

# CEV Snow Volleyball Guidelines

Edition: 2023

Updated on: 24/07/2023



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refers to the relevant provisions of the CEV Snow Volleyball Competitions Regulations.



refers to the explanation of the topic provided by the CEV.



refers to good practice and tips.



## Section 1: Competition

### 1. CEV Competition Governing Rules

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Art. 9

The Official Snow Volleyball Rules are available [here](#).

Here is a short summary of the main rules:

- Matches are played 3 vs. 3 with potentially one substitute player
- Sets are played until 15 points with a minimum 2-point lead in a best-of-three format
- Court switch after 5 points in all sets
- Block touch not counting as first hit
- 2 substitutions allowed per set (could be involving different players)

### 2. Participating Teams

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Art. 13

The total number of teams participating in the Main Draw may be 16 or 12 per gender and divided as follows:

Number of Main Draw teams	16	12
Host Country quota Main Draw	Min. 4 Max. 6	Min. 3 Max. 4
Foreign teams max. quota Main Draw (Max. quota direct in Main Draw)	4 (2)	3 (2)
Wild Card teams	2	2
From Qualification Tournament	2	2

In case of not enough registrations for the Main Draw additional teams may be added from the Reserve List irrespectively from the country quotas.

Wild cards are not taken into consideration for the country quotas.

### 3. Competition structure

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Art. 13.2

#### 3.1 Qualification Tournament and Main Draw

Each competition consists of a Qualification Tournament and Main Draw made up of, 24, 16 or 12 teams.



**EXCEPTION:** The CEV Snow Volleyball European Championships consists only of the Main Draw.

The Host Country teams directly in the Main Draw shall be higher ranked than any other team from the Host Country participating in the event. If two or more teams have the same



amount of points the hosting National Federations decides which team enters the Main Draw.

If the number of Teams registered for a CEV competition exceeds the number of available spots in the Main Draw by at least 4 teams a Qualification Tournament must be played.

## 4. Competition method

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Art. 13.4.

### 4.1 Main Draw

The CEV Snow Volleyball European Championships is played in a 24 teams Pool Play format followed by Single Elimination.

The CEV Age Group Snow Volleyball European Championships Championships is played in a 16 teams Pool Play format followed by Single Elimination, unless otherwise specified in the respective Official Communication document

The Main Draw of the CEV Snow Volleyball European Tour events can be played either in Pool Play, Modified Pool Play or Double Elimination format.

### 4.2 Qualification Tournament

The Qualification Tournament is played according to the Single Elimination system. A switch to the Double Elimination System may be possible if the number of Teams, time and infrastructure on site permits so.

The Qualification Tournament format of each CEV Age Group Snow Volleyball European Championships depends on the number of registered NFs and is defined in the respective Official Communications document and confirmed in the respective Technical Meeting ensuring of minimum 2 matches for each participating NF.

### 4.3 Tie in a pool play competition method



Art. 13.4.3



In the case of a tie in the pools (match points) at the end of the round robin, the following rules will apply:

- a. Between two teams:
  - The team with higher rally point ratio in the matches between all teams in the pool is ranked higher.
  - If a tie still exists, the winner of the head-to-head match is ranked higher.
- b. Between three teams:
  - Teams are ranked (1, 2 & 3) by the rally points ratios in the matches between the three tied teams.
  - If a tie still exists (1, 1 & 1 or 1, 1 & 3 or 1, 2 & 2) then the teams still tied are ranked by the rally points ratio between all teams in the pool. Especially for pools of 3 teams the final ranking of the top 2 teams qualifying for the next level of the CEV competition will be determined by the result of the match amongst those 2 teams.
  - If a tie still exists then the teams still tied are determined by the tournament seeding established after the Main Draw Preliminary Inquiry (the highest seed of the tied teams is the top ranked team).



## 5. Allocation of Teams

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### Article 13.5.1

All teams entered in an event are distributed between the Main Draw, Qualification Tournament and Reserve List according to their CEV Snow Volleyball Entry Ranking 10 days before the competition. For teams consisting of 4 players only the sum of points from the best 3 players are counting.

## 6. Seeding

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### Art. 13.5.2 & 10.1

Once all the participating teams are known and have confirmed their presence during the Preliminary Inquiry, the teams will be seeded in the competition bracket according to their Entry Ranking points on the day of the Preliminary Inquiry. In case of a tie, a drawing of lots will decide. For teams consisting of 4 players only the sum of points from the best 3 players are counting.

If the hosting National Volleyball Federation has no team in the Main Draw among the top, top 6 (24 teams), top 4 (16 teams), top 3 (12 teams) seeded teams, they will be allowed to allocate their best ranked team on place, 6, 4, 3 in order to help the promotion of the competition.

Wild cards will be seeded by CEV depending on the level of the players and other parameters.

## 7. Wild Cards

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### Art. 14.1 & 22.2

CEV has the right to grant up to 2 wild cards for the Main Draw per event upon request of National Federations or upon its own initiative. These wild cards can be also given to teams outside of the CEV territory.

The deadline to submit wild card requests for National Federations to the CEV office is 15 days before the event using the SV-02 form.

The allocation of wild card(s) will be communicated with the Confirmed List 10 days before the event.

No wild cards are allocated for the CEV Snow Volleyball European Championships and for the CEV Age Group Snow Volleyball European Championships

## 8. Registration

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### 8.1 General provisions



#### Art. 18 & Art. 19

Teams can be registered exclusively in the VIS application by their respective National Federation 15 days at the latest before the start of the event they intend to join.



Any teams having difficulties to register through their National Federation are invited to contact the CEV Snow Volleyball Department (snow@cev.eu) 17 days at the latest before the start of the event.

**i** If a date falls on a weekend or public holiday (in Luxembourg) then the next working day becomes the deadline.

**i** For certain event categories athletes are also requested to undertake the FIVB Anti-doping education program "Play clean" and/or the FIVB "Prevention of Competition Manipulation E-Course" to be admitted in the CEV competition. This information is shared in the respective Official Communications document.

All deadlines concerning entries are calculated from the day of the Qualification Tournament.

EXCEPTION: The registration deadline for the CEV Snow Volleyball European Championship and for the CEV Age Group Snow Volleyball European Championship may be scheduled to a prior date. Respective information will be circulated through the respective Official Communications document.

### 8.2 Online Registration Procedure

The National Federations have to register their teams through the VIS application, which can be downloaded here:

<http://www.fivb.org/vis2009/downloadapplication.aspx?code=VIS>

Username: SVB-xxx (where xxx is your Federation 3 letters code)

Password: same as for the Beach Volleyball registration

Select the tournament with the respective gender:

SE*	Y	CODE	NAME	TITLE	START	END	GENDI	TYPE	COUNTRY	ORGANIZER	ORGANIZER	STA
2019		MBAK2019	Bakuriani	CEV Snow Volleyball Tour - Bakuriani	15-Feb-2019	17-Feb-2019	M	Continental tour	Georgia	Confederatio	CEV - Conféderati	Confr
2019		WBAK2019	Bakuriani	CEV Snow Volleyball Tour - Bakuriani	15-Feb-2019	17-Feb-2019	W	Continental tour	Georgia	Confederatio	CEV - Conféderati	Confr
2019		MPRA2019	Prato Nevoso	CEV Snow Volleyball Tour - Prato Nevoso	29-Mar-2019	31-Mar-2019	M	Continental tour	Italy	Confederatio	CEV - Conféderati	Confr
2019		WPRA2019	Prato Nevoso	CEV Snow Volleyball Tour - Prato Nevoso	29-Mar-2019	31-Mar-2019	W	Continental tour	Italy	Confederatio	CEV - Conféderati	Confr
2019		MWAG2019	Wagrain	Snow Volleyball World Tour - Wagrain	29-Mar-2019	31-Mar-2019	M	Continental tour	Austria	FIVB	- FIVB	Confr
2019		WWAG2019	Wagrain	Snow Volleyball World Tour - Wagrain	29-Mar-2019	31-Mar-2019	W	Continental tour	Austria	FIVB	- FIVB	Confr
2019		MKRO2019	Kronplatz	Snow Volleyball World Tour - Kronplatz	05-Apr-2019	07-Apr-2019	M	Continental tour	Italy	FIVB	- FIVB	Confr
2019		WKRO2019	Kronplatz	Snow Volleyball World Tour - Kronplatz	05-Apr-2019	07-Apr-2019	W	Continental tour	Italy	FIVB	- FIVB	Confr
2019		MAANT2019	St. Anton	CEV Snow Volleyball Tour - St. Anton	12-Apr-2019	14-Apr-2019	M	Continental tour	Austria	Confederatio	CEV - Conféderati	Confr
2019		WANT2019	St. Anton	CEV Snow Volleyball Tour - St. Anton	12-Apr-2019	14-Apr-2019	W	Continental tour	Austria	Confederatio	CEV - Conféderati	Confr

Go to Tournament → Teams → New

Code: WWAG2019 Dates: 29 - 31-Mar-2019

Name: Wagrain

Title: Snow Volleyball World Tour - Wagrain

Type: Continental tour

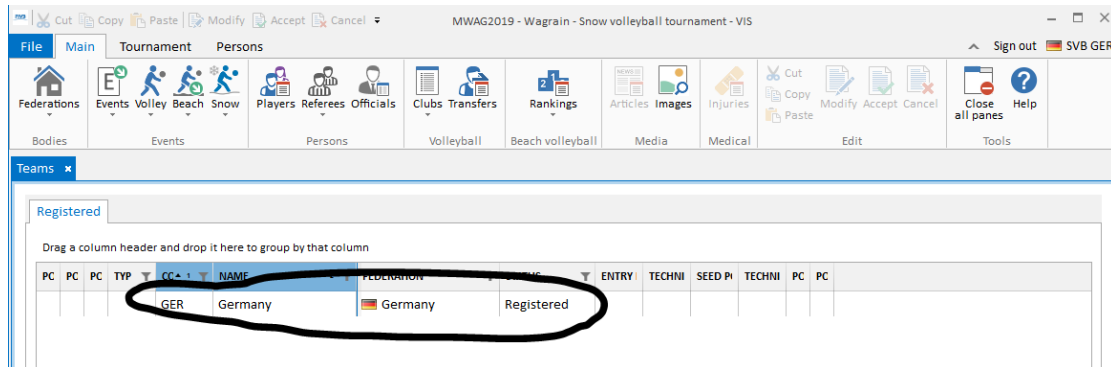
Organizer: FIVB

Country: Austria



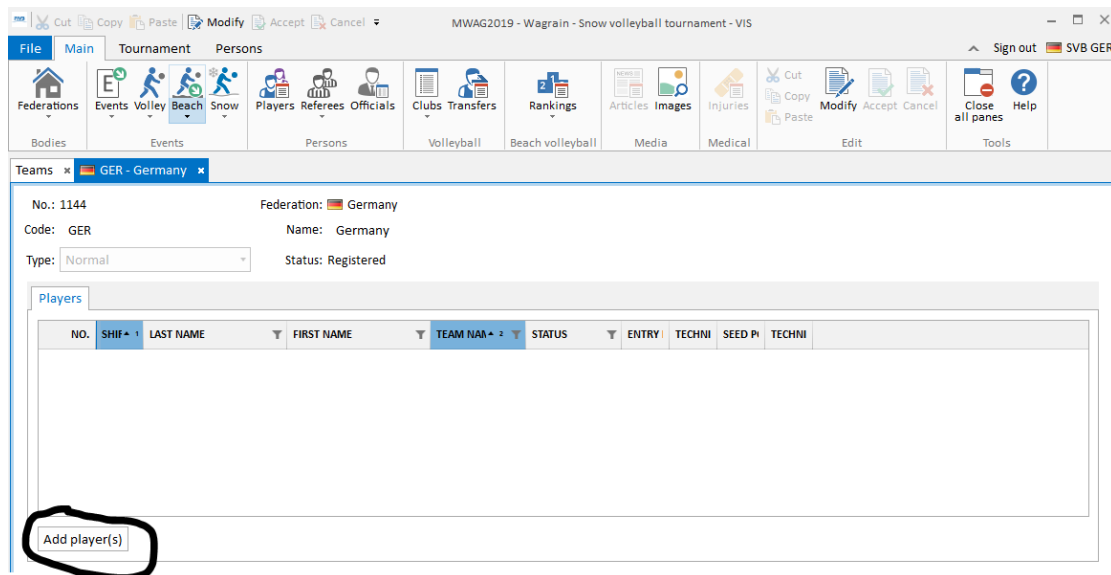
Confirm with „OK“

Go to Teams → List



Double-click on the registered team

Click on „Add player(s)“ and add the players



If you need any assistance do not hesitate to contact [vis.support@fivb.org](mailto:vis.support@fivb.org).

The following procedure shall apply (Exception: CEV Snow Volleyball European Championships and CEV Age Group Snow Volleyball European Championships):

- a. 15 days before the start of the event:  
 Official entry deadline, no further teams may be entered. The only exception are late entries approved by the CEV.
- b. 10 days before the start of the event:  
 CEV publishes on the CEV website the Confirmed List.

The SV-01 Athlete’s Commitment & M3 Health Certificate shall be downloaded from the download section of the CEV website, duly filled, signed and presented during the Preliminary Inquiry. There is no need to send them by email to the CEV.

### 8.3 Late entry



Past the deadline for the Entry List (-15 days) prior to the start of each CEV competition, late entry requests must be addressed to the CEV in written for CEV evaluation. CEV will decide on a case by case basis whether a late entry should be accepted or not.



If the team is accepted, it will automatically be registered in the last position of the Reserve List if no Qualification tournament is organised or last position of the Qualification Tournament

## 9. Participation

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### 9.1 Uniform



Art. 20.5.

Players' uniforms will be provided by the organiser according to the specimen in the CEV Snow Volleyball European Tour Brand Guidelines. The organiser has to produce the uniforms in 2 different colors per player. Each team must be numbered from 1 to 4. No country codes are needed for the Qualification Tournament.

Players are permitted to wear equipment composed of a close-fitting t-shirts with long or short sleeves and long tight pants. Men's players may wear shorts on top of the long tight pants.

It is highly recommended that players of the same team wear the uniform of same style, however this is not mandatory, e.g. one player can wear long sleeve and long pant, while the teammates can wear tops and shorts. It is mandatory though to wear uniform of same color.

### 9.2 Accessories

Athletes are authorized to use the following accessories:

- a. Visor/cap/hat/headband,
- b. Knee and/or elbow pads,
- c. Sunglasses,
- d. One watch,
- e. Gloves,
- f. Two Armbands.

### 9.3 Sponsor/Manufacturer

Close-fitting t-shirt: No sponsor logos are permitted except the manufacturer logo that cannot exceed 20cm<sup>2</sup>.

There are no limitations concerning the position and size of sponsor logos on men's shorts while women not wearing their briefs on top may display their sponsors' logos on the respective positions of their pants.

For the accessories, the athletes are allowed to display a maximum of 2 sponsors (72cm<sup>2</sup> each) plus the manufacturer's logo

## 10. Withdrawal

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### 10.1 Procedure



Art. 20.3.

The procedure of a withdrawal is as follows:

- a. Before the Confirmed List, the National Federation shall withdraw the team directly in the VIS,





- b. Between the Confirmed List and the last Monday (17:00 Luxembourg time), the National Federation shall send the SV-03 form to the CEV office ([snow@cev.eu](mailto:snow@cev.eu)) with a medical certificate or letter proving a Force Majeure.
- c. Between the last Monday (17:00 Luxembourg time) and the relevant Preliminary Inquiry, the National Federation shall send a SV-03 to the CEV office ([snow@cev.eu](mailto:snow@cev.eu)) with a medical certificate or letter proving a Force Majeure and inform the assigned CEV Supervisor. A financial sanction of 60 EUR will be applied.
- d. After the relevant Preliminary Inquiry and if due to an injury, the Team captain shall sign the score sheet at the time and place where such match was originally scheduled even if this match will not be played.

When a medical reason or a Force majeure is to be evidenced, all proofs are submitted in English or with an English translation before the relevant Preliminary Inquiry. The medical reason is evidenced only by a medical certificate. The Force majeure by any reasonable means.

When the player is in the Reserve list, the obligation to evidence the medical reason is not needed.

In case of a medical reason or "force majeure" of a player at the CEV or FIVB competition held the week before the CEV competition, the National Federation may withdraw, disband or 'change of athlete' only supported by a medical statement from the official tournament doctor.

## 10.2 Next eligible team



Art. 13.5.

If a National Federation informs the CEV Supervisor prior to (or during) the Preliminary Inquiry of the Qualification Tournament of a withdrawal from their Qualification Tournament team, the selection of the next eligible team is based on the following priorities:

- a. The next highest ranked team excluded from the Qualification Tournament based on the Entry Ranking Points (10 days prior to the event) is then allowed to enter into the Qualification Tournament, if the team attends the Preliminary Inquiry prior to the Qualification Tournament.
- b. In case there are no eligible Reserve teams physically present at the Preliminary Inquiry of the Qualification Tournament, Reserve teams may be picked up to fill the roster regardless the country quota regulations.

The following policy must apply in order to clarify the withdrawal process of Main Draw teams (and their consequent replacement):

- a. If a National Federation informs the CEV Supervisor prior to (or during) the Preliminary Inquiry of the Qualification Tournament of a withdrawal from their Main Draw team, the next highest ranked eligible team based on the CEV Entry Ranking points (10 days prior to the event) is then allowed to enter directly into the Main Draw.
- b. If a National Federation informs the CEV Supervisor after the end of the Qualification Tournament Preliminary Inquiry and before the commencement of the Main Draw of a withdrawal from their Main Draw team, the extra team will then be allowed to qualify from the Qualification Tournament.
- c. The extra team is the team with the highest current CEV Entry Ranking among the teams failing to qualify for the Main Draw by losing the last round of the Qualification Tournament, if the team attends the Preliminary Inquiry of the Main Draw. In this case, the CEV Supervisor must draw between the two highest ranked teams amongst the losers. For each additional open spot from the Qualification Tournament to the Main



Draw, the next highest ranked team must then be drawn against the loser of the previous draw.

- d. Replacement procedure for the Host Country athlete/team:
- If a National Federation informs the CEV Supervisor prior to (or during) the Qualification Tournament Preliminary Inquiry, the new team is placed in the Main Draw/Qualification Tournament according to the rule that the highest ranked teams as of 10 days before the event of the host NF are placed in the Main Draw.
  - If a National Federation informs the CEV Supervisor after the end of the Qualification Tournament Preliminary Inquiry and before the commencement of the Main Draw, the new team retains the spot in the Main Draw.

EXCEPTION: For the CEV Snow European Championships the withdrawal procedure is as follows:

- a. In case of a withdrawal of a team, the next team on the Reserve List (considering country quota limitations) will be eligible to enter in the Main Draw in the vacant position in the pool.
- b. In case of the replacement of an athlete the new team's CEV Entry Ranking points as of the day of the confirmed list are taken into consideration for the new team's entry. The new team is then placed into the Main Draw or Reserve List.
- In case the team remains in the Main Draw the position in the pool will be maintained.
  - In case the team moves to the Reserve List the next team on the Reserve List (considering country quota limitations) will be eligible to enter in the Main Draw in the vacant position in the pool.
  - In case the next eligible team from the Reserve List is already represented, the team will be added in the pool with the vacant position regardless of the number of same NFs in the pool(s).

No changes will be made in the team roster and in the team seeding if Main Draw team(s) inform(s) the CEV between the end of the Preliminary Inquiry of the Qualification Tournament and the start of the Qualification Tournament of their withdrawal from the event.

The Qualification Tournament and Main Draw are deemed to have started once the seeding has been confirmed after the Preliminary Inquiry and no further changes will be allowed.

The athlete is responsible to request from his/her National Federation (or to consult the CEV website under the "Practical Info" section of each Snow Volleyball event) in order to obtain details on the time and place of the Preliminary Inquiry and all other relevant information for the event.

## 11. Substitution of an Athlete

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Art. 20.4.

After the replacement of an athlete or adding an additional athlete if the Team previously composed only by 3 athletes, the new team's CEV Entry Ranking points as of 10 days before the event are taken into consideration for the new team's entry, independent of the date of the replacement. The new team is then placed into the Main Draw, Qualification Tournament or Reserve List.



In case of replacements or adding an additional athlete occurs after the publishing of the Confirmed List, it is not possible to move from the Reserve List up to the Qualification Tournament or from the Qualification Tournament up to the Main Draw unless the roster is not complete or more spots become available.

Should the replacement occur after the Qualification Tournament Preliminary Inquiry and the new team does not have enough CEV Entry Ranking points to enter the Main Draw the new team will not be allowed to participate and an additional team enters the Main Draw from the Qualification Tournament according to the procedure described above.

The submission of evidence regarding medical reasons and Force Majeure is done as for the withdrawal of a player.

## 12. Prize Money Breakdown



Art. 105.

The breakdown of the prize money is defined in the event’s Practical Info document.

## 13. Ranking Points Breakdown (Per Player)



Art. 10.

For all CEV/FIVB homologated tournaments the world ranking points breakdown is as follows:

Rank	World Championships	World Tour & Continental Championships	Continental Tour	Zonal Tour	National Tour
1st	400	200	100	20	10
2nd	360	180	90	18	9
3rd	320	160	80	16	8
4th	280	140	70	14	7
5th	240	120	60	12	6
7th	220	110	55	10	5
9th	200	100	50	8	4
13th	180	90	45	6	3
17th	160	80	40	4	2
19th	150	75	35	2	1
21st	140	70	30	1	1
25th	120	60	20	1	1
31st	100	50	10	1	1



33rd	80	40	5	1	1
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## 14. Forms and regulations

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The following forms are used:

- a. SV-A Competition Application
- b. SV-OC Organisational Chart
- c. SV-LR Local Referee Registration
- d. SV-FR Final Report
- e. SV-RD Referee Coach Report
- f. SV-01 NF-Athlete's Commitment & Health Certificate
- g. SV-02 Wild Card Application
- h. SV-03 Team Withdrawal
- i. SV-10 Site Visit
- j. SV-13 Venue Homologation
- k. SV-14 Sanctions for players



The following regulations should be used additionally:

- a. Official Snow Volleyball Rules
- b. FIVB Sports Regulations
- c. CEV General Regulations
- d. CEV Disciplinary Regulations



## Section 2: Refereeing

### 15. Referees

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#### 15.1 Number



Art. 26.1.

The number of referees appointed are as follows:

- a. CEV Snow Volleyball European Championship  
3 courts: 6 neutral referees appointed by CEV + 3 local referees  
4 courts: 8 neutral referees appointed by CEV + 4 local referees
- b. CEV Age Group Snow Volleyball European Championship  
1 neutral referee appointed by CEV + 1 local referee per court (only 1st referee for all matches up to Semi-finals; from Semi-finals onwards 1st and 2nd referee)
- c. CEV Snow Volleyball European Tour Event  
2 local referees per court (only 1st referee for all matches up to Semi-finals; from Semi-finals onwards 1st and 2nd referee)



Situations not covered above will be dealt with on a case by case basis by the ERC.

### 16. Forms and regulations

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The following forms are used:

- a. SV-LR Local Referee Registration
- b. SV-RD CEV Referee Coach Report
- c. SV-11 Official Snow Volleyball Scoresheet



## Section 3: Medical

### 17. Medical examination

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#### 17.1 Health control



Art. 31.3.2

The medical examination of referees during the CEV competition is about the following items:

- a. history,
- b. blood pressure,
- c. visual acuity,
- d. visual field,
- e. colour blindness,
- f. height and weight - to calculate body mass index,
- g. abdominal circumference.

Details of the examination are confidential.

The organiser shall guarantee the availability of appropriate space and material to perform any medical examination if requested by CEV.

#### 17.2 Breath analysis



Art. 31.3.2 and 32.3.2.

The breath analysis shall be performed in the presence of the CEV Medical Delegate and/or the CEV Referee Coach according to section C, article 3 of the FIVB Medical & Anti-Doping Regulations.

The organiser shall guarantee the availability of breath analysis equipment if requested by CEV.

### 18. Previous information

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Art. 33.1.

The following information are provided to the CEV:

- a. For doping control: copy of the relevant agreements, contact details of the individuals in charge at the NADO and laboratory, transport details of the samples, time schedule to receive the results of the sample analysis,
- b. Confirmation of the compliance with the workforce and facilities mentioned in the CEV Snow Volleyball Competitions Regulations,
- c. Contact details (name, first name, telephone, fax, e-mail address) of the Local medical doctor,
- d. Hospital designation in case of a possible admission and transportation details.

### 19. Workforce

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Art. 33.2 and 53

In addition to the Local Medical doctor, at least one physiotherapist is required.



## 20. Doping Control

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### 20.1 Doping Control Station



Art. 33.3.1

A Doping Control Station is set according to the following minimum requirements:

- a. The player's privacy is ensured for the duration of the Sample collection session,
- b. The Doping Control Station should be used only as a Doping Control Station for such duration.

### 20.2 Match schedule

Testing should take the competition schedule in consideration and ensure that the players concerned have no other match on the day when the control is performed.

## 21. First aid area

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Art. 33.3.2

It is at least 20m<sup>2</sup>, adjacent to the Playing area with a red cross sign and close to the courts.

It is equipped with the following:

- a. Tables for first aid,
- b. massage area, close to the athletes' lounge, for players with at least 1 physiotherapist available during the whole competition,
- c. ice,
- d. basic medical equipment,
- e. basic medication,
- f. oxygen equipment,
- g. stretchers (at least two).

## 22. Ambulance

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An ambulance should be at the entrance of the Venue or available within 10 minutes. Such ambulance is equipped with resuscitation equipment and specialised medical staff.

## 23. CEV Medical Insurance

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Art. 35.1

In case of an admission to a hospital or emergency treatment, IMSSA shall be notified immediately.

Website: <https://www.imssa-sos.com>

E-Mail: [info@imssa.org](mailto:info@imssa.org)

Emergency Phone: +41 26 921 8001

The CEV medical insurance policy number is 011500A

The following information regarding the insured individual shall be provided on the phone:



- a. Surname and First name,
- b. Address of the permanent domicile,
- c. Membership of the CEV,
- d. Phone number and address of the current staying place,
- e. The CEV medical insurance policy number.

## 24. Nutrition

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Art. 33.4 and 61.

During a match, water is provided.

The CEV Medical Delegate (if assigned) shall verify that meals and refreshments are provided in appropriate quality and quantity as outlined in the FIVB Medical & Anti-Doping Regulations.

## 25. Forms

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The following forms are used:

- a. CEV M-1 Doping Control Form,
- b. FIVB M-2 Alcohol-test Control Form,
- c. CEV M-3 Player's Health Certificate,
- d. CEV M-4 Referees Health Certificate,
- e. CEV M-6 Referees Health Control,
- f. CEV M-7 Health Certificate for Officials,
- g. FIVB M-8 Therapeutic Use Exemption Application Form,
- h. CEV M-9 Medical Delegate Report,
- i. CEV SV-06 Authorisation of a Doctor/Physiotherapist Form.



The following regulations should be used additionally:

- a. The FIVB Medical & Anti-Doping Regulations,
- b. The World Anti-Doping Code,
- c. The annual List of Prohibited Substances and Methods,
- d. The International Standards,
- e. The WADA Guidelines.





## Section 4: Organiser

### 26. Visa

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Art. 58.



The procedure is as follows:

- a. The concerned person (National Federation, Club, CEV Official or referee) shall provide the Organiser with an invitation request either:
- b. No later than 15 days before the start of the relevant CEV competition, or
- c. Within 24 hours after the publishing of the Confirmed List.
- d. The Organiser shall provide, within 24 hours after the reception of the invitation request, the concerned person and the relevant embassy of its country with an official invitation.

### 27. Court staff

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Art. 44.

The following court staff is necessary:

- a. Scorers: minimum 2 per court,
- b. Scoreboard Keepers: minimum 1 per big scoreboard,
- c. Court Managers: 1 per court (including warm-up courts),
- d. Ball Retrievers: minimum 3 per court,
- e. Snow Levellers: done by the ball retrievers, who must be physically strong enough to perform this job, before each match, between the sets and whenever needed.



During the busiest days of the CEV competition, when all courts are in use, a sufficient number of helpers are vital for the smooth and accurate running of the CEV competition. Therefore, reserve personnel must be recruited. Personnel should be replaced in time to prevent fatiguing and allow proper recovering.

### 28. Clothing

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Art. 45.

The CEV Officials and referees shall receive and wear a jacket or bib. The clothing must be available in the requested sizes.

### 29. Player's Uniforms

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Art. 20.5 and 83



Please refer to point 9.

The Organiser shall provide the uniforms of the players as per CEV Snow Volleyball Brand Guidelines. The amount of uniforms shall be as follows:

- a. One jersey per player for the Qualification Tournament,
- b. A minimum of two jerseys with different colours for the Main Draw.



## 30. Areas

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Art. 43.

All persons working in the below areas shall be provided with:

- a. non-alcoholic cold and hot drinks, being constantly refilled
- b. a tap water refill station
- c. fruits and snacks, being constantly refilled

### 30.1 CEV Area (for all CEV Officials)

It is at least 10m<sup>2</sup> and close to the courts covered and heated

It is equipped with the following:

- a. 1 working table per assigned CEV Official
- b. minimum 10 Mbps upload and minimum 20 Mbps download internet connection
- c. 1 printer
- d. 2 220V AC power outlets per assigned CEV Official

### 30.2 Event Office Area (for the **organiser's** workforce)

It is at least 20m<sup>2</sup> and close to the courts

It is equipped with the following:

- a. 3 laptops with up-to-date Operating System (Windows 7 or higher) and up-to-date antivirus with minimum 10 Mbps upload and minimum 20 Mbps download internet connection and appropriate software (minimum Office 2007, internet browser (Explorer, Firefox, etc.)
- b. 1 printer
- c. 10 220V AC power outlets

### 30.3 VIP Area

It is of a dimension at the organiser's discretion and close to the courts

It is equipped with the following:

- a. sufficient seating possibilities
- b. further installations at the organiser's discretion

### 30.4 Players Area

It is at least 40m<sup>2</sup> per gender with and close to the courts direct access to the courts, covered and heated

It is equipped with the following:

- a. at least 20 seating possibilities
- b. sufficient racks/space for the athletes' bags

### 30.5 Referees Area

It is at least 15m<sup>2</sup> with direct access to the courts

It is equipped with the following:

- a. seating possibilities for all assigned referees
- b. sufficient racks/space for bags

### 30.6 Scorers Area

It is at least 15m<sup>2</sup> with direct access to the courts



It is equipped with the following:

- a. sufficient seating possibilities
- b. sufficient racks for bags

### 30.7 Medical Area & First Aid Area



Please refer to article 21.

### 30.8 Media Area

It is at least 20m<sup>2</sup> and close to the courts

It is equipped with the following:

- a. min. 2 working tables for a Tour event and 5 working tables for the European Championships
- b. minimum 10 Mbps upload and minimum 20 Mbps download internet connection
- c. 1 laser printer
- d. 2 220V AC power outlets per working table

The press centre shall open at least one hour prior to the start of the first match of the day and close at least two hours after the completion of the last match on schedule.

### 30.9 Mixed zone



Art. 96.

A Mixed zone is set next /close to the Field of Play, with a minimum dimension of 10 metres square.

For the operation of the Mixed Zone, suitable security and stewarding is to be provided to ensure an easy interaction with the players.

For European Championships, The mixed zone could be divided up to three (3) sections depending on the event category: TV/Radio primary right holder, TV/Radio secondary right holder, Print Media. The local media officer or CEV staff present on-site shall inform the attending media representatives as well as players/ if any interviews are conducted.

The Mixed zone is equipped with the CEV branded backdrop and has sufficient lighting for the production of a professional signal.

### 30.10 Broadcasting facilities (where applicable)

The facilities comprise of the following:

- a. TV Compound with consideration for the placement of the power generator
- b. Furnished and TV monitor equipped Office for the CEV Sport Media Agency
- c. Commentary positions
- d. Camera platforms

The Broadcasting services are defined further in article 42

### 30.11 Fan Zone

Organisers are encouraged to set up a fan zone within the venue with side events and services for the spectators.



## 31. Court equipment

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Art. 42.

### 31.1 Team area

Must be located in the corner of the playing area on the same side as the first referee equipped with a seating possibility for the substitution player.

### 31.2 First Referee's Chair

The First referee's chair shall be firmly attached to one of the net posts, give the referee a good view on the whole court from above net, while securing his stand. Furthermore it has to be padded to avoid any possible injury to the players.

### 31.3 Scorer's Table

The scorer's table must be minimum 3m from the side line and facing the first referee's chair but outside the playing area. There shall be two chairs and one manual scoreboard equipped with a cover system (umbrella(s) or else).

### 31.4 Scoreboards

It is compulsory to have at least one big scoreboard per court.

The scoreboards shall display the current score, the athlete's names, the team's uniform colors and the athletes' nationalities (preferably with country flags).



Information should be readable at a distance of 30m.

### 31.5 Net Measuring Rod

A 2,5m long net measuring rod has to be available at the court.

### 31.6 Walkie-talkies

For easy communication between the court staff, the organisation staff and the CEV officials a walkie-talkie should be on every court.

### 31.7 Levelling rakes

Two levelling rakes should be at each court

## 32. Match Technology and Internet Connectivity

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### 32.1 Match Data Collection

The Organiser shall provide free-of-charge the necessary facilities, equipment and experienced personnel to ensure the proper collecting and upload of match data and statistics when the service is foreseen. Requirements to be fulfilled are detailed in the respective Candidature Application documents and Organizer Agreement. CEV will provide full access and administrative rights to the respective data collection software to be used during the CEV Competition.

### 32.2 Internet Connectivity

The Organiser shall provide free-of-charge a sufficient internet connectivity via LAN cable and/or high-speed WIFI in the Venue (minimum download 20MB / Upload 20MB ).

Sufficient internet connectivity must be ensured throughout the production relevant areas and infrastructure. As to the production vans, production offices, studios and commentary positions, LAN cable connectivity must be ensured. In order to ensure the better



management of the internet services, it is recommended to provide at least 2 different internet access lines. The first one dedicated to the technical area and the second one to the media area. The separate management will prevent any problems related to the internet access.

1. Field of Play
  - Dedicated cable line
    - a. Scorers' table & statistics operator position

WI-FI in the Technical Area with dedicated SSID and password protection

2. Working rooms
  - Cabled Internet and WI-FI – FIBER/xDSL 20MB/20MB (working rooms)
  - Phone lines
3. Press working room and Press Tribune
  - Broadband connection
  - Dedicated FIBER/xDSL line (journalists): Download/Upload 20MB/10MB – LAN cables according to the number of seats
  - Dedicated FIBER/xDSL WI-FI with dedicated SSID and password protection for journalists.

It is recommended to have an appropriate hotspot and access points' system in order to ensure the simultaneous connection of all expected stations.

It is recommended to use the optical fiber: Download/Upload: 50 MB n. 1 Internet keys must be available just in case of any problem with the HDSL line

## 33. Other equipment

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### 33.1 Toilets

For the public, players, VIPs, staff, media, referees, officials

### 33.2 Disabled Assistance

Sufficient space and help has to be ready for disabled persons to view the matches.

### 33.3 Information Boards

Displaying the competition brackets, match schedule, match results and participating teams and final rankings. Immediate updating mandatory.

Min. 1 for the spectators to easily see, read and understand. 1 for the players, referees and media.

### 33.4 Disposal Bins

Sufficient number of disposal bins all over the Venue. Disposal bins being emptied when necessary.

### 33.5 Bleachers



Art. 42.3.



An inspection visit of the bleachers is required. If no written approval is submitted to the CEV Supervisor, the latter is entitled to cancel the CEV competition or the use of the respective bleachers.



### 33.6 Flags

A minimum of 2 CEV Snow Volleyball flags on the centre court and 1 CEV Snow Volleyball flag per each side court shall be installed.

The dimension and positions for the CEV and flags used by the organiser shall be approved by CEV ([graphics@cev.eu](mailto:graphics@cev.eu)).

For the CEV Snow Volleyball European Championships and the CEV Age Group Snow Volleyball European Championships the flags of the countries of the Teams shall be installed together around the Centre Court. The flags are displayed by the country code order with the exception of the one of the Host country, which is displayed first counting from left side.

Other flags may be displayed in the Venue but not with the CEV flag and the countries flags.

### 33.7 Lighting

*i* For tournaments organising night sessions or whenever needed or requested, the lighting system should provide a minimum of 1000 lux. measured 1m above the playing area.

*i* The lighting system should be ready for the appropriate testing and homologation by the CEV Supervisor and broadcaster no later than 2 days before the start of the CEV competition.

### 33.8 Sound system

*i* A good, well-tuned sound system for voice announcement and music is important for a successful production.

The CEV Supervisor should test the sound system in advance of the event starting. The sound system should be placed in the Court in positions which will not interfere with spectators view. A secured and roofed area must be set-up facing the Centre Court as well in order to install the necessary equipment and control the sound, make announcements, play music, etc. An experienced DJ should work closely together with the Match announcer to entertain the on-site spectators and provide information on the competition.

*i* Radio microphones should finally be used in order to move the crowd in and for interviews on the Playing area.

### 33.9 Table

 Art. 42.4.

A passage is set between the tables and the borders of the Playing area to allow the passage of an individual.

### 33.10 Signing

The spectators' entrance as well as all other areas on the venue shall be visibly and clearly signed with the CEV Logo appearing on all signage.



## 34. Accommodation

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### 34.1 Walking distance



Art. 54.

For the European Championships: When it takes more than 20 minutes to walk from the hotel to the venue, the Organiser shall provide a shuttle service consisting of a least 2 buses with a minimum of 20 seats capacity and minimum frequency of 30 minutes. The travel time between the hotels and Venue shall not exceed 30 minutes by car (ski-lift time not included).

## 35. Meetings

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### 35.1 Preliminary Inquiry



Art. 65.

The items about Teams to be verified are the following:

- a. The identity of each player,
- b. The attendance of each player,
- c. The player's commitment form of the team,
- d. The health certificate of each player,
- e. The payment of the entry fee per team (where applicable),
- f. The CEV Entry Ranking and Seeding points,
- g. The player's equipment, upon request from the relevant CEV official,
- h. The allocated player's number (1, 2, 3 or 4),
- i. Any other information regarding the player's eligibility or participation, upon request from the relevant CEV official.

The players shall provide the relevant CEV official with their local contact details, by filling in the provided form. So that players may be informed by the organiser or CEV Supervisor about any emergency or contingency situations, such as changes to the competition schedule due to weather conditions or other force majeure 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.

At the end of the Preliminary Inquiry, the CEV Supervisor shall approve the final list of eligible participating teams. If there are ties in the seeding points among the teams, a drawing of lots ceremony will be held to break the ties. The draw shall be held in the same place where the Preliminary Inquiry is held immediately after the approval of the final list of eligible participating teams, within 1 hour after the end of the Preliminary Inquiry. If the draw is held, such information shall be communicated to the players onsite in advance. A session and a Questions and Answers forum will also be held after the Preliminary Inquiry (in the same period of drawing of lots if applicable), where CEV delegates (Supervisor, Referee Coach, etc.) together with the organiser will discuss with the players and team officials on tournament related matters. Should there be any proposals that requires a CEV decision in short run, CEV Supervisor is entitled to urgently inform the CEV Beach & Snow Volleyball Department.



## 35.2 Technical meeting



Art. 61.

Should the Organiser would like to organise this meeting, it shall submit, for approval, to the CEV a request, no later than 30 days before the start of the CEV competition.

When organised, the Technical meeting shall not last more than 30 minutes.

When organised, the Technical meeting shall take place at the Main Draw players' hotel or the Venue.

The Technical Meeting is organised according to the following agenda:

- a. welcome by the CEV Supervisor, CEV Representative (if assigned), National Volleyball Federation, and promoter's representative;
- b. report on the results of the Preliminary Inquiry;
- c. drawing of lots;
- d. technical aspects of the competition;
- e. competition program;
- f. lay-out of the stadium and athletes' access to the facilities;
- g. training schedule;
- h. board and lodging;
- i. meals;
- j. transportation;
- k. accreditation (ID cards and security procedures);
- l. uniforms' distribution procedure;
- m. media activities;
- n. eventual involvement of athletes in special promotional programs;
- o. information on doping controls (when applied) and court medical assistance;
- p. prize money breakdown and payment procedure;
- q. press interviews procedure;
- r. match protocol;
- s. awarding ceremony protocol;
- t. eventual side events;
- u. information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
- v. any other useful information;
- w. any eventual communications from the CEV to the athletes;
- x. eventual questions from the athletes.

The organisers must provide the following:

- a. conference room with sufficient capacity;
- b. translator English/local language whenever required;
- c. adequate sound system;
- d. computer and printer to issue the first Daily Bulletin;
- e. urns for the drawing of lots with a cup for tallies;
- f. board showing the first round of the drawing;
- g. blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
- h. court assignment table;
- i. printed official program;
- j. billboard with competitions brackets and court assignment table (positioned to be visible by all participants);





An information kit with all tournament's information and social activities must be distributed to all athletes possibly with the following items:

- a. participating teams/countries;
- b. accreditation;
- c. teams' physiotherapists regulations;
- d. sanctions and withdrawals;
- e. prize money and payment procedure and breakdown;
- f. CEV Entry Ranking points;
- g. competition schedule and program;
- h. stadium and facilities lay-out;
- i. specific competition regulations;
- j. information on board and lodging;
- k. information on medical services and doping controls, if any;
- l. information on transportation for officials, referees, athletes, organising committee members, and possibly CEV Sponsors and partners as well as media representatives;
- m. uniforms' distribution procedure;
- n. organising committee members (SV-05 form);
- o. useful telephone numbers (hotels, Organising Committee, event office, etc.);
- p. tourist information including city maps;
- q. handy tips;
- r. etc.

The CEV Supervisor must inform the athletes during the Preliminary Inquiry or Technical Meeting on the maximum time allocated for warm-up on all (official) courts, on the distance from the warm-up courts to the official courts and on the procedures to follow in order to utilize the available courts.

The duration of the break between 2 consecutive matches must be communicated to all the participating athletes during the Technical Meeting.

If necessary, a drawing of lots takes place during the Technical Meetings and is conducted by the CEV Supervisor. The drawing must possibly be made by one or more athlete(s) but not by any member of the Organising Committee.



The CEV may require to extend the duration of the Technical Meeting to provide athletes with information about TV distribution, CEV Sponsors demands, medical controls, CEV media activities, etc.

## 36. Ceremonies

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### Art. 73.3

The Awarding ceremony is held within 10 minutes after the last match of a CEV competition.

The programme and layout area to be provided to the CEV Supervisor shall include the following:

- a. The following material to be used:
  - a. 3 award podiums (1st, 2nd and 3rd place),
  - b. A complete set of medals for the three best placed teams,
  - c. Winner's trophies/cups (whenever awarded),
  - d. Award table and 3 cushions to display and present the medals,
  - e. 3 cheques indicating the event's earnings for the three teams (not mandatory),



- f. Flags of the winning countries (Organiser should have 2-3 flags of the top ranked countries) for European Championships,
  - g. The correct national anthem of the winning team available on the CEV cloud,
  - h. Rope and poles to cordon off the photographer's area,
  - i. A set of clean athlete's tank tops/tops for the top 3 teams of the same colors of the ones used for the Gold and Bronze medal matches,
  - j. Possibly one orchestra music (or fanfare/music) plus appropriate music recordings.
- b. The script for the match announcer,
  - c. A detailed plan of the actions, responsibilities and exact timing of intervention for each person involved from the end of the Gold medal match to the end of the awarding ceremony.

Those documents shall be presented, for consultation, to the following people:

- a. Personnel involved in the Awarding ceremony,
- b. CEV Representative,
- c. CEV Supervisor,
- d. Tournament Director,
- e. NF Delegate,
- f. TV Coordinator,
- g. Announcers.

The following personnel is needed:

- a. One experienced master of ceremony (MC) with perfect command of English and the language of the host country,
- b. An announcer speaking English and the host country language,
- c. Hostesses carrying the medals and trophies,
- d. Honorary platoon to maneuver the flags for European Championships,
- e. 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,
- f. The Court Manager and at least 8 additional persons assisting him/her to set up the carpets, podium, backdrop, table, etc.,
- g. Security people or controllers to ensure that photographers and authorized TV right holders hand held TV cameramen stay within their restricted area,
- h. One person for each team (3 persons) responsible to gather in a specific area the 3 pairs to be awarded and to provide to the brand-new tops,
- i. The dancers to entertain the spectators while the court manager and his assistant are setting-up all materials,
- j. Officials, staff and volunteers may be allowed to stand-up around the competition area.

With regard to the rehearsal, all personnel above should be involved as well as the CEV Supervisor, TV Coordinator, and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained to anticipate any last minute contingencies. Organisers should inform the day before the finals the teams concerned about their role and arrange rehearsals with the assigned personnel to ensure that the ceremony is run according to the plan. All options for the anthems must be prepared in advance (to last from 1 min. and 1 min. and 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.



**i** The following programme should be used:

	Start	Announcer Description	Sound	Notes
1	End of Final Match	Announcer (MC) keeps spectators at the stands and informs about the upcoming Awarding Ceremony. Announcer reviews the tournament and points out what a great success the tournament has been. Ball kids and line judges line up as shown in plan.	Upbeat Music	Assistants start to set up podium, carpet and table for medals and trophies and ensure that all players are ready and dressed in new players' shirts
2	As soon as podium is set up	Ladies and Gentlemen: Welcome to the official Awarding Ceremony of the <i>"official competition title"</i>	Fanfare	Chief of protocol ensures that all hostesses and VIP's are in their positions
3		Please welcome referees, scorers and ball kids, representing all volunteers and staff of the <i>"official competition title"</i>	Announcer	
4	After the lines men and ball kids are set up.	And now please welcome the guests of honour:	Announcer	
5	When medalists are lined up	Announcer starts to honour the bronze medalists and says: „Winner of the 3rd place of the <i>"official competition title"</i> From <i>Country: Team name</i>	Fanfare louder	Bronze Medalists ascend their podium and let themselves be celebrated
6	VIP giving the bronze Medals	The medals are presented by <i>VIP</i> The flowers are presented by <i>VIP</i>	Announcer	
7	When medals are handed over	Announcer starts to honour the silver medalists and says: „Vice Champion of the <i>"official competition title"</i> From <i>Country: Team name</i>	Fanfare louder	Silver Medalists ascend their podium and let themselves be celebrated
8	VIP giving the Silver Medals	The medals are presented by <i>VIP</i> The flowers are presented by <i>VIP</i>	Announcer	
9	When medals and Flowers are handed over	Announcer starts to honour the gold medalists and says: „Champions of the <i>"official competition title"</i> From <i>Country: Team name"</i>	Fanfare louder	Gold Medalists ascend their podium and let themselves be celebrated
10	VIP handing over the Gold Medals	The medals are presented by <i>VIP</i> The Trophies are presented by <i>VIP</i>	Fanfare louder	



11		Announcer says: "Please rise for the National Anthem of <i>Country</i>	National Anthem of the winners' country	Flags of the countries being represented on the podium are hoisted
12		The Champagne is handed over by <i>VIP/Tournament Director</i> Announcer	Announcer	
13		All medalist present themselves for the photographers	Song "Stand up for the Champions"	Area in front of the podium has now to be free of people in order to give free sight for photographers
14		If women and men ceremony is held at the same time, Awarding Ceremony starts again with the men's ceremony at number 5		
15	When photographers have taken their picture	Announcer thanks again all involved parties (Host City, Commercial Affiliates, Players, Event Promoter, Volunteers, Ball Kids, Spectators, Officials, etc.) and especially the audience Players heat up a last time the audience (wave, giveaways, etc.)	Upbeat Music	
16	Before audience starts to leave Centre Court	Announcer thanks again the audience and closes with: "... and see you again next year at the <i>"official competition title"</i>	Upbeat Music	Final Firework

## 37. Security



Art. 73.

The people managing the different areas must be familiar with the different accreditation categories. 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 keep spectators outside the playing area at the end of the final match as well as during the awarding ceremony.

## 38. Assignment of courts

The assignment on which courts the matches will be played is determined by pre-assigned courts method by the CEV Supervisor.

An information board including the match schedule should be installed by the organiser of each event on site. This board needs to be constantly updated, in addition to the results board, as per the following example:



Round	Start Time	Court 1	Court 2	Court 3	Court 4
1	09:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
2	10:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....
3	10:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
4	11:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....
5	11:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
6	12:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....
7	12:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
8	13:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....
9	13:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
10	14:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....
11	14:30	.... VS ....	.... VS ....	.... VS ....	.... VS ....
12	15:00	.... VS ....	.... VS ....	.... VS ....	.... VS ....

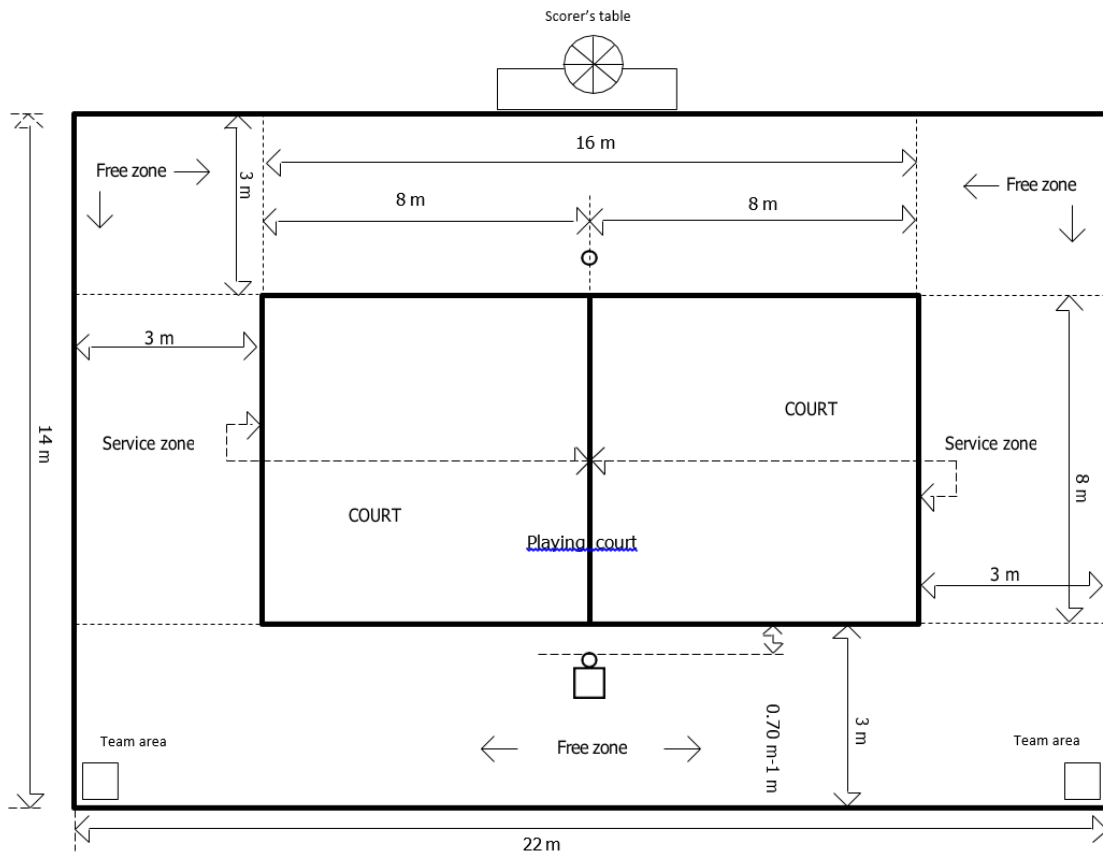
The Supervisor and the Competition Director in consultation with the Tournament Director should pre-assign the matches (Court assignments and match starts) at the end of the Main Draw Preliminary Inquiry. The matches should be pre-assigned to place compelling matches on the Main Court (i.e. host country vs. foreign country team).

The court assignments and match start times are published on the CEV website. Matches will not start before the published times but may start later if earlier matches are running late.



39. Annexes

Annex I: The Playing Area





## Section 5: Marketing

### 40. Promotion plan

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Art. 91.3.



The aim is to make people aware of the event and to offer the greatest possible visibility to local partners and CEV Commercial partners.

Such plan shall include the advertising strategy involving the local and regional newspapers, TV broadcasters and on-site activities.

The plan needs to summarize other activities used to raise interest before the CEV competition including print material, promotional items (e.g. give-aways) and promotional activities during the CEV competition: merchandising, sampling, artistic performances during breaks, etc.

### 41. Brand Activation

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Art. 86.

The design of all produced material must follow the CEV Snow Volleyball Brand Guidelines. The guidelines and all related logos, colours, fonts, graphic devices and templates are available on the CEV cloud here:

<https://cloud.cev.eu/url/snowvolleydown>

All graphic items (print, digital) shall be approved by CEV ([graphics@cev.eu](mailto:graphics@cev.eu)) before producing and need to be uploaded here:

<https://cloud.cev.eu/url/snowvolleyupl>

For all other cases which are not described or mentioned in the Brand Guidelines, the Organisers should consult the respective design solution with CEV ([graphics@cev.eu](mailto:graphics@cev.eu)) before producing.

Hereafter you can find a template of the European Tour court layouts for the centre court and the side courts: The final court layout will be shared with the organiser through the CEV Cloud



Centre COURT CONFIGURATION



© 2022 Confédération Européenne de Volleyball. All rights reserved.  
For all technical details and measurements see the official court layout.

Side COURT CONFIGURATION



© 2022 Confédération Européenne de Volleyball. All rights reserved.  
For all technical details and measurements see the official court layout.





## Section 6: Media Production & Operations

### 42. Host Broadcasting Production

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#### 42.1 World Feed

World Feed, when due to be produced, shall have the following minimum technical characteristics and requirements:

- a. HD 16:9 DVB-S2 2 MPEG4/H.264 4:2:0 or 4:2:2.
- b. Slow-motion and replays
- c. Official match TV graphics
- d. Minimum audio configuration:
  - Audio 1: international sound stereo left
  - Audio 2: international sound stereo right
  - Audio 3: mono
  - Audio 4: mono
- e. Transmitted according to the DVB-S2 standard via an established European satellite such as Eutelsat 7b or Eutelsat 10A. A Eutelsat certified SNG HD fully redundant (1+1) capable of transmission DVB-S2 2 MPEG4/H.264 4:2:0 or 4:2:2 with BISS 1 Encryption.
- f. Complete satellite parameters are provided to the CEV and CEV Sport Media Agency latest one (1) week prior to the start of match.

#### 42.2 Streaming Feed

The Streaming Feed, when due to be produced, shall have the following minimum technical characteristics and requirements:

- a. Implementation and integration of CEV official match TV graphics and corresponding data
- b. RTMP transmission (minimum 2.5mbps) for distribution on CEV digital platforms
- c. Ensure minimum encoder settings below for an optimal display on the CEV digital platforms:
  - -Codec: H.264
  - -Resolution: 1280x720p
  - -Bitrate: 3000 kbps CBR
  - -Frame rate: 25 fps
  - -Profile: Main
  - -Level: 3.1
  - -Keyframe Interval: 2 s
  - -B-Frames: 2
  - -Reference Frames: 1
  - -Audio Codec: AAC
  - -Audio Bitrate: 128 kbps
- d. Upon request of the CEV, the Organiser shall also provide the below minimum Streaming Feed quality to CEV Commercial Partners:

Video:

- Codec: H264
- Bitrate: 600 kbps
- Resolution: 640 x 360
- Frame Rate: 25
- Profile: Main



- Level: 3.1
- Keyframe Interval: 2 seconds

Audio:

- Codec: AAC
- Channels: Stereo
- Sample Rate: 48 KHz
- Bit Rate: 128 kbps

### **42.3** On screen TV graphics

On-screen TV graphics and titles are:

- a. Used according to the CEV and the CEV Sport Media Agency instructions and the international running order and/or provided by the CEV or the CEV Sport Media Agency.
- b. Except of potential inclusion of official CEV Title Sponsor but always in compliance with national laws, free of any direct or indirect reference, suggestion to a legal entity, its products, goods, services or brands by any means and in any form, with the sole exception of a National Federation.
- c. Provided by the CEV and the CEV Sport Media Agency and implemented into the World/Streaming Feed (including opening/closing sequence, wipe, pictures of the players) by the Organiser at its own cost.
- d. In relation to the graphic implementation position, The Organiser may be requested to provide to the CEV and the CEV Sport Media Agency a minimum of three (3) seats, one (1) table, electricity and internet connection. Such position shall also be on court level and next to the data/statistics operator if applicable.

### **42.4** Commentary Positions

In case of World Feed production the Organiser shall provide free-of-charge to the CEV and the CEV Sport Media Agency a number of commentary positions.

The CEV and CEV Sport Media Agency will communicate to the Organiser the preliminary needs during initial site inspections or within technical briefing provided.

Such commentary positions are to be located on the same side of the main camera and as close as possible to the playing field and each shall include two (2) or three (3) seats and one (1) table, electricity (at least 5 sockets), internet connection and telephone lines.

For the avoidance of doubt, the Organiser is only responsible to provide the technical assistance in relation to telephone lines that will be paid for by visiting broadcasters via an agreed rate card.

Upon request by the CEV for its digital platforms, one (1) commentary positions must be fully equipped free-of-charge by the Organiser with minimum one (1) commentary unit (Incl. ISDN Codec), one (1) TV monitor (with access to the TV signal), two (2) headsets including microphones.

Final positions of such commentator positions must always be approved the CEV and the CEV Sport Media Agency.

### **42.5** Camera platforms

In the case of the CEV EuroSnowVolley the Organiser must provide the following platforms free of charge to the CEV and the CEV Sport Media Agency:

- a. A main camera platform for one (1) or two (2) cameras (position to be approved by the CEV and the CEV Sport Media Agency), centralised above the court and at the appropriate angle to produce a professional broadcast.



- b. A number of other camera platforms defined by the CEV and the CEV Sport Media Agency during technical site inspections and/or technical briefing (including but not limited to short sides of the court, reverse angle, etc).

In the case of the CEV Snow Volleyball European Tour, a detailed camera plan shall be provided by the Organiser no later than 2 months prior to the start of the CEV Competition upon request by the CEV and the CEV Sport Media Agency.

#### 42.6 Generator

In case of a World Feed signal production where the Host Broadcaster is not providing a separate generator to ensure a professional host broadcast, the Organiser shall provide the infrastructure for sufficient and uninterrupted supply of electricity including a Twin-Pack Power Generator 100 + 100 kW fully redundant power plant (ie. two power generators always working at the same time with one functioning as emergency back up to the first one) both positioned in the TV compound adjacent to the venue.

#### 42.7 Match Recordings

In relation to match recordings and upon request by the CEV, the Organiser shall provide fee of charge at the end of any relevant match of the CEV Competition:

- match highlights (format, duration and editing details to be provided by the CEV) to the CEV via FTP or external hard-drive.
- One (1) match programming version without graphics (audio: international sound only)
- One (1) match programming version (international sound + commentary mix if applicable) including opening and closing ceremony

#### 42.8 Broadcasting Standards & Production Obligation

CEV Event	Minimum Standards	Production Responsibility	Minimum Production Obligation	Feed Type / Delivery Method
EuroSnowVolley	C	CEV Sport Media Agency	Semi-Finals & Finals**	World Feed /European satellite
CEV Age Group European Championships	F	Organiser	Finals	Streaming Feed
Snow Volleyball European Tour	D	Organiser	Optional	World Feed/European satellite & Streaming Feed

*\*\*In case the Quarter Finals are produced, the Minimum Standards E shall apply including a delivery of the feed via European satellite.*

DESCRIPTION	CEV Broadcasting Standards (Minimum)					
	A	B	C	D	E	F
International running order						
-Start before the match	10 min.	10 min.	10 min.	10 min.	2 min.	1 min.
-End after the match	3 min.	3 min.	3 min.	3 min.	2 min.	1 min.
Number of Cameras of which:	<b>10</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>1</b>
Fixed camera	5	3	2	2	1	1
Hand-held camera	2	2	2	1	2	N/A



Net camera	1	1	1	Optional	N/A	N/A
Crane camera	1	Optional	Optional	Optional	N/A	N/A
Beauty shot camera	1	Optional	Optional	Optional	N/A	N/A
Court microphone	10	6	5	3	Optional	Optional
Net microphone	1	1	1	Optional	N/A	N/A
Highlights	Yes	Yes	Optional	Optional	N/A	N/A
On-screen TV graphics & titles	Yes	Yes	Yes	Yes	Score bug, team names, final result	Score bug

*All cameras must be recorded and ready to be used as super slow motion capacity if required by CEV and CEV Sport Media Agency*

### 43. Local Photographer



Art. 54.3.

The pictures to be provided are with the following requirements: size: 2500 x 4000 px, at least; format: JPG with compression 10 in a scale from 1 to 12; minimum resolution 300 dpi.

All pictures shall be appropriately captioned, complimenting and where possible adding information to what is already shown in the image itself. e.g. the teams or names of the players and the action they are performing.

A minimum of 25 photos per gender per competition day, uploaded via the CEV Photo Gallery Management System. Access will be granted to the designated person on the organisational chart prior to the first competition day. Photos should cover as many matches/teams as possible and should include:

- Game actions and emotions
- Panoramic views
- Fair play moments
- Celebrations
- Funny or unique moments
- Fans and surroundings
- Winners and losers
- Awarding Ceremony

Once photos are uploaded, e-mail [news@cev.eu](mailto:news@cev.eu) confirming this is done.

A free e-learning course is available outlining Volleyball photography, to gain access to this write to [campus@cev.eu](mailto:campus@cev.eu)

### 44. Local Media officer



Art. 54.2.

The Local Media officer will work in conjunction with the CEV to cover the entire event.

The Local Media officer shall provide the CEV Digital & TV department with competition-related content for CEV's social media (Facebook, Twitter, YouTube, Instagram, etc.) accounts as requested, for example video interviews in English, live score tweets, etc. He/she shall also regularly feed content to any official competition-specific social media



accounts and/or local organiser (e.g. National Federation) accounts, using the relevant official hashtags.

## 45. Use of Social Media

Think quality not quantity. The main aim is not to flood fans with information.

Go also behind the scenes to capture exclusive content in relation to athletes and their preparations during the CEV Competition. Tailor your social media content to your audience and adapt as a result your posting timeline during the day.

Cross-post other media. Make posts more interesting by attaching photos and videos of the event;

During the coverage of the Event, the following guidelines should be followed:

- Tag involved athletes accounts and mention their jersey number
  - Tag National Federations accounts
  - Use Emoji's or country flags to better describe a feeling or to determine which country the athletes/federations represent
- Use the adequate event hashtags

Recommended editorial plan:

Before	During	After
<ul style="list-style-type: none"> <li>-Pre-event stories from NFs about the team</li> <li>-Pre-event stories from LOC about the event</li> <li>-Connection to key historical data/content (from previous event editions)</li> <li>-Short trailer/teasers</li> </ul>	<ul style="list-style-type: none"> <li>-Near-live videos</li> <li>-Highlights on top games and top players</li> <li>-Coverage of all the matches</li> <li>-Inform fans with breaking news and side stories</li> </ul>	<ul style="list-style-type: none"> <li>-Release of the best content produced during the event to keep the momentum</li> <li>-Focus on key facts and top performances</li> <li>-Preparation to next tournaments</li> </ul>

Recommended video content type and duration on social media platforms:

Description	Facebook/YouTube	Instagram	Twitter
Type of posts	<ul style="list-style-type: none"> <li>Match Highlights</li> <li>Top plays</li> <li>Off-the-court content</li> </ul>	<ul style="list-style-type: none"> <li>Single rally clips</li> <li>Graphical clips</li> </ul>	<ul style="list-style-type: none"> <li>Single rally clips</li> <li>Match highlights</li> </ul>
Ideal length*	< 3 minutes	< 1 minute	< 2 minutes

*\*Subject to additional restrictions on the duration of content usage to be confirmed by the CEV/its sport media agency.*

National Federation Communications Officers and team journalists are encouraged to share videos from the matches on their owned and operated digital platforms that are provided by the CEV.



## 46. Workflow

What	When	To Whom	Form / Tool
Team lists, results, rankings	Immediately after completion of each competition day	1. Journalists on site (if any) 2. Media centre 3. National media (through mailing list) 4. CEV Officials 5. Teams	Pigeon boxes and information boards
Special information upon request from CEV Officials	Immediately updated	Media centre (information board)	

## 47. Interview



Art. 96.

The Local Press Officer shall inform the attending media representatives, as well as all players, that all interviews, other than live host broadcaster, are conducted in front of the official competition backdrop in the mixed zone, whenever such is available.



## Section 7: Supervisor

The CEV Supervisor's duties:

- a. Follows up on the preparation of the event in collaboration with the CEV Snow Volleyball Department using the event's reports of the previous season (if any), Official Snow Volleyball Rules, CEV Snow Volleyball Competitions Regulations, CEV Snow Volleyball Guidelines, CEV Snow Volleyball Branding Guidelines, the official forms, the event's Practical Info, all relevant correspondences exchanged between the CEV and the Organisers, etc.;
- b. checks together with the CEV Snow Volleyball Department that the important deadlines are met according to the Master Plan;
- c. conduct a general meeting with all the members of the Organisational Chart to define the working and competition program (including ceremonies, social and promotional activities) and verify the sufficient availability / adequate placing of personnel in all areas;
- d. inspects and checks the snow conditions on all courts, events' venue and all facilities and internet connection for photo upload and competition software;
- e. reports to the CEV Head Office upon his arrival about the status of preparation of an event in all respective items;
- f. prepares together with the local organisational team and supervises the conduct of the event's Preliminary Inquiry and Technical Meeting (if any);
- g. helps optimizing the competition schedule in accordance with the on-site attendance, media and Host Broadcaster's needs;
- h. coordinates with the CEV Referee Coach(if assigned) and responsible person on site all activities related to the referees, court personnel, volunteers, etc.;
- i. takes over all tasks of the CEV Referee Coach(if not assigned) together with the local Referee Manager;
- j. confirms the match schedule in collaboration with the Tournament Director and Competition Director;
- k. coordinates all aspects of the event and takes with the CEV Representative (if appointed) final decisions in case of protests and complaints.
- l. has the authority to suspend the competition if he/she evaluates that the weather conditions are dangerous for the safety of the athletes or have a direct effect on the competition status and until normal conditions are re-established
- m. implements all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;
- n. collaborates with the local doctor and the CEV Medical Delegate (if appointed) on medical issues and doping controls whenever carried out;
- o. collaborates with the local or CEV Photographer/Videographer;
- p. coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the CEV;
- q. coordinates with the local Press Director or the CEV Media Delegate (if appointed) to ensure the smooth running of the local and International press operations;
- r. checks the fulfillment of the promoters' financial obligations on site;
- s. ensures that the personnel involved in the event fulfills all assigned duties thoroughly and efficiently;
- t. organises a meeting at the end of the tournament between the Promoter, the National Volleyball Federation's Delegate and CEV Representative (if assigned) to discuss the final report of the event and to prepare the post event materials to be sent to CEV;
- u. ensures that the CEV reports are signed by the National Volleyball Federation and Promoter and sent to the CEV within 24 hours after the end of the event;
- v. communicates within 24 hours to the CEV Head Office, the remarks, comments, and eventual fines applied to the parties concerned.



## Annex: Summary of Changes

Summary of Changes to the previous edition (Additions in RED)

N o.	Art. SV Guidellnes	Topic	Changes
1.	Section 1 Competition	4.1 Main Draw	The CEV Age Group Snow Volleyball European Championships Championships is played in a 16 teams Pool Play format followed by Single Elimination, unless otherwise specified in the respective Official Communication documnt
2.	Section 1 Competition	4.12 Qualification Tournament	The Qualification Tournament format of each CEV Age Group Snow Volleyball European Championships depends on the number of registered NFs and is defined in the respective Official Communications document and confirmed in the respective Technical Meeting ensuring of minimum 2 matches for each participating NF.
3.	Section 1 Competition	7 Wild Card	No wild cards are allocated for the CEV Snow Volleyball European Championships and for the CEV Age Group Snow Volleyball European Championships
4.	Section 1 Competition	8.1 General provisions	EXCEPTION: The registration deadline for the CEV Snow Volleyball European Championship and for the CEV Age Group Snow Volleyball European Championship may be scheduled to a prior date. Respective information will be circulated through the respective Official Communications document.
5.	Section 1 Competition	8.2 Online Registration Procedure	The following procedure shall apply (Exception: CEV Snow Volleyball European Championships and CEV Age Group Snow Volleyball European Championships):
6.	Section 1 Competition	9.1 Uniform	It is highly recommended that players of the same team wear the uniform of same style, however this is not mandatory, e.g. one player can wear long sleeve and long pant, while the teammates can wear tops and shorts. It is mandatory though to wear uniform of same color.
7.	Section 2 Refereeing	15.1 Number	<p>The number of referees appointed are as follows:</p> <ul style="list-style-type: none"> <li>w. CEV Snow Volleyball European Championship <ul style="list-style-type: none"> <li>3 courts: 6 neutral referees appointed by CEV + 3 local referees</li> <li>4 courts: 8 neutral referees appointed by CEV + 4 local referees</li> </ul> </li> <li>x. CEV Age Group Snow Volleyball European Championship <ul style="list-style-type: none"> <li>1 neutral referee appointed by CEV + 1 local referee per court(only 1st referee for all matches up to Semi-finals; from Semi-finals onwards 1st and 2nd referee)</li> </ul> </li> <li>y. CEV Snow Volleyball European Tour Event <ul style="list-style-type: none"> <li>2 local referees per court (only 1st referee for all matches up to Semi-finals; from Semi-finals onwards 1st and 2nd referee)</li> </ul> </li> </ul> <p>Situations not covered above will be dealt with on a case by case basis by the ERC.</p>
8.	Section 4 Organiser	33.6 Flags	For the CEV Snow Volleyball European Championships and the CEV Age Group Snow Volleyball European Championships the flags of the countries of the Teams shall be installed together around the Centre Court. The flags are displayed by the country code order with the exception of the one of the Host country, which is displayed first counting from left side.





9.	Section 5 Marketing	41. Brand Activation	Hereafter you can find a template of the European Tour court layouts for the centre court and the side courts: The final court layout will be shared with the organiser through the CEV Cloud				
10.	Section 6: Media Production & Operations	42.2 Streaming Feed	<p>The Streaming Feed, when due to be produced, shall have the following minimum technical characteristics and requirements:</p> <ul style="list-style-type: none"> <li>a. Implementation and integration of CEV official match TV graphics and corresponding data</li> <li>b. RTMP transmission (minimum 2.5mbps) for distribution on CEV digital platforms</li> <li>c. Ensure minimum encoder settings below for an optimal display on the CEV digital platforms:                             <ul style="list-style-type: none"> <li>- -Codec: H.264</li> <li>- -Resolution: 1280x720p</li> <li>- -Bitrate: 3000 kbps CBR</li> <li>- -Frame rate: 25 fps</li> <li>- -Profile: Main</li> <li>- -Level: 3.1</li> <li>- -Keyframe Interval: 2 s</li> <li>- -B-Frames: 2</li> <li>- -Reference Frames: 1</li> <li>- -Audio Codec: AAC</li> <li>- -Audio Bitrate: 128 kbps</li> </ul> </li> <li>d. Upon request of the CEV, the Organiser shall also provide the below minimum Streaming Feed quality to CEV Commercial Partners:                             <p>Video:</p> <ul style="list-style-type: none"> <li>- Codec: H264</li> <li>- Bitrate: 600 kbps</li> <li>- Resolution: 640 x 360</li> <li>- Frame Rate: 25</li> <li>- Profile: Main</li> <li>- Level: 3.1</li> <li>- Keyframe Interval: 2 seconds</li> </ul> <p>Audio:</p> <ul style="list-style-type: none"> <li>- Codec: AAC</li> <li>- Channels: Stereo</li> <li>- Sample Rate: 48 KHz</li> <li>- Bit Rate: 128 kbps</li> </ul> </li> </ul> <p><del>a. Official CEV match TV graphics with corresponding statistics and data</del></p> <p><del>b. RTMP transmission (minimum 2.5mbps) or equivalent for live distribution on CEV digital platforms</del></p> <p><del>c. Dedicated LAN cable with a minimum of 10 megabit/sec</del></p>				
11.	Section 6: Media Production & Operations	42.2	CEV Event	Minimum Standards	Production	Minimum Production Obligation	Feed Type



		Responsibility				
		EuroSnowVolley	C	CEV Sport Media Agency	Semi-Finals & Finals**	World Feed satellite
		CEV Age Group European Championships	F	Organiser	Finals	Stream
		Snow Volleyball European Tour	D	Organiser	Optional	World Feed satellite & Stream
12.	Section 6: Media Production & Operations	43. Local Photographer	<p style="color: red;">All high resolution photos and videos to be provided to <a href="mailto:digital@cev.eu">digital@cev.eu</a> within 7 days of the end of the event (Hard drive or file transfer program).</p>			

CEV Publications

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