.

FORM 2

TEMPLATE OF ACCOMPANING LETTER TO THE HOSPITALITY REQUEST

To be submitted BEFORE the arrival of the team

Date:

To:

The Cyprus Tourism Organisation

Subject: Teams'/ Association's/ Club's

Intention to travel to Cyprus for training purposes

We herewith confirm that our team/ Association/ Club «.....» from (name country of origin) intends to travel to Cyprus during the period from to (Total number of overnights). The total number of the persons in the travelling party will be

The arrangement for our visit in Cyprus have been undertaken by (name the travel agency or tour operator).

.....
Signature of the Team's / Association's/ Club's Director

Or other authorized person

Name:

Position:

FORM 3

**LETTER TEMPLATE REQUESTING PAYMENT OF THE APPROVED
HOSPITALITY AMOUNT**

To be submitted **AFTER the departure of the team**

Date:

To:

The Cyprus Tourism Organisation

**SUBJECT: Payment of the approved hospitality amount for the team/
Association/ Club**

We herewith confirm that our team/ Association/ Club
«.....» from(name country of origin)
was in Cyprus during the period from to (total
overnights). There were persons in the travelling party and
stayed at the hotel(s):
Attached is the name list of

Our team/ Association/ Club trained at (name the training
facility's or the area for sports that are contacted outdoors, i.e. cycling,
marathon).

The arrangement for the visit in Cyprus were undertaken by
..... (name the travel agency or tour operator).

News about our visit to Cyprus were posted on our website at the link
.....

.....

Signature of the Team's / Association's/ Club's Director

Or other authorized person

Name:

Position:

NAME LIST OF THE PERSONS IN THE TRAVELLING PARTY

Team's Name:

<u>NAME</u>	<u>POSITION (Athlet, Trainer, Physiotherapist, etc)</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Expand accordingly	