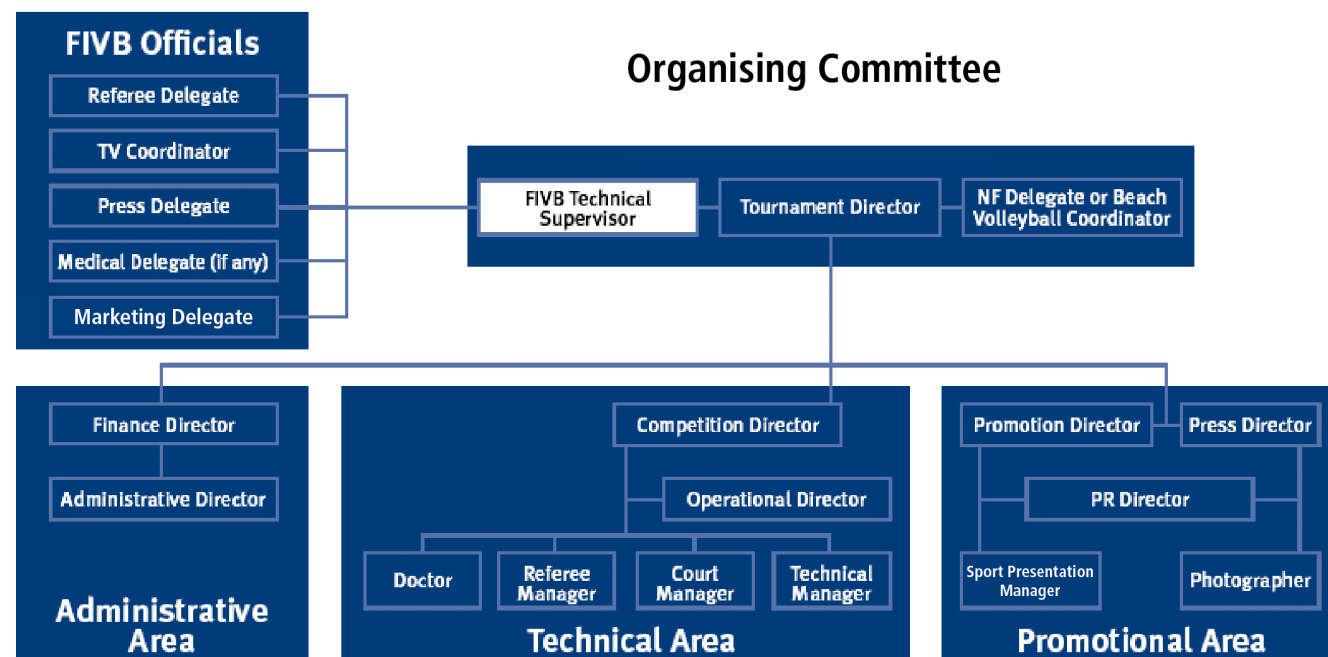




3

TECHNICAL ORGANISATION



3.1 Organisational Chart

The Organisational Chart is the framework for all operations. Organisers must establish an Organisational Chart comprising the different people performing specific duties, as described in this chapter. This Chart ensures the running of the competition and is designed to be consistent for all major FIVB events such as FIVB Beach Volleyball Senior World Championships and FIVB Beach Volleyball World Tour events. The form BVB/05 must be submitted by all Organisers to the FIVB Beach Volleyball Department for approval 120 days before the start of the event. The FIVB Beach Volleyball Department must be notified of any changes.

- The Tournament Director or promoter must be working full time at least one year before the event.
- The other Directors (Finance, Administrative, Competition, Operational, Promotion, PR, etc.) should be working for the organisation and promotion of the event 120 days before the start of the tournament or in the case of the Media Operations Director, 90 days before the start.
- Directors cannot have more than one responsibility, with the exception of the Tournament Director.
- All Managers in the technical area work under the coordination of the Competition Director.
- For the FIVB World Championships, it may be required to set up an organising chart featuring all Directors upon signature of the FIVB-NF/Promoter agreement.
- Each promoter must appoint a person who speaks fluent English responsible for the master plan, starting from the end of October of the year preceding the event onwards.
- The promoter should nominate a local Media Operations Director for each FIVB World Tour event by February 1st of the year of the event.
- Six months before the event the promoter should appoint a person (or agency) responsible for the marketing regulations laid out in the FIVB/NF/Promoter Agreement.

The Handbook is made available online to the NF Delegate and all Directors. The Directors should provide each Manager with the chapter(s) of the Handbook related to their specific duties.

At the beginning of the season, the FIVB Beach Volleyball Department appoints FIVB Delegates and Referees for each FIVB beach volleyball event.

The composition of the Organising Committee (including the names of the Directors and Managers) is included in the event's regulations -21 days before the start of the FIVB World Tour event.

Upon request, the FIVB may recommend experienced personnel to fill positions enlisted in the Organising Chart. The working conditions must be negotiated directly with the persons concerned.

A. Organising Committee

The Organising Committee is composed of the FIVB Technical Supervisor, the Tournament Director and the NF Delegate or Beach Volleyball Coordinator. The FIVB Referee Delegate, FIVB Media Operations Delegate, FIVB Marketing Delegate, FIVB TV Coordinator, FIVB Medical Delegate (if any), or other FIVB representative(s) (if any), will advise the Organising Committee on matters related to their responsibilities and may be requested to attend meetings if deemed necessary by the FIVB Technical Supervisor. The Organising Committee gathers for meetings to discuss event's operations and solves contingencies. The Organising Committee analyses any critical situations and reports on any problems (e.g. sanctions to athletes, suspension of the event due to cases of "force majeure", etc.) to the FIVB

Beach Volleyball Events Director. If communication between the Organising Committee and the FIVB is not possible, the FIVB Technical Supervisor is entitled to make the final decision.

1. Tournament Director (Promoter)

- Completes and sends the candidature file to the FIVB;
- Signs the FIVB-NF/Promoter Agreement (incl. the appendices), undertakes Promoter's responsibilities and fulfils Handbook requirements;
- Sets up an organising chart in accordance with the FIVB requirements;
- Carries out the general coordination of all members of the Organisational Chart;
- Implements the marketing regulations and respects the terms of the FIVB-Sponsors agreement (e.g. production and placement of the FIVB Sponsors material, correct implementation of the visual, titles, etc.);
- Establishes and follows a financial plan;
- Undersigns an agreement with the hosting city/region authorities, sponsors, suppliers, etc.,
- Ensures the payment of the license fee, board and lodging, local transportation, per-diem, etc., as per the agreement and event's master plan;
- Consults with the FIVB and the NF Delegate for critical matters related to the event;
- Implements a venue plan in accordance with the FIVB requirements;
- Produces a hard copy tool for all FIVB athletes featuring relevant information about the event;
- Coordinates with the FIVB and the FIVB official suppliers the delivery of the uniforms, net system, balls, etc.
- Prepares the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- Organises and attends the Preliminary Inquiry and the Technical Meeting in coordination with the members of the Organisational Chart;
- Supervises and attends Public Relations, entertainment and promotional activities and checks the content and layout of all promotional material;
- Prepares the progress and final reports, fills in official forms and sends them to the FIVB;
- Ensures that the Host Broadcaster letter of Agreement (Appendix E) is sent to the FIVB by July 11 preceding year of the event duly signed;
- Makes sure that the duties included in the Host TV Broadcaster Letter of Agreement are fulfilled and that the FIVB TV Coordinator is provided with video tapes immediately after each recorded match;
- Maintains efficient communication with all parties involved in the organisation and promotion of the event;
- Promotes the attendance of celebrities and implements VIP programs;
- Prepares a final media report including the media value achieved by the event;
- Sends to the FIVB proposals related to the Promoter's responsibilities to be discussed during the Beach Volleyball Commission and FIVB Beach Volleyball World Tour Council;
- Attends the FIVB Beach Volleyball World Tour Council.

2. National Federation Delegate or Beach Volleyball Coordinator

- Is appointed by the NF;
- Follows up on the NF/Promoter tasks listed in the FIVB/NF – Promoter agreement (incl. appendices), fulfils the terms of the Master Plan and informs the parties concerned if a topic has not been dealt with in due time;
- Assists the promoter and the FIVB with the appointment of a Competition Director having experience in running beach volleyball events;
- Proposes the list of host NF referees for FIVB assignment, and selects the auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levellers, athletes' attendants, etc.);
- Collaborates with the Tournament Director on the promotion of the event through its Press Department;
- Nominates a Referee Manager responsible for coordinating the competition duties and submits the respective name and coordinates to the FIVB Referee Commission member concerned sixty (60) days prior to the start of the Tournament together with the names of the ball-checker and the auxiliary officials;
- Organises with the Tournament Director the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any), clinics and meetings and is available to attend them;
- Prepares the invitation letter and event's regulations for FIVB approval (to be sent to the FIVB -30 days prior to the event) and once approved sends them to the participating NFs, officials and agencies concerned (-21 days prior to the start of the event);
- Provides the necessary assistance to the NFs for the issue of visas for the participating athletes and officials;
- Participates in the press conferences organised before and during the event;
- Consults the FIVB and the Tournament Director about all critical matters related to the event;
- Sends proposals to the FIVB NF's representative and other parties to be discussed during the Beach Volleyball Commission and FIVB Beach Volleyball World Tour Council;
- Implements National team programs and a National Beach Volleyball Tour with the aim of better promoting beach volleyball at national level. The hosting NF is required to homologate the National Tour by sending the necessary form to the FIVB;
- Secures the presence of a national anti-doping agency whenever required by the FIVB and ensures all related correspondence remains confidential.

B. Administrative Area

1. Finance Director

- Is placed under the authority of the Tournament Director;
- Assists the Tournament Director in realizing a financial plan (expenses and income);
- Follows up on the accounting matters included in the Master Plan;
- Provides the athletes on site with the necessary documentation for any eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB.

- Verifies that the cash flow is coherent with the financial commitment of the Organisers to run the event;
- Is responsible for all payments such as those related to organisational staff members, FIVB officials (if applicable), and referees' fees/per diem, hotels, venue, etc.;
- Makes sure that all taxes are paid in due time and a declaration letter is provided to athletes, for taxation purposes whenever local taxes are to be deducted from the Prize Money;
- Secures the necessary approval from the FIVB Sponsors for the production of the materials and issues the related invoices;
- Other duties as required by the Tournament Director.

2. Administrative Director

- Is placed under the authority of the Finance Director;
- Organises the event's secretariat;
- Manages the general correspondence and communication with NFs, FIVB officials and teams;
- Coordinates the organization of the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- Manages the Preliminary Inquiry and the Technical Meeting and is available to attend them;
- Is responsible for the international transportation of all FIVB officials and, if needed, coordinates transport with Promoters of events scheduled before and/or after the event;
- Coordinates and organizes the local transportation (arrival and departure);
- Is responsible for organizing accommodation for the FIVB officials, referees, teams and others and ensures that all referees are accommodated in the same hotel;

- Organizes the distribution of publications, promotional material, bulletins and the flow of information;
- Checks that all documents and printed material are available and;
- Ensures that the photocopy centre is operational;
- Other duties as required by the Tournament Director.

C. Technical Area

1. Competition Director

- Is the highest authority at the venue under the FIVB Technical Supervisor and the Tournament Director;
- Prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- Recruits and appoints the Technical Area Managers and volunteers;
- Coordinates the activities related to the Technical Area of the members of the Organizational Chart;
- Coordinates with the Operational Director the installation (and dismantling) of the competition facilities and equipment;
- Prepares the event's regulations in collaboration with the Hosting NF;
- Organizes the Preliminary Inquiry and the Technical Meeting;
- Creates the competition program to satisfy the needs of onsite spectators, Host Broadcasters, etc., for the FIVB Technical Supervisor's approval;
- Coordinates the court personnel's duties;
- Ensures that the courts are set up in accordance with FIVB requirements;

- Assigns courts in agreement with the Tournament Director, the FIVB Technical Supervisor, and the TV Coordinator;
- Coordinates with the Press Director and the Administrative Director the preparation and distribution of the Daily Bulletin;
- Gives instructions for the proper update of the competition brackets billboards;
- Works with the Medical Director, Referee Manager, Court Manager and Technical Manager to ensure the smooth running of the event;
- Other duties as required by the Tournament Director.

2. Operational Director

- Is placed under the authority of the Competition Director;
- Decides the location and orientation of the courts in accordance with the stadium and facilities requirements;
- Liaises with Hutcheson Sand and Mixes to choose the sand in accordance with FIVB requirements (sand to be approved by 15 June of year preceding the event);
- Prepares the stadium and facilities layout (including all operational areas and working rooms);
- Supervises the construction of the venue (and its dismantling after the competition);
- Ensures the FIVB Sponsors materials are properly set up and dismantled (e.g. scoreboards, inflatable(s), POS, etc.);
- Prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- Sets up the TV and press facilities;
- Organizes the security and access controls;
- Supervises the operation of medical services in collaboration with the Medical Director and the FIVB Medical Delegate (if any);
- Supervises the set up (and dismantling) of the court equipment on all courts (along with two staff members working exclusively for the scoreboards supplier (if any));
- Other duties as required by the Tournament Director.

3. Medical Director

- Is placed under the authority of the Competition Director;
- Works in collaboration with the FIVB Medical Delegate in order to provide the athletes and officials with the necessary onsite assistance, as well as 24-hour assistance at the athletes' and officials' hotels;
- Checks the nutritional aspects of the food and beverages on site and at the hotel, as well as environmental conditions, such as the levels of sun exposure, the hydration level and safety of athletes, officials, volunteers, spectators, etc.;
- Supervises the medical injury time-outs and match forfeits due to injury, in accordance with the Medical Injury Protocol and the Competition Regulations;
- Coordinates the medical and physiotherapy services for athletes;
- Coordinates the first aid assistance for spectators and staff;
- Ensures that the medical staff is available at the venue from at least one hour before the start of play until the end of play during the competition (starting from the day when the official training courts are available as per the Specific Event's Regulations) to assist athletes, staff, spectators, etc.;
- Supplies the addresses of the closest hospital(s) and verifies that these hospitals are available to provide emergency specialist care in all relevant medical areas;

- Verifies that an ambulance and equipment for advanced cardiopulmonary resuscitation (including defibrillator) are always available at the venue;
- Verifies that equipment and qualified personnel are always available at the venue;
- Is responsible for keeping accurate medical records of all assessments and treatment provided by medical staff during the event, in accordance with national medical regulations;
- Assists the FIVB Medical Delegate and national anti-doping organisation in preparing anti-doping controls, including the preparation of the Doping Test section;
- Assists the relevant FIVB Official in running the alcohol test for referees and auxiliary officials, when requested.
- The Medical Director must be a physician certified in sports medicine. His/her CV and contact information must be received by the FIVB 2 months before the event for approval by the President of FIVB Medical Commission.
- Confirm the availability of appropriate space to allow for referee medical controls. This room must be equipped with a calibrated weight scale, height rod, Snellen vision chart and blood pressure monitor. The referee examinations must be conducted by a physician hired by the Organisers who is licensed to practice medicine in the organising country and according to the FIVB Medical Regulations. Results should be recorded on the M-6 form;
- Other duties as required by the Tournament Director.

4. Referee Manager

- Is under the authority of the Competition Director;
- Instructs and trains local referees, auxiliary officials (scorers and line judges) and court personnel;
- Acts as a liaison between the Competition Director and the FIVB Referee Delegate;
- Is responsible for the organisation of the referee clinics to be held if possible at the referees' hotel (the room must be equipped with video Microsoft Power Point Projector and screen plus a white board with markers), as well as for ensuring all line judges and scorers attend the mandatory referee clinic;
- Is responsible for the organisation of the extra referee clinic for Host NF referees (if applicable) and the extra clinic for auxiliary officials and key court personnel (if applicable);
- Is responsible for the daily referees' meetings under the supervision of the FIVB Referee Delegate;
- Coordinates with the FIVB Referee Delegate all referee matters such as the assignment of referees, line judges, scorers, etc.;
- Ensures that court personnel are available at the venue in due time.

The Referee Manager may have one/several assistant(s) to:

- Prepare the referee clinic(s) and the daily referee meetings;
- Circulate the referee documents and material (Official Beach Volleyball Rules, Referee Guidelines and Instructions, timetables, score sheets, referee forms, daily referees' and auxiliary officials' assignments, etc.);
- Assign and train the auxiliary officials (recruitment and training of the line judges, and scorers);
- Select and train the court personnel (recruitment and training of the ball retrievers, sand levelers, scoreboard operators, on-court athletes' attendants, etc.).

FIVB Referee overviews the action on the court U 19 Porto



5. Court Manager

The Court Manager is under the authority of the Competition Director and coordinates all activities in connection with the playing area.

He/she is responsible for the “ball checker”, who must be available on site from the arrival of the FIVB Technical Supervisor until the end of the tournament. The “ball checker” works in close coordination with the FIVB Technical Supervisor and the FIVB Referee Delegate, and is responsible for handling the Mikasa balls throughout the entire tournament, including the inflation of the balls at the start of the event, the inspection and homologation of the balls, the daily monitoring processes and the overnight storage of the balls.

The Court Manager must have one assistant for each court (including warm-up court) to:

- Set up the courts and ensure the operation and maintenance (sound system, seats, panels, scoreboards, etc.);
- Verify the status of the sand and apply the necessary measures to improve it;
- Verify the protocols related to areas such as marshalling, security and access control, couriers, supply of water and towels, locker rooms, working areas, VIP section and stands, awarding ceremony, etc.;
- Check the equipment and supplies (availability of poles, nets, reserve balls, pads and other sports material);
- Check the status of the branding around the courts in line with the FIVB Marketing checklist;
- Resolve any contingency issues occurring on the competition courts.

6. Technical Manager

- Is under the authority of the Competition Director;
- Coordinates the IT activities with the Administrative Director.

The Technical Manager must have one/several assistant(s) to:

- Ensure that the necessary hardware is available at the venue to run the BVIS;
- Ensure the timely recording of the competition data (BVIS);
- Guarantee the distribution of the Daily Bulletin (on site, at the lobby of the hotel(s) ensuring that the competition schedule is handed out no later than one hour after the last match of the day and by fax) in accordance with the local distribution list;
- Verify the timely update of the overall event information (e.g. pictures, press releases, results, etc.) on the FIVB website (www.fivb.org/EN/BeachVolleyball) under the authority of the FIVB Technical Supervisor.

D. Promotional Area

1. Promotion Director

- Is placed under the authority of the Tournament Director;
- Collaborates with the Tournament Director, Media Operations Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR actions to be submitted

to the FIVB for approval at least four (4) months before the start of the event;

- Handles all activities related to advertising space in the media;
- Contacts radio and television stations for all promotion;
- Is responsible for the production and distribution of the official program, poster, brochures, media kits, etc. in collaboration with the Administrative and Media Operations Directors;
- Runs a campaign for the promotion of pre-sale of tickets (if applicable);
- Coordinates the production of the event at the venue in collaboration with the Announcer.

2. Media Operations Director

- Is under the authority of the Tournament Director;
- Works with the FIVB Media Operations Delegate during the event;
- Collaborates with the Tournament Director, Promotion Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR activities, to be submitted at least four (4) months before the start of the event to the FIVB for its approval;
- Prepares and communicates information about the event to the local and national written and online press, TV broadcasters, radio stations, etc., and the FIVB Press Department;
- Collects all information on local athletes and prepares biography info to be sent to the media and the FIVB Press Department, collects other information on athletes (biographies, pictures, etc.) from the FIVB Press Department and on-site from the FIVB Media Operations Delegate;
- Provides the FIVB Press Department at least four months before the tournament begins with tournament information detailing key venue info, history of the tournament and other information unique to the tournament to build up momentum prior to the event;
- Collaborates with the Promotion Director on the content of the official program and sends it to the FIVB Press Department for approval;
- Ensures that the media centre is set up and fully equipped in accordance with FIVB requirements;
- Organises press conferences in accordance with the press and marketing regulations and prepares the media kits, a copy of which must be sent to the FIVB Press Department for approval before printing;
- Invites local and foreign journalists to the press conferences and the event itself and organises their accreditations;
- Writes press releases (making sure that the title of the competition is clearly featured) in the local language for local press and partners (and in English whenever requested by the Media Operations Delegate and/or FIVB Press Department);
- Coordinates the work of volunteers to ensure a smooth and efficient press operational plan is implemented providing all round good service to media onsite (taking into consideration the points above and below) and the Media Operations Delegate, who is responsible for the provision of content and information to international media.



Entrance of the FIVB Transavia Grand Slam

- Ensures that the Daily Bulletin and press releases are sent to local media (via e-mail) as per a distribution list prepared previously;
- Provides daily information, notes, flash quotes from the mixed zone and results to the FIVB Media Operations Delegate (in the requested/appropriate format) to allow him/her to write press releases to be sent to the international media list and uploaded to the FIVB website. This information should also be readily available for media on site;
- Coordinates interviews with the athletes and VIPs attending the event;
- Coordinates the work of the local event photographer(s) to ensure that high-quality pictures are circulated to the media and uploaded to the FIVB website;
- Ensures that results are constantly updated in the media centre;
- Collects local and national press cuttings from written and online press, finalizes the media report and sends them either on a DVD or USB key to the FIVB Press Department.

3. PR Director

- Is placed under the authority of the Promotion and Media Operations Directors;
- Collaborates with the Tournament Director, Promotion Director and Media Operations Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR actions to be submitted to the FIVB for approval at least four (4) months before the start of the events;

- Organises a program of side events as well as ensures the reception and local transportation of VIPs;
- Invites VIPs (sponsors, local authorities, celebrities, etc.) to the press conferences and to the venue;
- Checks the arrangements for VIPs in terms of accommodation, receptions, meals, etc.;
- Welcomes the VIP guests and journalists upon their arrival and accompanies them before their departure;
- Verifies that the international protocol is respected;
- Supervises the tasks of the translators;
- Prepares and attends the rehearsal of the awarding ceremony.

4. Sport Presentation Manager

- Is placed under the authority of the Promotion Director and works on the event's sport presentation program;
- Coordinates all personnel involved in this area such as the announcers, DJs, dancers, mascots, etc.;
- Collects general information about the competition and the athletes from the Press Director;
- Is responsible for entertaining the spectators in accordance with the Sport Presentation program (chapter 7);
- Coordinates any entertainment activities at the venue especially on the centre court, with the aim of creating an enjoyable environment for the spectators;
- Creates editorial content to be used by the announcers.

5. Local Event Photographer(s)

- Is under the authority of the Media Operations Director;
- Complies with the rules applicable for photographers and

- signs the FIVB Photographer Agreement (BVB/07) 30 days prior to the start of the event;
- Provides pictures for the FIVB website (whenever needed) as requested on the BVB/20 form to satisfy the FIVB, sponsors, media, host city, and Promoter's needs;
- The Promoters must hire experienced beach volleyball photographers. Contact details of professional photographers can be provided upon request by the FIVB Communications Department (press@fivb.org).

6. Photo Marshall

- Is under the authority of the Media Operations Director;
- Is responsible for the movement on site of all photographers and for ensuring that only accredited photographers are in the designated photographer areas;
- Oversees the presence of photographers on and around the centre court;
- Ensures TV cameras and photographers do not get in each other's way and/or shot;
- Attends to any problems photographers might encounter;
- Supervises the movement of photographers during the awarding ceremony;
- Assists the local Event Photographer and/or Official Photographer with the upload of photos to the FIVB website if needed.

E. FIVB Officials

1. FIVB Technical Supervisor

- Is appointed by the FIVB and is the highest authority on site for the FIVB World Tour events;
- Follows up on the preparation of the event in collaboration with the FIVB Beach Volleyball Department, using the event's final reports from the previous season (if any), the Handbook, the Master Plan (online or Collaborate), the official forms, the event's regulations, the technical checklist, all relevant correspondence exchanged between the FIVB and the Organisers, and so on;
- Checks together with the FIVB Beach Volleyball Department that the Master Plan deadlines are met.
- Checks the fulfilment of the FIVB Regulations as per the terms of the FIVB/NF-Promoter agreement (incl. appendices) and as per the Handbook;
- Inspects and checks the venue and all facilities to be used for the event;
- Checks the onsite security plan;
- Verifies that the FIVB officials' uniforms are distributed and displayed, that branding is according to the guidelines and that the Mikasa balls and brandings are used correctly. All of the above must be in accordance with the Marketing Regulations included in this Handbook and in the Branding Kit;
- Carries out the yearly inspection visit whenever requested by the FIVB (approximately 2/3 months before the start of the event);
- Coordinates with the FIVB Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.;
- Implements all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;

- Coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the FIVB;
- Coordinates with the FIVB Media Operations Delegate to ensure the smooth running of the local and international press operations;
- Collaborates with the FIVB Medical Delegate (if any) on medical issues and doping controls whenever carried out;
- Collaborates with the FIVB Photographer whenever requested;
- Checks the fulfilment of the Promoters' financial obligations on site;
- Checks the correct implementation of the Media Plan;
- Ensures that the marketing of the event is in accordance with the FIVB requirements and whenever the Marketing Delegate is appointed collaborate with him/her to implement the branding kit and branding guidelines. The Marketing Delegate provides constant report on the status of the branding implementation.
- Ensures the implementation of sponsor servicing and.
- Immediately reports to the FIVB upon his/her arrival in the host city about the status of the preparation of an event;
- Conducts the Preliminary Inquiry and Technical Meeting; reminding athletes to submit the NF-Athlete's Commitment, BVB/10 form (health certificate), clearing any outstanding fines and updating accurately the BVIS system with all bank details (address, account, etc.), biographies, etc.;
- Ensures the smooth running of the event in cooperation with the organising committee, the FIVB officials, the referees, the court personnel, the volunteers, etc.;
- Calls the Organising Committee for meetings whenever necessary;
- Helps to optimize the competition schedule according to the number of spectators attending and the needs of the media, Host Broadcaster and International Broadcasters;
- Assigns the courts in coordination with the Competition Director;
- upon arrival on site: Organises, the accurate levelling of the sand before the court and tribunes are completely set up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different times of the day and especially in case of rain, taking into consideration the athletes' feedback) and immediately informs the FIVB about any problems;
- Controls the accuracy of all information contained in the Athletes' Handbooks or athletes' event's information (if any) upon his/her arrival at the event and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the hotel upon check in, etc.);
- Ensures that the personnel involved in the event fulfil all assigned duties thoroughly and efficiently;
- Verifies the local transportation plan, accommodation plan and meal services for the parties concerned;
- Participates in the Technical Supervisors seminar whenever by the FIVB;
- Assists the FIVB in revising the FIVB Handbook;
- Verifies that the chain of custody of the beach volleyball balls delivered from Mikasa is correct, and two days ahead of the arrival of the Referee Delegate supervises the correct inflation of all Mikasa balls in close coordination with the "ball-checker";

- Coordinates all aspects of the event and takes final decisions in case of protests or complaints about the organisation, match results, referee and medical issues, after consultation with the Tournament Director and the National Federation Delegate;
- Checks the appropriate placement for scoreboards' supplier personnel if any (sheltered from bad weather) and equipped with a table;
- Checks the appropriate placement for the Unas Media Productions;
- Represents the FIVB during press conferences, meetings, interviews, etc., whenever required and feasible during his/her stay on site;
- Ensures the proper running of the awarding ceremony;
- Ensures update of the results in the online VIS system;
- Prepares the relevant reports (inspection, homologation of the stadium, final report, etc.) in accordance with FIVB requirements and sends them to the FIVB;
- Organises a meeting at the end of the tournament between the Promoter, the NF's representative and the Referee Delegate to discuss the reports from the event;
- Ensures that the FIVB post event reports (BVB-13, BVB-24; BVB-25) are signed by the NF and Promoter and sent to the FIVB the day after the event
- Communicates within 24 hours any remarks, comments and fines applied to the parties concerned to the Technical Supervisor/Referee Delegate of the next events in the calendar, as well as to the FIVB;
- During the preliminary inquiry, provides athletes with a template to be filled in with local contact information in case of an emergency.
- A brief summary for the Men's and Women athletes' representative must also be provided.
- Ensures that the finance director provides to the athletes on-site the necessary documentation for the eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB.
- He/she is required, during the tournament week, to make sure that the local Promoter circulates to the scoreboards supplier (if any), Red Bull Media House (RBMH), Unas Media Productions, Host Broadcaster, etc. relevant events/competition information in regards to schedule announcements, results, changes and athlete information, etc.

Therefore the local Promoter is requested to provide the following:

- a printer at the Main Streaming & Production working area.
- sending of the schedule (fixtures, starting times, court id) by mail in a .pdf format.
- Access to an online version of the schedule (starting times, fixtures and court allocation) and the results.

The FIVB may assign a Technical Supervisor Trainee at one or two FIVB World Tour Event(s) during the season. The Technical Supervisor Trainee is required to arrive on site and to leave the event as per the FIVB Technical Supervisor's schedule. The cost of accommodation, flights and meals is covered by the FIVB.

The FIVB will then evaluate the competence of the Technical Supervisor Trainee based on the comments and evaluation form submitted by the Technical Supervisor appointed and discuss during the FIVB Beach Volleyball World Tour Council his/her possible nomination as FIVB Technical Supervisor for the following year's FIVB events.

2. FIVB Referee Delegate

- Is appointed by the FIVB and assumes all duties related to the referee aspects of the competition, as specified in the Referee Delegate's Manual;
- Is under the authority of the FIVB Technical Supervisor;
- Works in close collaboration with the Referee Manager and coordinates two (2) months before the competition all required actions related to the establishment of the requirements for the standard referee's clinic, for the extra clinic for local referees (if applicable), for the extra clinic for auxiliary officials and key court personnel (if applicable), and for the recruitment of court personnel;
- Confirms the lists of referees and auxiliary officials and verifies the availability of the court personnel in accordance with the list approved by the FIVB Referee Commission member concerned, two (2) months before the competition (as per FIVB requirements);
- Conducts the standard referee's clinic on the day preceding the Qualification tournament, as well as the extra clinic for local referees and the extra clinic for auxiliary officials and key court personnel, both to be staged the preceding day whenever required by the FIVB;
- In close coordination with the "ball-checker" ensures that each Mikasa beach volleyball ball to be used during the competition conforms to FIVB requirements;
- Ensures the smooth running of the competition on the field of play with referees (neutrality), auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levelers, court athletes' attendants, etc.);
- Observes the referees' work during the tournament, evaluates their performance and conducts daily referee meeting(s) after the last match of the day and before the start of the first match of the day;
- Ensures that the necessary equipment is provided to allow the first referee to communicate with the audience and with the TV Producer to coordinate of the slow motion playbacks;
- Inspects on a daily basis the courts and equipment and reports any discrepancies to the FIVB Technical Supervisor;
- Participates to the Referee Delegates seminar/workshop whenever organised by the FIVB;
- Ensures the implementation of the match protocol in coordination with the refereeing crew and the court personnel;
- Supervises the procedures related to the implementation of alcohol tests for referees and auxiliary officials;
- Reviews the score sheets;
- Reports to the FIVB on the referee aspects of the event and referees' overall performance;
- Attends the meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Technical Supervisor to discuss the final reports for the event;

- Ensures that the FIVB Referee Delegate reports are signed by the National Federation and Promoter and sent to the FIVB within 7 days after the end of the event, with the electronic version of the reports sent by email to FIVB Beach Volleyball Department no later than 12:00 PM (Swiss time) the following Monday;
- Communicates within 24 hours the remarks and comments of the attended event to the Technical Supervisor/Referee Delegate of the next events in the calendar, as well as to the FIVB.
- Organisers who choose to set up more than one venue or have a venue layout that is spread out, will be responsible for covering the costs (travel, board and lodging, per-diem, etc, same conditions as International referees under the NEUTRAL quota) of an Assistant Referee Delegate to be assigned by the FIVB for each existing side court venue.

3. FIVB TV Coordinator

- Is under the authority of the FIVB Technical Supervisor.

4. FIVB English Language Commentator

- Is under the authority of the FIVB Technical Supervisor.

Note:
For duties and responsibilities, see details in the TV Broadcasting Guidelines chapter 6.

4. FIVB Media Operations Delegate

- Increases worldwide media awareness for the Men’s and Women’s FIVB beach volleyball events and promotes the FIVB sanctioned events;
- Works from his/her facilities on the basis of the information supplied by the Press Director of each event under the supervision of the FIVB;
- Is responsible for the preparation, release and distribution to the media and all entities appearing in the international media list information concerning the World Ranking, statistics and results of all international beach volleyball events;
- Provides information to the Press Director, Host Broadcaster, scoreboards’ supplier (if any), Unas Media Productions, the Announcers and accredited media representatives on historical data, athletes’ biographies, match results, match schedules, etc.;
- Prepares a report on press operations and match results for the Beach Volleyball Commission and for the FIVB Beach Volleyball World Tour Council;
- Assists the Media Operations Director in the fulfilment of communication plans and checks the implementation of the FIVB requirements and standards in the press area;
- Collects all relevant data related to the Press of each event which can be used to produce the FIVB’s final report/Media Guide for the season;
- Reports back to the onsite FIVB Technical Supervisor on the smooth functioning of the media information plan;
- Implements special projects whenever agreed with the FIVB.

Note:
For duties and responsibilities, see details in the Communications chapter 5.

6. FIVB Medical Delegate (if any)

- The FIVB Medical Delegate is under the authority of the FIVB and the Technical Supervisor on site. The responsibility of the FIVB Medical Delegate is to supervise all medical services and medical controls, ensuring that the FIVB Medical Regulations are strictly enforced. The duties of the FIVB Medical Delegate also include:
- Checking during the Preliminary Inquiry that Health Certificates and Anti-doping certificates have been provided to the FIVB;
 - Presenting during the Technical Meeting information about the FIVB Medical Regulations, the procedures for doping control sampling and details of the medical assistance available during the competition;
 - Being available to provide advice to athletes regarding the list of banned substances, therapeutic use exemptions and medical controls;
 - Monitoring the wet bulb globe thermometer (WBGT) data collected from the FIVB Heat Stress Monitoring Protocol and keeping the Technical Supervisor and the Tournament Director informed whenever there is a risk of the WBGT exceeding 31, while providing medical advice on any measurements to be taken for the athletes and referees;
 - Supervising medical staff and intervening with athletes/ public in case of emergency situations;
 - In collaboration with the FIVB Medical Department, ensuring that the necessary preparations for anti-doping controls are done prior to his/her arrival on site adhering to the principles of the FIVB Test Distribution Plan,
 - Monitoring that doping control procedures are in strict compliance with the FIVB Medical regulations.
 - Medical Examination (M-6) for each referee must be done by a local doctor under the supervision of the Medical Delegate. The material for this examination must be available.

The FIVB Medical Delegate must be equipped with a cell phone and/or “walkie-talkie” in order to be reached at any moment during the event. The FIVB Medical Delegate must also have access to interpreters if needed.

7. FIVB Marketing Delegate (if any)

- Checks the correct implementation of the branding guidelines, branding kit and event’s checklist.
- Reports to the FIVB Technical Supervisor and to the Promoter any eventual discrepancies with the branding guidelines, branding kit and event’s checklist.

8. FIVB Photographer (if any)

- Is under the authority of the FIVB Technical Supervisor and Media Operations Delegate;
- A photographer may be appointed directly by the FIVB for certain events. He/she will report to the FIVB and will be responsible to post pictures with captions every day on the FIVB website. Special assignments may be given by the FIVB in order to satisfy the needs of the media and/or the FIVB.

Note:
For duties and responsibilities, see details in the Communications chapter 5.

3.2 Referees

A. Neutral Quota

- For FIVB World Tour events, the FIVB must appoint minimum 4, maximum 7, International Beach Volleyball Referees under the NEUTRAL quota. The exact amount will be established case by case, depending on the number of courts used and/ or on the level of neutrality and quality required.
- All Referees appointed for the FIVB World Tour events in the Neutral quota must be International Beach Volleyball Referees.

B. Local Quota

- For FIVB World Tour Grand Slam events and Major Series, the FIVB must appoint from 7 to 9 International Beach Volleyball Referees under the LOCAL quota, to complete the referees assigned under the Neutral quota. The minimum average of referees per court must be 3 plus 1. This scenario concerns a competition with 4 courts. For every court added, 3 more International Beach Volleyball Referees must be assigned – 1 under the NEUTRAL quota and 2 under the LOCAL quota.
- For FIVB World Tour Open events, the FIVB must appoint from 7 to 9 International Beach Volleyball Referees or International Beach Volleyball Referee Candidates under the LOCAL quota, in order that, combined with the referees assigned under the Neutral quota, the minimum average of referees per court is 3 plus 1. This scenario applies to a competition with 4 courts. In line with the above equation, for every court eventually added, 3 more International Beach Volleyball Referees or International Beach Volleyball Referee Candidates must be assigned.

C. General

- A clear protocol of communication must be established between the FIVB, the FIVB Referee Commission member concerned and the Organisers (NFs and Promoters). This protocol of communication must be formally addressed to the President of the National Federation and must include a point of contact (with the authority to confirm the arrangements made with the National Federation and the Promoter), within an established deadline.
- As in the previous seasons, the FIVB will continue to follow the assignment policy which combines the top, experienced referees with a new generation of young, promising referees.
- For the NEUTRAL quota, whenever possible, the FIVB appoints referees who live in the same continent as the event is being held. Only referees of the highest level should be appointed for intercontinental travel (elite referees and referees of the utmost quality).
- For the LOCAL quota, priority will be always given to the host NF International Beach Volleyball Referees or International Beach Volleyball Referee Candidates, as long as they are available and endorsed by their NF and their

respective Confederation.

- Whenever the host NF will not have sufficient amount of qualified referees to complete the LOCAL quota, the FIVB appoints foreign International Beach Volleyball Referees or International Beach Volleyball Referee Candidates as much as possible from nearby countries.
- These foreign referees completing the LOCAL quotas where required, will be selected from among the International Beach Volleyball Referees and the International Beach Volleyball Referee Candidates endorsed by the various FIVB beach volleyball participating NFs.

Referee Database.
www.beachreferee.org
Username: fivbWTorganizer
Password: fivbbvbreferes

This webpage provides:

- International Beach Volleyball Referees’ and Candidates’ biographies, personal information, contact information and refereeing experience in FIVB events,
- Official Beach Volleyball rules and regulations
- Delegates contact information

Refereeing Manuals, Guidelines, Casebooks, Rules, Forms, etc. are available in the following link:
www.fivb.org/EN/BeachVolleyball/Refereeing.asp.

FIVB Referee Database in VIS

The FIVB Online Referee database system (for beach volleyball and volleyball Referees) allows all international referees to modify/update their personal profile.
<http://www.fivb.org/vis2009/>
The page allows access into each user profile and in order to modify/update all personal information.

D. Host NF Officials (Referees, Line judges, Scorers, etc.)

The Host NF is responsible for training and selecting the experienced officials to guarantee the best level of performance during all FIVB beach volleyball events. The hosting NF should use video tapes of International matches in the instruction process which can be made available by the FIVB.

In order to support the training of referees, Multimedia Teaching Material will be produced with the supervision of the FIVB Rules of the Game Commission.

The list of the Host NF officials (referee manager, line judges and scorers, plus ball checker) must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any) and included in the inspection report. In case no yearly



FIVB Klagenfurt A1 Grand Slam Centre Court



FIVB international referee Pietro Sacco with line judges Gstaad Grand Slam 2014

inspection visit is carried out, the Organisers must submit (two months before the start of the event at the latest), for the approval of the FIVB Referee Commission member concerned, a nominal list of scorers and line judges assigned to the tournament together with the name of the “ball-checker” and the name and coordinates of the assigned local Referee Manager. A copy of this list must also be sent to the FIVB Beach Volleyball Department for approval two (2) months before the event. The FIVB Referee Delegate must also receive a copy of the final lists in order to confirm them before the start of the event.

According to the FIVB beach volleyball event's regulations, all local officials (host NF, referees, line judges, scorers) must be available throughout the entire tournament.

However, for certain events and in order to optimize the budget of the Organisers, the Referee Delegate, in agreement with the Referee Commission member concerned, may agree to release at his/her discretion some of the referees assigned under the LOCAL quota, as well as some of the auxiliary officials 1 or 2 days before the end of the tournament. This insertion must be confirmed by the Organisers latest by the deadline established for the host National Federation to submit the local officials.

Organisers must recruit the following auxiliary officials:

- Scorers: the overall number of scorers must be equal to 3 times the total number of courts used during the busiest days of the event (on a rotation basis they will perform scorer, assistant scorer, reserve);

- Line judges: the overall number of line judges must be equal to 3 times the total number of courts used during the busiest days of the event;

Recruited line judges must be active or former qualified referees (Beach or Volleyball) for their respective National Federations. For the Qualification Tournament and the preliminary matches of the Main Draw, two line judges must officiate at each game. In the semi-final and final matches four line judges are mandatory.

For events where more than 10% of the names of the auxiliary officials (line judges and scorers) officiating at the event have changed compared to the list submitted for FIVB approval, or in other extreme circumstances, (e.g. line judges not meeting quality, age, or referee certification requirements) the FIVB Referee Delegate can decide not to use local line judges for the entire event or to implement the appropriate sanctions (see Chapter 10 for further details). In this case, for the semi-finals and finals, the Referee Delegate will have to select line judges among the Referees officiating at the event concerned.

E. Referee Clinic and Extra Clinic

The Referee Clinic should be set up in a hotel conference room (if possible in the hotel accommodating the referees) and should include a projector and screen, plus white board with markers.

All referees officiating during the competition must attend the Referee Clinic starting at 08:30 am the day before the Qualification Tournament. The theoretical training of auxiliary officials (line judges and scorers) will also be held during this morning (or half-morning). The Referee Manager, in conjunction with the FIVB Referee Delegate, must guarantee that all line judges and scorers attend the event's mandatory Referee clinic at 10:30 am the day before the start of the Qualification tournament. The theoretical part of these clinics – with the emphasis on scoring – must be organised in a venue which fit for the purpose (i.e. rooms equipped with video Microsoft Power Point projector, plus white board with markers and desk space for every participant). The practical part of the clinic, also including the participation of all court personnel, will be held during the afternoon. Other referees invited by the National Federation may also participate in this clinic as observers.

It is a mandatory requirement for all new Promoters/Organisers of FIVB beach volleyball events (including Senior World Championships) to organise an Extra Clinic for auxiliary officials and key Court Staff 2 days before the start of the event concerned.

For all new tournaments and tournaments that have been reported as experiencing problems with the quality of the refereeing at the preceding edition, the presence of all of the Host NF referees at an extra day clinic to be staged the day before the standard referee clinic will be mandatory, (in due coordination with the Extra Clinic for auxiliary officials and key court personnel, if applicable).

F. Responsibilities

Referees are responsible for:

- Checking that the court set up and equipment corresponds to FIVB requirements;
- Verifying the availability of the required court personnel;
- Checking that the information included on the scoreboards is correct;
- Verifying that the field of play does not present any danger to the athletes;
- Coordinating the proper match protocol procedure;
- Reporting any problems related to athletes' uniforms to the relevant FIVB official;
- Officiating their match (es) correctly and apply the requirements of the Rules of the Game, including all on court Protocols (e.g. Medical Injury, Ball Mark, Protest Protocol, etc.);
- Ensuring that the score sheets are delivered to the Referee Manager at the end of each match or complying with the e-scoresheet implementation requirements;
- Testing during FIVB beach volleyball events throughout the season (FIVB World Tour Open events mainly) any amendments related to the Rules of the Game with the presence of top ranked athletes and all parties involved;
- Officially implementing changes to the Rules of the

Game, as approved by the FIVB governing bodies, at all FIVB beach volleyball events.

- At FIVB World Championships and FIVB World Tour Grand Slam and Major events, only on the centre court, the Referee must implement the procedure for “1st Referee communication with the audience”.
- At every tournament at FIVB Beach Volleyball events, only on the centre court, the Referees must implement the Heat Stress Monitoring Protocol (Wet Bulb Globe Temperature measurements).
- Referees wishing to withdraw from duty must inform the FIVB and Referee Commission member concerned within 48 hours to allow for a decision to be taken as to whether the reason for withdrawal can be treated as “force majeure”. If this is not the case, and if they have already signed an agreement, their future participation in FIVB tournaments will be restricted for a minimum of one year. Moreover, last minute withdrawals by any referees assigned to FIVB World Championships and FIVB World Tour events, must reimburse the cost of their international travel (if already issued) and/or any extra costs incurred by the late issuing of a new ticket for the replacement referee.

G. Court Personnel

- Organisers must recruit the following, court personnel, and court maintenance staff in order to properly run the event:
- Scoreboard operators: 2 scoreboard operators per court (outside courts and centre court, if applicable) plus 4 reserves in total;
- Ball retrievers: 6 ball retrievers per court plus 3 reserves in total;
- Sand levellers: 2 to 3 sand levellers per court plus 2 reserves in total. The volunteers selected to act as sand levellers must be able to meet the demands of their tasks;
- Athletes' attendants: 2 athletes' attendants per court plus 2 reserves in total;
- Organisers must either ensure that 14 years old is the age limit for recruited volunteers in general, or that the court rakers will have a dedicated role, that they must be minimum 3 per competition court, and that they must not be younger than 14 years old.

Reserve persons must be available especially when all courts are in use (i.e. Qualification Tournament (if any) and first days of the Main Draw competition). Organisers who were given a score below 4 the preceding year by the Referee Delegate concerned (BVB/24 Section D: Evaluation of Personnel) on any of the following job role areas: scorers, line judges, and court personnel (2 items minimum in the overall court personnel job related areas), will be required to host a mandatory 1 full day pre-preparation clinic for auxiliary officials and key Court Staff the day before the standard Referee Clinic at their own expense.

3.3 Coaches

Coaching on the field of play is not permitted by the FIVB.

No Coaching Permitted	Coaching Permitted
FIVB World Championships	1st and second phase of Continental Cup
FIVB World Tour (Grand Slam, Major Series & Open)	Age Group World Championships
Swatch FIVB Would Tour Finals	FIVB Continental Cup Final
Continental Cup Final (at Continental level)	Other Continental events at discretion of the Confederations
FIVB World Continental Cup Olympic Qualification & FIVB World Continental Cup Final	
Olympic Games	
Other FIVB events	

If coaching of teams is observed by any FVIB official during an event where coaching is not permitted, sanctions shall apply. For details please refer to the FIVB Beach Volleyball Sports Regulations, Chapter 3, Specific Sanctions and Regulations.

Coaches have a designated area (with a chair and an umbrella outside the field of play) on all venue courts to allow them to work and follow the game. Coaches and athletes are allowed in the mixed zone. Coaches will be able to access the medical area in order to interact with the medical staff and to help diagnose, manage and rehabilitate the athletes before, during and after the competition, as long as there

are no catering services in this area. In addition, coaches will have the right to receive an accreditation for certain areas of the venue (excluding the catering, roofed VIP stand and other areas at the discretion of the Promoter), upon sending a request through their respective National Federation directly to the Promoter concerned 3 days prior to the start of the event.

Coaches may use ground transportation and meals (the same as the athlete) by paying a flat fee to the Promoter. Coaching at Age Group events or Continental Cup events is different. Please refer to specific rules & regulations.

3.4 Venue

A. Choice of the Venue

Organisers must guarantee set up of a venue in accordance with the standard requirements listed in this section and as per the layout included in the Marketing section. Organisers must also provide full insurance to cover any risk of damages in accordance with the terms listed below.

FIVB areas and working areas during FIVB beach volleyball events are non-smoking and this initiative should be extended to the entire venue if possible.

To ensure adequate planning and set up of the venue, the Organisers must consider several important elements mentioned below. An efficient collaboration between experts during the venue planning process is absolutely necessary to ensure the respect of the following:

- Safety of athletes, spectators, media representatives, VIPs, etc.;
- Strategic location in terms of concentration of people and amenities. It is recommended to select a popular location in order to attract as many spectators as possible;
- Sufficient number of comfortable seats for general spectators and VIPs (i.e. minimum stadium capacity of 3,500

- seats for FIVB World Tour Grand Slam and Major Series events and min 1,500, max 2,000 seats for FIVB World Tour Open events);
- Evaluate the possibility of using an existing venue (e.g. Tennis stadium, indoor facility, etc.);
 - Space in the bleachers to give access to the athletes’ guests and athletes taking part in the Qualification Tournament;
 - Sufficient space to set up the facilities, the required number of competition courts, warm-up courts as well as trade village, parking, etc.;
 - Good visibility from all VIP areas, general stands, etc. and sufficient distance from the bleachers to the court;
 - Correct orientation of the stadium to fulfil the TV requirements. Organisers and Host TV Broadcaster must decide on the stadium’s position to ensure that the main court is properly placed with regards to the position of the sun in order to avoid TV production problems (see sections related to “TV Broadcasting Guidelines” and “Competition Area”) and to reduce shadows as much as possible. The TV platforms should be foreseen in the planning phase in accordance with the TV camera position requirements;
 - Prevision of the necessary space to set up an artificial lighting system (if any) and sound system;
 - Correct placement of the 2 electronic scoreboards (if any);
 - Easy access from the main roads/parking areas, etc. to the



Gstaad Grand Slam men's medal ceremony 2014

- venue and proper flow of spectators and personnel. General access and access gates must be foreseen in sufficient number according to the local safety and construction measures;
- Distance from the event's official hotel.
 - Providing a good quality Internet connection: to provide high speed Wi-Fi internet to the stadium guests as a service to satisfy the increasing demand for digital content and to attract the people to come to the stadium. Also to provide a high speed Internet connection at the venue, preferably wired, or password protected if wireless

The Promoters may use the hotels/structures in close proximity as event facilities (e.g. press room, athletes’ lounge, etc.) whenever possible and use permanent facilities which may offer all amenities. The facilities should be easily accessible at all times. In the case of the athletes’ lounges, press centre, coaches mixed zone, etc. being located at a permanent facility (e.g. host hotel), the Organiser must ensure that the facility's operating hours can accommodate the tournament schedule. The FIVB advises Promoters to contact the FIVB Venue Construction Consultant (if any), or any other FIVB Consultants, with a view to contracting their services (at a fee) and to finalizing their venue plan in accordance with the detailed layout included in the Marketing chapter and the Venue sections of this Handbook. The FIVB Venue Construction Consultant services include various consulting, controlling and implementation phases as follows:

- Venue plan analysis including feasibility, proposals on cost optimizations, sustainability, security, orientation of the venue, impact on the environment, etc.;
- Proposals on lighting systems for night televised matches and on the Public address systems;
- Proposals for the global look of the venue as well as grandstand structures including internal walkways;

- Suggestions for side areas, VIP-areas (boxes, skyboxes, platforms etc.);
- Provision of a time schedule for different types of venue in terms of transport, erection and dismantling;
- Conduction of site inspection/performance measurement during the implementation phase;
- Check the mandate during erection and final acceptance of the construction work;
- Other services to be agreed by the parties.

B. Village

The Promoter is required to allocate space around the Venue in a dedicated area for the organisation of side events (with the participation of celebrities, special guests, local authorities, athletes, officials, media, sponsors, etc.) and to conduct PR activities to attract public and media interest.

The Promoter must also guarantee the installation of a Village (booths) both for International and Local Sponsors and for the FIVB Beach Volleyball Promoters (or Organisers of upcoming events) in order to help them best advertise their tournament, if required.

C. Temporary Tribunes

The FIVB asks that the requirements of European Buildings Standards (or equivalent) are respected in order to guarantee the compliance with the following obligations:

- The tubular and/or temporary tribunes must be built/ assembled by an authorized local construction company. These tubular and/or temporary tribunes must be built/

- assembled meticulously and an official security certificate must be delivered;
- The construction company must guarantee that solid and quality material only is being used for the structure and that resistance tests are carried-out;
- Competent local authorities must recognize the legality of the security certificate and carry out the necessary inspection visits for all tubular structures and supporting foundations in order to assure that the facilities conform with the building codes (a written approval must be given to the FIVB);
- The foundations must be solidly fixed to and firmly support the body of the structure;
- An insurance policy against accidents must be taken out for a minimum amount of USD 1,500,000 for the FIVB World Tour Grand Slam and Major Series events, USD 1,000,000 for FIVB World Tour Open events. The insurance policy must be sent to the FIVB 60 days before the start of the event, and it must include details of the construction of the tribunes to cover any risk of damages and accidents, (e.g. stands collapsing, faulty or incorrectly installed/torn down equipment/installations/facilities, damages arising out of the conditions of the event itself, etc.), with the insurance certificate provided to the FIVB Technical Supervisor on the day of venue homologation;
- Certification of the correct set-up of the bleachers and any other temporary facilities is needed.

Organisers are requested to follow these requirements and provide the FIVB Technical Supervisor with copies of these documents as proof that they have fulfilled their obligations during the onsite inspection visit (if any) or before the start of the competition during the venue homologation. If Organisers do not present the insurance and the certification of correct set up of the structure before the start of the competition, the FIVB Technical Supervisor has the authority to suspend the event based on his/her evaluation. In this case, the Organiser must reimburse all athletes for their airplane tickets.

D. Facilities

Facilities can either be set up temporarily or use existing structures located at walking distance from and ideally facing the venue. If facilities are set up in an existing structure, the Organiser must ensure that the operating hours are in line with the tournament schedule, fulfilling the communication requirements established by the FIVB.

1. VIP Tribune

A VIP section for a minimum of 150 or 200 people for an FIVB World Tour Open Event (single and a double gender event respectively), a minimum of 350 people for an FIVB World Tour Grand Slam and Major Series event must be guaranteed. If necessary the promoter can set up a roof above the VIP section. However, this is not a requirement of the FIVB. The FIVB recommends applying the minimum seating requirements for a single gender FIVB World Tour Open event as follows:

- VIPs (42);
- FIVB (30);
- Journalists (50);
- Radio & TV commentators (10);
- Athletes and coaches (150);
- Medical personnel (10);
- Guests and sponsors (50);
- Referees (20);
- FIVB International Sponsors and Partners (35);
- Announcer, Producer, and DJ (3).
- The Promoter must provide, whenever possible, a roofed VIP area and covered seats (rain/sun protected) for the players (min. 20) at the centre court throughout the two final days of the competition.
- The gate for the VIP and guests tribune must be clearly identified with English signage and must be separate from the main public entrance if possible.
- The area reserved for journalists and TV commentators must be positioned in line with the net to allow the best possible view of the competition.
- The athletes’ reserved area must not be adjacent to the referees’ area.
- A catering facility with fruit and drinks for VIPs, sponsors and journalists should be provided on each day of the event.
- In case of a double gender event, the number of seats allocated to the athletes should be doubled accordingly.

2. Athlete’s Lounge

Minimum 50m2 with air-conditioning and direct access to the court equipped with:

- 20 chairs;
- Tables;
- 1 billboard (min. 2m x 1m) displaying competition results;
- Wireless LAN and/or internet connection to be available for athletes at the venue;
- Water, snacks, fruit and ice available at all times;
- Wireless connection for the athlete’s computers, 2 mandatory computers for single gender and 4-6 for double gender events, plus 1 printer.

3. Athletes’ Locker Room

Minimum 30m2 with direct access to the court equipped with 10 chairs or benches and mandatory lockers.

This area must be located close to the athletes’ lounge but must not be part of it. In case of a double gender event, two separate locker rooms must be provided (one for each gender).

4. Referees’ and Line Judges’ Lounge

Minimum 30m2 with air-conditioning equipped with:

- 15/20 chairs;
 - 1 table;
 - 1 whiteboard;
 - Water, snacks, fruit and ice available at all times.
- Referees and auxiliary officials must have separate areas (meeting rooms, lounge with privacy) in accordance with capacity, security and comfort requirements.

5. Locker Rooms for Referees and Line Judges

Minimum 30m2, if possible, with direct access to the court equipped with:

- 10 chairs;
- 2 tables;
- Min. 20 lockers (or secure room).

If no locker room is available, Organisers are recommended to either supply mandatory lockers in another area or specifically dedicated security for the referees and auxiliary officials’ personal belongings.

6. Catering – Lunch Area

The food and refreshment pavilion must be protected from wind and sun. Ideally it should be fitted with a floor. The promoters must carefully check the food quality and quantity at the hotels and the venue. A basic level of nutrition including pasta, rice, chicken, vegetables etc. must be available and comply with certain quality standards to ensure the athletes’ essential needs are met.

7. Press Center

Minimum of 40/150m2 for FIVB World Tour Open and FIVB World Tour Grand Slam and Major Series respectively with air conditioning, located with a view of centre court and with easy access to the mixed zone and other courts, equipped with:

- Working tables with chairs to accommodate a minimum of 50 journalists for FIVB World Tour Open, 100 journalists for FIVB World Tour Grand Slam and Major Series (tables to be fitted with two power sockets in front of each chair for journalists and photographers);
- 1 desk with an international landline phone, printer and dedicated LAN cable internet connection for the FIVB Media Operations Delegate;
- 1 Press Center notice board (min. 2m x 1m) for displaying competition results;
- 1 billboard (min. 2m x 1m) for displaying competition results;
- Plug sockets (sufficient);
- Access to a fax machine (backup must be available) with an international line;
- 1 or 2 international telephone lines (at the welcome/reception desk);
- 3 to 5 computers (Windows English version, Word, Excel, Adobe Acrobat Reader software, high speed internet access);
- A minimum of 3 laser printers;
- Wireless (password protected) high speed internet access for journalists and LAN cables for photographers;
- Wireless (password protected) high speed internet access or LAN cable for the Media Operations Delegate;
- Network card for internet access (for the Media Operations Delegate) if required;
- 2 photocopying machines (30 copies per min.);
- Area to display the FIVB Press Kit as well as the FIVB Sponsors and partners information;
- 20 pigeon holes/document trays for duplicate results,

information, and announcements;

- Neat and well-presented bar and catering facility.
- Adequate password protected Wi-Fi connection in every press working room. This Wi-Fi connection must be available until the final competition day, four hours after the final match. The bandwidth should be good enough to allow for efficient uploading requests by all photographers.

For full details of essential equipment for the Press Center and Interview Room (to be strictly respected) see the Communications chapter 5.

8. Mixed Zone

Located next to the main court, outside the competition area (out of reach from spectators, court personnel and officials), it must be easily identified with the official mixed zone backdrop (see marketing Branding Kit). It should be located close to the exit of the centre court but possibly not be affected by the sound of the PA system. The public should not be allowed direct access to the mixed zone area so that the athlete can be interviewed by the press without interruption. This area must be used immediately after the end of a match by the Host Broadcaster or individual media representatives (e.g. radio stations) wishing to conduct one to one interviews and discuss post-match analysis with the athletes. This mandatory area must be supervised by the Media Operations Director along with the Media Operations Delegate (if any).

9. Interview Room

The interview room is recommended and if required by the promoter it should be minimum between 40 and 60m2 and easily accessible for accredited journalists and athletes during the entire duration of the event. The interview room must be located next to the mixed zone and media center, and equipped as follows:

- Air conditioning
- Tables and chairs for a six-person head table/tribune;
- A minimum of three microphones on the tables;
- 1 portable microphone;
- A minimum of 25 chairs for media representatives;
- A backdrop featuring the Title of the FIVB beach volleyball Event, the local title of the event, the FIVB logo, the FIVB Sponsors and the local Sponsors as per the guidelines laid out in the marketing chapter;
- Towels and bottled water should be available for the athletes at the head table/tribune;
- Water should also be available for the press in the interview room.
- Speakers should preferably be positioned at the back of the room to avoid appearing in photos and TV coverage.

10. Working Rooms for Organisers and FIVB (6 total)

Minimum 16m2 each with air conditioning (or placed in the shade with umbrella) for security personnel (one room), court manager (one room), technical control (one room), organising committee (one room), FIVB Officials (one room). The Technical Control, Organising Committee and FIVB Officials’ working rooms must each be equipped with:

- 1 computer (Windows English version);
- 1 laser printer;
- 1 photocopying machine;
- 1 international telephone/fax connection (with email account);
- Adobe Acrobat Reader software;
- For the results system and files transfer via Internet, Organisers must install in the Technical Control working room:
- 1 computer (Pentium recommended), with an English keyboard and MS English Windows or later loaded with MS Word and MS Excel software;
- 1 Netscape or MS Explorer software (internet browser);
- 1 Eudora (email software);
- 1 FTP software (Cute FTP - Freeware or other);
- 1 laser printer;
- 1 modem (fast 28.8 bps recommended);
- 1 modem line;
- 1 fax connection and machine;
- 4 cellular telephones to be provided to the Technical Supervisor, Referee Delegate, Media Operations Delegate and TV Coordinator to allow them to access all communications relevant to the tournament upon their arrival on site;
- 1 Internet Wi-Fi connection.

The FIVB Medical Delegate must have a table in the FIVB official room to work appropriately.

Technical Term sheet for the Implementation of Internet Video *LIVE* Streaming

1. TECHNICAL REQUIREMENTS

1.1. Provision of a dedicated physical internet connection with a minimum UPLOAD bandwidth of 8 Megabit/sec

Unas media productions requires access to a dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 8 Megabit/sec for Internet Video *LIVE* Streaming & *LIVE* Scoring purposes on site.

As a high amount of data is constantly uploaded to a streaming server while an Internet Video *LIVE* Stream is processed, a reliable high UPLOAD and DOWNLOAD bandwidth – in this case 8 Megabit/sec – is crucial for successful production and broadcast.

The provided internet line may not be shared with any other party (e.g. Press/Media, tournament office, etc.).

The required physical internet connection with a minimum UPLOAD and DOWNLOAD of 8 Megabit/sec has to be ordered by the local Organiser in due time and a written booking confirmation must be forwarded to Unas Media Productions no later than 8 weeks prior to the start of the event.

Requirements:

- Provision of a dedicated physical internet connection with a minimum UPLOAD bandwidth of 8 Megabit/sec
- Flat rate for generated streaming traffic
- Provision of a router with at least 4 Ethernet ports
- Installation on site no later than 3 days prior to the start of the Main Draw tournament or the day prior to the technical setup

of Unas Media Productions

In case the local ISP (Internet Service Provider) requests more specific information, please contact Unas Media Productions immediately.

1.2. Provision of a main streaming & production working position

A main streaming and production working position in the centre court tribune is required.

Please take into consideration that the main streaming and production working position has to be located in a way that the cabling distances (to centre court and the “most popular” side court) do not exceed a distance of 100 meters.

Requirements:

- Access to the dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 8 Megabit/sec (as in 1.1.)
- Constant, reliable power supply (230 V) to the working position
- Working space for 2 shuttle PCs, 1 Laptop provided by Unas Media Productions & Audio/Video equipment
- Provision of 2 local SIM Cards (at the expenses of Unas Media Productions)
- Tables & chairs (minimum width: 2.5 meters)
- Weather protection (wind, rain, sun)
- Unobstructed, clear view of centre court (with all court lines visible), the referee, and the scoreboard
- Collection of the TV feed directly at the working position (as in 2.2.)
- Provision of audio and video cables by the HTVB for all televised match days ex OB van to Unas Media Productions workstation

As Unas Media Productions will operate a *LIVE* Scoring System for internal purposes, a clear and unobstructed view of the court, the scoreboard & the referee is absolutely crucial (see 1.3.).

1.3. Provision of a *LIVE*-Scoring Working Position

Unas media productions will operate a *LIVE* scoring system on each covered court for internal purposes, which is why a working position in the stand of centre court and the “most popular” side court is required. On centre court the provision of this position will only be necessary if the main streaming & production working position is not located in the centre court tribune. Working place should be protected from sunshine and rain.

Requirements:

- Access to a physical LAN connection or a non-public Wi-Fi network (in the area of centre court and the “most popular” side court)
- Working space for 1 ticker operator
- 1 table per court
- 1 chair per court
- Appropriate/sufficient weather (wind, rain, sun) protection, e.g. a tent

- Reliable power supply (230 V) to the working position
- Unobstructed, clear view of the court (with all court lines visible), scoreboard & referee

The data generated by the *LIVE* Scoring Software is at a minimal bandwidth, which is why a dedicated internet line will not be required, but any available non-public Wi-Fi or LAN connection on site shall be shared with Unas Media Productions. Please note that the access to a physical LAN connection or a Wi-Fi network is crucial for the operation of the *LIVE* scoring system.

2. PRODUCTION SETUP

2.1. General Information

Unas media productions will produce and stream ALL matches scheduled on centre court & the “most popular” side court.

Production start: Qualifications

Production end: Quarter final and/or semi-finals and/or finals depending on when the start of the HTVB production has been scheduled.

The local promoter will be informed in due time whether Unas Media Productions will cover and produce 1, 2 or 3 courts. In case Unas Media Productions only produces 1 court, the Sport Presentation will always be set for centre court.

Please inform Unas Media Productions if any internal video production (VidWall, etc) is planned by the local promoter and forward the contact details of the people in charge.

2.2. Collection of the host broadcaster's production feed

All matches scheduled on centre court, which are produced by the host broadcaster will be collected by Unas Media Productions at the main streaming working position (on centre court) and processed as Internet Video *LIVE* Streams.

The host broadcaster shall be informed by the local promoter that the audio & video cabling from the OB Van (or the closest production unit) to the main streaming & production working position has to be secured. Therefore the host broadcaster is requested to run the cables to the main streaming and production working position and provide the full production signal (see below).

2.2.1. Unas Media Productions only processes the following audio/video signals:

Video format:

- Analogue Composite, PAL or NTSC
- Video cable with BNC or RCA connector

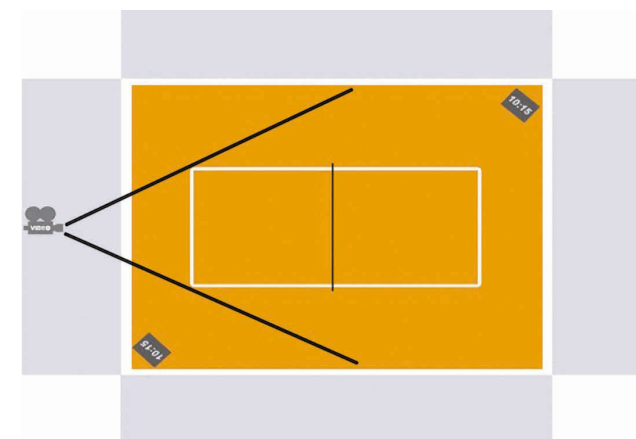
Audio format:

- International sound
- Plus English commentary (if available)
- Analogue, mono or stereo
- Microphone cable with male XLR or RCA connector

2.3. Production & Broadcasting Setup

If TV production or full coverage (of all matches on centre court) by the host broadcaster is not available at an event, the following setup on centre court and the “most popular” side court has to be ensured.

2.3.1. The Standard Setup – centre court stadium



As indicated in the above picture, the required camera position on each court where production will take place is located in the stand at the end of the court (behind the shorter side of the court). Unas Media Productions will set up 1 static camera on each court, which will not be operated manually but set to automatic operation.

All court lines (on both court sides) have to be visible and the camera view cannot be obstructed or affected by the audience.

Therefore a platform with a minimum area of 1 by 1 meter, on top of the stand has to be considered.

If a designated TV platform in the stand at the end of the court is available during the tournament week (before the production start of the local host broadcaster), Unas Media Productions will most likely make use of that platform.

The contractual partner/technical director is requested to provide the best possible camera position as determined above.

An appropriate solution for a camera set up in the centre court stand.



Camera position – “Perfect Shot”:

As in any (static) streaming production, this is the ideal camera position, especially as it provides the best possible view for the LIVE Stream customer.



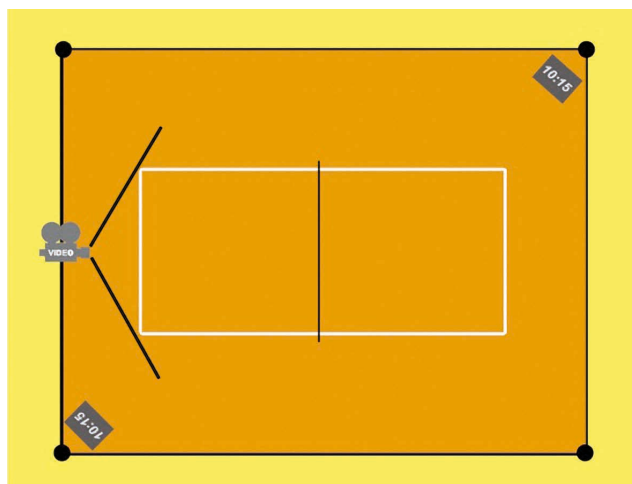
The main camera is set up on a tripod and in static use only, which is why a camera man will not be on spot during the matches. The camera should be facing the banner in position 16.

Requirements:

- Elevated camera platform/camera position in the stand at the end of the court (behind the shorter side of the court)
- Minimum distance to the baseline 7-8 meters
- Minimum height 5-6 meters
- A direct, unobstructed view of the court (all court lines visible)
- Reliable power supply (230 V) to the camera position

2.3.2. Advanced Setup – Side court production setup:

If Unas Media Productions plans to cover more than just the centre court, the tournament office is requested to clearly define the “most popular” side court (outside centre court) prior to the tournament start and to prepare all communicated requirements in due time.



Unas Media Productions plans to cover the “most popular” side court, where most matches (outside of centre court) will be scheduled.

If the “most popular” side court is not surrounded by tribunes but only, for example, by security nets, the following setup is likely.

The local promoter is requested to set up an extra pole in a central position behind the shorter side of the court. On top of that pole a static camera will be placed by Unas Media Productions. The local promoter shall contact the Unas Media Productions as early as possible to identify the “most popular” side court as well as to confirm the requirements on the extra pole needed.

As indicated in the picture below, the pole has to be set up at a minimum distance of 5-6 meters to the court/baseline and has to be at a minimum height of 4 meters – the minimum height has to exceed the height of the security net, in order to guarantee a clear, unobstructed view from that position of the court (with all court lines visible).



Requirements:

- An extra pole, set up centrally behind the shorter side of the court
- Minimum distance (to the baseline): 5-6 meters
- Minimum height: 4 meters
- Reliable power supply (230 V) to the camera position
- Clear, unobstructed view of the court (with all court lines visible)

2.4. Rental of audio and video cables (at the expense of Unas Media Productions)

Please note that Unas Media Productions seeks to rent the required audio and video cables on site, which is why the local promoter is requested to provide the best possible support, in order to find and approach TV stations, production companies, etc.

Please note that the following cables will be required:

- Analogue video cable (RG 59) with BNC jack
- Analogue microphone cable with XLR jack male/female

The amount of cable required depends on the individual set-up at each tournament, which is why the local promoter is requested to measure the approx. cabling distances from the main streaming and production working position to the

1. main camera on centre court
2. main camera on the “most popular” side court

The rental of the required audio and video cables will be at the expense of Unas Media Productions. Therefore the local promoter is requested to provide a quote to Unas Media Productions in advance of the tournament and wait for an approval of the costs.

3. ORGANISATIONAL REQUIREMENTS

3.1. Main contact of Unas Media Productions

Name: Drazen Josipovic
Department: Production Management

e-mail: unas_event_planning@unas.tv
office: +4312563141321
mobile: +43664603141321

Drazen Josipovic will be the main contact for any related issues, both organisational as well as technical.

3.2. Tentative tournament schedule & Entry-list

As Unas Media Productions always seeks to gain as much information as possible prior to the tournament, the local promoter is requested to forward any relevant information to unas_event_planning@unas.tv and video@unas.tv as soon as it is available.

- Tentative tournament schedule (starting times, number of matches per day & per court)
- Entry-lists
- Tournament Bulletin

3.3. Schedule communication on-site

During the tournament week, the local promoter is requested to put the Sport Presentation team on the internal mailing list for communications regarding schedule announcements, updates, changes and athlete information.

The local promoter provides all relevant information (schedule, team information, injuries, etc.) by email and hardcopy print.

All communications related to the schedule must be well organised and accurate during the entire tournament as the success of the streaming project depends heavily on the accuracy of the schedule communication.

Therefore the local promoter is requested to provide the following:

- Provision of a hard copy print at the Main Streaming &

- Production working position
- Sending of the schedule (fixtures, starting times, court id) by email in a .pdf format
- Access to an online version of the schedule (starting times, fixtures and court allocation) and the results

3.4. Accreditation

The local Organiser is requested to prepare accreditations for the onsite production team of Unas Media Productions and a total of 4 people.

As Unas Media Productions in this case is not only the production company, but also a representative of the rights holder, access to all areas must be granted.

3.5. Accommodation & Transfer

The local promoter is requested to communicate special room rates at the official tournament hotel(s) prior to the tournament start and as soon as relevant information is available.

The local promoter is requested to offer shuttle transfers from the airport to the hotel, from the hotel to the venue and vice versa.

3.6. Visa Application

Since Unas Media Productions’ employees may require an official invitation letter for the visa application (only for countries outside of Europe), the best possible support from the local promoter should be assured.

Unas Media Productions will forward all relevant personal details (name, position, company, passport copy, etc.) to the local promoter in due time prior to the event if a visa is required.

3.7. Internet and Workplace Setup Costs

It is understood that each promoter will send the detailed quote for the above services to FIVB eight weeks before the start of the event at latest. The FIVB will reimburse the promoters up to 4’500 Euro per event and continent (up to 2’000 EUR in Europe, 3’400 USD in America and up to 4’000 USD in Asia) only after having approved the costs and upon receiving the respective invoice for the dedicated internet line and tent (of minimum 3.0 m X 3.0 m) to accommodate the staff of Unas Media Productions on the secondary courts.

All related communication has to be addressed to FIVB TV & Marketing Department at tv.marketing@fivb.org copying worldtour@fivb.org

11. Coaches Areas and Mixed Zone for Athletes and Coaches

The Promoters must set up a designated area for coaches at the venue in the general grand stands and around the playing area for the outside courts. They also have to provide them a separate area either under a tent, in a room, in a shaded area or anywhere else (e.g. at the hotel if in proximity) with plug sockets, where the coaches can meet with their athletes. Such areas must be secure and only open to accredited athletes

and coaches. The area must accommodate up to 4 teams and their respective coach (es) for single gender events and up to 8 teams and their respective coach(es) for double gender events, as well as include adequate numbers of chairs and tables.

The FIVB and the Promoter must strictly follow the requirements for the coaches’ mixed zone, as well as the coaches’ access to physiotherapy treatment rooms for consultation with athletes.

12. Medical Services Area

Minimum of 30 m2 equipped with:

- Bed(s) (at least one);
- Basic medical equipment;
- Basic medications;
- Defibrillator and oxygen;
- Equipment to assess and treat dehydration and hyperthermia (including electronic rectal thermometer accurate to >44° and equipment for emergency cooling and intravenous treatment);
- Stretcher(s);
- Ice machine;
- Telephone;
- Scanner.

In addition, the following is required on site:

An ambulance with defibrillator must always be available.

- Paramedical personnel must be present at the venue during the entire competition.
- The ambulance shall be parked as close as possible to the venue, adjacent to the medical area.

13. Massage and Physiotherapy Room

Minimum 30 m2 equipped with:

- 2 massage tables for single gender events and 4 massage tables for double gender events;
- Physiotherapy equipment.

The medical service area and massage/physiotherapy rooms must be protected and separated from the open air and a heater must be installed in the rooms, if necessary. It is recommended that a separate facility is constructed for team physical therapists and physicians, with a minimum of two treatment tables. Also, it is recommended that a procedure is established to ensure that the physical therapists have the appropriate credentials for accreditation to events. This accreditation is necessary to allow physical therapists and physicians court-side and on-court access in case of a medical time-out during games.

14. Doping Test Section:

Minimum of 25 m2, divided into 3 sections - 10 m2 waiting-room, 10 m2 sampling room, and toilet - equipped with refrigerator and refreshments and a TV. The waiting room should be well supplied with refrigerated bottled soft drinks and water. The refrigerator should be lockable.

The Doping Control Test section must always be prepared as described, regardless whether doping controls have been

scheduled or not, to allow for unannounced anti-doping controls performed by the FIVB or other anti-doping authorities as provided for in the World Anti-Doping Code.

15. Storage Room

This room with a minimum surface of 25m2 has to be secured and locked. Direct and easy access to the court for all equipment (such as balls, posts, net, lines, scoreboards, speed ball device, panels, billboards, water pipes, wind sleeves, towels, rakes, boxes, etc.) is needed.

16. Other Facilities

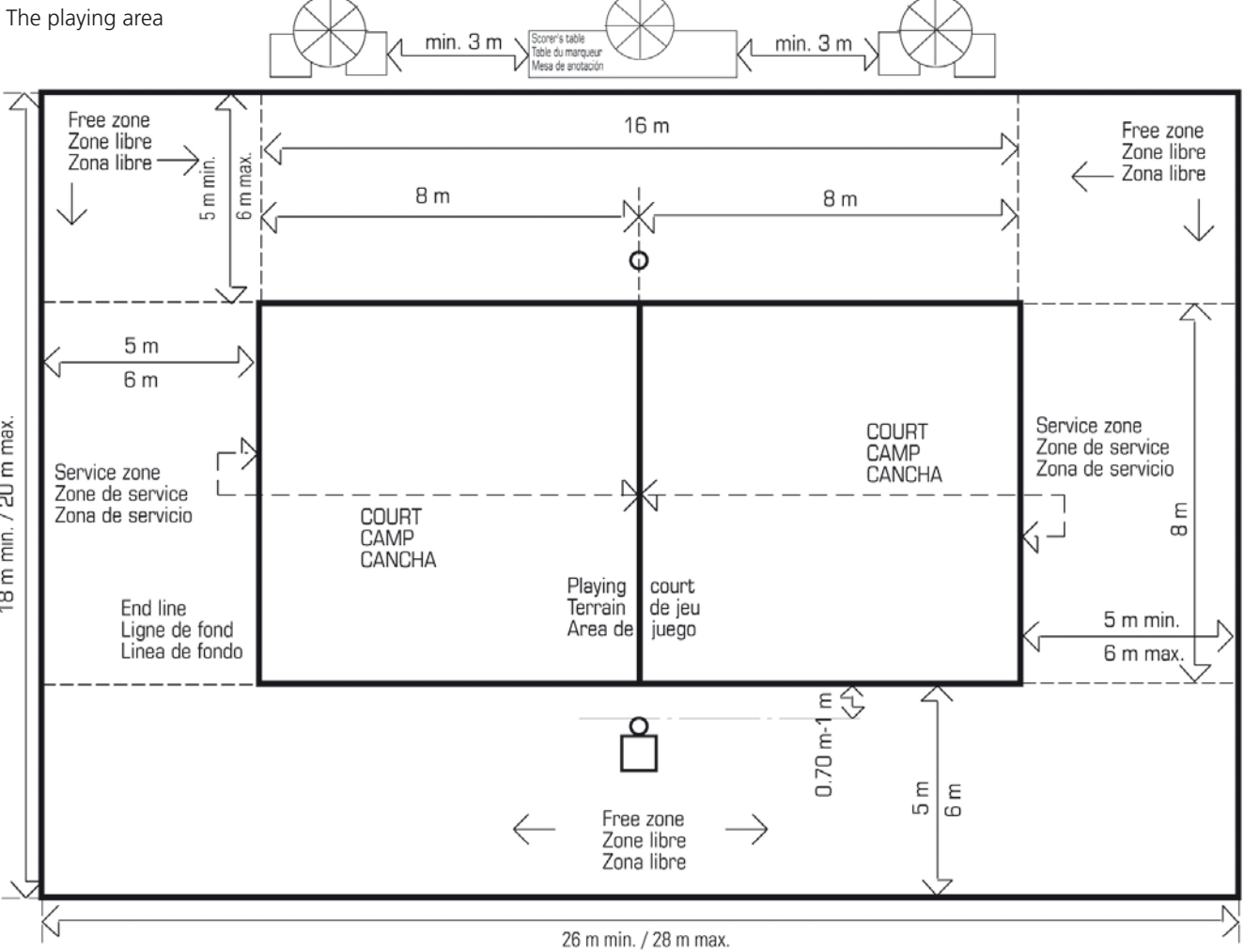
- 4 Showers for athletes;
- 1 Logistic warehouse;
- 1 Accreditation Area;
- Platform(s) for TV Cameras (as per the TV Broadcasting Guidelines, chapter 6);
- English Guide Commentary positions (equipped and located as per TV Broadcasting Guidelines, chapter 6);
- Mixed zone area for TV interviews immediately after the matches;
- 1 Area for disabled and handicapped people. This area (for approximately 10 people in wheel chairs and 10 assistants) must be provided at court level or in the VIP section. A surface to allow the passage of people in wheel chairs must be provided from the parking area to the stadium;
- Sound system and area for players/mixer equipment, including a wireless switch on/off lapel microphone for the 1st Referee on centre court integrated with the announcer/ DJ mixing table (mandatory for FIVB Beach Volleyball World Championships and FIVB World Tour Grand Slam and Major Series, recommended for FIVB World Tour Open events);
- Temporary toilets should be located near the bleachers (10 for the public, 2 for athletes, 4 for VIPs). Toilets for athletes must be easily accessible from the athletes’ lounge, the locker room and the playing courts and there has to be a “toilet wagon” (running water) for each gender in or next to the athlete’s area and/or at the side court venue. Plastic cabinets without running water are strongly discouraged;
- Disposal bins for paper, food, empty bottles, etc. (as many as necessary to keep the area neat and clean during the entire duration of the event);
- Entrance.

E. Competition Area

Organisers are responsible for ensuring the proper preparation of the competition area with high quality visual standards and high technical/safety levels in accordance with the Official Beach Volleyball Rules. The court layout must respect the FIVB regulations with regard to the distance between the bleachers and the panels, etc.

A playing area of min 26 m. - max 28 m. X min 18 m, – max. 20 m. must be set up with the following measurements:

- Court: 8 m X 16 m;
- Free zone: 5 m minimum - 6 m maximum on each side;
- Free passage way: 3 m.



1. Orientation

Many factors must be evaluated concerning the choice of the orientation of the long axis of any beach volleyball court. The angle and the direction of the sun at different hours during the day and the season are major elements to be carefully taken into consideration in the planning. Organisers must study in detail the orientation of the courts in order to minimize any adverse effects from the sun during broadcasting time, such as the sun facing both the main TV cameras, with the aim of reducing shadows during televised matches.

The VIP tribune must be, if possible, built close to the main road to allow the athletes, journalists and VIPs to easily access the stadium.

The stadium's net line should be oriented towards the sun especially during the main matches. Outside courts must be orientated in a similar way to the centre court. In areas affected by strong wind, the stadium structure must be oriented in a way that protects the main court and the outside courts.

2. Dimension

The playing court of FIVB International competitions is a rectangle measuring 8 m. X 16 m. surrounded by a free zone of a minimum of 5 m./maximum 6 m. from the end lines and the side lines, and with a space free from any obstruction up to a minimum height of 12.5 m from the playing surface.

3. Sand Requirements

Name	Particle Diameter	Spec. (% ret. on sieves)
Fine gravel	2.0 mm	0%
Very Course sand	1.0 mm - 2.0 mm	0%-6%
Coarse sand	0.5 mm - 1.0 mm	min of 80%
Medium sand	0.25 mm - 0.5 mm	max of 92%
Fine sand	0.15 mm - 0.25 mm	7%- 18%
Very fine sand	0.05 mm - 0.15 mm	not greater than 2.0%
Silt and Clay	below 0.05 mm	not greater than 0.15%

The above particle size requirements allow for excellent on-court drainage and are essential if the competition court is to be able to successfully handle all weather conditions. It is important that the sand is also free of any organic material.

Particle Shape:

The recommended sand qualities for beach volleyball court installations are as follows:

- Physical properties;
- Be naturally weathered;
- Be sub angular/rounded;
- Not be acquired from a crushed rock source.

The selection of the particle size gradation must conform as closely as possible to the above table.

The Sand can make the Difference

The FIVB requires that Promoters receive homologation of the sand from Hutcheson Sand and Mixes, unless they are using the same sand quality as the previous year. All promoters hosting an event for the first time, and those events where the quality of the sand was declared to be of poor quality must secure the approval of a sand sample from Hutcheson Sand and Mixes. Each sample, up to 1 kg from different layers of 40 cm, must be sent to the Hutcheson Sand and Mixes consultant properly labelled.

FIVB Sand Specifications

Sub-angular particles:

- increase soft texture of sand
- Increased safety for players (less abrasive than angular particles)

Contamination:

- Sand MUST be free of contaminants i.e. organics, shells, coral or any other foreign abrasive materials
- Contaminants change the physical properties of the playing surface and potentially results in injury or a non-playable court surface.

Sample Submission/Packaging:

- Sample should be approximately 0.5kg to ensure a representative sample
- Place sample in a firm plastic container
- Container must withstand shipping to Hutcheson's Lab in Canada

Submission forms:

- Forms must be completed and included with sample
- Samples without proper documents may be seized and destroyed
- A Hutcheson Sample Submission Form MUST accompany the sample and be completed entirely in order for sample to be processed
- Proper shipping documents for DHL/FED-EX must be included
- Customs will destroy any samples that are not properly I.D.

4. Playing Surface

The court and playing surface must be made of levelled sand (as flat and uniform as possible) with good drainage and free of rocks, shells or dangerous particles that may cause cuts or injuries to the athletes. It is recommended that a tarpaulin is provided for use as a cover for the central court in rainy weather conditions. The sand must be sifted prior to the event whenever a natural beach is used (if deemed necessary).

1. The sand conditions must be the same on the centre court, side courts and warm up courts. If concerned about the quality of the sand, the Technical Supervisor must send a sample to Hutcheson Sand and Mixes. It is the FIVB's

responsibility to check the sand quality together with the Promoter as soon as possible.

2. Promoters shall maintain safe playing conditions on court and proper drainage should be utilized throughout the entire duration of the event.

Organisers must always have machines available to turn the sand in order to avoid any contingency situations.

The FIVB officials will also monitor the accurate quality, depth and levelling of the sand on all courts during the inspection visit on site prior to the event (i.e. before the court and the tribunals are completely set up) for final approval as well as during the event (at different times of the day and especially in wet weather).

- The FIVB will assign Mr. Knapton to all the events where the sand results were poor. These inspections (a minimum stay of 2 days plus fee) will be at the Promoter's expense.

The Technical Supervisor may decide to cancel an event if the quality of the sand is unacceptable, may lead to injury or if the deadline to change the sand, as per FIVB regulations, was not respected. A sanction of up to USD 100,000 may also be imposed by the FIVB to the Promoter. Should the event be cancelled due to the above mentioned reason, the promoter will be solely responsible for any expenses related including but not limited to the cost of airplane tickets of the teams, referees, FIVB officials, etc.

5. Service Zone

The service zone is the area behind the end line and between the extensions of the two side lines. In depth, the service zone extends to the end of the free zone.

6. Time-Out Area

The time out area should be located at least 3m away from the scorer's table and set up according to the diagram included in the Marketing chapter.

F. Courts

1. Number of Courts

Organisers must set up four (4) courts plus one (1) warm up court for single gender events, fully equipped as per FIVB requirements and standards. A minimum of six (6) courts (4 competition and 2 warm up courts) are required if men and women events are organised at the same time. If a double gender event (both men and women) is staggered by one day (e.g. women's Main Draw starts on Wednesday and men's Main Draw starts on Thursday) a minimum of 4 competition and 2 warm up courts are also required. The Promoter must

secure a minimum of 1 official warm up court for each gender at the venue (total 2) – minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.

A net of a minimum height of 3m must separate all adjacent courts. Additional courts may be required by the FIVB depending on daylight hours and weather conditions.

Only the FIVB Beach Volleyball Department or the FIVB Technical Supervisor may authorize the setup of fewer courts, in the case of a smaller than expected number of teams registering for the event.

- 2 days before the start of the Qualification Tournament: 2 warm up courts from 9.00 am until 6.00 pm must be set up and available every day of the competition;
- 1 day before the start of the Qualification Tournament: All courts required for the next day of competition, plus one warm up court per gender, must be set-up from 9.00 am until 6.00 pm;
- 1 day before the start of the Main Draw: 2 courts from 9.00 am till 6.00 pm for the Main Draw teams must be available (unless the court is required for the Qualification Tournament);

In case, the side courts are not located within walking distance, the communication requirements stated in the Handbook need to be upheld by the Organisers. For a detailed plan of the use of the competition courts, please refer to the Chapter 2 of the FIVB Beach Volleyball Sports Regulations.

2. Training Courts

Before the start of the competition, it is mandatory that the courts are available for the training sessions of the participating teams (minimum availability for a single gender event). If men and women events are organised on the same date and at the same venue, twice as many training courts must be ready as per the requirements outlined in point 1 above.

Two training courts (starting from at least two days before the start of the event), must be available at each event. Organisers must also keep all courts available during the competition to allow athletes to practice or for the organisation of camps, and/or other activities if previously requested.

If no training court is offered close to the hotel and venue, courts must then be made available in close proximity and a shuttle should be provided.

One volunteer per court, working under the supervision of the Court Manager, must be available to coordinate the training program through the BVB/18 form and to provide athletes with water, etc. The Court Manager shall work under the direction of the Competition Director and the FIVB Technical Supervisor.

Each of the participating teams is entitled to 1 hour's training per day upon signing the training session form (teams may be required to train together in the case of high demand).

Mikasa balls should be provided to the athletes upon request for the training sessions. Organisers may ask for a deposit from athletes in exchange for the balls (athletes are also responsible for the loss of balls during training sessions).

3. Warm-Up Courts

The Competition Director must ensure an efficient level of communication between the playing courts and the warm up court(s) in order to constantly inform the athletes warming up of the scores on each court and notify them of the start of their next match. Organisers must appoint one person responsible for the warm up court area, in regular and direct contact (by walkie-talkie) with the Court Manager or with the scorers.

The Promoter must provide a minimum of 1 official warm-up court for each gender at the venue (total 2) - minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.

G. Sport Equipment

Organisers must choose quality equipment and respect the FIVB standard requirements.

1. Balls

Four balls must be used on each court (3 playing balls plus 1 reserve). The official ball is the "Mikasa" VLS 300 (leather-like material 67 ± 1 cm). Mikasa will provide the official balls at least one month before the event (see details concerning the quantity in the Marketing Chapter 4). It is strictly forbidden to add, stick and/or write any special marks, logos and/or inscriptions of any kind on the official Mikasa balls.

Mikasa should provide every promoter (if not already in their possession) with a "Ball Inspection Kit" and a "Beach Volleyball Inspection Manual". The FIVB Referee Delegate is required to check whether each ball fulfils the FIVB requirements.

2. Handling of the Mikasa VLS 300 balls

The Technical Supervisor in charge at the venue must make sure the balls are properly inflated and that they have not been tampered with. The Technical Supervisor must make sure that the Organisers are well aware of the procedures in place, including the fact that the balls must not be handled in any way before his/her arrival on site. The "ball checker" must be available upon the Technical Supervisor's arrival (the designation of a person in charge at the competition site as the checker is mandatory).

At the venue he/she is responsible for checking the competition balls as follows:

A. BEFORE THE COMPETITION

- 1) To meet and debrief the "ball checker" on his/her role throughout the tournament.

- 2) To verify for the correct delivery of beach volleyball balls delivered from Mikasa. This includes the confirmation of availability of the “Ball Inspection Kit” as per 3.1 of the “Beach Volleyball Inspection Manual”, plus the relevant forms (“check list” and “evaluation sheet”).
- 3) To ensure that the balls are correctly inflated (0.200Kg/cm2 inner pressure – see point 3.2 in the “Beach Volleyball Inspection Manual”) two days ahead of the arrival of the Referee Delegate. He/she should also ensure that the balls are properly stored during the event.
- 4) The Referee Delegate and the Organiser, including the ball-checker, must inspect all balls the day before the competition as follows (beach volleyball standards):

a) Check that the inner pressure of each ball is as described (0.200 Kg/cm2 inner pressure - see point 3.2. in the “Beach Volleyball Inspection Manual”);

b) Check that the weight and circumference are as follows:

a. Weight: 260~280g (see point 3.3 in “Beach Volleyball Inspection Manual”)

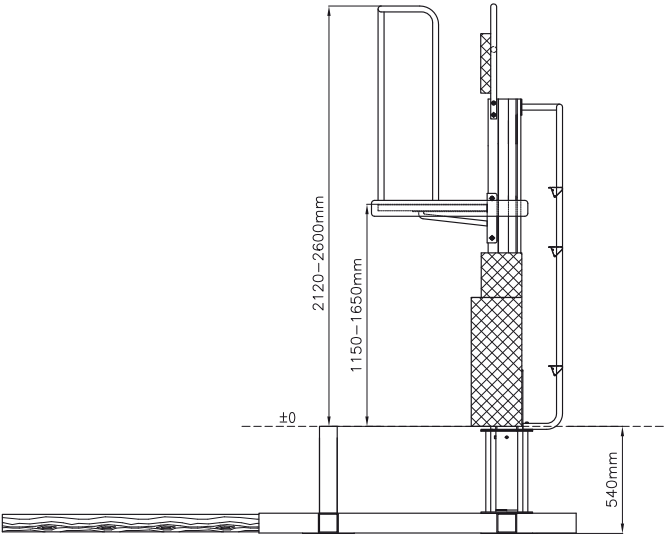
b. Circumference: 66~68cm (see point 3.4 in the “Beach Volleyball Inspection Manual”)

c) While checking the balls, these must be numbered with very small digits (we recommend to use this same digits as a code for identifying the balls at each court). The outcome of the inspection must be filled in on the form entitled “Beach Volleyball Check List (for the 1st inspection)”;

d) The same numbering/court code (see above) will serve as the homologation “signature” confirming that these are the only approved balls to be used for the competition.

B. EVERY COMPETITION DAY

- 1) The Referee Delegate and the checker inspect the competition ball's pressure, weight and circumference, including balls from warm up courts, seventy five (75) minutes before the start of the day/session. This procedure must be repeated at the end of each competition day (session). Any ball considered to be over the approved weight or deformed in shape should be identified and replaced with a new match ball. The inspection process



- must be conducted as per A. 4) above and relevant data must be collected for the “evaluation sheet for Beach Volleyball (VLS300)”.
- 2) Starting the match protocol, Referees assigned to each match will check the ball pressure of all 4 competition balls and adjust it if necessary.

Note: the checker must be available for responding to any calls on the courts whenever a ball is rejected by the referees or the athletes. This ball should immediately be checked for pressure, weight and circumference.
- 3) The Technical Supervisor/Referee Delegate, with the assistance of the checker, must pay special attention to the balls when used in rainy weather conditions by replacing the competition balls as much as possible after each set/match (if feasible) in order to avoid excessive water absorption. The balls must also be kept dry by wiping them with a dry cloth.
- 5) After the daily final inspection the balls must be stored in a dry place with none or very low humidity levels. All used balls must be wiped with a dry cloth before being stored.

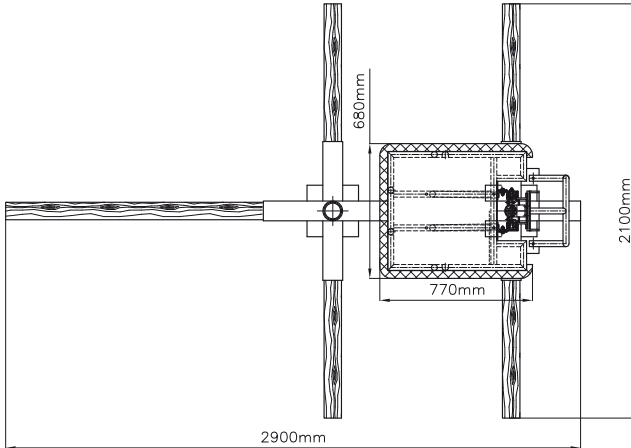
C. FINAL DAY OF THE COMPETITION

The Referee Delegate, in coordination with the Technical Supervisor, must complete the form “evaluation sheet for Beach Volleyball (VLS300)” and submit it to the FIVB Technical Department and the Beach Volleyball Events Department as part of the Technical Reporting process.

3. Net and net system

3.1 Net system

- Jiangsu JinLing Sports Co., Ltd is the FIVB Official net and net system supplier for volleyball and beach volleyball. Jiangsu JinLing Sports Co., Ltd will provide in 2015 for the centre courts of the FIVB beach volleyball events the following material:
- One net;
- One set of antennae;
- One referee chair;



- One set of posts and post pads;
- One set of adjustable court; lines
- One set of post bases.

For detailed instructions please refer to the JinLing Instruction Manual available on the FIVB website: http://www.fivb.org/EN/BeachVolleyball/Forms/Organizational/2013_BVB_InstructionManual.pdf.

Outside courts can be set up with Jiangsu JinLing Sports Co., Ltd net system or with net systems from other suppliers.

3.2 Net

The net is usually 8.5m long and 1m (+/- 3cm) wide when hung taut and placed vertically over the axis of the centre of the court. The net has a mesh of 10cm x 10cm as the one used at the 2012 Olympic Games. Two 7 - 10cm wide horizontal bands, preferably in white made of two-fold canvas are set at the top and the bottom of the net mesh, and sewn along the full length of the mesh. A cord goes through the holes situated at each extremity of the upper band to fasten the upper band to the posts and keep the top of the net continually stretched.

For all Major Series events a net with a smaller mesh and a Swatch branding applied on the mesh is used.

While a flexible cable is located within the upper band, a cord can be found within the bottom band to fasten the net to the posts and keep its top and bottom taut. The height of the net must be of 2.43m for the men and of 2.24m for the women, measured from the centre of the playing court with a measuring rod. Both ends of the net (over the side-lines) must be at the same height (measured from the playing surface) and may not exceed the official height by more than 2cm. Two color bands of 5cm wide and 1m long are fastened vertically to the net and placed above each side line. They are considered as part of the net.

Two antennae are fastened at the outer edge of each side band and placed on the opposite sides of the net. Antennae are considered as part of the net and delimit laterally the crossing space. The antenna is a flexible rod of 1.8m long

and of 10mm in diameter and is made of fiberglass or similar material. The top 80cm of each antenna extends above the net and is marked with 10cm stripes of contrasting colors, preferably red and white. The FIVB and its net and net system supplier will provide the nets, sets of antennae, posts, post pads, referee's chair, court lines and post bases. 4 double faced netscapers featuring the FIVB Sponsors will be displayed (2 on each side) on each net.

3.3 Posts

The posts supporting the net must be rounded and smooth, with a height of 2.55m and must preferably be adjustable. The posts must be fixed to the ground at a distance of 0.7m -1m from each side line. It is forbidden to fix the posts to the ground with wires. Any parts considered dangerous or obstructive must be removed and the posts must be padded. If men and women events are organised on the same date and at the same venue, the posts must be easily adjustable to allow a swift change of the net height between the women's and men's matches.

4. Lines

Two side lines and two end lines mark the playing court. Both side and end lines are placed inside the limits of the playing court. There is no centre line. All lines are 5cm wide. The lines must be of a single color in sharp contrast to the color of the sand. No advertising or logos are allowed on the lines. Court lines should be ribbons made of a resistant, non-abrasive material, and they must be held at the four corners with buried round wood. While metal anchors are forbidden to fix the lines, any exposed anchor must be made of a soft and flexible material. The line judges should shake the lines in order to clean off the sand at each court switch, timeout, technical timeout or whenever required. It is extremely important to have adjustable, high quality lines as well as flat rakes which will prevent problems during the games.

5. Scoreboards

It is compulsory to have at least one (1) scoreboard on each outside court. On the centre court, the FIVB provides two (2) electronic scoreboards through FUN ADDICT in order to display information as per the Marketing chapter. The two (2) electronic scoreboards must be placed in the



FUN ADDICT electronic scoreboard

position with the best view for the spectators, with the FIVB's approval. Whenever possible, the two (2) centre court scoreboards must be placed diagonally at opposite corners of the court on specially built platforms. The platform is placed at ground level with a height from min. 50cm to max. 1m from the sand and the wooden and/or metallic support hidden from view by means of a cover. When possible, it should be dressed with a banner featuring the FIVB event title and the tournament title. In any case, the two (2) scoreboards must be seen by the spectators and on TV. The visibility of the scoreboards must not be obstructed by any advertising material (e.g. sponsor panels). One (1) manual scoreboard must be placed on the scorer's table.

6. Live Scoring on the FIVB Website

For the FIVB World Tour events, the Organisers, whenever required by the FIVB, provide a router with a RJ45 plug connected to the internet with a DSL line. Starting from 2014 and onwards Live Scoring is mandatory at each Grand Slam and Grand Slam Final on all courts while is recommended at the Open and Age group World Championships events. At Open and Age Group World Championships event it is advisable to provide live scoring at least for the centre court.

Requirements for live scoring:

- The FIVB will provide the application to all promoters and make sure that live scoring on all courts is featured in FIVB website. If requested IFVB will provide data feed to the promoters for the use of live scoring onto the tournament's web site;
- The promoter will provide one tablet per court (ipad, android or any other systems). Also smart phone may be used but as a secondary option;
- One of the scorers will be in charge of updating live score information during matches. In case of rain the shelter used to protect the score sheet should be used also to protect the tablet.

Technical support: Mr. Alberto Rigamonti, FIVB IT (vis@fivb.org).

7. Wet Bulb Globe Thermometer Device

On the centre court, a device to measure the wet bulb globe temperature (WBGT) (a combined measure taking into account air temperature, direct sunshine, radiant heat, wind

and humidity) is supplied by the FIVB. The Wet Bulb Globe Temperature must be measured during the FIVB World Championships, FIVB World Tour Grand Slam and Major Series as well as Open events. Measurements are made by the referees 5 minutes before the start of each match on the centre court from the first match of the day until the last match in accordance with the FIVB Heat Stress Monitoring Protocol.

8. Panels

Even though all venues differ in size, both the space available around the court and the side and backdrop panels displayed must be of standard dimensions.

Organisers must strictly comply with the advertising panel layout included in the Marketing chapter and respect the specifications for panel sizes and numbers around the court(s). Panels must be made of a rigid material, easy to clean and must not represent any danger to the athletes. The second row of panels must be clearly positioned and the first row should not obstruct the visibility of the second row. The third row should also be set up at least 1.5m from the last row of the bleachers.

If Promoters decide to use, upon approval from the FIVB, rotating panels in the first rows, these panels must be used as indicated in the Marketing chapter.

9. Flags

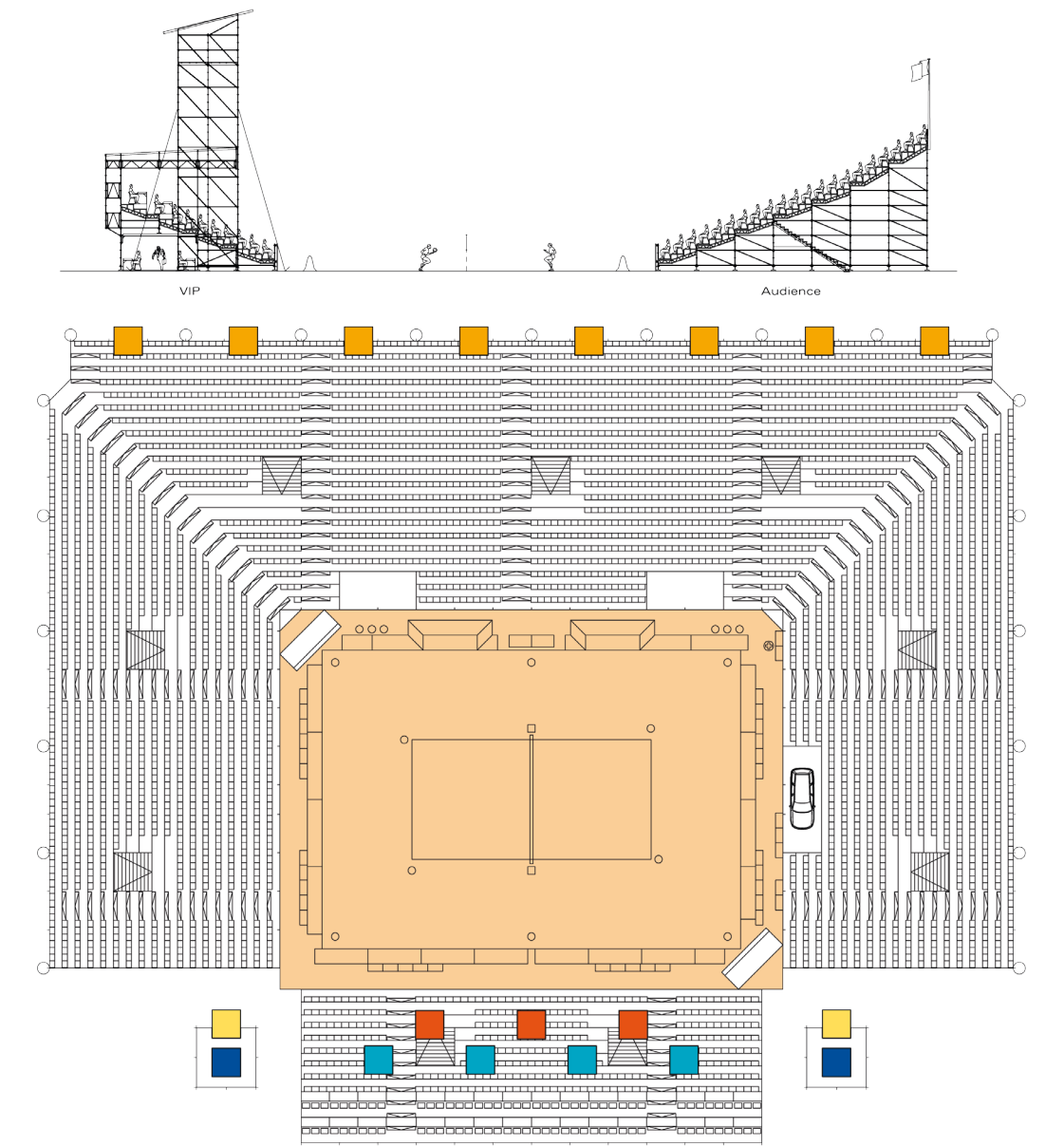
Flags featuring the sponsors' logos should be set up vertically and should be placed at least 1.5m above the last row of the bleachers. The flags of each participating country (to be displayed in alphabetical order by country code with the exception of the hosting country which must be placed first counting from left to right) must be displayed as indicated in the Marketing chapter.

10. Billboards

Three billboards with the competition brackets and three billboards with the court assignments must be located at the entrance of the stadium for spectators (min. 4m x 2m), in the press centre (min. 2m x 1m), and in the athletes' lounge (min. 2m x 1m) and must be constantly updated with match results and with details of the next matches. The information displayed on the billboards should, if possible, also be printed.

MODULAR STADIUM

Modular Stadium: Lighting and Audio Conception



Legend

- Yellow square: Court & Audience Lighting positions
- Orange square: Court Lighting positions
- Red square: VIP Lighting positions
- Blue square: Audience & Court Audio positions
- Cyan square: VIP Audio positions

Short Specifications

- Audio Spec.:**
- Distribution: even coverage on all seats
 - Output: 100dB, A-weighted
 - Frequency Response: linear 50Hz-16kHz
 - Note: Free visibility to the playing court must be guaranteed
- TV-Lighting Spec.:**
- Distribution: uniformly on playing court, banners and audience
 - Intensity on court: min. 1500lux, horizontally measured at 1m above ground
 - Color temperature: 6000K
 - Note: Free visibility to the playing court must be guaranteed

Conception	format	drawn by	date	revision	Modernlight (s.r.l.) GmbH Event Management and Production Freiburgstrasse 565, CH-3172 Niederwangen Fon +41(0)31-980 20 30, Fax +41(0)31-980 20 31 www.modernlight.ch
Lighting and Audio	A4	MF/MS	31.03.05	A	
copyright by modernlight co-produced with Nissli International Ltd					



11. Lighting System

For tournaments organising night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux, equalling illuminated measuring 1 meter above the sand. Night matches and lighting systems must only be considered in certain countries where a full stadium during night matches can be guaranteed.

The lighting system should be ready for the appropriate testing and homologation by the FIVB Technical Supervisor and a Host TV Broadcaster representative at least 3 days prior to the start of the event.

The FIVB will provide, upon request, the complete guidelines (in addition to the minimum required 1500 lux.) for the lighting setup, including the number of towers needed for the lights, their height and position, the number of lights and wattage of each light, etc. Venue Consultants can also advise the parties concerned on such technicalities. The promoter must follow these guidelines and consider and adapt to local conditions in order to meet the competition requirements or, alternatively, employ a lighting engineer 60 days prior to the event to provide the FIVB with the lighting plans for the event’s venue. The lighting systems must be directed partially on the audience for entertainment and TV purposes.

12. Water Pipes

Courts must be watered before every match and during the games whenever necessary. In high temperature conditions, hoses should be provided to water the courts’ surfaces. In case neither a high pressure water system nor hoses are available to water the sand, additional personnel may be needed to water the sand between matches with manual sprinklers (or water canisters) without delaying the start of the matches.

13. Rototiller Machine

A minimum of one (1) rototiller machine must be provided and available during the entire duration of the event to improve the quality of the sand (especially in wet weather conditions).

14. Wind Sleeves

A wind sleeve and an anemometer should be available in order to constantly monitor wind speed and direction.

Sand	In accordance with FIVB require.	as required by the FIVB (depth min. 40 cm and sand composition as per FIVB requirements)
Balls	MIKASA VLS-300	50 for single gender /80 for double gender
Posts	In accordance with FIVB require.	1 set (centre court) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Post pads	In accordance with FIVB require.	1 set (centre court) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Net/Net antennae	In accordance with FIVB require.	1 (centre court) + 3/5 (outside courts) + 2 (reserve) + 2 for FIVB World Tour Grand Slam & Major Series
Lines (5cm)	In accordance with FIVB require.	1 set (centre court) + 3/5 sets (outside courts) + 2 for FIVB World Tour Grand Slam
Referee's chair (adjustable height)	In accordance with FIVB require.	1 set (centre court) + 3/5 sets (outside courts)

15. Towels

It is not mandatory for the promoter to provide towels, but may be possible for the event’s sponsors to provide this material. If athletes are authorized to use their own towels, they will be responsible for bringing them to the venue and will have to respect the sponsor’s size regulations. Promoters are required to provide small towels for line judges and ball retrievers. In case of rain, bigger towels for the ball retrievers should be provided.

H. Homologation of Stadium and Facilities

An inspection visit must be carried out by the FIVB Technical Supervisor three (3) days before the start of the Qualification Tournament in order to check that the stadium structure, the courts and the sport material provided follows the FIVB requirements.

The stadium and facilities must be ready (including panels, flags of participating countries, FIVB Beach Volleyball Event’s Flag, FIVB Flag etc.) for an accurate inspection by the FIVB Technical Supervisor at the very latest the day before the start of the Qualification Tournament no later than 2:00 pm. The FIVB Technical Supervisor is responsible for verifying that all required courts, including the warm up court(s) are set up according to the FIVB requirements.

The FIVB Referee Delegate, Tournament Director, Competition Director and Operational Director must attend the inspection visit.

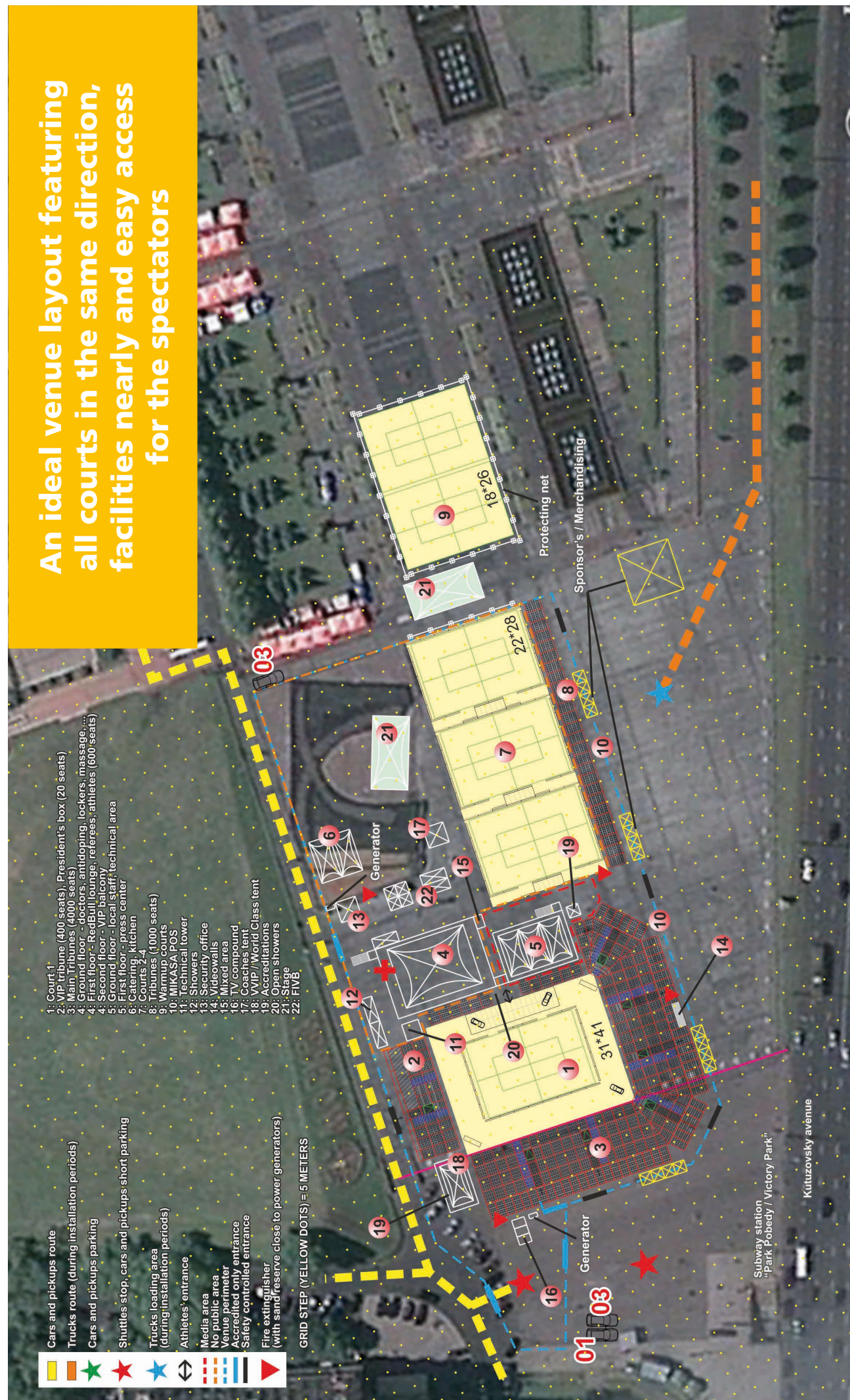
Only the FIVB Technical Supervisor is authorized to homologate the courts. Should a venue not be homologated by the FIVB Technical Supervisor in due time, he/she can then decide to postpone the start of an event until all measures of security are guaranteed and the requirements are deemed to have been fulfilled by the promoter.

The FIVB Technical Supervisor must fill out the Stadium and Facilities Homologation Checklist (BVB/29 form) and email it to the FIVB Beach Volleyball Department before the start of the Qualification Tournament. The court equipment checklist (BVB/30 form) must also be verified.

Referee’s chair pads	In accordance with FIVB require.	1 set (centre court) + 3/5 sets (outside courts)
Net camera	(when requested by HTVB)	1 for centre court only
Net microphone	(when requested by HTVB)	1 for centre court only
Net measuring rod	2.5 m. long	1 per court + 1 (reserve)
Panels (static)	1 m. x 3.50m	As per agreement
Sound system	5000 watts	1 for centre court
Wireless lapel/off. microphone for 1 st Ref.	(integrated with the announcer/DJ)	1 or 2 (centre court: FIVB World Tour Grand Slam & Major Series)
Scoreboards		2 electronic centre court/1-2 manual outside courts
Video Board		1 (centre court: FIVB World Tour Grand Slam & Major Series)
Wet Bulb Globe Thermometer		1 for centre court only
Manual scoreboard (table flip chart)	In accordance with FIVB require.	1 per court + 1 (reserve)
Sport equipment holder	(balls, LJ flags, paddles, gauge, etc.)	1 per court + 1 (reserve)
Scorers’ table	2 x 0.6 x 0.7 m.	1 per court
Scorers’ chairs	2 per court + umbrella for scorers	1 per court
Electric Buzzer	placed on the scorer’s table	1 on centre court
Paddles numbered 1 & 2	(scorer to control service order)	1 set per court + 1 set (reserve)
Lines judges’ red flags	30 x 30 cm.	4 per court
Athletes’ chairs		4 per court
Umbrella for athletes’ area		2 per court
Ice chest	Capacity for 12 l. (min)	3 per court
Towels for the athletes		1 per Main Draw athlete at least
Towels for the line judges		1 per line judge + double quantities allowing daily washing
Towels for the ball retrievers	30 x 40 cm/bigger for rainy days	4 per court + double quantities allowing daily washing
Levelling rakes	Flat/1 meter	2 per court + 2 reserve
Hand pump		1 per court + 1 (reserve)
Electric inflator		1 + 1 (reserve)
Ball pressure gauge	Units in mbar or hPa	1 per court + 1 (reserve)
Ball Circumference Device	Mikasa	1 for all courts
Ball weighing scale	Mikasa	1
Anemometer		1
Wind sleeve		1
Rototiller machine	available during the entire event	1 minimum
System for watering the court		1 water pipe or 6 manual sprinklers/court
Walkie-talkie		1 per court + Officials as required
Cellular telephone for FIVB officials		1 per FIVB Official as required
Medical First aid set	(placed at the scorers table)	1 per court + 1 (reserve)
Billboard (brackets and court ass.)	In accordance with FIVB require.	3 each (Stadium entrance/Press Center/athletes’ lounge)
Optional: Lighting system	(measured 1m. above court surf.)	min. 1500 lux. for centre court, min 1000 lux. for other courts
Alcohol test device/digital (recommended)	enough tests (or mouth pieces)	
Doping Control whenever required by the FIVB	N/A	as per FIVB-Organisers agreement

* Further details on how to inflate the Mikasa balls are enclosed in the Mikasa handling VLS 300 Mikasa kit

An ideal venue layout featuring all courts in the same direction, facilities nearly and easy access for the spectators



3.5 Transportation

A. International Transportation

The host city of any FIVB beach volleyball event must be located close to an international airport or, alternatively, the distance between the international airport and the competition venue must, not exceed 1 hour by bus or train. International transportation plans and itineraries for the FIVB officials/consultants, and International Referees (when applicable) must be provided by the Organisers. If possible, final confirmation of the travel itineraries should be sent by the Organisers one month before the event. The Organisers, in collaboration with their Travel Agency, must coordinate the travel arrangements directly with the people concerned.

1. FIVB President

The FIVB, in collaboration with its Travel Agency must coordinate the FIVB President's travel arrangements (whenever required).

2. FIVB Officials

The Promoter of the event must provide a roundtrip airplane ticket (economy class) for the FIVB TV Coordinator for a yearly TV inspection visit to be carried out at least 2-3 months before an event

The Promoter is responsible for providing a roundtrip airplane ticket (economy class) for the FIVB Technical Supervisor inspection visit, to be carried out at least 2-3 months before an event if deemed necessary. If a TV inspection visit is also carried out, the FIVB will cover the roundtrip airplane ticket (economy class) for the FIVB TV Coordinator.

The Promoter must provide a roundtrip airplane ticket (economy class) for each event for the FIVB Technical Supervisor, the FIVB Referee Delegate, the FIVB Media Operations Delegate, the FIVB TV Coordinator(s), the FIVB Marketing Delegate (if any) and the FIVB Medical Delegate (whenever required). The promoter is also responsible for providing a roundtrip airplane ticket(s) (economy class) to the Assistant Referee Delegate(s) if the event will take place in more than one venue or if courts are located far apart from one another. The breakdown for the arrival and departure time of each official is as follows:

- The FIVB Technical Supervisor must arrive on site three (3) days before the start of the Qualification Tournament for FIVB World Tour events.
- The FIVB Referee Delegate and the Assistant Referee Delegate (if necessary) must arrive on site two (2) days before the QT (at the latest at 2:00 pm), and three (3) days in case pre-preparation clinics for Host NF Referees and auxiliary officials for FIVB World Tour event will take place.
- The Media Operations Delegate is required to arrive 1 day before the start of the Qualification Tournament.
- The TV Coordinator(s) must arrive on site one day before the start of the TV Production. One TV Coordinators and one TV Highlight program producer will attend the FIVB World Championships, while one TV Coordinator only will officiate during the FIVB World Tour events. The Highlights

Crew must in principle arrive on site one day before the start of the Main Draw.

- The FIVB Medical Delegate (if any) is normally required to arrive one (1) day before the start of the Main Draw. However, this may be adjusted according to the FIVB Test Distribution Plan (without increasing in any way the cost for the Organisers). If doping controls are to be carried out during the Qualification Tournament, earlier arrival may be necessary. All communications related to the Medical Delegate transportation must remain strictly confidential.
- The FIVB Photographer (if any) is required to arrive on site one (1) day before the start of the Qualification Tournament.
- All FIVB Officials must leave the day after the conclusion of the tournament or as the number in courts in use reduces and their presence is no longer needed.

The FIVB officials are responsible for paying their own transportation costs from their home to the airport of departure (and vice versa), any passport and visa-related costs, parking fees and/or any personal travel or medical insurance, etc. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the FIVB Official concerned must receive written agreement from the FIVB.

3. International Referees and International Referee Candidates

3.1 FIVB World Tour Grand Slam events and Major Series

For FIVB World Tour Grand Slam events and Major Series, the Organisers, in collaboration with their Travel Agency, must coordinate all International Referees' travel arrangements directly with the people concerned.

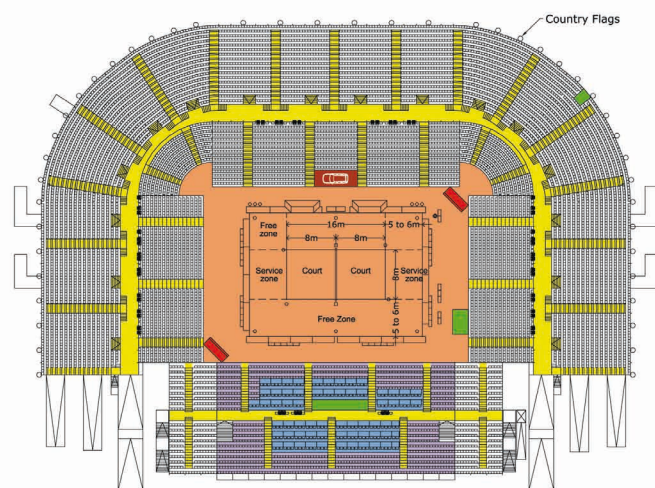
The Organisers must provide a roundtrip airplane ticket (economy class) for each of the International referees assigned by the FIVB under the NEUTRAL quota plus a roundtrip airplane ticket (economy class) or a roundtrip train ticket (if the referee lives in the host or nearby countries) for each of the International referees assigned by the FIVB under the LOCAL quota.

3.2 FIVB World Tour Open events

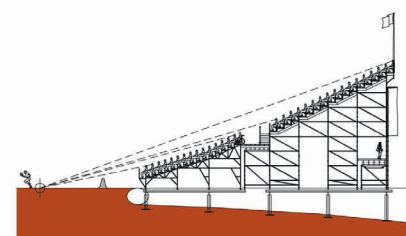
For FIVB World Tour Open events, the Organisers, in collaboration with their Travel Agency, must directly coordinate with the people concerned, the travel arrangements for the International referees assigned under the NEUTRAL quota. The Organisers must provide a roundtrip airplane ticket (economy class) for each of the referees.

Travel (international where applicable) for the International Referees or Candidates assigned under Local Quota shall be paid by the Organisers, the FIVB and the Confederation of the Referee depending on the circumstances. The following procedure applies:

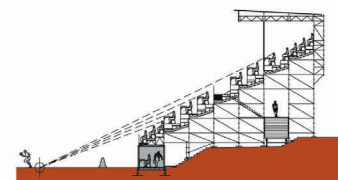
- *1 For a standard tournament with four (4) competition courts, the first four (4) vacancies for the "local quota", must



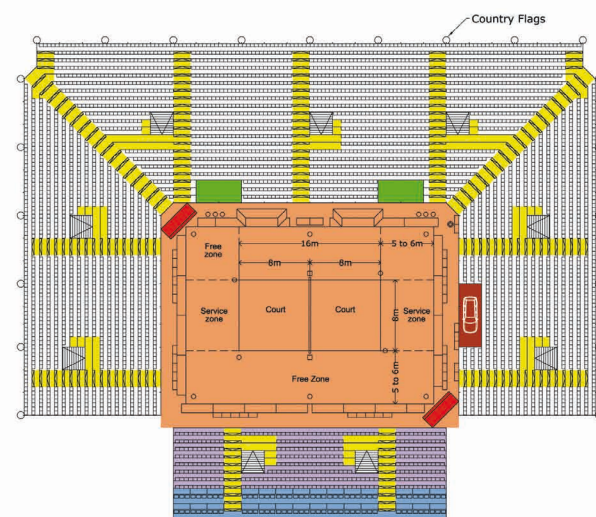
Minimum capacity: 8.000 Seats (FIVB World Championships)



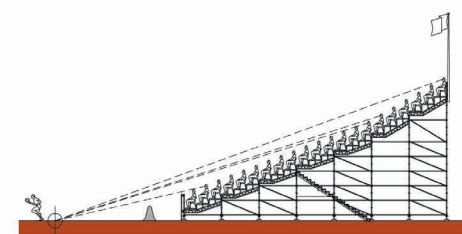
section - spectators



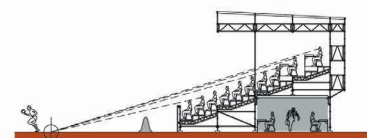
section - VIP and Press



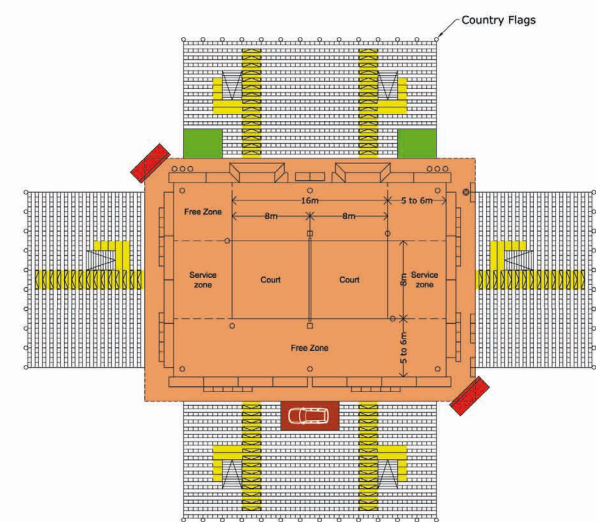
Minimum capacity: 3.500 Seats (FIVB World Tour Grand Slam)



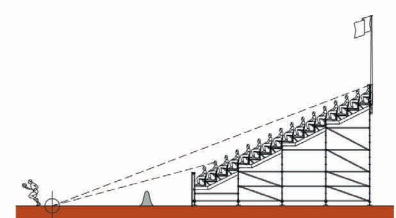
section - spectators



section - VIP and Press



Minimum capacity: 1.500 Seats (FIVB Open),
Maximum capacity: 2.000 Seats



section - spectators



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		Hauptstrasse 36	
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		FAX +41 52 748 2200	info@nuessli.ch
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MODULAR STADIA

be filled in by eligible referees registered with the host NF. In case the host NF does not have eligible referee available to fill in such vacancies, the FIVB will then assign foreign referees from the nearest possible countries, depending on availability. In any of the two cases above, the Organisers are responsible to cover the costs of the respective travel.

*2 For the reminder of the referees assigned under the "local quota" – foreign referees in case the host NF has no eligible referees to fill in such vacancies – the FIVB and the Confederation of the assigned referee will share 50/50 of the international travel. The Confederations can choose their travel agency and issue 50% of the total cost of the tickets to the FIVB.

3.3 General

Referees are required to arrive on site two (2) days before the start of the Qualification Tournament and must be available starting from 08:30 am the day before the Qualification Tournament to attend the mandatory Referee Clinic. The International Referees are responsible for paying the costs related to their domestic transportation including airfares for internal flights, train tickets to the airport of departure, parking fees and/or any personal travel or medical insurance. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the International Referee concerned must receive written agreement from the FIVB.

If any of the above conditions are not adhered to by the referee, including non-respect of dates of travel as stated in the agreement signed with the FIVB or as otherwise informed by the FIVB Beach Department and/or the Refereeing Commissioner, (e.g. early release of referees requested by the Organisers, etc.), they will no longer be assigned to the event concerned and will be expected to reimburse any travel costs (if tickets have already been issued by the Organisers), or any other related costs that may result from their late replacement.

4. FIVB Sponsors, Partners and Media Representatives

The FIVB Sponsors and partners as well as media representatives are responsible for coordinating their own international travel arrangements.

B. Visas and Passports

1. FIVB President (if required), FIVB officials, FIVB Neutral International Referees, FIVB Sponsors/ partners and media representatives

Organisers must provide an invitation letter to the FIVB President (if required), FIVB officials, foreign Referees, FIVB Sponsors and partners, as well as media representatives, in order to assist with the process of obtaining visas. The above parties are responsible for paying any costs related to passport and visa administration processes.

2. Athletes

The respective National Federations of the participating athletes are responsible for obtaining all appropriate visas

for their teams. The host National Federation is required to promptly issue an invitation letter duly signed and sealed for the people concerned upon receipt of an official request from a foreign National Federation. The National Federations and/or the athletes are responsible for paying any costs related to passport and visa administration processes.

C. Local Transportation

1. General

The planning for local transportation (to/from the airport-hotel-venue-side events, etc.) must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any). Organisers must send their local transportation plan to the FIVB two (2) months before the start of the event.

Organisers bear all costs related to local transportation for the FIVB President, FIVB officials, Referees and Main Draw teams. Assistance should be given to the FIVB Sponsors, partners and media representatives. Detailed Information must be included in the event's regulations (BVB/06 form).

In case local transportation is required from the hotel to the venue, a shuttle bus service must be provided at 30 minute intervals. A minimum of two minibuses should be available starting from 5 days before the beginning of an event until 2 days after the end of an event. The capacity of each minibus must be in accordance with the needs of each tournament.

2. FIVB President

Organisers are responsible for welcoming the FIVB President upon his arrival at the airport, as well as for accompanying him back to the airport upon his departure (whenever required).

3. FIVB Officials

Organisers must welcome the FIVB officials (including the English TV Commentator) upon their arrival at the airport and arrange transportation between airport, hotel and venue including every other activity. The Technical Supervisor must verify upon arrival that the transportation plan is in accordance with the Referees schedule.

4. Referees

The Organisers must welcome the Referees upon arrival at the airport/train station and organise local transportation to the hotel and back.

Organisers must ensure that the Host National Federation referees arrive in due time at the competition site for the Referee Clinic (08:30 am the day before the Qualification Tournament), or for the extra local referee clinic (09:00 am the day before the standard referee clinic). When needed, the Organisers must provide local transportation from the hotel to the venue and including side activities, etc. (if requested) for all referees officiating at the event.

5. Athletes

Organisers must welcome and provide local transportation,

starting five (5) days before the beginning of the Main Draw, exclusively for the Main Draw athletes who have informed through the BVB/31 form their travel schedule at least three (3) days before the start of the event. A person (fluent in English) and easily to spot with the FIVB beach volleyball event's logo must welcome the athletes upon their arrival at the airport. This person is responsible for providing the Qualification Tournament athletes with information about local transportation from the airport to the competition site (e.g. bus numbers, underground transportation, prices, etc.), as well as for informing the Main Draw athletes about the local transportation to be provided by the Organisers from the airport to the hotel and back.

Transportation vehicles must be air conditioned and of a good standard with sufficient space for the luggage. The Organisers must also provide transportation from the hotel to the airport for Main Draw athletes departing before the end of the competition, and side events, Organisers are not responsible for the local transportation of coaches, teams' physiotherapists, athletes' guests and athletes' family members.

6. Media Representatives (Journalists, Photographers, etc.), FIVB Sponsors and Partners

A shuttle service is recommended for media representatives from the hotel to the Press Center, to the competition site and to side activities.

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3.6 Board and Lodging

A. Hotels

1. General

Four months before the beginning of the event, the FIVB should receive for approval: information related to board and lodging (in hotels with air conditioning) for the FIVB President (when requested), FIVB officials, Referees, Main Draw teams, as well as recommended hotels for Qualification Tournament teams (with breakfast, lunch and dinner in camp sites, hostels, 2, 3 or 4 star hotels), including addresses, telephone/fax numbers, email addresses, websites and rates,. This information will be published in FIVB website and must be included in the event's regulations sent to the participating National Federations 21 days before the start of the event.

2. FIVB President

The Organisers must provide first class accommodation (1 presidential suite) whenever the FIVB President is invited to attend the event.

3. FIVB Officials

In accordance with the arrival and departure requirements as mentioned in point 3.5 in the transportation section, the FIVB Delegates must be accommodated as follows:

- FIVB Technical Supervisor, FIVB Media Operations Delegate, FIVB TV Coordinator, FIVB Photographer, FIVB Marketing Delegate must be lodged in the same hotel as the Main Draw teams and, if possible, with other FIVB officials.
- FIVB Referee Delegate must be lodged in the same hotel as all referees and, if possible, in a different hotel than the athletes. The same applies for the Assistant Referee Delegate (if assigned by the FIVB).

- FIVB Medical Delegate (if assigned) must be lodged in the same hotel as the Main Draw teams. All correspondence related to his/her accommodation must remain strictly confidential.

-The FIVB English Commentator must be lodged in the same hotel as the Main Draw teams and, if possible, with other FIVB officials. The English TV Commentator's accommodation expenses will be paid by the FIVB. A flat fee depending on the region of the event applies for the international travel and board and lodging. See Chapter 2.

-All FIVB officials must leave the day after the conclusion of the tournament, if not requested the leave beforehand at the end of their duties.

-All board and lodging costs (single room) for the FIVB Technical Supervisor, FIVB Referee Delegate, FIVB Referee Delegate Assistant, FIVB Media Operations Delegate, FIVB Photographer, FIVB Medical Delegate, FIVB Marketing Delegate and FIVB TV Coordinator(s) must be paid by the Promoter.

4. Referees

Organisers must provide hotel accommodation (usually no less than a 3 star rating) in double rooms for all referees assigned to the competition. Referees must be lodged in a different hotel to the Main Draw athletes. The Promoter must do its utmost to lodge all referees in the same hotel.

Unless an early release has been approved in advance, the amount of referees assigned to the event will not change. All board and lodging costs (double room) for the Referees must be paid by the Promoter.

5. Athletes

Organisers must provide, at their own charge hotel accommodation (usually no less than a 3 star rating) in double

rooms for the 32 teams participating in the Main Draw (per gender).

For FIVB World Tour events, accommodation for all Main Draw teams must be paid by the Promoter only until the day after their elimination from each event (breakfast). Teams are requested to arrive one day before the Main Draw (check-in) and leave the day after their elimination from each event (check-out).

The promoter will also pay for an additional night's accommodation for the finalist teams on Saturday for the women and on Sunday for the men. The hotel should be located, if possible, within walking distance of the venue (max. 1000m.). All athletes should be lodged at the same hotel. The rooms must be large enough for 2 people and have separate beds with firm mattresses and solid frames. The rooms must be available at 12:00 pm at the latest on the day of the athletes' arrival. The Promoter should agree with the hotel to have 4 or 5 rooms available for early check-in for athletes arriving early in the morning. After the publication of the official list of room assignments, the Promoter is not held responsible for any modifications made directly by athletes to the hotel reservations.

Promoters should reserve 20 extra rooms in the Main Draw hotel from the Monday of the week the event will take place, which can be released 21 days prior to the event if not reserved by the athletes.

6. Others

- The Promoters are requested to assist the FIVB Sponsors and partners, as well as the media representatives, with their hotel room bookings, if possible, in the same hotel as the Main Draw teams.
- FIVB Partners or Suppliers have the right to reserve a number of first class Hotel Rooms in the Official FIVB Hotel at FIVB family rates.
- FIVB Sponsors and partners, as well as the media representatives, are responsible for all costs related to their rooms and meals.
- Organisers must place an information board in the hotel lobby and another one in the athletes' area at the venue. The boards should regularly be updated with the following information:
 - Current event: technical meeting and preliminary inquiry programs (place and time), competition program, information on board and lodging, shuttle bus service timetable (whenever needed), Daily Bulletin of the previous competition days, Organising Committee members' telephone and fax numbers, etc.
 - Next events: event's regulations as sent by the National Federations (entry, airport, competition program, etc.), entry list and wild cards, etc.
 - All extra costs related to telephone calls, additional days for personal reasons and/or meals, mini-bar, laundry, etc. must be charged directly to the guests concerned (prior to their departure from the hotel).
 - If these guests leave the hotel without paying their personal bills, the Organisers should contact the corresponding

National Federation. The FIVB should only be contacted if a National Federation refuses to assist the Organisers in obtaining a reimbursement for the costs incurred by the FIVB officials, Referees and/or athletes. The payment of the athletes' Prize Money, as well as the Per Diem for FIVB officials and Referees will immediately be held until the athletes, FIVB officials and Referees reimburse these costs.

- In case of severe weather conditions, the FIVB officials, Referees and athletes may be asked to stay an additional day to play the final matches. The Organisers are then responsible for paying the costs related to the additional day of board and lodging for the parties concerned.

B. Meals

Food in sufficient quantities and quality must be guaranteed by the Promoter for the FIVB officials, Referees and athletes according to the FIVB Medical Regulations. Menus must be designed to be nutritious, tasty and of excellent quality including hot and cold food.

The Promoter should offer a catering service at the venue for FIVB officials, Referees, Main Draw athletes and guests. Three basic meals must be served each day, plus a snack, as follows:

- Breakfast: cereals, bread, yogurt, honey, fruit and fruit juice, marmalade, eggs, skimmed milk, coffee, tea, etc.
- Lunch and Dinner: carbohydrates (pasta, potatoes, rice, etc.), proteins (red and white meat, fish, tofu, eggs, etc.) vegetables, salads, fruit, cheese, etc.

Menus must be approved by the FIVB Beach Volleyball Department (-30 days) and by the Technical Supervisor before the start of the event.

Fruit, sandwiches, coffee, tea and energy drinks must also be available in sufficient quantities for the athletes at the competition site.

Still mineral water contained in sealed plastic ¼ or ½ liter bottles must be available at the venue at all times for the athletes, staff, officials and volunteers. Catering services must be available at the venue from 11 am until 3 pm. Opening hours should be extended to cater for athletes, court staff and officials on days when night matches will be held. The same policy applies to meals served at the hotel if adjacent to the venue and used instead of a catering service.

During the competition, fruit, snacks and drinks must be available at all times in the athletes' lounge, press center and referees' and lines judges' lounges.

Food and drinks must be replenished regularly on the courts; in the VIP area and in the athletes', referees' and line judges' lounges.

The time of meals should meet the needs of the officials' daily schedule and must be coordinated by the FIVB Technical Supervisors upon their arrival on site.

Finally, a consistent and flexible nutrition policy must also be available for Referees and auxiliary officials (food and refreshments must be available for them at any time).

The Promoter is not responsible for the meals of coaches, team's physiotherapists, athletes' guests and athletes' family members.

3.7 Preliminary Inquiry Meeting and Technical Meeting

A. General Principles

The athletes' attendance to the Preliminary Inquiry and at the Technical Meeting (Qualification and Main Draw) is mandatory. All relevant information concerning the place and time of the Preliminary Inquiry and the Technical Meeting (Qualification and Main Draw) must be included in the competition regulations sent by the Hosting NF to the participating National Federations and the FIVB officials no later than 21 days before the start of the FIVB World Tour event. This information will also be posted on the FIVB website. Athletes are responsible for obtaining the information on the location and the dates of the meetings from their respective National Federations and/or by consulting the FIVB website.

If, due to exceptional circumstances, an athlete cannot participate in the Preliminary Inquiry and/or Technical Meeting (Qualification or Main Draw) for the event he/she is taking part in, he/she may be excused by the FIVB or the Technical Supervisor on site.

B. Preliminary Inquiry

Two Preliminary Inquiries are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. These Preliminary Inquiries are conducted by the FIVB Technical Supervisor in collaboration with the Organisers, before the Technical Meeting. The purpose is to check:

- Eligibility of each athlete
- That the athlete is present
- The identity of the athletes through their FIVB ID cards or passports. If an athlete does not have an FIVB ID Card number or passport, he/she must provide the FIVB Technical Supervisor with the official 2015-2016 NF-Athlete's Commitment;
- The conformity of the athletes' uniforms and accessories, if required by the FIVB Technical Supervisor;
- That the FIVB Number 1 or 2 assigned through the BVIS corresponds to the numbers on the uniforms;
- The FIVB World Ranking points and seeding;
- The athletes' travel itinerary for the next FIVB beach volleyball events in the calendar submitting the BVB-31 form (to inform Organisers of the next events);
- Any other information about the athletes' eligibility and participation, upon request from the FIVB Technical Supervisor.

Preliminary Inquiry is usually held at the athletes' hotel, and should finish one hour before the Technical Meeting to allow the Technical Supervisor to prepare the all information needed. The meeting room should be located close to the

Technical Meeting room. Athletes confirm to the Technical Meeting by signing in a form during the preliminary inquiry. This will give the Organiser and the Technical Supervisor time to make adjustments to the seeding and match schedule and make sure that everything is ready for the Technical Meeting.

At the end of the Preliminary Inquiry, the FIVB Technical Supervisor must approve the final list of eligible participating teams and attend the Technical Meeting. The attendance of all athletes at the technical meeting is mandatory even if they attended the Preliminary Inquiry from 12:00 to 18:00.

C. Technical Meeting

Two Technical Meetings are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. These meetings are conducted by the FIVB Technical Supervisor in collaboration with the Organisers. The Technical Meeting must take place at the Main Draw athletes' hotel and last no more than 30 minutes. The FIVB Technical Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to one Promoter's representative, one host National Federation Delegate, and the FIVB Referee Delegate. The FIVB Technical Supervisor may allow sponsors, Host TV Broadcasters, journalists, authorities, etc. to attend the Technical Meetings as observers upon request. In principle, neither local authorities nor sponsors' representatives should be involved in the Technical Meeting.

Athletes who do not attend the Technical Meeting may not be permitted by the FIVB to participate in the competition. Under special circumstances, exceptions may be considered by the FIVB Technical Supervisor, if the respective National Federation/athletes send in writing and in due time valid, documented explanations for the non-attendance of the athletes to the Organisers and the FIVB Beach Volleyball Department.

At the end of the Technical Meeting, Organisers must ensure that the Daily Bulletin is distributed to all participating teams. The match schedule must be given either at the end of the Technical meeting or within maximum 1 hour from the end of the Technical Meeting.

During the Preliminary Inquiry (Qualification and/or Main Draw), the Technical Supervisor shall provide each athlete with a form to be filled out with the following information:

- Local contact information (e.g. hotel room no., mobile phone, email) in case the athlete is not staying at the official hotel, so that athletes may be informed by the Promoter or Technical Supervisor about any emergency or contingency situations, such as changes to the competition schedule due to weather conditions or other force major situations. Although it is also the athletes' responsibility to obtain this

information (e.g. match schedule, Daily Bulletin), having direct contact information for the athletes can be useful.

1. Technical Meeting Agenda

The Technical Meeting must be organised according to the following agenda:

- Welcome by the FIVB Technical Supervisor, NF and Promoter's representative;
- Athlete list of attendance;
- Report on the results of the Preliminary Inquiry;
- Drawing of lots;
- Technical aspects of the competition;
- Competition program;
- Lay out of the stadium and athletes' access to the facilities;
- Training schedule;
- Board and lodging;
- Meals;
- Transportation;
- Accreditation (ID cards and security procedures);
- Uniform distribution procedure;
- Media activities;
- Involvement of athletes in special promotional programs;
- Information on doping controls (when applicable) and court medical assistance;
- Ranking criteria;
- Prize money and bonus pool breakdown and payment procedure;
- Press interviews procedure and availability to be interviewed by the FIVB Highlights Crew (if any);
- Match protocol;

- Awarding ceremony protocol;
- Eventual side events;
- Reminder to athletes concerning the communication of their travel schedule to the Organisers of the next FIVB Beach Volleyball event(s) in the calendar;
- Information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
- Any other useful information;
- Any eventual communications from the FIVB to the athletes;
- Questions from the athletes.

An information kit, including general information about the tournament and the FIVB Regulations related to the event, must be distributed to all participating athletes.

The FIVB may require the duration of the Technical Meeting to be extended in order to provide athletes with information about TV distribution, FIVB Sponsors demands, medical controls, FIVB media activities, etc.

All athletes will be required to attend at least one of the media training seminars every year held at the Technical Meeting before the Main Draw of each event by the Media Operations Delegate.

2. Drawing of Lots

The drawing of lots must take place during the Technical Meeting and must be conducted by the FIVB Technical Supervisor. The drawing of lots will determine the seeding of some of the tied teams and of the host country teams. The drawing must if possible be made by one or more athlete(s) but not by any member of the Organising Committee.

Technical Meeting Qualification Women, Organiser Siegbert Brutschin Berlin Grand Slam 2014/5



3. Requirements for the Technical Meetings

The Organisers must provide the following:

- Conference room with sufficient capacity;
- Translator English/local language whenever required;
- Adequate sound system;
- Computer and printer to issue the Daily Bulletin;
- Urns for the drawing of lots with eggs containing the team names and country codes printed on paper;
- Board showing the first round of the draw;
- Blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
- Court Assignment table;
- Printed official program;
- Billboard with competition brackets and court assignment table (positioned to be visible to all participants).

An information kit including general information about the tournament and the FIVB Regulations related to international participation and social activities must be distributed to athletes along with the following items if possible:

- Participating teams/countries;
- Athletes' eligibility;
- Accreditations;

- Regulations related to coaches;
- Regulations related to team physiotherapists;
- Sanctions and withdrawals;
- Prize Money and Bonus Pool payment procedure and breakdown;
- FIVB Entry/Seeding Points;
- Competition schedule and program;
- Stadium and facilities layout;
- Specific competition regulations for all participants;
- Information on board and lodging;
- Information on meals;
- Information on medical services and doping controls, if any;
- Information on transportation for officials, referees, heads of delegation, athletes, Organising Committee members and, if possible, FIVB Sponsors and partners as well as media representatives;
- Uniform distribution procedures;
- Protocol for the awarding ceremony;
- Organising Committee members (BVB/05 form);
- Useful telephone and fax numbers (hotels, Organising Committee, stadium, event office, Embassies, etc.);
- Tourist information including city maps;
- List of the tournament's sponsors;
- Name of the Host TV Broadcaster;
- Insurance;
- Other useful information.

3.8 Medical Services and Controls

A. Medical Assistance

Please refer to the FIVB Medical Regulations in force. During the competition, Organisers must provide medical assistance for athletes, including:

- A medical services area at the venue with at least two doctors on duty whenever there is a training session or during the competition;
 1. The FIVB believes that it is vital that its athletes are aware of their rights when it comes to Anti-Doping. Therefore the FIVB develops, maintains and distributes an Anti-Doping educational program. The e-learning platform "We play it clean!" teaches athletes about their rights and responsibilities, gives advice on healthy lifestyle practices aimed at averting them from doping. Athletes, who successfully complete this educational program, will be granted an Anti-Doping certificate.
 2. Athletes who want to enter in an FIVB Beach Volleyball event (FIVB World Tour Grand Slam, Open and FIVB World Championships) must acquire an Anti-Doping certificate first.
 3. The FIVB Anti-Doping education program can be accessed at www.fivb.org/RealWinner/.
- For events with more than one venue, it is required to have at least one doctor and one physiotherapist available at all courts;
- A doctor on 24-hour duty at the athletes' hotel with first aid medical supplies;

- Assigning hospitals near the venue for emergency specialist care and hospitalization, if needed;
- Massage room with at least 2 physiotherapists for single gender events and 4 physiotherapists for double gender events located close to the athletes' lounge;
- An ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue, nearby the medical area.
- First aid room at the venue with a doctor on duty (the first aid room must be equipped with all necessary instruments and medicine);
- Tables for first aid as close as possible to the playing area with a Red Cross sign and a doctor on duty;
- Immediate medical assistance to be provided to the athletes on court whenever a medical time-out is called.

The first aid and ambulance service must also be available to help officials, referees, heads of delegation, spectators, Organising Committee members, FIVB Sponsors and partners, as well as media representatives whenever needed.

B. Anti-doping

All athletes are subject to in-competition testing by the FIVB, the athlete's national federation, and any other anti-doping organisation authorized for testing at the FIVB Beach Volleyball event in which they participate under the World Anti-Dop-

ing Code. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the FIVB, WADA, the athlete's national federation, the athlete's national anti-doping organisation, or the IOC during the Olympic Games. All controls must strictly follow the FIVB Medical Regulations and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the FIVB Medical Regulations. The controls should be conducted under the supervision of the FIVB Medical Delegate and/or the FIVB Technical Supervisor.

As specified in the FIVB Medical Regulations, the FIVB has adopted the World Anti-Doping Code and the WADA List of Prohibited Substances. Note that this list is not exhaustive and is intended to serve only as an example of the types of substances and methods that are restricted. Any modification of the Prohibited List by WADA becomes effective for all FIVB purposes three months after publication by WADA without requiring any further action by the FIVB. The Code and Prohibited List in force are available online at the FIVB and WADA websites (www.wada-ama.org).

Before the start of the season, the FIVB Beach Volleyball Department must collect from the participants a valid Health Certificate for the season.

The in-competition schedule is decided by the Medical Commission President, and the FIVB Medical Department. The FIVB Medical Department will make all necessary arrangements with the national anti-doping agency (or other appropriate agency) to conduct testing on behalf of the FIVB, and organise appropriate staff on site and the equipment required for testing according to the anti-doping test plan for the event. The appropriate time to sign this agreement is at least 60 days prior to the event.

During the competition, anti-doping controls are performed according to a schedule that is agreed upon by the FIVB Medical Delegate and the FIVB Technical Supervisor. Athletes are normally tested only after their last match of the day. However, athletes may be selected for doping control at any moment of the day and the FIVB Medical Delegate can decide to submit one or several extra athletes for testing at any time during the tournament. This includes athletes withdrawing from the competition. If a team withdraws from a match because of injury or illness or for other reasons, both athletes must report to the scorers' table to be available for doping control. Failure to report may be prosecuted as a missed test.

The routine selection of athletes from a chosen match should be performed by a drawing of lots immediately upon conclusion of the match, usually by the team captain. However, the drawing of lots may also be undertaken by the Medical Delegate or by an authorized member of the doping control team under the Medical Delegate's supervision. Athletes are not allowed to leave the court area until the draw has been completed.

Sanctions for a positive case will be applied according to the FIVB Medical Regulations.

C. Heat Prevention Measures

The FIVB Heat Stress Monitoring Protocol consists of three elements; 1) Wet Bulb Globe Temperature (WBGT) measurements on centre court during all FIVB beach volleyball events, 2) Continuous data collection covering all events, and 3) systematic recording of any heat-related medical forfeits at FIVB beach volleyball events. The data collection and reporting is the responsibility of the FIVB Referee Delegate (and FIVB Medical Delegate, if present).

WBGT Measurements

Temperature measurements are to be taken on the centre court 5 minutes before the start of each game in front of the scorers' table, approximately 1.5m above the sand level. If the scorers' table is in the shade, the measurement must be made in a sunny area closer to the court or even on the court. No measurements are necessary from the outside courts.

The measurements are to be taken by a reserve referee (or the referee from the previous match). The data collection procedures must be outlined at the referee clinic before each tournament.

The following data should be recorded on the Heat Stress Monitoring Form: Wet Bulb Globe Temperature (WBGT), Air Temperature (TA), Black Globe Temperature (TG) and Relative Humidity (RH).

The data are recorded using a Heat Stress WBGT Meter (Model HT30, Extech Technology). Please see the User's Manual for detailed instructions on how to operate the meter. It is important to note the following important points: First, the protective sliding cover must be open to allow air (wind) to flow through the meter. Second, the meter should always be set to outside (OUT) mode, regardless if there is direct sun exposure or not. The alarm settings should be disabled by setting it to the maximum limit.

WBGT Data Reporting

An Excel reporting file has been created to enter the data collected. Daily printouts of the Heat Stress Monitoring Form should be used on center court to enter the data collected. Daily averages and peak values will be calculated automatically. Printouts must be checked and signed by the Referee Delegate (or Medical Delegate, if present) against the original paper record.

Recording of heat-related medical forfeits

If a medical forfeit occurs, the referee will ask the injured athlete if this is due to heat exhaustion and/or dehydration. If this is the case, the athlete is also asked, if he/she has suffered from diarrhoea during the past five days. The Referee Delegate must include the medical forfeit in the final report.

At the end of the tournament

The Technical Supervisor will send the signed printouts to the FIVB along with score sheets and other information after the event through post mail and by e-mail to worldtour@fivb.org. The Referee Delegate is responsible for sending the Excel file with all data to the Commission member concerned, Mr. José Casanova (jcasanova@netmadeira.com) and to the FIVB Medical Commission's member in charge of the "FIVB Heat Illness Surveillance", Dr. Roald Bahr (roald.bahr@nih.no).



German team and referees attend an awarding ceremony Stare Jablonski Grand Slam 2014

In case of high heat and/or humidity

Weather conditions can not represent any danger of injury to the athletes. FIVB beach volleyball events are regularly played in conditions of high heat and humidity, which may pose a risk of dehydration and heat exhaustion. Deciding if weather conditions are proper for playing each match during the competition should be based on the WBGT. Continuing with the match should be carefully considered if the WBGT index exceeds 31. Whenever the prevailing weather conditions indicate that the WBGT index will exceed 31, the decision should be taken by the FIVB Technical Supervisor, in consultation with the FIVB Medical Delegate (if present) and the FIVB Referee Delegate:

- To schedule matches in the morning and the evening to avoid the heat of the middle of the day
- To permit quick water breaks at side changes
- To increase the time between rallies from 12 sec to 15 sec
- To assign an extra technical time-out when the sum of points scored by the teams equals 42 points
- To require electrolyte rehydration fluids to be available (not just water)

Before starting the season, athletes should be informed of the importance of getting used to heat and humidity through training, including methods for avoiding heat exhaustion symptoms. Tournament medical personnel must be competent and equipped for treating of heat exhaustion, including intravenous treatment. However, if emergency

intravenous treatment is needed, the athlete should be transferred to a hospital for further assessment and treatment. Athletes requiring intravenous treatment must withdraw from participating in the event.

D. Insurance

All athletes must have their own liability and medical insurance. The FIVB is not responsible for any medical expenses incurred while competing in a tournament.

E. Alcohol Tests for Referees and Auxiliary Officials

During the competition, the FIVB will be entitled to randomly select Referees and auxiliary officials to undergo blood alcohol tests at any given moment before each session. The medical control for the Referees and the Auxiliary Officials must be performed at each event in a separate room (if possible in the referee's locker room). It is the responsibility of the Organisers to provide the test device, such as an electronic breathalyser, as well as any disposable equipment needed to perform at least 30 tests during the competition. The blood alcohol tests are run by the Medical Director of the tournament under the supervision of the FIVB Medical Delegate (if present). If the FIVB Medical Delegate is absent, the Medical Director of the tournament will run the daily blood alcohol test procedure.

each event, the local authorities have been informed by the Promoter about the need to secure the venue and the hotel with exclusive security detail. The security staff hired by the Promoter is responsible for implementing the best possible security arrangements and facilities onsite before, during, and after the event.

The Promoter must inform the local police well in advance about for preventing in advance any security and/or traffic problems at the venue and the parking space. A strict policy

must be implemented from the first day of the competition to regulate the flow of the public in the restricted areas. Security personnel must also be present in sufficient numbers at the venue car park, entrance and other areas to maintain order and guarantee assistance, surveillance, and adequate security. The security staff must be professional and well trained, and must be on duty at least one hour before the start of each competition each day. A security meeting should be held at the end of each competition day between the security staff and the Promoter's representative to discuss and fix any possible problems.

Security measures should also be put in place to protect the security of sponsors' signage and FIVB Sponsor's material.

All security people must be identified by uniforms differing from those of the other Organising Committee members, technical personnel or court personnel, in order to be easily identified and to facilitate their intervention whenever needed.

The people managing the different areas must be familiar with the various accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.

Finally, the necessary security measures must also be studied and arranged in due time to stop spectators from entering the playing area at the end of the final match, as well as during the awarding ceremony.

B. Accreditation System

Organisers must provide the FIVB President (when required), FIVB Sponsors (as per agreement), FIVB officials, referees,

heads of delegation, athletes (Qualification Tournament and Main Draw), spectators, Committee members, staff, FIVB partners, media representatives, athletes' coaches, physiotherapists, VIPs, guests, technical staff, court personnel, volunteers, medical staff, journalists, etc. with an official ID card and ensure that only people with appropriate accreditation are allowed to access certain areas of the venue. An accreditation plan must be developed by the Promoter regarding access and circulation to all areas including parking availability. Different types of accreditations (cards or tickets) should be able to be distinguished easily in plain sight. Well identified and easy access accreditation area should be placed at the stadium and at the hotels if possible ID cards are also needed for the bleachers section reserved for athletes taking part in the Qualification Tournament, guests, family members etc. The Promoter must provide vests to all accredited photographers and TV crew authorized to access reserved court areas and all court personnel must wear their official uniforms.

Individual photos with the name of the accredited person should, if possible, be included on the ID cards in order to prevent abuse of use of accreditations.

Promoters must grant the FIVB and each of its Sponsors the opportunity to purchase, if applicable and at face value, first class category tickets for each day of the event, provided that these tickets are granted or sold to the parties concerned for promotional purposes only and not for resale. Please refer to the Marketing chapter for FIVB requirements concerning the printing of accreditation cards and the printing of tickets.

The athlete's representatives must be provided with an accreditation granting them access to all areas for them to contact all delegates from the FIVB and the event Promoter.

3.10 Protocol

Protocol is a well-established and time-honoured set of rules, procedures, conventions and ceremonies that relate to relations between parties. The protocol represents the recognized and generally accepted system of international courtesy for the smooth and respectful handling of international guests. Guests must feel welcome, comfortable and safe during their stay. Therefore, Organisers should express courtesy in a universally understood manner.

A. Invitation of the FIVB President

The following guidelines must be carefully studied in situations where the Organisers wish to invite the FIVB President to attend their event:

1. The official invitation should come from the City Mayor, the National Federation or the Minister of Sport, and should be addressed directly to the FIVB President.
2. The following protocol should be adhered to when issuing

an official invitation:
Information about travel and accommodation should be included, detailing the following:

- Welcome of the FIVB President at the airport, including the name of the Organising Committee member who will greet the President. This person should be knowledgeable about the organisational details of the event and will be responsible for accompanying the FIVB President during his stay;
- Name, address, telephone and fax numbers of the bests hotels in the city/town, equipped with a suite for two people (a well-lit working area must be installed).
- Propose and agenda during the FIVB President's stay, which should include a courtesy visit to the highest authority in the country, a meeting with the President and the members of the Board of the National Federation, a meeting with Promoters, sponsors, Host TV Broadcasters, etc.;
- Ensure that a press conference is organized, preferably in the FIVB President's hotel or at the venue, and that the TV Host Broadcasters and international press agencies are

invited and represented (a list of invited media should be submitted to the FIVB well in advance).

Organisers are asked to contact the President's Secretariat in Lausanne headquarters for any additional information before sending their invitation.

B. VIPs

1. Welcome

The Organisers must prepare a welcome note, as well as an event program, for the VIP guests to be delivered to their hotel prior to their arrival.

2. At the Stadium

Signs should clearly indicate the seating areas for VIPs, FIVB, sponsors, promoters, partners, etc. The Promoter must provide space at the venue together with access to electricity, water and toilet installation facilities to enable the VIPs, FIVB, sponsors, promoters, partners, etc. to create hospitality areas for their invited guests and staff. The costs related to the decoration and operation of the infrastructure of the hospitality areas shall be the responsibility of the VIPs, FIVB, sponsors, promoters, partners, etc. The VIP section must be tidy and equipped with chairs.

The area should be thoroughly monitored and inspected prior to the arrival of the guests in order to ensure that it is in good conditions. Organisers must appoint two people (one manager and one assistant) to welcome VIPs, FIVB, sponsors, promoters, partners, etc. and to show them to their seats.

The Promoter must install tables and chairs in the hospitality area to allow VIPs, FIVB, sponsors, promoters, partners, etc. to sit while eating. Hospitality areas providing food and drinks during the matches must be clean at all times. One VIP table must be prepared with a table cloth and napkins to allow the highest authority to invite prestigious VIP guests. Two additional staff members should be in charge of the catering table and ensure the highest standards of hygiene. Staff could be assigned to tidy up the VIP stands.

3. Side Events

If an authority or sponsor decides to organise a reception or a party, Promoters must determine a VIP guest list in advance. The VIP area officer is required to inform the guest list and the FIVB representatives attending the event at least two days in advance. The authority or sponsor offering the reception or party must welcome the VIP guests at the entrance of the venue where the event is taking place. The PR Director must inform the VIP guests about the dress code (formal, business or informal attire).

C. Official Opening of the Event

Opening ceremonies are not mandatory for FIVB Beach Volleyball events. Nevertheless, a welcoming cocktail party could be organised the day before the start of the competition (e.g. after the end of the Technical Meeting) for the FIVB President (when attending), FIVB officials, referees, heads of delegation, athletes, spectators, Organising Committee members, FIVB Sponsors and partners, media representatives, local authorities, etc.

3.11 Awarding Ceremony

The awarding ceremony is part of each FIVB Beach Volleyball event and it must be organised in accordance with the procedure featured in this section.

The awarding ceremony creates a memorable and magical moment that can be shared by athletes, spectators, officials, media, sponsors, celebrities, volunteers, etc., and can serve to celebrate the winning teams and the end of the event itself. The preparation for the awarding ceremony should not be underestimated and all elements listed below are important for staging a successful closure for the event. It is critical that each person playing a role in the awarding ceremony is aware of all of the details of his/her responsibilities and the exact timing of his/her involvement in the ceremony.

It is strongly recommended to produce a schedule well in advance, (including a final version customized with the names of the dignitaries and athletes after the final rally), as well as a layout of awarding ceremony area to be circulated to the key people involved, such as the Master of ceremonies, chief of protocol, Technical Supervisor, Tournament Director, TV coordinator, Media Operations Delegate, Official Photographer, Media Operations Director, announcers,

hostesses, and so on. This written schedule should also include the script for the announcer.

The schedule and materials used for the awarding ceremonies must be organised in accordance with the FIVB Regulations and presented well in advance to the FIVB Technical Supervisor for his/her approval. The Technical Supervisor must check before the start of the competition that all materials are available and duly stored in a secured facility at the venue.

It is also the responsibility of the Technical Supervisor to check the layout of the court including all materials and personnel before the rehearsal. It is also his/her responsibility to agree with the Tournament Director the list of dignitaries participating in the awarding ceremony.

The planning of the awarding ceremony should detail all actions of each person participating on it, starting when the last match ends until the ending of the awarding ceremony. It has to be submitted in advance for the approval of the FIVB Technical Supervisor.

A. Material

- 1 awarding ceremony backdrop.
- 2 red carpets (one 3m x 18m, one 5m x 2m);
- 3 podiums as follows:
 - Podium No. 1 at the centre (for team finishing in 1st place), 1.50m long x 0.60m wide x 0.70m high;
 - Podium No. 2 to the left of the centre podium (for the team finishing in 2nd place), 1.50m x 0.60m x 0.55m high;
 - Podium No. 3 to the right of the centre podium (for the team finishing in 3rd place), 1.50m x 0.60m x 0.40m high;
- 3 poles of a minimum of 8m high each (or mobile hangers) for the winners' flags, outside the competition area and no further than the axis of the court. These poles should be different from the ones used for the FIVB beach volleyball event's flag, FIVB Flag, Eco Flag, and the country flags, and should be placed on the side of the court, preferably midway.

The use of removable poles that can be set up in a few minutes just before the end of the gold medal match is recommended to avoid blocking the view of spectators, photographers, HTVB, etc. during the matches.

- Two or three flags (same size) available for the top beach volleyball nations (e.g. Brazil, USA, Germany, China, Switzerland);
- A complete set of medals for the winners (2 gold, 2 silver and 2 bronze per gender) provided by the FIVB;
- A trophy to be presented to the athlete voted best player at the event;

- 3 cheques containing the prize money amounts for the three teams;
 - The awards table and the necessary cushions or trays to display and present the medals;
 - The cup for the winners and the trophy cups for the 2nd and 3rd place teams (whenever awarded) offered by local sponsors or Organisers;
- When granting awards like trophies or cups, the organizer must supply two (2) units (one for each athlete) and engrave the winner's names on the awards.

- other cups or trophies offered by the city, promoters, local sponsors, etc.;
- 3 bottles of champagne (if any).
- The national anthem of the winning team;
- The FIVB anthem;
- The national flags of the first three teams (3m x 2m horizontal or vertical according to the system used);
- 3 name boards (0.70m x 0.30m) with the name of the country of the winning teams (letters minimum 10cm high) for the parade;
- The necessary uniforms for all persons involved (hostesses, medal carriers, etc.);
- A set of clean athletes' tank tops/tops for the top 3 teams of the same colours as the ones used for the final games;
- A raised platform with microphones connected to a public speaker system;
- One table (2m x 1m) to display the cups and/or trophies and the medals;
- Rope and poles to cordon off the photographers' area;

FIVB Klagenfurt A1 Grand Slam Awarding ceremony - podium



- The official backdrop with the FIVB Beach Volleyball Title, logo and Tournament Title and its supporting structure;
- The form designating the dignitaries;
- Possibly one orchestra (or fanfare/music) plus appropriate musical recordings;
- Walkie-talkie with earphone for the key staff members such as the Master of Ceremonies, Assistant Master of Ceremonies, Technical Supervisor and the Court Manager to facilitate coordination of the awarding ceremony schedule.

B. The Personnel

The following personnel are needed:

- One experienced Master of Ceremonies with perfect command of English and the language of the host country;
- An announcer able to speak English and the host country language;
- Three name board carriers;
- Minimum four hostesses (ideally 6) trained to carry and present the cups and/or trophies and the cushions or trays holding the medals;
- Honorary platoon to manoeuvre the flags;
- One professionally trained chief of protocol to guide and coordinate the various dignitaries in their movements during the ceremony, as well as an assistant chief of protocol to be in charge of the medal bearers;
- The Court Manager and at least 8 additional staff assisting him/her to quickly remove the sport equipment such as the net poles, padding, net camera, referee chair, etc. and set up the carpets, podium, backdrop, table, etc.;

- Security staff responsible for ensuring that photographers and authorized hand held TV cameramen stays within their restricted area;
- One person for each team (3 in total) responsible for directing the 3 winning teams to the holding and for providing them with the new tops to be worn during the ceremony;
- The mascot;
- The dancers to entertain the spectators while the court manager and his assistant are setting up all materials.

Note:

Officials, Staff and volunteers may be allowed to line up around the competition area.

C. Rehearsal

The relevant personnel must perform a full rehearsal the day preceding the awarding ceremony. All personnel listed above should be involved, as well as the FIVB Technical Supervisor, FIVB TV Coordinator and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained as back up staff in case of any last minute contingencies. Organisers should inform the teams concerned about their role the day before the finals and arrange rehearsals with the relevant personnel to ensure that the ceremony is run according to the previously prepared schedule. Participation at the awarding ceremony is compulsory and sanctions will be given by the FIVB to teams arriving late or leaving the host city without authorization in writing from the FIVB.

USA's Sean Rosenthal is interviewed in the mixed zone



All options for the anthems must be prepared in advance (lasting between 1 minute and 1 minute 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

D. Awarding Ceremony

The awarding ceremony takes place in the stadium immediately after the last whistle of the final match.

1. Before the Final Match (es):

- PR Director checks that all the necessary materials are ready;
- Court Manager ensures that the necessary personnel are ready to dismantle the equipment and put the various elements of the awarding ceremony in place;
- Assistant to the PR Director checks the flags, awards, cups, trophies, cushions, etc. with the hostesses;
- FIVB Technical Supervisor checks the availability of clean tank tops/tops for the athletes of the three teams;
- Court Manager checks that the masts (or mobile hangers) are in the right position and work properly;
- PR Director checks with the FIVB President (or with the FIVB Technical Supervisor if the President is not attending the event) the list of the dignitaries invited to present the awards and verifies their respective tasks. He then ensures that the announcer receives this list.

The FIVB President or the FIVB Technical Supervisor, in agreement with the National Federation Delegate and the Tournament Director, designates the officials or guests responsible for presenting the awards (BVB-32 form). Priority must be given to the FIVB President, Governmental authorities, hosting city representatives, sponsors, etc. The FIVB President may ask governmental authorities or other personalities to accompany him to award the prizes.

2. Immediately after the Gold Medal Match:

Immediately after the Gold Medal Match final whistle is blown and the athletes leave the playing area, the announcer informs the audience that the awarding ceremony is about to take place and asks spectators to remain in their seats.

The technical area staff (Court Manager and assistants) implements the following actions:

- Dismantle and remove poles, net, referee's chair and umbrellas in the time-out areas;
- Open a passage, if necessary, by spreading out (without removing) some advertising panels;
- Position the red carpets and the three podiums as per the layout plan, facing the VIP tribune as follows: podium No.1 in the middle, podium No.2 to its left, podium No.3 to its right;
- Position the table on which medals, trophies, and individuals awards are displayed;
- Set up the 3 poles if not already in place;
- Arrange ropes to define the area reserved for photographers;
- Install and equip the area reserved for orchestra or fanfare, if any;

- Lower the ropes of the masts in order to properly fix the flags (or lower the mobile hangers to a reachable height).
- The security staff members take their position in the photographers' restricted area. The photographers are then allowed to take their places;
- The photographers take their position;
- An honorary platoon (or members of the organising committee) makes its entrance and fixes the flags of the first three countries at the foot of the three masts as follows: (a) flag of the first placed team in the centre (highest mast), (b) flag of the second placed team to the right of the winners' podium, (c) flag of the third placed team to the left of the winners' podium;
- The hostesses in uniform make their entrance and take their previously designated position near the awards table. They then wait to hand the awards to the dignitary assigned to present them;
- The name board carriers of the winning teams assemble at the entrance, out of public view;
- The athletes of the 3 winning teams march in and line up behind the name board carrier of their country according to the order of their respective podium positions, in an area with direct access to the court;
- The dignitaries march in and stop on the red carpet to the side of the podium.

The athletes must wear clean tank tops/tops and no accessories or uniform items other than those authorized for the competition must be worn, with the exception of the athlete's own country flag.

3. Start of the Official Ceremony:

The Master of Ceremonies checks that all personnel, athletes, dignitaries, etc. and the materials are all in place.

If everything is ready he/she authorizes the start of the ceremony. Throughout the whole presentation, the chief of protocol remains on the red carpet with the other VIPs so that he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and proceed to their places in time without delaying the ceremony.

End of Final Match Announcement:

"Ladies and Gentlemen,
Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour Grand Slam/ Swatch Beach Volleyball Major Series part of FIVB World Tour + Year + *Tournament Title*".

"Ladies and Gentlemen,
Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour Open + Year + *Tournament Title*".

- Teams return to locker rooms for changing uniforms.
- On court staff to set up the Closing Ceremony court layout.
- Entrance of the entertainment group and photographers

- with the guidance of the photo marshal.
- Positioning and short briefing of the Authorities that will take part in the ceremony.

START OF THE OFFICIAL CEREMONY

- Short Fanfare (CD) (15 sec.) or FIVB official anthem start to be played.

The official speaker announces the start of the ceremony in the language of the host country and in English:

- Closing and awards ceremonies of the FIVB Beach Volleyball World Tour Grand Slam/ Major Series or Open + Year + Tournament Title organised by the Name of the promoter's company and hosting NF.

The FIVB President or his/her representative or the guest of honour, the President of the Organising Committee and any other VIPs appear, led by the chief of protocol, and line up on the red carpet (including all VIPs presenting an award, also for individual prizes).

- March music CD to be played

The country name board carrier, flag bearer and athletes (headed by the captain) of each of the first three teams (no officials, no coaches) make their entrance and take position behind their respective podiums.

The official speaker makes the following announcements in the language of the host country, then in English

- FIVB Beach Volleyball World Tour Grand Slam/ Major Series or Open + Year (Tournament Title_____)
- Third place and bronze medal winner is: _____.
- 3rd place team step onto the podium.
- The Silver plate (or cups or trophies) and the medals will be presented by _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the Silver plate and bronze medals approaches the designated person and accompanies him to the front left side of podium 3 (team captain). The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any other prizes.

Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

- The official speaker announces:
- FIVB Beach Volleyball World Tour Grand Slam/ Major Series or Open + Year (Tournament Title_____)
 - silver medal winner is: _____.
 - 2nd place team step onto the podium.

- The Silver plate (or cups or trophies) and the medals will be presented by:_____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the silver plates (or cups) and silver medals approaches the designated person and accompanies him to the front left side of podium 2. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any eventual prize.

Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:

- Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour Grand Slam/ Major Series or Open – Tournament Title in _____.
- FIVB World Tour Grand Slam/ Major Series or Open + Year Champion and Gold medal: _____.
- 1st place team step onto the podium.

The FIVB World Tour Grand Slam/ Major Series or Open + Year Champion – (Tournament Title_____)

Trophy and medals, will be presented by the FIVB President Graça, (whenever attending an event) accompanied by _____.

- The winner's cup and the medals will be presented by the FIVB President Graça:_____, accompanied by Messrs.' _____ (names and titles).

While the official speaker makes the presentations, the hostesses bearing the cups and gold medals approach FIVB President Graça and accompanies him to the front left side of podium 1, accompanied by another VIP (if any), who takes up position on his right. FIVB President Graça presents the athletes with the 2 cups and gold medals, following which he returns to his initial position.

The dignitary accompanying the President may then give the cheques and any other prizes.

Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

- Award Ceremony of the best individual athlete:
- Short Fanfare (CD).

- The speaker announces:
- Award ceremony of the Best Player.
 - Best athlete: Name_____, from_____.
 - The Award will be presented by_____.

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

- The official speaker continues:
- Fastest Server: _____ from _____.
 - The Award will be presented by _____.

After the award of the fastest server a short session of pictures takes place firstly with athletes and dignitaries, followed by athletes only. After a few moments when the dignitaries have left the court all athletes may open the bottle of champagne and still remain on the podium for some pictures. Then they can step down from the podium and eventually make a complete tour of the court.

The chief of protocol will invite the dignitaries to make pictures standing in front of the podium. After 20/30 seconds the dignitaries are invited to leave the area.

The official speaker asks the spectators to stand up for the anthem of the winning team:

- Ladies and Gentlemen, please rise for the playing of the National Anthem of _____.

The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The athletes must remove their caps and face the flags during the anthem.

- Playing of the Champions' National Anthem.
- Hoisting of the 3 flags.
- After the playing of the Anthem the athletes salute the public.

This concludes the award and closing ceremony of the FIVB Beach Volleyball World Tour Grand Slam/ Major Series or Open +Year.

Thank you very much for your presence and we hope to see you again next year on... (date).

Only at this moment the photographers are allowed to operate freely.

On the completion of the photographs session, athletes may open the bottles of Champagne remaining on the podium for further pictures. The athletes are then allowed to walk freely around the court to greet the public, before leaving the area.

Xiamen 2014

