

TECHNICAL CHECKLIST

(For World Tour 1 & 2 Star events in Europe managed by CEV)
 This form must be used and filled in by each Technical Delegate for the event preparation and sent to the CEV at beach@cev.eu

Requirements will apply to the category of the event concerned as per Terms & Conditions, Handbook and Master plan and Branding Guidelines

CATEGORY	MEN	WOMEN
TITLE OF THE EVENT: World Tour Event Category	
COMPETITION SITE: (city) (country)
 (Date)	

	- 3 MONTHS	3 MONTHS BEFORE THE EVENT THE TECHNICAL DELEGATE MUST	Reference (if any)
1/	Coordinate and conduct the Inspection Visit (if any)		
<u>COMMENTS:</u>			

	- 60 DAYS	60 DAYS BEFORE THE EVENT (MAIN DRAW) THE TECHNICAL DELEGATE MUST	Reference (if any)
1/	Check the access and the status of the Collaborate Platform (if used) or Masterplan of the event		
2/	Evaluate the Inspection Visit report (if any)		BVB/12
3/	Check the tentative competition schedule and confirm with the CEV Office, National Federation and CEV TV Department (in case of TV production or streaming)		
4/	Check that the international and local travel arrangements have been coordinated for all Officials and Referees and verify the accommodation and meals plan		
<u>COMMENTS:</u>			

	- 30 DAYS	30 DAYS BEFORE THE EVENT (MAIN DRAW) THE TECHNICAL DELEGATE MUST	Reference (if any)
1/	Verify with the CEV and National Federation that international and local travel arrangements for officials and referees have been arranged.		
2/	Receive the Organiser Agreement (and Appendixes). Moreover, he/she should receive from the CEV any relevant TV Broadcasting issues and any correspondence exchanged between the FIVB/CEV and the organisers (including the previous season event's report if any, general information on sponsors and marketing, etc.).		Masterplan Post event reports

3/	Verify the status of prize money payment arrangements Note: if the prize money is paid directly by the organiser, there will be a role for the TD on site.	Masterplan	
4/	Verify the status of the stadium, facilities, competition area, sand approvals, sports requirements... etc.	Masterplan	
5/	Verify the status of issuing an Insurance Policy and an Engineers Certificate for the non-permanent infrastructure to be used for the tournament		
6/	Check arrival of the MIKASA balls	Masterplan	
7/	Verify through CEV the number and names of Referees , and through the Referee Manager the number of Auxiliary Officials and Court Personnel	BV-LR	
8/	Coordinate with CEV for any assistance, revision needed (i.e. events regulation, venue layout, competition schedule, training schedule, etc.).		
9/	Review Event Regulations to confirm information consistent between FIVB and CEV websites and Event Regulations, especially meeting times & place and anticipated finals finishing times	BVB/06	
10/	Coordinate all aspects and confirm with the CEV Office and the organiser		
<u>COMMENTS:</u>			

- 20 DAYS		20 DAYS BEFORE THE EVENT (MAIN DRAW) THE TECHNICAL DELEGATE MUST	Reference (if any)	
1/	Receive and verify the Event's regulations and Confirmed Entry List . Confirm times for Preliminary Inquiries, Technical meetings (If applicable) or Drawing of Lots Meetings are consistent with the FIVB/CEV websites or confirmed and updated accordingly		BVB/06	
2/	Keep in contact with the organiser and the CEV for any pending marketing issues		Masterplan CEV FTP	
3/	Keep in contact with any other assigned Officials to follow up on any pending issues			
<u>COMMENTS:</u>				

- 3 DAYS		3 DAYS BEFORE THE EVENT BEFORE MAIN DRAW THE TECHNICAL DELEGATE MUST	Reference (if any)	
1/	Verify the tentative/confirmed entry lists , information on billboards at the hotel and at the athletes' area for the athletes and officials, etc., detailed venue plan, stadium/court layout indicating the dimension of the stadium and facilities (in scale), colour pictures, plans, and brochures of the global area, beach and hosting city...etc.		BVB/05 BVB/06	

2/	Conduct a General Meeting with all the members of the Organisational Chart to define a definitive working plan and the daily competition / match program and format (including number of matches per court, Competition Schedule, training sessions, court assignment, Qualification Tournament program (if applicable) and Match Program, Main Draw program, and Match Program in coordination with the CEV TV Coordinator (if TV production is applicable), ceremonies, meetings, clinics, and social activities) and verify the availability / adequate placing of a sufficient number of personnel in all areas	BVB/05 Copy of Org. Chart. Agenda	
3/	Ask the Organisers to present their Insurance Policy and Engineers Certificate as well as verify the approval of Local Authorities which must be sent to the CEV with the homologation of the stadium & facilities Conduct a review of Evacuation plan (Weather & Security incidents) – for both the venue & all hotel/s)		
4/	Verify that the requirements for the Preliminary Inquiry , the Technical Meeting (If applicable) or the Drawing of Lots Meeting , the Referee Clinic (and extra clinic for auxiliary officials and key court related personnel, if applied) and the Awarding Ceremony will be respected		
5/	Check the athletes' prize money payment process are in accordance with the Event Regulations and where necessary ensure that the data in the VIS foreseen for the payment to the players is reviewed by the athletes		
6/	Check and control the local transportation plan (from/to airport/venue, from/to hotel/venue and from/to social activities if any for all entities concerned, arrival/departure of Main Draw teams – if eligible, Officials...etc.)	BVB/31	
7/	Check board and lodging for all entities concerned (i.e. meals' schedule, menus, organisation of catering service, food quality and quantities, reservation of all hotel rooms, hotels for Main Draw athletes (if any), referees, Officials...etc.), including restaurant for breakfast, lunch, dinner...etc.		
8/	Confirm the number and names of Referees, Auxiliary Officials, and Court Personnel with the Referee Manager.		
9/	Check that all Referees, Auxiliary Officials, and Court Personnel (including ball checker), related matters are duly taken care of, with emphasis to the arrival times for the Referee Clinic (and extra clinic for auxiliary officials and key court related personnel, if applied)		
10/	Check the venue layout, stadium layout, field of play, administrative facilities etc.		
11/	Confirm the security plan (including access control) at venue and hotel, conduct meeting with relevant security personnel as needed (police, private security...etc.)		
12/	Check with the organiser the manual scoreboards, quantity of uniforms for athletes, referees, organisation staff and Mikasa (balls) have been properly received		
13/	Verify the hospitality and protocol systems and requirements and inspect the hospitality areas for VIPs, journalists and athletes		
14/	Check the requirements and regulations for the coaches (transportation, access to the players' lounge, etc.) is clear and published to the teams.		
15/	Check the court equipment (nets, lines, antennae, padding, manual scoreboard, platforms, BVB/30, lighting system (if any), etc.).	BVB/30	
16/	Check that means of communication (mobile, walkie-talkie, etc.) and internet connections are available at every site and the Court Management and Operations management is duplicated, for the case of distant venues		
17/	Check carefully the status of the sand and the equipment needed to maintain the sand in the best possible conditions during the entire competition.		
18/	Check the fulfilment of the CEV branding guidelines (panels, flags, printed material (posters, billboards, backdrop, accreditation, program,..) net mesh, net, Referee's chair, etc.		

19/	Check the obligations and rights for the FIVB and CEV sponsors and suppliers as per the information provided by the CEV Office.		
20/	Verify that organisers printed material have been properly distributed to the people concerned for an optimum implementation of the production, publication, and promotion plans		
21/	Check the fulfilment of the CEV TV Broadcaster requirements (if no TV Coordinator is attending the event and if TV production is applicable) and organise a preliminary meeting to verify all items		
22/	Check the status of the VIS system requirements, verify that the necessary hardware and software equipment is available and that the provided VIS username and password by the CEV Beach Volleyball dept are offering full control over the tournament		
23/	Verify that the VIS system is in accordance with the FIVB competition regulations and check modification in the list of teams and if all host country teams have been enrolled in the QT		
24/	Manage withdrawals and disband of the teams, summarize the cases of last minute withdrawal.		
25/	Test the internet connection for Delegates and the Competition Area as well as all Media equipment (dedicated cable for the event photographer) and material		
26/	Check the status of preparation of all press and communications issues , verify the respect of the press and media distribution plan and organise a meeting when Media Operation Delegate/local Press Director arrives on site		
27/	Attend the press conferences whenever requested by the CEV or the organisers		
28/	Verify that the organisers received the medals from the CEV as well as check the availability of all trophies and prizes		
29/	Check the preparation of the tournament related activities , side events and villages, camp for Beach Volleyball fans, Environmental Programs (if any), Information on billboards at the hotel and at the athletes' area		
30/	Verify the preparation for the medical services including the availability of doctor, physio and ambulance from the beginning of the day once the training is ongoing and controls (as well as doping controls if any).		
31/	Monitor the availability of the Alcohol Test equipment , test room, and required test personnel (if used)		
32/	Verify and approve the accreditation procedure (credentials) and security plan (including access control system, staff, area, procedure and regulations)		
33/	Monitor the set-up of the designated areas for coaches and coaching staff		
34/	Monitor the inflating of the Mikasa balls starting at 0.20 Kg/cm ² , caution should be taken emphasizing that no balls should be inflated over 0.20 Kg/cm ²	See RD instructions	
35/	Undertake a Pre Homologation inspection and advise Organisers of any eventual matters		
36/	Report to the FIVB and CEV in case the Organiser does not fulfil World Tour standards as per the event Star rating		
<u>COMMENTS:</u>			

- 2 DAYS		2 DAYS BEFORE THE EVENT (BEFORE MAIN DRAW) THE TECHNICAL DELEGATE MUST	Reference (if any)	
1/	Ensure the presence of the Organisational Chart members and necessary personnel and conduct a meeting to discuss pending issues and coordinate solutions		BVB/05	
2/	Check the availability of the meeting rooms , documents and material for the Referees' Clinic, Preliminary Inquiry and Technical Meeting (If applicable) or the Drawing of Lots Meeting (if any)			
3/	Check and approve the official forms, Daily Bulletin (cover)...etc. to be used for the competition		VIS	
4/	Verify the availability of training courts from 9:00 am to 6:00 pm (consider timeframe for Referee Clinic activities) as well as the accurate preparation and the timely distribution of training schedule			
5/	Verify and approve the draft of detailed competition schedule (start time, finish, ceremonies, social activities...etc.) in accordance with the start time of the televised matches on International/World Feed (only if applicable)			
6/	Update the Info-boards in the venue as well as in the Players' and Officials' Hotel with all key info – competition, accommodation, accreditation, transportation, meetings (Preliminary Inquiry and Technical Meeting if applicable)			
7/	Check that correct implementation of the local transportation plan is respected			
8/	Confirm that the Press Manager and the event Photographer is fully aware of the FIVB requirements (ensuring that all requested documents has been sent previously to the FIVB/CEV) and that they have both received all upload instructions			
9/	In case of extra clinic for auxiliary officials and key court related personnel, check its preparation to ensure that the standards are respected.			
10/	Report to the FIVB and CEV in case the Organiser does not fulfil World Tour standards			
<u>COMMENTS:</u>				

- 1 DAY		1 DAY BEFORE THE EVENT (BEFORE MAIN DRAW) THE TECHNICAL DELEGATE MUST	Reference (if any)	
1/	Ensure the presence of the Organisational Chart members and necessary personnel		BVB/05	
2/	Coordinate activities with the Organising Committee			
3/	Take part in the referees' clinic (First Day) to ensure that the standards are respected, check the attendance and guarantee that the clinic is run correctly. Coordinate with the Tournament Director, Competition Manager and Referee Manager for all competition requirements for Referee Clinic Practical session.		Refs to verify courts	
4/	Verify the availability of training courts from 9:00 am to 6:00 pm as well as the accurate preparation and the timely distribution of training schedule with the Competition Manager.			
5/	Check and approve the team's entry list (host teams for Qualification Tournament, athletes' eligibility, points, seeding, withdrawals, FIVB forms...etc.)		VIS	
6/	Verify the implementation of the accreditation procedure (credentials) and security plan (including access control).			

7/	Ensure that the organiser has implemented an accreditation system for coaches and physiotherapists locally, according to the FIVB requirements; access will be guaranteed to them in the designated areas.		
8/	Brief the Organisers on the protocol for the awarding ceremony (including announcements, music, script...etc.)	BVB/32	
9/	Check that the local transportation plan is respected		
10/	Homologate the stadium and facilities and send via email to the FIVB/CEV	BVB/29	
11/	Check with the CEV and the Organiser any late arrival at the Qualification Preliminary Inquiry, Technical Meeting (If applicable) or Drawing of Lots Meeting, withdrawals, disbands of teams.		
12/	Conduct the Preliminary Inquiry and the Technical Meeting (If applicable) or the Drawing of Lots Meeting for the Qualification Tournament athletes		
13/	Supervise the preparation and issuing of the Daily Bulletin (including matches, timetable for the next competition day) via email or information board, check that the FIVB/CEV websites have been properly up-dated, ensuring regular updating of the FIVB/CEV websites with results and competition match schedule via the VIS program		
14/	Conduct the Preliminary Inquiry and the Technical Meeting (If applicable) or the Drawing of Lots Meeting for the Main Draw players. Note: if QT is considered on -1 day of Main Draw, then all activities related to QT shall be moved to -2 days.		
15/	Report to the FIVB and CEV in case the Organiser does not fulfil World Tour standards		
<u>COMMENTS:</u>			

ON EACH COMPETITION DAY (MAIN DRAW) AND QT IF APPLICABLE THE TECHNICAL DELEGATE MUST		Reference (if any)	
1/	Ensure the presence of the Organisational Chart members and necessary personnel	BVB/05	
2/	Verify each day the court conditions minimum 1 hour before the start of the competition		
3/	Verify the accreditation procedure (credentials) and security plan (including access control)		
4/	Verify and ensure the availability of emergency medical requirements on the court and the proper handling in case of emergencies		
5/	Coordinate activities with all Officials and the Organising Committee for each day		
6/	Coordinate with the Competition Director and the Tournament Director for each day the court assignment of host and foreign teams		
7/	Supervise the preparation and distribution of the Daily Bulletin (including matches, timetable for the next competition day) via email or information board check that the FIVB/CEV websites have been properly updated, ensuring regular updating of the FIVB/CEV websites with results and competition match schedule via the VIS program.	VIS	
8/	Verify the nomination of referees with the Referee Manager for the current day and eventually the next day of competition.		
9/	Check the distribution of uniforms to the athletes, Officials...etc.		

10/	Ensure the on-court entertainment activities (DJ, announcers, dancers, player introductions...etc.) are up to World Tour standards		
11/	Meet with the Production teams, announcer and DJ and coordinate the introduction of all entities concerned on the Stadium Court.		
12/	Acknowledge and resolve any complaints about Organisers, athletes, officials...etc.		
13/	Conduct any Protest Protocol Level 2 or 3 (if needed) with the Executive Committee, and involving the FIVB Referee Delegate (if assigned, otherwise Referee Manager) and the referees as per the regulations in force	Ref Del. Manual	
14/	Call a meeting of the Executive Committee (if needed) to fix problems occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingency due to case of "force majeure"		
15/	Verify each day that the Press Manager and the event Photographer are correctly implementing the press/media requirements (sending of reports, upload of photos, etc)		
16/	Update the Referee Delegate (if assigned, otherwise Referee Manager) on any relevant issues and receive information on the daily referees' meeting to have a general idea of the global performance of the referee corps		
17/	For each day of the competition check constant update of the billboards featuring the results of the competition and matches for each court		
18/	Report to the FIVB and CEV in case the Organiser does not fulfil World Tour standards		
<u>COMMENTS:</u>			

DURING COMPETITION		DURING COMPETITION THE TECHNICAL DELEGATE MUST	Reference (if any)	
	IN ADDITION to daily competition responsibilities for each competition day see responsibilities below:			
1/	Ensure that marketing (Especially rotating or LED banners) have the same timing as approved by the CEV			
2/	Prepare for and conduct the playoff drawing of lots and ensure that there is a least 2 hours from the end of the playoff drawing of lots to the first round of playoff matches			
3/	Attend the TV Meeting with the Host TV Broadcaster (if TV production is applicable), the TV Coordinator (if TV production is applicable), the Referee Delegate (if assigned, otherwise Referee Manager) and the responsible person from the Organising Committee the day prior to the commence of TV production			
4/	Ensure televised matches are proceeding as approved by the CEV and established at the TV meeting on-site (if applicable for the event)			
5/	Control and coordinate the planning, preparation and rehearsal of the Awarding Ceremony (Preliminary List of Presenters required)		BVB/32	
6/	Verify the prize money payment process on site as per the arrangements set in the Events Regulations document and ensure the respective form is used and signed by the players		BVB/28	
<u>COMMENTS:</u>				

LAST COMPETITION DAY	ON THE LAST COMPETITION DAY THE TECHNICAL DELEGATE MUST	Reference (if any)	
	IN ADDITION to daily competition responsibilities for each competition day see responsibilities below:		
1/	Approve the list of awarders (BVB/32) and supervise the awarding ceremony and ensure that awarding podium AND backdrops are used and placed according to FIVB regulations	BVB/32	
2/	Verify that the VIS software has been properly updated with all match results, rankings and player sanctions entered into the system. Set the tournament status to "Finished".		
3/	Check on fulfilment of reporting and forwarding of any materials as required.		
4/	Organise a debriefing meeting with the Organisational Chart members		
5/	Collect the material to be enclosed with the Final Report	BVB/13	
6/	Inform the FIVB and CEV of any sanction applied to the Promoter or the athletes as per the Sport Regulations		
7/	Send to FIVB and CEV a Summary Report including a list of issues, actions taken and recommendations, a list of MTOs and the respective WT49 forms and a list of any sanctions applied during the event	TS-Summary Report	
8/	Prepare with the organiser a package to be sent to the CEV by mail containing: The Final Report (BVB/13) SIGNED BY ALL PARTIES , the scoresheets, samples of athletes' uniforms signed by winners, all DVD recordings, one copy of all printed materials and press clippings. This package must reach the CEV no later than 14 days from the end of the competition.	BVB/13	
9/	Send to FIVB and CEV the BVB/13 Final report and the Technical Delegate summary report on (PDF and Word Document plus signed signature page)	BVB/13	
<u>COMMENTS:</u>			