

CEV Beach Volleyball Guidelines

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Section 1 : General provisions

1. Country Quota



Art. 13.1.



The Host Country may participate with the following quotas for the CEV Competitions:

CEV Beach Volleyball European Championship - EuroBeachVolley

Maximum of six teams from which a minimum of three directly in the Main Draw. These teams shall have the highest CEV Entry Ranking of all Host Country teams registered in the event. In case all/some of the Host Country teams possess no points, the Hosting National Federation must then inform the CEV of the Host Country teams with the right to enter directly into the Main Draw.

CEV Age Group Beach Volleyball European Championships

Maximum of six teams from which minimum three teams enter the Main Draw. Teams in reserve may also enter the Main Draw in case of last minute withdrawals and no foreign teams featuring in the Reserve List are present on site or have received a late arrival authorisation.

CEV Beach Volley Nations Cup

With two teams per gender

CEV Beach Volley European Cup

With a delegation of minimum four and maximum 6 players, two teams per gender

CEV Queen & King of the Court European Finals

Maximum of six teams from which a minimum of three directly in the Main Draw. These teams shall have the highest CEV Entry Ranking of all Host Country teams registered in the event. In case of a National Queen & King of the court competition prior to the European Finals, one of the Main Draw spots can be allocated by the Hosting National Federation to the winner of such event. In case all/some of the Host Country teams possess no points, the Hosting National Federation must then inform the CEV of the Host Country teams with the right to enter directly into the Main Draw.

EXCEPTION: At the CEV Beach Volleyball European Championship, the organiser may request to allocate one Host Country team spot through an alternative qualifying process. Such request is subject to CEV approval.



Foreign countries may register a maximum of six teams in the CEV Beach Volleyball European Championship from which a maximum of four can enter the Main Draw and a maximum of three teams in the CEV Age Group Beach Volleyball European Championships from which minimum one shall be placed in the Main Draw/Qualification tournament according to the NF country ranking in the specific age group.

2. Competition structure

 Art. 13.2


2.1 Main Draw

- ✓ Each competition consists of a Main Draw made up of
 - a. Thirty-two teams for the CEV Beach Volleyball European Championship and the CEV Age Group Beach Volleyball European Championships.
 - b. The number of teams/National Federations/Clubs defined in the Official Communications for the CEV Beach Volley Nations Cup, the CEV Queen & King of the Court European Finals and the CEV Beach Volley European Cup
- ✓ For the CEV Beach Volleyball European Championship, **up to** three Wild Cards may be allocated by the CEV.
- ✓ For the CEV Queen & King of the Court European Finals up to three Wild Cards in both Main Draw and Qualification Tournament can be allocated by the CEV

2.2 Qualification Tournament

- i* The CEV Beach Volleyball European Championship, the CEV Beach Volley Nations Cup and the CEV Beach Volley European Cup consist only of the Main Draw.
- ✓ The CEV Age Group Beach Volleyball European Championships shall conduct a Qualification Tournament in case more than 30 NFs register to the tournament. This Qualification Tournament will consist of the National Federations not qualified to the Main Draw according to the respective Age Group Country Ranking.

3. Competition method

 Art. 13.4.

3.1 Main Draw

- i* The Pool Play format for the CEV Beach Volleyball European Championship and the CEV Age Group Beach Volleyball European Championships is played through a first phase of Pool Play (Round Robin) followed by a twenty-four teams Single Elimination.
- i* A modified Pool Play format can be also applied in the CEV Beach Volleyball European Championship, based on organisers request and if confirmed by the CEV.
- ✓ The Main Draw will be conducted in accordance with the brackets in Annexes.
- ✓ The competition format of the CEV Beach Volley Nations Cup, CEV Beach Volley European Cup and CEV Queen & King of the Court European Finals is defined in the Official Communication document of the respective competition phase.

3.2 Qualification Tournament

- ✓ The competition format of the Qualification Tournament of each CEV Age Group Beach 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.
- ✓ The Qualification Tournament will be conducted in accordance with the brackets in Annexes.

3.3 Tie in a pool play competition method



Art. 13.4.4



In 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 points 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 ratio 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. In case of 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).

4. Allocation of Teams



Article 13.5.

- ✓ The allocation of Teams to a level is done once the Teams are known and confirmed their presence during the Preliminary Inquiry of this level.
- ✓ For the CEV Beach Volleyball European Championship, the Teams are allocated on the day of the Drawing of lots.
- ✓ The allocations of teams in the CEV Beach Volley Nations Cup, the CEV Beach Volley European Cup and the CEV Queen & King of the Court European Finals is communicated in the respective Official Communications document.
- ✓ In the Main Draw of the CEV Beach Volleyball European Championship, if the hosting National Volleyball Federation has no team among the top eight seeded teams, it will allocate its best-ranked team according to the current CEV Entry Ranking on place eight to help the promotion of the CEV competition.
- ✓ In the Main Draw of the CEV Age Group Beach Volleyball European Championships, the 1st team as indicated by the hosting National Volleyball Federation is placed in seed No1 to help the promotion of the CEV competition.
- ✓ In the Main Draw of the CEV Queen & King of the Court European Finals, the best ranked host National Federation teams according to the CEV Entry Ranking on the day of the seeding will be placed as seed No1 to help the promotion of the CEV competition.
- ✓ In the case of a Pool Play format, Host Country Teams must never be placed in the same pool. If that occurs, the teams will have their seed increased (i.e. from Seed #15 to Seed #16) until they are in a different pool than already seeded Host Country team. Should increasing the seed not work (or not be possible), then the seed will be reduced (i.e. from Seed #32 to Seed #31) until the team(s) is placed in a different pool.

- ✔ For foreign teams from the same National Federation a maximum of 2 Teams can be placed in the same pool. In case of a 3rd in the same pool the team will have their seed increased (i.e. from Seed #15 to Seed #16) until they are in a different pool than already seeded teams. Should increasing the seed not work (or not be possible), then the seed will be reduced (i.e. from Seed #32 to Seed #31) until the team is placed in a different pool.

EXCEPTION: The above quota limitations are not valid in the European Championships in case of Modified Pool Play format or in the case of a withdrawal after the Drawing of Lots for which the empty spot is allocated to the next eligible team.

5. Registration

5.1 General provisions



Art. 18 and 19.



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



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

5.2 Procedure for Senior events

- ✔ The BV-01 NF-Athlete's Commitment & the FIVB/CEV BVB-10 Health Certificate form must be uploaded in the Volleyball Information System (<https://www.fivb.org/vis2009/>) the latest 30 days prior to the start of the CEV competition.

Once the aforementioned condition is fulfilled by all parties concerned, teams can be registered for CEV Beach Volleyball competitions exclusively by their respective National Federation 30 days at the latest before the start of the event they intend to join.

EXCEPTION: The registration deadline for the European Championship may be scheduled to a prior date, if requested by the organiser. Respective information will be circulated through the Official Communications document of the respective competition.

- ✔ The National Federations have to register their teams through the Volleyball Information System <http://www.fivb.org/vis/>. Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
 - a. After Log in, the National Federation may select any team and register it in the CEV competitions by following this procedure:
 - Select first player;
 - Select his/her teammate;
 - Select any available tournament from the Calendar;
 - Confirm the entry of the team.
 - b. The team is automatically registered in the selected CEV competition database and is instantly included in the tentative list posted on the CEV website for each CEV competition. While this procedure allows the National Federations to directly control that their teams are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.eu) in case a technical problem occurs.

- c. Each National Federation may directly enter new CEV/FIVB players as the computer instantly generates CEV/FIVB # for the new player as well as a user name and password.
The NF administrator should ensure that the athlete is not already registered in the VIS (either as a Beach, Snow or Volleyball athlete)
- d. The entry deadline for each event is communicated in the Practical Info and the Official Communications documents.
- e. Each National Federation and players will be responsible for checking the entry and points through Internet by consulting the tentative "Entry List" for each event.
- f. The Tentative List is an ongoing information available on the CEV website and can be amended by each participating National Federation the deadline of the respective competition.

5.3 Procedure for Age Group Championships

The registration procedure is divided in two phases:

1. Spot Registration – Deadline -2 months
2. Athletes Registration – Deadline -30 days

All deadlines concerning entries are calculated from the start of each Main Draw Tournament.

The National Federations have to register their spots and teams through the Volleyball Information System <http://www.fivb.org/vis/>.

The provision of the BV-01 NF Athlete's Commitment & BVB-10 FIVB/CEV Annual Health Certificate form, duly sealed and signed by the NF and also signed by the concerned athlete and his/her legal representative in case the athlete is underage, is the pre-condition set, to be tentatively admitted to any of the Beach Volleyball competitions officially recognised by the CEV.

The National Federation (exclusively) is required to comply with the following procedures in order to tentatively register its spots and athletes in the Championships.

Spot Registration (Deadline -2 months):

- Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
- After Log in, the National Federation may select the respective Championship and click the **button "reserve teams"**.
- National Federations may register for one, two or three spots.
- The spot is automatically registered in the selected tournament database and is instantly included in the tentative list posted on the CEV website for each event. While this procedure allows the National Federations to directly control that their spots are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.eu) in case a technical problem occurs.
- The Tentative Spot List is an ongoing information available on the CEV website and up to -2 months can be amended by each participating National Federations.

Registrations after the end of the spot registration deadline have to be done through the CEV Office and will be included at the end of the Reserve List.

Athletes' Registration (Deadline -30 days):

- Each National Federation is provided with an individual and secured user access (user name and password) through its own e-mail address.
- After Log in, the National Federation may select any team as per the provisions of the CEV Competition Regulations and CEV Official Communications for the respective event category and register it in the CEV U18/20/22 European Championship by following this procedure:
 - Select first athlete;
 - Select his/her teammate;
 - Select the CEV U18/20/22 European Championship from the calendar;
 - Confirm the entry of the team.

- The team is automatically registered in the selected tournament database and is instantly included in the tentative list posted on the CEV website for each event. While this procedure allows the National Federations to directly control that their teams are correctly entered, it also gives them the opportunity to immediately contact the webmaster (vis@fivb.org and beach@cev.eu) in case a technical problem occurs.
- After the athletes' registration the number of reserve teams has to be reduced by **clicking the button "reserve teams" and entering "0"**.
- Each National Federation may directly enter new CEV/FIVB athletes as the computer instantly generates CEV/FIVB # for the new athlete as well as a user name and password.
- The entry deadline for each event is stated in the respective Official Communication.
- Each National Federation and athlete will be responsible for checking the entry through internet by consulting the tentative "Entry List" for each event.
- The Tentative Entry List is an ongoing information available on the CEV website and can be amended by each participating National Federations up to the -30 days deadline.

The BV-01 NF Athlete's Commitment & BVB-10 FIVB/CEV Health Certificate must be uploaded to the Volleyball Information System (<https://www.fivb.org/vis2009/>) 30 days prior to the start of the event the athlete participates in.

5.4 Late entry

Past the Registration deadline's day and time as communicated in the respective Official Communications document, late entry requests must be addressed to the CEV in written for CEV evaluation. No late entry requests will be accepted for consideration after the issuing of the confirmed list.

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

6. Withdrawal

6.1 Procedure



Art. 20.3.



The procedure of a withdrawal is as follows:

- a. Before the Entry deadline, the National Federation shall enter the change in the VIS,
- b. Between the Entry deadline and the relevant Preliminary Inquiry, the National Federation shall send the BV-03 form to the CEV office (beach@cev.eu).
- c. Between the last Monday before the start of the CEV competition and the communicated arrival time, the National Federation informs the CEV Supervisor in addition to the above mentioned requirements.
- d. Between the player's arrival on site and the relevant Preliminary Inquiry, the National Federation shall inform the CEV Supervisor and the player be examined by the Local Medical doctor on site,
- e. 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 means.



When the player is in the Reserve list, the obligation to evidence a medical reason or a force majeure is not needed to withdraw.

- ✔ 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.

6.2 Next eligible team



Art. 13.5.

- ✔ For the CEV Age Group Beach Volleyball European Championships, 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 event's Country Ranking 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, an extra team will then be allowed to qualify from the Qualification Tournament.
The extra team is defined by a draw between all losers of the last Qualification round. 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.
 - c. If a National Federation informs the CEV Supervisor of a withdrawal of a Main Draw team prior to (or during) the Main Draw Preliminary Inquiry and no Qualification Tournament is played, the spot will be allocated to the highest ranked eligible team based on the event's Country Ranking featuring in Reserve List and present on site.
 - 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 retaining its spot in the Main Draw/Qualification Tournament.
 - 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, but a BV/15 must be officially completed by the Event doctor and the CEV Supervisor.
- ✔ For the CEV Beach Volleyball European Championships the withdrawal and replacement 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 registration deadline date is 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.

- ✓ 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 Beach Volleyball event) all essential details on the time and place of the Preliminary Inquiry and/or Technical Meeting and all other relevant information for the event.

7. Substitution of a player



Art. 20.4.

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

8. Forms and regulations



The following forms are used:

- a. BV-A Competition Application
- b. BV-A2 Event Approval
- c. BV-OC Organisational Chart
- d. BV-01 NF-Athlete's Commitment
- e. BV-02 Wild Card Application
- f. BV-03 Team Withdrawal
- g. BV-04 Athlete's Travel schedules
- h. BV-05 Accreditation of a coach
- i. BV-14 Sanctions for athletes
- j. BV-15 Medical Time Out



The following documents should be used additionally:

- a. FIVB Official Beach Volleyball Rules
- b. FIVB Beach Volleyball Sports Operations Manual
- c. FIVB Beach Volleyball Handbook
- d. CEV General Regulations
- e. CEV Disciplinary Regulations
- f. CEV Beach Volleyball Competitions Regulations
- g. CEV Competitions Hygiene Guidelines
- h. CEV Hygiene Guidelines Beach Volleyball Specifications

9. Annexes

Annex I – Other CEV Beach Volleyball Competitions opportunities

For all CEV events listed in the CEV Beach Volleyball Competitions Regulations, the organising conditions are available in the respective candidature application documents. Apart from these events, additional opportunities are Exhibition and Country vs Country events:

	Country vs. Country	Exhibition
Application Form	BV-A2	BV-A2
Number/composition of teams	Max. 4 per gender	Beside the regular 2 vs. 2 format, teams can be also composed of 4 athletes.
Number of courts	Min 1	Min 1
Duration	Min 1 day	Min 1 day
Prize Money (Per gender)	0 –4,000,- EUR	0 –4,000,- EUR
Seating capacity	Min. 250 seats	Min. 250 seats
CEV Officials	Max. 1	Max. 1
Internat. Referees	Min. 1 per court	Min. 1 per court
Local Referees	Depending on number of teams, courts and duration	Depending on number of teams, courts and duration
Internat. Transport	Organiser pays for CEV officials and neutral referees	Organiser pays for CEV officials and neutral referees
Local Transport	Organiser pays for CEV officials and referees. Local transport for athletes is not obligatory.	Organiser pays for CEV officials and referees. Local transport for athletes is not obligatory.
Board & Lodging	Organiser pays for CEV officials and referees. Board & Lodging for athletes is not obligatory.	Organiser pays for CEV officials and referees. Board & Lodging for athletes is not obligatory.
Official Ball	Mikasa	Mikasa
Court equipment	FIVB Requirements	FIVB Requirements
CEV Ranking	No	No

Annex II - Competition formats

32 teams pool play format

Composition: 8 pools of 4 teams with the best 3 teams of each pool advancing to the single elimination phase.

Seeding:

Pool A: Seed 1, Seed 16, Seed 17, Seed 32
 Pool B: Seed 2, Seed 15, Seed 18, Seed 31
 Pool C: Seed 3, Seed 14, Seed 19, Seed 30
 Pool D: Seed 4, Seed 13, Seed 20, Seed 29
 Pool E: Seed 5, Seed 12, Seed 21, Seed 28
 Pool F: Seed 6, Seed 11, Seed 22, Seed 27
 Pool G: Seed 7, Seed 10, Seed 23, Seed 26
 Pool H: Seed 8, Seed 9, Seed 24, Seed 25

Seeding for the CEV Beach Volleyball European Championships/Eurobeachvolley

For the CEV Beach Volleyball European Championships any eventual draw for teams with the same CEV Entry Ranking if needed to be placed in different pools/groups is performed before the draw of the pools. Teams are seeded as follows:

<u>Pool A</u>	<u>Pool B</u>	<u>Pool C</u>	<u>Pool D</u>	<u>Pool E</u>	<u>Pool F</u>	<u>Pool G</u>	<u>Pool H</u>
Seed #1	Seed #2	Seed #3	Seed #4	Seed #5	Seed #6	Seed #7	Seed #8
Draw 1 between Seed #9 - #12				Draw 2 between Seed #13 - #16			
Draw 3 between Seed #17 - #20				Draw 4 between Seed #21 - #24			
Draw 5 between Seed #25 - #32							

Seeding for Age Group Championships

The seeding into the pools and any eventual draw for teams with the same Country Ranking if needed to be placed in different pools/groups is performed immediately after the end of the Preliminary Inquiry and before the start of the Technical Meeting.

If less than 32 teams are competing in the Main Draw, the draw starts with the definition of which pool(s) will have only 3 teams by draw.

Seeding into the pools from 1 to 32 is determined according to the following

The first Host Country team must be seeded on position 1 in Pool A.

The next top 7 teams to be seeded according to the U18/20/22 Country Ranking in the Confirmed List directly into the pools as follows (in case of a tie a drawing of lots decides):

Seed 1 (Host) – Pool A	Seed 2 – Pool B	Seed 3 – Pool C
Seed 4 – Pool D	Seed 5 – Pool E	Seed 6 – Pool F
Seed 7 – Pool G	Seed 8 – Pool H	

The rest of the teams to be drawn from seeding groups, in a drawing of lots procedure, into each pool as follows, unless obliged to be relocated in the next possible position in the sequence of the serpentine system to avoid having teams from the same country in the same pool:

Seeds 9-12 are drawn in each of the pools H, G, F, E – 1st draw Pool H, 2nd draw Pool G, 3rd draw Pool F, 4th draw Pool E.

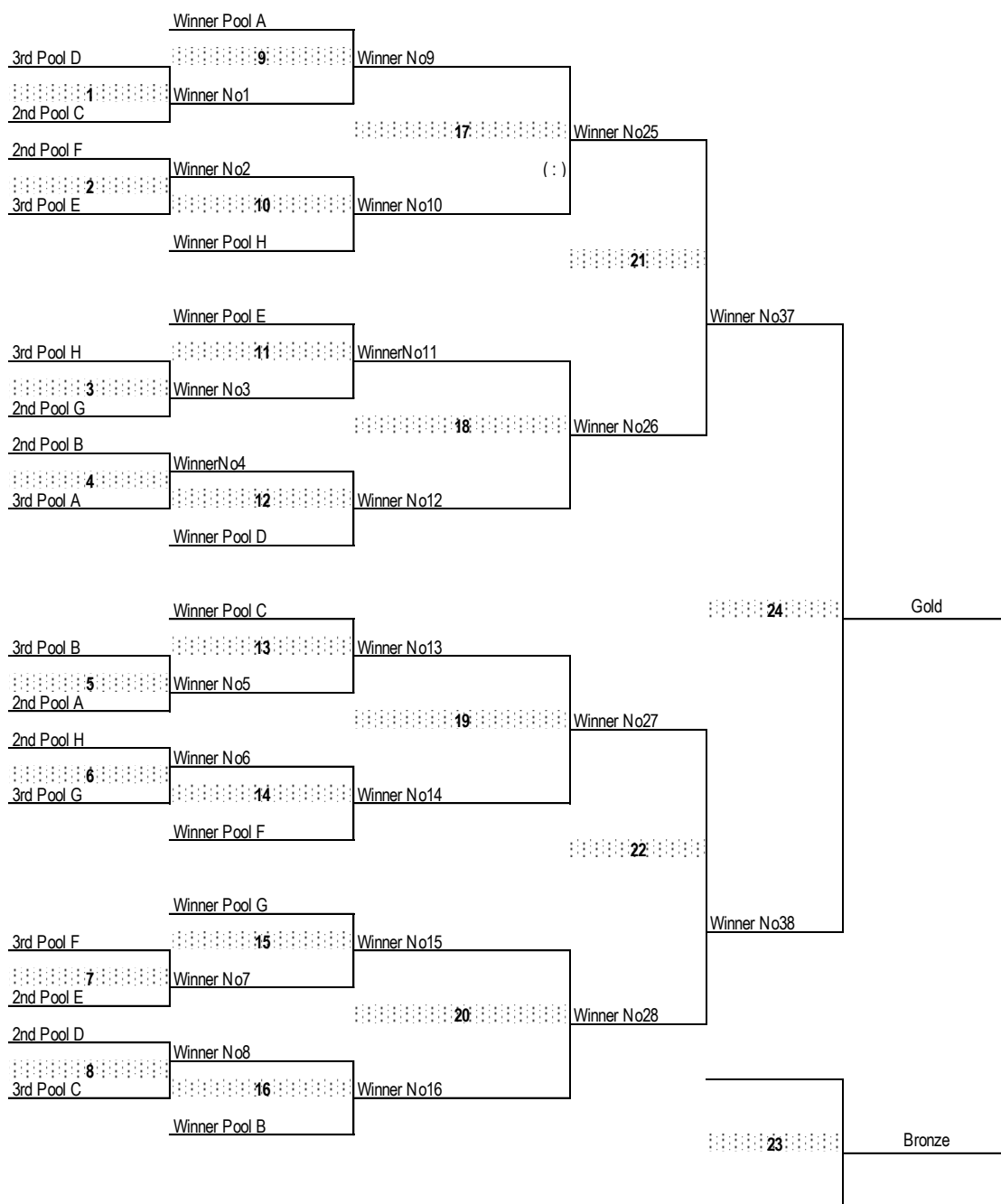
Seeds 13-16 are drawn in to each of the pool D, C, B, A - 1st draw Pool D, 2nd draw Pool C, 3rd draw Pool B, 4th draw Pool A.

Seeds 17-24 are drawn in each of the pools A, B, C, D, E, F, G, H - 1st draw Pool A, 2nd draw Pool B, 3rd draw Pool C, 4th draw Pool D, 5th draw Pool E, 6th draw Pool F, 7th draw Pool G, 8th draw Pool H.

Seeds 25-32 are drawn in each of the pools H, G, F, E, D, C, B, A - 1st draw Pool H, 2nd draw Pool G, 3rd draw Pool F, 4th draw Pool E, 5th draw Pool D, 6th draw Pool C, 7th draw Pool B, 8th draw Pool A.

24 teams Single Elimination format (CEV European Championship and Age Group Championships)

Preserving the principle that teams from the same pool shall not meet in the first two rounds, i.e. round of 24 and round of 16, the 24 Single Elimination will be applied as following. However, teams from same NF will be able to play in the first two rounds:



i In case of multiple host cities/countries the above bracket may be amended for logistics and operational reasons. The amended bracket will be communicated by the respective official communication document.

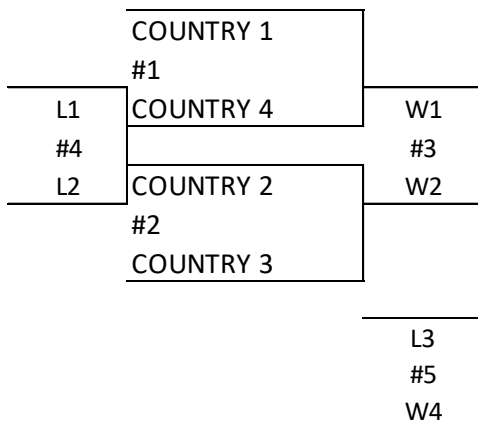
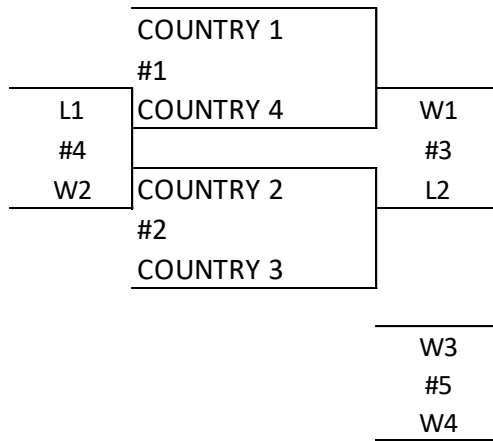
3 teams Pool Play format (For Beach Volley Nations Cup events and Age Group Championships Qualification)

Match order: Seed 1 vs Seed 3, Seed 2 vs Seed 3, Seed 1 vs Seed 2

4 teams Double Elimination formats (For Beach Volley Nations Cup events and Age Group Championships Qualification and depending on number of qualifiers)

Option A

Option B



8 teams Double Elimination format (Qualification Age Group Championships)



Annex III a – Match Schedule for U18 and U20 Age Group Championships (Main Draw)

Day 1					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Pool Play	08:30	A1-A4	C1-C4	C2-C3	A2-A3
	09:20	B1-B4	D1-D4	D2-D3	B2-B3
	10:10	C1-C4	A1-A4	A2-A3	C2-C3
	11:00	D1-D4	B1-B4	B2-B3	D2-D3
	11:50	E1-E4	E1-E4	E2-E3	E2-E3
	12:40	F1-F4	F1-F4	F2-F3	F2-F3
	13:30	G1-G4	G1-G4	G2-G3	G2-G3
	14:20	H1-H4	H1-F4	H2-H3	H2-H3
	15:10	A1-A3	A2-A4	C1-C3	C2-C4
	16:00	B1-B3	B2-B4	D1-D3	D2-D4
	17:00	E1-E3	E2-E4	G1-G3	G2-G4
18:00	F1-F3	F2-F4	H1-H3	H2-H4	

Day 2					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Pool Play	08:30	A1-A3	A2-A4	A1-A2	A3-A4
	09:20	B1-B3	B2-B4	B1-B2	B3-B4
	10:10	C1-C3	C2-C4	C1-C2	C3-C4
	11:00	D1-D3	D2-D4	D1-D2	D3-D4
	11:50	E1-E3	E2-E4	E1-E2	E3-E4
	12:40	F1-F3	F2-F4	F1-F2	F3-F4
	13:30	G1-G3	G2-G4	G1-G2	G3-G4
	14:20	H1-H3	H2-H4	H1-H2	H3-H4
	15:10	A1-A2	A3-A4	B1-B2	B3-B4
	16:00	C1-C2	C3-C4	D1-D2	D3-D4
	17:00	E1-E2	E3-E4	F1-F2	F3-F4
18:00	G1-G2	G3-G4	H1-H2	H3-H4	

Day 3					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Round of 24	08:30	MR24 (1)	MR24 (1)	WR24 (1)	WR24 (2)
	09:20	MR24 (3)	MR24 (4)	WR24 (3)	WR24 (4)
	10:10	MR24 (5)	MR24 (6)	WR24 (5)	WR24 (6)
	11:00	MR24 (7)	MR24 (8)	WR24 (7)	WR24 (8)
Round of 16	11:50	MR16 (1)	MR16 (2)	WR16 (1)	WR16 (2)
	12:40	MR16 (3)	MR16 (4)	WR16 (3)	WR16 (4)
	13:30	MR16 (5)	MR16 (6)	WR16 (5)	WR16 (6)
	14:20	MR16 (7)	MR16 (8)	WR16 (7)	WR16 (8)
Classification	15:10	M #4-#4 (1)	M #4-#4 (2)	W #4-#4 (1)	W #4-#4 (2)
	16:00	M #4-#4 (3)	M #4-#4 (4)	W #4-#4 (3)	W #4-#4 (4)
Quarter Finals	17:00	MQF (1)	MQF (2)	WQF (1)	WQF (2)
	18:00	MQF (3)	MQF (4)	WQF (3)	WQF (4)

Day 4					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Classification	09:15	M LR4-LR24 (1)	M LR4-LR24 (2)	W LR4-LR24 (1)	W LR4-LR24 (2)
	10:00	M LR4-LR24 (3)	M LR4-LR24 (4)	W LR4-LR24 (3)	W LR4-LR24 (4)
Semi Finals & Classification	11:00	WSF (1)	M LQF-LQF (1)	W LQF-LQF (1)	W LR16 - LR16 (1)
	12:00	WSF (2)	M LQF-LQF (2)	W LQF-LQF (2)	W LR16 - LR16 (2)
	13:00	MSF (1)	M LR16 - LR16 (1)	M LR16 - LR16 (2)	W LR16 - LR16 (3)
	14:00	MSF (2)	M LR16 - LR16 (3)	M LR16 - LR16 (4)	W LR16 - LR16 (4)
Medal Matches & Classification*	15:00	W Bronze	M Ls of LQF 7th (1)*	W Ls of LQF 7th (1)*	
	16:00	W Gold	M Ws of LQF 5th (2)*	W Ws of LQF 5th (2)*	
	17:00	M Bronze			
	18:00	M Gold			
Awarding Ceremony					

* Mathes played only if the Championship is qualifying event for an FIVB Age Group WCH

Annex III b – Match Schedule for U22 Age Group Championships (Main Draw)

Day 1					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Pool Play	08:30	A1-A4	C1-C4	C2-C3	A2-A3
	09:20	B1-B4	D1-D4	D2-D3	B2-B3
	10:10	C1-C4	A1-A4	A2-A3	C2-C3
	11:00	D1-D4	B1-B4	B2-B3	D2-D3
	11:50	E1-E4	E1-E4	E2-E3	E2-E3
	12:40	F1-F4	F1-F4	F2-F3	F2-F3
	13:30	G1-G4	G1-G4	G2-G3	G2-G3
	14:20	H1-H4	H1-F4	H2-H3	H2-H3
	15:10	A1-A3	A2-A4	C1-C3	C2-C4
	16:00	B1-B3	B2-B4	D1-D3	D2-D4
	17:00	E1-E3	E2-E4	G1-G3	G2-G4
18:00	F1-F3	F2-F4	H1-H3	H2-H4	

Day 2					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Pool Play	08:30	A1-A3	A2-A4	A1-A2	A3-A4
	09:20	B1-B3	B2-B4	B1-B2	B3-B4
	10:10	C1-C3	C2-C4	C1-C2	C3-C4
	11:00	D1-D3	D2-D4	D1-D2	D3-D4
	11:50	E1-E3	E2-E4	E1-E2	E3-E4
	12:40	F1-F3	F2-F4	F1-F2	F3-F4
	13:30	G1-G3	G2-G4	G1-G2	G3-G4
	14:20	H1-H3	H2-H4	H1-H2	H3-H4
	15:10	A1-A2	A3-A4	B1-B2	B3-B4
	16:00	C1-C2	C3-C4	D1-D2	D3-D4
	17:00	E1-E2	E3-E4	F1-F2	F3-F4
18:00	G1-G2	G3-G4	H1-H2	H3-H4	

Day 3					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Round of 24	08:30	MR24 (1)	MR24 (1)	WR24 (1)	WR24 (2)
	09:20	MR24 (3)	MR24 (4)	WR24 (3)	WR24 (4)
	10:10	MR24 (5)	MR24 (6)	WR24 (5)	WR24 (6)
	11:00	MR24 (7)	MR24 (8)	WR24 (7)	WR24 (8)
Round of 16	11:50	MR16 (1)	MR16 (2)	WR16 (1)	WR16 (2)
	12:40	MR16 (3)	MR16 (4)	WR16 (3)	WR16 (4)
	13:30	MR16 (5)	MR16 (6)	WR16 (5)	WR16 (6)
	14:20	MR16 (7)	MR16 (8)	WR16 (7)	WR16 (8)
Classification	15:10	M #4-#4 (1)	M #4-#4 (2)	W #4-#4 (1)	W #4-#4 (2)
	16:00	M #4-#4 (3)	M #4-#4 (4)	W #4-#4 (3)	W #4-#4 (4)
Quarter Finals	17:00	MQF (1)	MQF (2)	WQF (1)	WQF (2)
	18:00	MQF (3)	MQF (4)	WQF (3)	WQF (4)

Day 4					
Information	Time				
	Start Time	Court 1	Court 2	Court 3	Court 4
Semi Finals	11:00	WSF (1)			
	12:00	WSF (2)			
	13:00	MSF (1)			
	14:00	MSF (2)			
Medal Matches	15:00	W Bronze			
	16:00	W Gold			
	17:00	M Bronze			
	18:00	M Gold			
Awarding Ceremony					

Section 2 : Refereeing

10. Referee Coach



Art. 26.2.



Duties of Beach Volleyball Referee Coach:

- a. Overseeing Refereeing operations and technology around and on the court,
- b. Working with Referee Manager to coordinate the recruitment of court personnel, and Referee clinic,
- c. Conducting Referee clinics,
- d. Ensuring that Mikasa balls are according to the FIVB requirements,
- e. Evaluating the Referees' performance and conducting daily Referee meetings,
- f. Ensuring Referees are equipped to do their job on the court,
- g. Ensuring the implementation of the match protocol,
- h. Supervising alcohol tests for Referees and auxiliary officials,
- i. Reviewing the scoresheets and supervises implementation of the e-scoresheet,
- j. Reporting on Refereeing operations, all Referee matters and duties, and Referees performances to the ERC/CEV,
- k. A Referee Coach Assistant may be assigned by ERC in case several venues or detached competition.

11. Referees

11.1 Number



Art. 27.1.



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



The number of referees appointed for the different European Beach Volleyball competitions is as follows:

- a. CEV Beach Volleyball European Championships
 - if played on 3 courts: 6 Neutral Referees + minimum 4 Local Referees with a minimum of 3 International Referees (total 10)
 - if played on 4 courts: 8 Neutral Referees + minimum 5 Local Referees with a minimum of 4 International Referees (total 13)
 - if played on 5 courts: 10 Neutral Referees + 6 Local Referees with a minimum of 5 International Referees (total 16)
- b. CEV Age Group Beach Volleyball European Championships and CEV Youth Continental Cup Final
 - if played on 3 courts: 6 Neutral Referees + 6 Local Referees (total 12)
 - if played on 4 courts: 8 Neutral Referees + 8 Local Referees (total 16)
- c. CEV Beach Volley Nations Cup- Preliminary Phase
 - if played on 2 courts: 2 Neutral Referees + 5 Local Referees with a minimum of 1 International Referee (total 7)
 - if played on 3 courts: 2 Neutral Referees + 8 Local Referees with a minimum of 2 International Referee (total 10)
 - if played on 4 courts: 3 Neutral Referees + 10 Local Referees with a minimum of 3 International Referees (total 13)

d. CEV Beach Volley Nations Cup - Final phase

- if played on 1 court: 3 Neutral Referees + 2 Local Referees, all International Referees (total 5)
- if played on 2 courts: 5 Neutral Referees + 3 Local Referees, all International Referees (total 8)
- if played on 3 courts: 6 Neutral Referees + 4 Local Referees with a minimum of 3 International Referees (total 10)
- if played on 4 courts: 8 Neutral Referees + 5 Local Referees with a minimum of 4 International Referees (total 13)

i The CEV applies the condition and requirements set by FIVB for the respective Pro Tour events categories.

i In case more than 9 matches are scheduled any courts the number of assigned referees shall be increased to 4 per court (if not already applicable).

i Number of Challenge referees (where assigned) depends on the number of matches played with the Challenge System per day.

11.2 Stay period



Art. 40.

i In order to optimise the budget of the Organiser, the CEV Referee Coach, in agreement with the CEV Supervisor and the CEV Office may release some of the local referees 1 or 2 days before the end of the CEV competition. This request must be clearly stated when submitting the BV-LR to the CEV Office for approval. A copy of the BV-LR and early release request will be sent to the nominated Referee Coach by the CEV Office upon approval by the ERC.

12. Line judges



Line judges are only required:

- a. For the CEV Beach Volleyball European Championship, the CEV Beach Volley Nations Cup Final and the CEV Queen & King of the Court European Finals – during the entire competition,
- b. From the semi-finals onwards for of all other CEV competitions.

13. Forms and regulations



The following forms are used:

- a. BV-LR Local Referee Registration
- b. BV-RD CEV Referee Coach Report
- c. BV-11 Official Beach Volleyball Scoresheet / BV E-Scoresheet /

Section 3 : Medical

The provisions announced/requested in some articles shall be adjusted according to the CEV Competition Hygiene Protocols and any National Authorities requirements.

14. Medical examination

14.1 Health control



Art. 32.3.2 and 33.3.2.



The medical examination 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 & weight - to calculate body mass index, |
| g. abdominal circumference | h. hearing |



Details of the examination are confidential and shall not be disclosed to anybody, except that results might suspend referee from performing his duties. Final decision has to be achieved through consensus between medical delegate, referee coach and jury president of particular competition.



The organiser shall guarantee the availability of appropriate space and material to perform the medical examination. Medical delegate informs the organisers about needs for testing equipment before coming to the competition.



The medical examination during the CEV competition could be extended to other Match officials than the referees.

14.2 Breath analysis



Art. 32.3.2.



The breath analysis shall be performed in the presence of the CEV Medical Delegate and/or the CEV Referee Coach by the local medical doctor according to article 2 of the FIVB Medical & Anti-Doping Regulations.



The CEV Medical Delegate or Local Medical Doctor must ratify the breath analysis procedure before it is undertaken, to ensure that it is reproducible, sensitive, and that the user's breath alcohol content is reported in appropriate units to permit comparison with the required FIVB standard.




The procedure is as follows:

- a. 45 minutes before the start of the match, the designated referees must be present in the medical control room. They should be instructed to not consume anything by mouth for 15 minutes prior to undergoing breath analysis.
- b. The highest level of alcohol permitted is 0.1mg/L.
- c. In the case of a positive finding, a second test will be conducted after 15 minutes.
- d. If the second test is also positive, the referee must then be replaced with another referee by the CEV Referee Coach.




The organiser shall guarantee the availability of breath analysis equipment.

15. Previous information

 Art. 34.1.

- ✓ The following information are provided to the CEV:
 - a. For doping control: venue for the testing in line with the guidelines received by the CEV Office
 - b. Confirmation of the compliance with the workforce and facilities mentioned in the CEV Beach Volleyball Competitions Regulations,
 - c. Contact details (name, first name, telephone, e-mail address) of the Local medical doctor,
 - d. Hospital designation in case of a possible admission and transportation details.


16. Workforce

 Art. 34.2 and 51.

- ✓ In addition to the Local Medical doctor, at least one physiotherapist per gender is required per venue and a first aid support team shall be next to the court(s).

17. Doping Control

17.1 Doping control station

 Art. 34.3.1.

- ✓ 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.
 - c. The Doping Control station shall consist of 2 rooms physically separated, one waiting room with fridge and non-alcoholic and non-cola beverages and one sampling room with direct access to the toilets.
 - d. Enough number of chairs in the waiting room and minimum one table in the sampling room

17.2 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.

18. Medical Facilities

 Art. 34.3.2.

- ✓ Medical facilities include the Medical Area & First Aid area and the massage and Physiotherapy room/tent
- ✓ Medical Area & First Aid is at least 25m², adjacent to the Playing area and close to the courts and equipped with the following:
 - a. Tables for first aid,
 - b. Ice,

- c. basic medical equipment,
- d. basic medication,
- e. oxygen equipment,
- f. stretchers (at least two).

- ✔ Physiotherapy area, for players with at least 1 physiotherapist per gender available during the whole competition.

19. Ambulance

- 👍 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.

20. Nutrition

 Art. 34.4 and 59.

- ✔ During a match, water is provided.
- ✔ The CEV Medical Delegate shall verify that meals and refreshments are provided in appropriate quality and quantity as outlined in the FIVB Medical & Anti-Doping Regulations.
- ✔ After arrival on site and before the start of the Competition, the CEV Medical Delegate shall inspect kitchen facilities and restaurants in the Venue where the participants will have their meals served. He/she shall verify that the menu fulfils all of the criteria and requirements.
- ✔ During the CEV competition, the CEV Medical Delegate shall continue to verify and propose any adjustments required for the continued proper nutrition of players.

21. CEV Medical insurance

 Art. 36.2

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

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

E-Mail: 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 stay place,
- e. The CEV medical insurance policy number.

22. Medical assistance protocols

- ✓ The Medical Assistance protocols include
 - a. The Medical Timeout (MTO) – to be implemented exclusively for significant blood related injury
 - b. Recovery Interruption (RIT) – to be implemented for:
 - Significant injury caused by a trauma incident suffered during the course of the match
 - Illness in relation to Severe Weather conditions officially declared, or Use of Toilet
- ✓ In the case of a player being assigned a “Recovery Interruption” or forfeiting a match due to an alleged injury/illness, immediately following the relevant score sheet administration, (he/she will be given a copy of the BV-15 form by the match Referee). Upon receipt, the athlete will then be responsible for filling in the reasons for the medical injury time-out request or the forfeit of the match and must then sign it and present him/herself along with the form at the Medical area. After going through a check by the Local medical doctor, the athlete will then be responsible for giving the form, duly signed by the Local medical doctor, to the CEV Supervisor who shall assess the situation (if needed together with the event’s Organising Committee, the CEV Jury President & Medical Delegate, if present), and make a copy of the form to be attached to the CEV Supervisor report together with the relevant match score sheet. The athlete will receive the original BV-15 form for submission to their medical doctor who will then be responsible for clearing the athlete by confirming that he/she is in good health and can participate without putting his/her own health at risk. The athlete shall then present the form duly completed to the CEV Supervisor before he/she plays their next match either in the same CEV competition or at the Preliminary Inquiry for the next CEV competition he/she wishes to participate in. In the case that the medical doctor for the team concerned is not available, the athlete must get the written approval of the Local medical doctor or the CEV Medical Delegate, if present.

23. Forms

- i* The following forms are used:
 - a. CEV M-1 Doping Control Form,
 - b. FIVB M-2 Alcohol-test Control Form,
 - c. CEV BV-01 NF-Athlete's Commitment,
 - d. FIVB/CEV BVB-10 Annual Health Certificate
 - e. CEV M-4 Referees Health Certificate,
 - f. CEV M-6 Referees Health Control,
 - g. CEV M-7 Health Certificate for Officials,
 - h. FIVB M-8 Therapeutic Use Exemption Application Form,
 - i. CEV M-9 Medical Delegate Report,
 - j. CEV BV-06 Authorisation of Medical Staff,
 - k. CEV BV-15 Recovery Interruption / Injury Forfeit Form.
- i* 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

The provisions announced/requested in some articles may be adjusted according to the CEV Competition Hygiene Protocols or any National Authorities requirements.

24. Workforce / Organising Committee

For the successful running of an event each Organiser shall establish an Organisational Chart including minimum the roles indicated in Annex II, plus any additional considered necessary for the specific event in the respective Event Handbook.

Persons involved in the leading roles shall have a solid background on the specific field and a solid understanding of English to ensure the communication flow with the CEV in the preparation and implementation phases.

25. Court staff



Art. 46.



The following court staff is necessary:

- a. Scorers: minimum 3 per court,
- b. Scoreboard Keepers: 2 per big scoreboard,
- c. Line Judges: minimum 3 per court (see article 12 for their appointment),
- d. Court Managers: 1 per court (including warm-up courts),
- e. Ball Retrievers: minimum 6 per court,
- f. Sand Levelers: 4 per court. The task can be performed by the ball retrievers if approved by the CEV, who must be physically strong enough to perform this job, before each match and between the sets.
- g. Statisticians: minimum 2 per court



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.

26. Clothing



Art. 47.



The CEV Officials and referees shall receive and wear the following numbers of official clothing. The clothing must be available in all suitable sizes.

- a. 4 Polo-Shirts,
- b. 1 Cap,
- c. 1 Rain jacket,
- d. 1 Sweat shirt,
- e. Shorts and track suits only if requested by CEV.



Officials may be requested to bear their own shorts and pair of long trousers in the colour defined by the CEV.



Number of Polo shirts may be reduced if the competition lasts less than 4 competition days or the organiser provides laundry service.

27. Player's jersey

 Art. 20.5 and 81

- ✓ The Organiser shall provide one jersey per player per match for the CEV Beach Volleyball European Championships and Beach Volley Nations Cup Final and CEV Queen & King of the Court European Finals, unless otherwise defined in the respective Official Communication document
- ✓ For other CEV competitions, when the Organiser provides the jerseys of the players, it shall provide a number of jerseys as follows:
 - a. One jersey per player for the Qualification Tournament,
 - b. A minimum of two jerseys with different colours for the Main Draw,
 - c. A minimum one new jersey per next round of the CEV competition.
- ✓ For the events that the participating National Federation has to provide uniforms to their athletes the number, specifications and approval process will be detailed in the respective Official Communications document.

28. Areas

 Art. 45

28.1 CEV Area (for all CEV Officials)

- ✓ Size depending on the number of assigned CEV officials and located close to the courts
- ✓ It is equipped with the following:
 - a. 1 working table per assigned CEV Official
 - b. 1 PC/laptop per assigned CEV Official with up-to-date Operating System and appropriate software (Microsoft Office, internet browser (Explorer, Firefox, etc.)– if requested
 - c. 1 laser printer
 - d. 1 mobile telephone for the CEV Supervisor and 1 for the CEV Referee Coach (exception EU residents in events organised in other EU countries)
 - e. 220V AC power outlets

i Additional conditions and equipment are defined in the respective Event Handbooks for the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals

28.2 Event Office Area (for the organiser's workforce and competition management)

- ✓ It is at least 20m² and close to the courts
- ✓ It is equipped with the following:
 - a. 1 print/copy machine
 - b. 10 220V AC power outlets

28.3 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

i Additional conditions and equipment is defined in the respective Event Handbooks for the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals

28.4 **Players Area**

- ✔ It is at least 40m² per gender close to the courts with a direct access to the latter.

- ✔ It is equipped with the following:
 - a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
 - b. 1 table with fruits and snacks, being constantly refilled
 - c. at least 20 seating possibilities
 - d. sufficient racks for the athletes' bags

i Additional conditions and equipment is defined in the respective Event Handbooks for the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals

28.5 **Coaches Area**

- ✔ It is composed of 2 reserved seats behind the Playing area for coaches of the participating teams (not applicable for events where coaching is permitted).
- ✔ Coaches have access to the Players area or the organiser has to organise a zone where players can meet the coaches.

28.6 **Referees Area**

- ✔ It is at least 30m² with direct access to the courts
- ✔ It is equipped with the following:
 - a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
 - b. 1 table with fruits and snacks, being constantly refilled
 - c. Minimum 10 seating possibilities
 - d. sufficient racks for the referees' bags

28.7 **Scorers & Line Judges Area**

- ✔ It is at least 30m² with direct access to the courts
- ✔ It is equipped with the following:
 - a. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
 - b. Minimum 20 seating possibilities
 - c. sufficient racks for the referees' bags

28.8 **Medical Area**

i Please refer to article 18.

28.9 **First Aid Area**

i Please refer to article 18.

28.10 Physiotherapy & Massage Area

- ✓ It is at least 20m² and adjacent to the Players area but not inside it.
- ✓ It is equipped with the following:
 - a. two massage tables
 - b. physiotherapy equipment (including tape; costs for kinesis tape have to be borne by the athletes)
 - c. room separators

28.11 Press Area

- ✓ It is at least 30m² and close to the courts
- ✓ It is equipped with the following:
 - a. min. 5 working tables, working seats depending on the event category with a minimum of 10
 - b. 1 print/copy machine
 - c. 8 220V AC power outlets
 - d. 1 refrigerator filled with non-alcoholic drinks, being constantly refilled
- ✓ The press centre shall open at least two hours 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.
- ✓ Each working place must be equipped with a chair, a table, power sockets and internet connection.
- ✓ The Local Media officer and the staff shall arrange pigeon boxes in the press centre where all written information (press releases, etc.) shall be deposited for immediate distribution. During the whole duration of the CEV competition previously dispatched and new information shall be continuously available in the pigeon boxes at each Venue.

28.12 Court Manager's Area

- ✓ It is at least 20m² and close to the courts
- ✓ It is equipped at the organiser's discretion

28.13 Volunteers' Area

- ✓ Designated and protected area for volunteers to relax and rest when off duty.
- ✓ It is equipped with chairs and racks for personal items.

28.14 Mixed zone



Art. 45 §4

- ✓ A Mixed zone is set next /close to the Field of Play, with a minimum dimension of 10 m².
- ✓ For the operation of the Mixed Zone suitable security and stewarding is to be provided to ensure an easy interaction with the players.
- ✓ The mixed zone could be divided up to three (3) sections depending on the event category: and needs 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.

28.15 Broadcasting facilities (where applicable)


- ✔ The facilities comprise of the following:
 - TV/Streaming & SNG Compound with consideration for the placement of the power generator
 - Furnished and TV monitor equipped Office for the CEV Sport Media Agency
 - Commentary positions
 - Camera platforms

i The Broadcasting services are defined in article 44.

28.16 Fan Zone

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

29. Court equipment

 Art. 44.3.

29.1 Lines, Posts, Side bands & Antennas

- ✔ As defined in the Official Beach Volleyball Rules.

29.2 Net

- ✔ As defined in the Official Beach Volleyball Rules.

i For the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals, an 8.0m net with smaller meshes and branding may be used, following the CEV approval.

29.3 Players Time-Out area

- ✔ Must be minimum 5m from the sideline, and no closer than 3m from the scorer's table equipped with a shade system (umbrella(s) or else) for the athletes.

29.4 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/her stand. Furthermore, it has to be padded to avoid any possible injury to the athletes.

29.5 Scorer's Table & Chairs

The scorer's table must be minimum 5m from the side line and located between the athlete's time-out area facing the first referee's chair but outside the playing area. There shall be two chairs and one manual scoreboard equipped with a shade system (umbrella(s) or else).

i Additional conditions and equipment are defined in the respective Event Handbooks for the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals

29.6 Paddles numbered 1 & 2

- ✔ Two paddles with the numbers "1" and "2" printed on them have to be at the scorer's table to control the service order.

29.7 Scoreboards

- ✔ It is compulsory to have at least one big scoreboard per court. The center court has to be equipped with two big scoreboards placed on opposite corners.
- ✔ The scoreboards shall display the current score, the athlete's names, the team's uniform colors and the athletes' nationalities (preferably with country flags).



Additional conditions and equipment is defined in the respective Event Handbooks for the Beach Volleyball European Championships, the Beach Volley Nations Cup Final and the Queen & King of the Court European Finals



Information should be readable at a distance of 30m.

29.8 Line Judges' Flags

- ✔ Four flags per court have to be available for the line judges.

29.9 Net Measuring Rod



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

29.10 Walkie-talkies

- ✔ For easy communication between the court staff, the organisation staff and the CEV officials a walkie-talkie has to be on every court plus one for each CEV Official on site. In case of multiple venues, walkie-talkies may be needed to be replaced by mobile phones (range and coverage).

29.11 Water Pipes

- ✔ Hoses must be available on all courts to water the court surface when temperatures are high or the sand is very dusty.

29.12 Levelling rakes

- ✔ Three levelling rakes have to be at each court

29.13 Separation of adjacent courts

- ✔ Adjacent courts must be separated by a net of minimum 3m height.

30. Match Technology and internet connectivity

30.1 E-scoresheet

- ✔ Ensure the necessary equipment as per the CEV E-scoresheet Guidelines and internet connection where the system is due to be used. CEV to provide full access and administrative rights to the respective platform.

30.2 Video Sharing

- ✔ Provide the necessary equipment and personnel to ensure the proper recording and upload of matches as per the CEV Video Sharing Guidelines when the service is foreseen. CEV to provide full access and administrative rights to the respective platform.

30.3 Match Data Collection

- ✔ Provide the necessary equipment and personnel to ensure the proper collecting and upload of match data when the service is foreseen. Requirements to be detailed in the respective Candidature Application documents and Organizer Agreement. CEV to provide full access and administrative rights to the respective platform.

30.4 Challenge system

- ✔ Ensure the necessary equipment and personnel when the service is foreseen, including a referees' wireless communication system. CEV to share respective Guidelines and confirm the Challenge system to be used.

30.5 Internet Connectivity

- ✔ The Organiser shall provide free-of charge a sufficient internet connectivity via LAN cable and/or high-speed WIFI in the Venue as per the conditions shared in the Candidature application documents and organising agreements.

Sufficient internet connectivity must be also 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
 - b. Video Challenge System (at least 10 Mb/s up and down)
- WI-FI in the Technical Area with dedicated SSID and password protection
2. Working rooms
 - Cabled Internet and WI-FI – FIBER/xDSL
 - Phone lines
 3. Press working room and Press Tribune
 - Broadband connection
 - Dedicated FIBER/xDSL line (journalists): LAN cables according to the number of seats
 - Dedicated FIBER/xDSL WI-FI with dedicated SSID and password protection for journalists.

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

i It is recommended to use the optical fiber. 1 Internet key per competition court must be available just in case of any problem with the HDSL line (Scorer's Table).

31. Other equipment/infrastructure

31.1 Showers

- ✔ Four for the players, with hot and cold water

31.2 Toilets

- ✔ 6 for the public, 4 for the players, 3 for VIPs, Press, officials

31.3 Disabled Assistance

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

31.4 Billboards

- ✔ 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 press

31.5 Disposal Bins

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

31.6 Bleachers



Art. 44.3.



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.

31.7 Flags

- ✔ A minimum of 2 CEV flags and the flags of the countries of the Teams are displayed together on the long side of 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.

Sponsors' flags may be displayed in the Venue on the short side of the centre court tribune or other position confirmed by CEV.

31.8 Lighting

- ✔ For tournaments organising night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux. measured 1m above the playing area.
- ✔ The pillars/supporting constructions must be minimum of 10 meters height from the playing area level




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.

31.9 Sound system






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.

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


31.10 Sand

-  The CEV may request for an analysis of the sand.
-  When the Competition area is set on a natural beach, the Organiser shall previously sift and clean the sand. The Organiser shall always have machines available to rotate the sand if deemed needed.
-  The sand should also be sifted to an acceptable size, not too coarse, and free of stones and dangerous particles. It should not be too fine to cause dust and stick to the skin.

31.11 Table

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

31.12 Signage

-  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.

32. Procedure to get an invitation letter to issue visa


The concerned person shall ask the organiser an invitation as soon as his/her assignment/registration is confirmed.

The organiser shall provide, if possible within 24 hours after the reception of the request, the official invitation letter to the person concerned and the relevant embassy.


33. Accommodation

33.1 Walking distance

 Art. 58.1.

-  When it takes more than 20 minutes to walk, 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.

33.2 Team delegation accommodation

 Art. 57.2.

-  All team delegation members are accommodated in twin rooms

34. Meetings

34.1 Preliminary Inquiry



Art. 63.

- ✓ The items about Teams to be verified are the following:
 - a. The identity of each player,
 - b. The attendance of each player,
 - c. The CEV Entry Ranking and Seeding points,
 - d. The player's equipment and accessories, upon request from the relevant CEV official,
 - e. The allocated player's number (one or two),
 - f. 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 personal local contact details, by filling in the provided form. So that athletes 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 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 on site 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 Volleyball Department.

34.2 Technical meeting



Art. 64.

- i* A Technical Meeting is compulsory for all Age Group Championships Main Draw and Qualification tournaments. Should the Organiser of any other CEV event wishes to organise such a meeting, it shall submit, for approval, to the CEV a request, no later than 60 days before the start of the CEV competition.
- i* 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.
- ✓ When organised, the Technical meeting shall take place at the Main Draw players' hotel or 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. athletes' list of attendance;
 - c. report on the results of the Preliminary Inquiry;
 - d. drawing of lots;
 - e. technical aspects of the competition;
 - f. competition program;
 - g. lay-out of the stadium and athletes' access to the facilities;
 - h. training schedule;
 - i. board and lodging;
 - j. meals;
 - k. transportation;
 - l. accreditation (ID cards and security procedures);
 - m. uniforms' distribution procedure;
 - n. media activities;
 - o. eventual involvement of athletes in special promotional programs;
 - p. information on doping controls (when applied) and court medical assistance;
 - q. ranking criteria;
 - r. prize money breakdown and payment procedure;
 - s. press interviews procedure;
 - t. match protocol;
 - u. awarding ceremony protocol;
 - v. eventual side events;
 - w. information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
 - x. any other useful information;
 - y. any eventual communications from the CEV to the athletes;
 - z. 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
 - 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);

- ✔ Players' information kit with tournament related information and schedule of social/promotional activities may be distributed.

- ✔ 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 of lots shall determine the seeding of the teams having a tie and the seeding of the host country teams (if not seeded according to the CEV Entry Ranking).

The drawing must possibly be made by one or more athlete(s) but not by any member of the Organising Committee.

- i* In case no Technical meeting is organised, all above information should be provided to the players via the players' information, given to them during the Preliminary Inquiry.

35. Ceremonies



Art. 77.3

- ✓ 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:
 - 1 awarding ceremony backdrop or video/led wall,
 - Red carpet leading to the podium,
 - 3 award podiums (1st, 2nd and 3rd place),
 - 3 poles for the countries' flags (min. 5m high),
 - A complete set of medals for the three best placed Teams,
 - Winner's trophies/cups (whenever awarded),
 - Award table and 3 cushions to display and present the medals,
 - 3 cheques indicating the event's earnings for the three teams (not mandatory),
 - Flags of the winning countries (Organiser should have 2-3 flags of the top ranked countries)
 - The correct National anthem of the winning team available on the [CEV cloud](#),
 - Rope and poles to cordon off the photographer's area,
 - A set of clean athlete's tank tops/tops for the top 3 teams of the same colours of the ones used for the Gold and Bronze medal matches,
 - Possibly one orchestra music (or fanfare/music) plus appropriate music recordings.

- i* The organisers may propose the usage of led screens/videoboards during the ceremony.

- 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. 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,
 - e. The Court Manager and at least 8 additional persons assisting him/her to set up the carpets, podium, back drop, table, etc.,
 - f. Security people or controllers to ensure that photographers and authorized TV right holders hand held TV cameramen stay within their restricted area,
 - g. 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,
 - h. The dancers to entertain the spectators while the court manager and his/her assistant are setting-up all materials,
 - i. Officials, staff and volunteers may be allowed to stand-up around the competition area.
 - j. A dedicated person to collect and guide the VIP's

- ✔ 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.

 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, involvement of entertainment team when possible. 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 "official competition title"	Fanfare	Chief of protocol ensures that all hostesses and VIP's are in their positions
3		Please welcome referees, line judges and ball kids, representing all volunteers and staff of the "official competition title"	Announcer	
4	After the line judges 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 "official competition title" From <i>Country: Team name</i>	Fanfare louder	Bronze Medalists enter and 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 "official competition title" From <i>Country: Team name</i>	Fanfare louder	Silver Medalists enter and 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 enter and 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

i The names of the VIPs attending the Ceremony need to be confirmed to the CEV Supervisor at least 60 minutes before the last played match, including the highest CEV authority/representative on site.

36. Access zones & Security



Art. 70 and 71.



An accreditation system must be deployed to ensure dedicated areas for all event participants away from the general public.

For the CEV Beach Volleyball European Championships and the CEV Nations Cup Final, CEV will be providing to the organisers the accreditation platform to be used.



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



Finally, the necessary security measures must also be studied and arranged in due time to keep spectators outside the playing area at the end of the final match as well as during the Awarding Ceremony.

37. Information

37.1 General provisions



The appointments of CEV Officials and referees are communicated to the Organiser and published in the CEV competition's Practical Info on the CEV website.



General information concerning the CEV competition are dispatched using the Official Communications by circular email to all National Federations and published on the CEV website.

38. Assignment of courts

Two methods can be used to determine on which courts matches will be played:

- **pre-assigning courts**
- **playing on the next available courts, following the sequence of matches**

It is the CEV Supervisor's responsibility to apply one or the other system or a combination of the two methods. Pre-assigning courts is recommended for the Main Draw and is optional for the Qualification Tournament.

Pre-determining the court assignments for several matches prior to the start of any given match has the following advantages compared to the «next available» method:

Compelling matches (i.e. host country versus foreign country) can be scheduled on the main court in advance which dramatically increases the positive atmosphere within the stadium as fans have a vested interest in the outcome.

Match assignments can be published far in advance of the start of the match, which allows spectators and media to easily follow their favorite teams and helps the overall promotion of the tournament.

Athletes only have to watch one court (versus watching all courts) to gauge their warm-up activities. For example, a team may know its next game is the second game up on court 2 after this current match; at this point athletes do not need to pay attention to scores on courts 1, 3, or 4.

Athletes can prepare for the court conditions that will exist during the match. Wind conditions usually vary greatly between the main court and the outside courts; a better preparation of athletes will lead to better matches.

Since all athletes know their court assignments, they do not need to attempt to listen to the announcer for the court assignments. Often, athletes cannot hear the announcements from the warm-up court. The preparation of score-sheets, refereeing assignments, and scoreboard teams/flags is facilitated because the matches are known far in advance.

Since match times can vary greatly (i.e.: there are usually «fast» courts and «slow» courts), the CEV Supervisor and Competition Director must always pay attention to the flow of the tournament and make the new assignments accordingly. Sometimes, an outside court (court 2, 3, or 4) may have to sit empty while teams are resting before their next match. But it is important that the main court is never empty and that the last match of the day is played on the main court. The court assignments (to be always presented on a draw sheet so that the future matches can be easily determined) should always be posted in the athletes' area and referees' lounge during the Qualification Tournament. In addition, during the Main Draw competition, court assignments must also be posted on the Main Draw boards at the spectators' entrance and in the press area.

Notes:

A billboard including this information should be built by the Promoter of each event on site to be constantly updated, in addition to the Main Draw (double elimination, pool play, etc.) bracket for 32/24/16 teams, as per the following example:

Round	Start Time	Court 1	Court 2	Court 3	Court 4
1	09:00 VS VS VS VS
2	10:00 VS VS VS VS
3	11:00 VS VS VS VS
4	12:00 VS VS VS VS
5	13:00 VS VS VS VS
6	14:00 VS VS VS VS
7	15:00 VS VS VS VS
8	16:00 VS VS VS VS
9	17:00 VS VS VS VS
10	18:00 VS VS VS VS
11	19:00 VS VS VS VS
12	20:00 VS VS VS VS

The CEV Supervisor and the Competition Director in consultation with the Tournament Director (Promoter) should re-assign the matches (Court assignments and match starts) at the end of the Main Draw Technical Meeting. 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 should be published in the web site and place in the athletes' information board on site. Matches will not start before the published times (This will assist in the promotion of the match and the preparation for the athletes) but may start later if earlier matches are running late.

39. Method for pre-assigning courts

Pre-assignment of the first round of matches (or the first two rounds if the first round is very short).

Calculation of the number of main court matches in the first round (or first and second rounds). This equals the total number of first (or first and second) round matches divided by the number of competition courts. This number can be rounded up to the next match (19 games/4 courts = 4.75 matches = 5 matches).

Assignment of the main court matches (court 1) with a preference given to matches where the host country plays against a foreign country. Often the Competition Director will direct the CEV Supervisor to the most compelling matches (these are usually obvious).

Assignment of the secondary court matches in match order and in repeating groups. That is, assignment of courts 2, 3, and 4 to the first three available matches (those that are not on court 1), and then assignment of courts 2, 3, and 4 to the next three available matches and so on until the entire first (or first and second) round is complete. This way each team will know the location and approximate start time of its first match.

As the early first round matches finish, the assignment of the second (or third) round of winners bracket matches may begin. The same rules as above apply when assigning the second (or third) round. For example, if there are 8 second round matches on four courts then there can only be 2 main court matches. Again, the most compelling matches for the main court (host country versus foreign country) must be chosen and filled in the other matches as above.

Once the second (or third) round has been assigned, it is now possible to begin assigning the first round of Single Elimination matches. These assignments must be made very carefully.

For court assignments some observations are necessary. Sometimes, matches on one court proceed much faster than the matches on the other courts. This can be corrected by simply scheduling two consecutive matches on that court. Conversely, one less match must be scheduled on any court that is playing slowly.

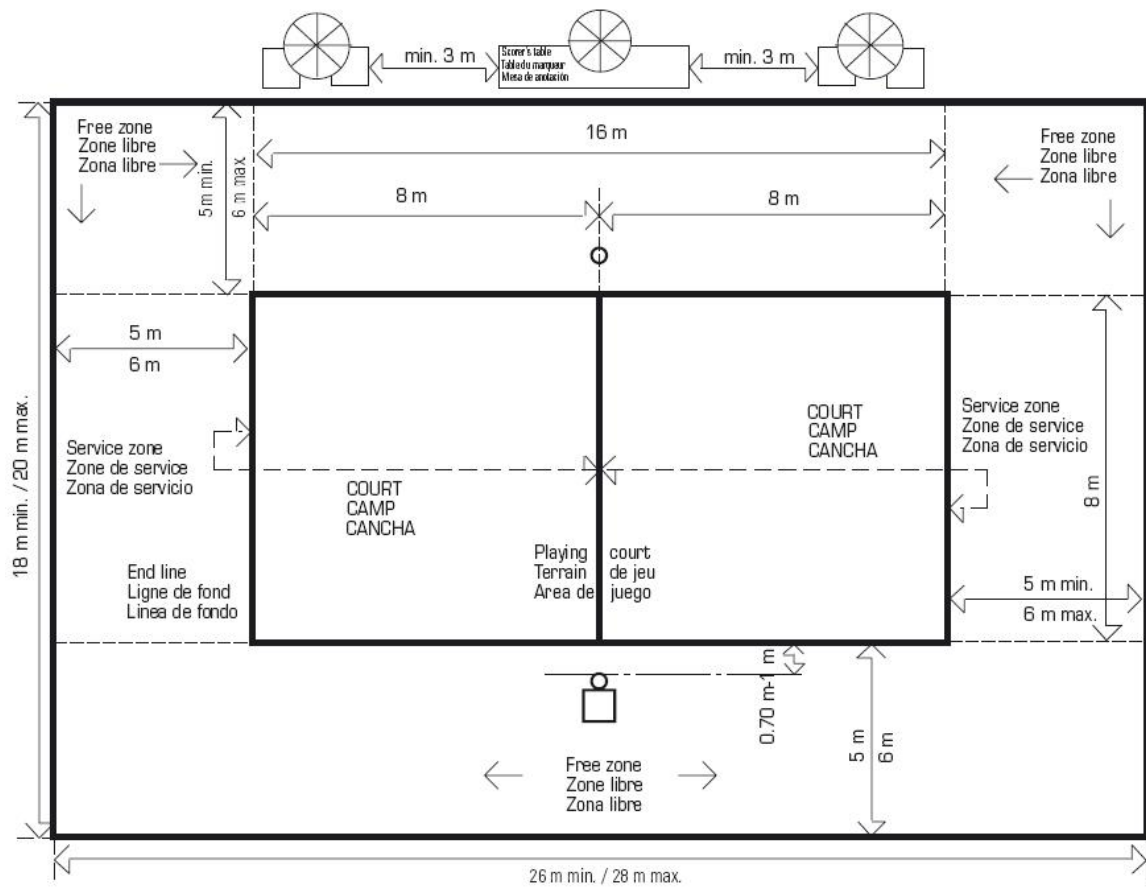
Notes:

Sometimes an outside court must sit empty due to the slowness of another court and this is unfortunately unavoidable.

The matches must be pre-assigned to choose the most compelling matches for the main court. Some matches may be kept unassigned at the end of the day until closer to the end of the day. This will allow for more flexibility in ending the last match on the main court.

40. Annexes

Annex I: Plan of the Playing Area



Organiser needs to ensure enough space behind the Playing Area/Field of play and the necessary human resources to facilitate:

- The TV/streaming production planned (static cameras, crane)
- The accredited photographers' positions
- The TV right holders positions (if any)

The Organisers also need to ensure the necessary space and flows around the Playing Area/Field of play for the entry and exit to the court of athletes, referees, court staff and presentation team through distinct corridors, tunnels etc.

Annex II: Organisational Chart*

	Name	Mobile	Email
Tournament Director:			
NF Delegate:			
ADMINISTRATIVE AREA			
Finance Director:			
Administrative Director:			
TECHNICAL AREA			
Competition Director:			
Operational Director:			
Medical Services Director:			
Referee Manager:			
Court Manager:			
Technical & VIS Manager:			
PROMOTIONAL AREA			
Promotion & Marketing Director:			
Media Operations Director:			
Sport Presentation Manager:			
Photographer:			

**The above chart lists the key members of the local organising committee, further support should be organised to support the above-identified areas considering the individualities of each event.*

Section 5 : Marketing

41. Promotion plan



Art. 89.3.



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 not only include the promotional material and the related distribution strategy, but also an advertising strategy involving the local and regional newspapers, TV broadcasters and on-site activities.



The plan has to also 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.

42. Brochure



Art. 89.4.



In case the brochure is produced, it shall be printed preferably in the format A4 or A5 (minimum). The content and the text shall be written in the English language and optional in the local language.



The brochure shall mandatory include following parts:

	Mandatory content	Note
1.	Front (Cover) page, Official Competition title, Official Competition logo, CEV logo and CEV Fair Play logo, Organiser's (NF) logo, Sponsors logos	<i>The Sponsors hierarchy has to be kept (first CEV Commercial partners and then Local partners)</i>
2	Inside cover advertising (CEV or CEV partners adverts)	
3	Back cover page (CEV or CEV partners adverts)	
4	Foreword by the President of CEV	<i>English/bilingual</i>
5	Foreword by the President of NF / Organiser	<i>English/bilingual</i>
6	Foreword(s) by honour person(s)	<i>English/bilingual</i>
7	History / Palmares	<i>English/bilingual</i>
8	Presentation of the Competition System /Rules	<i>English/bilingual</i>
9	Match schedule /programme	<i>English/bilingual</i>
10	Team grids, Surname, Name, Date of Birth, Height and Weight	<i>English/bilingual</i>
11	The TOP Ranking throughout the years	<i>English/bilingual</i>
12	CEV partners advertisings	
13	Organiser partners advertisings	<i>no clash with CEV</i>
14	CEV officials Controls Committee and Jury members, Other CEV nominations besides the Jury	<i>English/bilingual</i>
15	Referees	<i>English/bilingual</i>
16	Local Organising Committee	<i>English/bilingual</i>

- ✓ Any additional information of the city(ies), region, players or publicity can be added by the Organiser.

43. Brand guidelines

- ✓ The CEV will be providing all organisers with an Event Handbook or Brand Guidelines document that will detail all marketing opportunities in and around the venue and the way the CEV Brand elements shall be used in different productions.

44. Athletes gear & accessories

44.1 Uniforms

- ✓ The official CEV Beach Volleyball uniform consists of tank top and shorts for men and tops and bikini bottoms/shorts for women. Team members must wear identical shorts / bikini bottoms. According to the Olympic Charter, religious, political and racial messages are strictly forbidden on athlete uniforms.
- i* The CEV Supervisor may authorise for women the use of different varieties of playing uniforms as presented in the FIVB athletes Uniform guidelines, respecting the sponsors and manufacturer presence space and size on the kit.
- i* Players are free to use long sleeves/leggings at their preference (close-fitting t-shirt / long tight pants), with the obligation of same colour uniform to their team partner. If both players in the team choose to wear long sleeves/leggings at same match, then the uniform shall be of same style and colour.
- ✓ The style of the tank tops / tops must be as per the layouts indicated in respective Official Communications and Practical Info documents. The men's tank tops must fit closely to the body and must be sleeveless, respecting the space for the required brandings. The women's tops (a crop top design) must fit closely the body as well and the design must be with deep cutaway armholes at the back, always respecting the space for the required brandings.
- ✓ Tank tops / tops must be made of elastic material, preferably of polymer fabric or a combination of polymer fabric/cotton or other similar good quality synthetic material. Due to severe weather conditions that may be faced by athletes during the competition, the fabric must be breathable.
- ✓ Tank tops / tops will be of bright and light colours (red, blue, yellow, green and white) to represent as much possible the colours of the flags of the nations of the top.
- ✓ NFs and in some cases Athletes' name should be represented on the uniform in the position defined by the respective Official Communication or Practical Info document. The NF name should be presented by the IOC three-letter country code and the Athlete's name as presented in the Volleyball Information System (VIS).
- ✓ Athletes are authorized to have personal sponsor's logos (including manufacturer) on their shorts / bikini bottoms located in any position and of any size. There is no limitation in the number of sponsors to be displayed on the shorts / bikini bottoms.

44.2 Accessories

✔ Athletes are responsible for providing their own accessories.

✔ Athletes are authorized to use the following accessories:

- Visor / cap / hat / head band.
- Sunglasses.
- **One (1) watch.**

Athletes are authorised to use their own sport drinking bottles during the entire competition provided that these are not bearing any sponsors/manufacturer logos or if these exist are covered/taped.

✔ A total of 3 items can be used as follows:

- Temporary tattoos (max 10cm width) or armbands (max 10cm width).
- A combination of the two, may be worn, but only one item on each arm.
- In addition to the above another temporary tattoo (max 20 cm²) can be worn on any other part of the body (not including the arms). Tattoos and armbands may be of different sponsors and of any category.
- Footwear and/or athletic socks (with the approval of the Referee).

i Women's athletes may also display one (1) additional sponsor's logo either on their lower back or on one shoulder by means of a temporary tattoo.

✔ Injury Prevention Devices:

- Compression pads are approved but must be of the same colour design of the uniform. If both players in the team use compression pads these shall be of same style and colour.
- No padding is allowed in the forearm, as it provides advantages to the athletes' performances.
- Neutral colours, black or white are acceptable.
- Gloves are not accepted, except in case of medical necessity especially in the case of skin disease.

i Kinesiology tapes are allowed without limitation. These tapes should not bear a sponsor or other logos or messages.

✔ There are no limitations concerning the position and size of sponsor logos headgear.

✔ For the remaining accessories, the athletes are allowed to display a maximum of 2 sponsors (72 cm² each) plus the manufacturer's logo.

✔ For the men's long shirt and pants, no additional sponsor logos are permitted (excluding manufacturer of 20cm²). Men are required to wear their shorts over the long pants.

✔ Women athletes (not wearing their briefs on top) may display their sponsors' logos according to the aforementioned conditions.

✔ If the organiser provides towels for athletes, these have to be used throughout the competition. There either has to be one new towel every day or an exchange service changing used towels against clean ones. No alterations may be made to the towels. In case no towels are provided, athletes may use their own towels with a personal sponsor logo, not exceeding 72 cm² per side.

Section 6 : Media Production & Operations

45. Host Broadcasting Production

45.1 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.

45.2 Streaming Feed

- ✓ The Streaming Feed, when due to be produced, shall have the following minimum technical characteristics and requirements:
 - a. Official match TV graphics with corresponding statistics and data
 - b. RTMP transmission as per the below minimum technical standards:
 - i. Distribution to 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**
 - ii. Distribution to CEV data partners:
 - Codec: H264
 - Bitrate: 600 kbps
 - Resolution: 640 x 360
 - Frame Rate: 25
 - Profile: Main
 - Level: 3.1
 - Keyframe Interval: 2 seconds
 - Audio Codec: AAC
 - Audio Channels: Stereo
 - Sample Rate: 48 KHz and Bit Rate 128 kbps
 - c. Dedicated LAN cable with a minimum of 10 megabit/sec

45.3 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, and 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.

45.4 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 (CP).
- ✔ The CEV and CEV Sport Media Agency will communicate to the Organiser the preliminary needs during initial site inspections or within technical briefing provided.
- i* 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.
- i* 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.
- i* Final positions of such commentator positions must always be approved the CEV and the CEV Sport Media Agency.

45.5 Camera platforms

- i* In the case of the CEV EuroBeachVolley 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.).
 - c. Upon request by the CEV and the CEV Sport Media Agency, a detailed camera plan shall be provided by the Organiser no later than 2 months prior to the start of the CEV Competition.

45.6 Generator

i In case of a World Feed signal production where the Host Broadcaster is not providing a separate generator to ensure a professional 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 (i.e. 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.

45.7 Match Recordings

- ✓** In relation to match recordings and upon request by the CEV, the Organiser shall provide free 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.

45.8 Broadcasting Standards & Production Obligation

CEV Event	Minimum Standards	Production Responsibility	Minimum Production Obligation	Feed Type / Delivery Method
EuroBeachVolley	B	CEV Sport Media Agency	Quarter-Final to Final	World Feed /European satellite
Beach Volley Nations Cup Final	B	CEV Sport Media Agency	Quarter-Final to Final	World Feed /European satellite
Beach Volley Nations Cup Final – Olympic Qualification	B	Organiser	Quarter-Final to Final	World Feed /European satellite
CEV Queen & King of the Court European Finals		CEV Sport Media Agency	Quarter-Final to Final	World Feed /European satellite
Beach Volley Nations Cup Preliminary Phase	E	Organiser	Finals	Streaming Feed /Internet
FIVB/CEV Future events (Beach Pro Tour)	D	Organiser	Semi-Final & Final	Streaming Feed/ Internet & World Feed / European Satellite
CEV Age Group Beach Volleyball ECHs	E	Organiser	Semi-Final & Finals	Streaming Feed /Internet
CEV Youth Continental Cup – Final Phase	E	Organiser	Semi-Final & Finals	Streaming Feed /Internet
CEV Youth Continental Cup– Other Phases	F	Organiser	Optional Matches prior to semi-final	Streaming Feed /Internet

DESCRIPTION	93. CEV Broadcasting Standards (Minimum)					
	A	B	C	D	E	F
International running order						
Start before the match	10 minutes	10 minutes	10 minutes	10 minutes	2 minutes	1 minute
End after the match	3 minutes	3 minutes	3 minutes	3 minutes	2 minutes	1 minute
Number of Cameras of which:	10	6	5	3	3	1
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

46. Workforce

 Art. 46 and 52.


-  The following additional workforce is required:

Competition	Interpreters	Staff running Press Centre	Content Producer	Volunteers
CEV Eurobeachvolley & Nations Cup Final	Upon request	2	1	3
CEV Age Group Beach Volleyball European Championships	Upon request	1	No	1
Nations Cup Preliminary Phase	No	1	No	1

-  The workforce shall distribute the materials mentioned in article 50.

47. Local Photographer

 Art. 52.3 and

-  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, e.g. with the names of the players in action.

A minimum of 30 pictures per competition day and per gender shall be uploaded by the Local photographer to the CEV photo gallery management system after each competition day as per the instructions received by the CEV, focussing on a variety of teams and actions plus photos from side events / backstage where applicable..

48. Local Media officer



Art. 52.2.

- ✔ 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.

49. Documents

- ✔ The media kit contains all competition-related information, including references to CEV's and the event official websites and social media accounts, a short presentation of all participating teams, the match schedule and relevant social media channels and official hashtags.



At any time, any information or interviews concerning a Team delegation member or a National Federation may be submitted to the CEV via email (press@cev.eu and digital@cev.eu).

50. 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 #~~country~~ to better describe the athletes/federations to determine which country the athletes/federations represent
 - Use the adequate event hashtags

i Recommended editorial plan:

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

i Recommended video content type and duration on social media platforms:

Description	Facebook/YouTube	Instagram	Twitter
Type of posts	Match Highlights Top plays Off-the-court content	Single rally clips Graphical clips	Single rally clips Match highlights
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.

51. Workflow

What	When	To Whom	Form / Tool
Competition preview	Two days before start of the competition	CEV Digital and TV Department digital@cev.eu	
For the CEV European Championships and the CEV Beach Volley Nations Cup Final, one daily report (300 - 400 words including quotes) plus side stories focussing on specific players or teams following inputs from the CEV Digital and TV Department. For the other competitions, a follow-up story upon completion of the tournament	Max. 30' after completion of each gender's competition day	CEV Digital and TV Department digital@cev.eu	
A minimum of 30high resolution digital photos per gender per day	Whenever possible throughout the competition day	CEV Digital and TV Department	CEV Photo Gallery Management System
For Top Events only: Video interviews	At the end of each competition day	CEV Digital & TV Department	Via email or slack communication channel digital@cev.eu

For Top Events only: Video highlights / event video clip from the competition as per the relevant CEV Guidelines	The day following completion of the event	CEV Digital & TV Department	Email or via slack communication channel digital@cev.eu
List of all accredited media	After completion of the competition	CEV Press press@cev.eu	-
All CEV press releases	Always available	Press centre (pigeon boxes)	-
Results of the previous editions of the tournament (where applicable)	Always available	Press centre (pigeon boxes)	-
Competition-related social media content as needed	Before the start of the event and throughout each competition day	CEV Digital and TV Department	
Special information upon request from CEV Officials	Immediately updated	Press centre (information board)	

52. Interviews & Studios

- ✓ , The provisions announced/requested in some articles may be adjusted according to the CEV Competition Hygiene Protocols or any the National Authorities restrictions. The Local Press Officer shall inform the attending media representatives, as well as all players, if any interviews, other than live host broadcaster, are conducted whenever such is applied.



In relation to interviews, ENG position and TV Studio:

- a. Pre and post-match interviews for the TV signal (where required) are carried out by the CEV and/or by a journalist/media officer assigned by them.
- b. Upon request by the CEV Sport Media Agency, the Organiser shall provide adequate space, furniture and branding (backdrop) for the filming of the pre/post-match interviews.
- c. Upon request by the CEV and the CEV Sport Media Agency, the Organiser shall provide up to 6 ENG positions of 1.5m x 2m each (to be used at stand-up positions or mini-studios) with good view to the court.

Section 7 : CEV Supervisor

- ✓ The CEV Supervisor's duties:
- a. follows up on the preparation of the event and the finalisation of the competition schedule in collaboration with the CEV Beach Volleyball Department using the event's reports of the previous season (if any), the CEV Regulations, the official forms, the Practical Information, the technical checklist and all relevant correspondences exchanged between the CEV and the Organisers, etc.;
 - b. checks together with the CEV Beach Volleyball Department that the important deadlines are met according to the Master Plan and Timelines document;
 - c. collects from the CEV before the event all relevant information such as the Organiser Agreement and any amendments, etc.;
 - d. inspects and checks the events' venue and all facilities upon arrival;
 - e. coordinates with the CEV Referee Coach (if assigned) on all activities related to the referees, court personnel, volunteers, etc.;
 - f. coordinates all aspects of the event and takes with the CEV Representative (if appointed) final decisions in case of protests and complaints.
 - g. 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
 - h. implements in collaboration with the local organising committee all necessary security measures to protect the integrity of the spectators, athletes, officials, media representatives, sponsors, etc.;
 - i. obtains from the local authorities concerned the enforcement of a professional security staff to secure the venue, the surrounding areas, and the hotel from terrorist attacks;
 - j. collaborates with the local Head of Medical Services and the CEV Medical Delegate (if appointed) on medical issues and doping controls whenever carried out;
 - k. collaborates with the local or CEV Photographer (if appointed);
 - l. coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the CEV;
 - m. 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;
 - n. checks the fulfilment of the promoters' financial obligations on site;
 - o. immediately reports to the CEV Head Office upon his/her arrival in a city about the status of preparation of an event in all respective items;
 - p. helps optimizing the competition schedule in contact with CEV office in accordance with the on-site attendance, media and Host Broadcaster's needs;
 - q. daily anticipates upon his/her arrival on site the accurate levelling of the sand before the court and the tribunes are completely set-up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different time in the day and especially in case of rain, taking into consideration the athletes' feedback), and immediately informs the CEV of any eventual problems;
 - r. controls the accuracy of all information contained in the Athletes info sheets and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the Hotel upon check in, etc.);
 - s. Prepares together with the Local Organisational team and supervises the conduct of the event's Preliminary Inquiry
 - t. Prepares with the Local Organisational team and coordinates the event's Technical Meeting (if organised)

- u. ensures that the personnel involved in the event fulfils all assigned duties thoroughly and efficiently;
- v. conduct a General Meeting on the 1st day of arrival 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;
- w. Organises a daily briefing and debriefing session to discuss with the key local organisation members the issues to be handled during the day (briefing) and the issues that occurred during the day (debriefing);
- x. Closely collaborates with all CEV Officials on site;
- y. organises a meeting at the end of the tournament between the Promoter, the National Volleyball Federation's Delegate, CEV Representative and Head Office staff (if assigned) and the Referee Coach to discuss the reports of the event;
- z. 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;
- aa. communicates within 24 hours to the Supervisor/Referee Coach of the following events, as well as to the CEV Head Office, the remarks, comments, and eventual fines applied to the parties concerned.

 Assistant CEV Supervisor:

The CEV will be assigning an Assistant CEV Supervisor in events with multiple venues. The Assistant CEV Supervisor will be operating under the guidance of the CEV Supervisor and will be his/her direct collaborator on site.

 Candidate CEV Supervisor:

The CEV may assign in some events Candidate CEV Supervisors. These will be evaluated by the acting CEV Supervisor as part of his/her educational process.

The Candidate will be mainly evaluated in the areas related to the competition system and event organisation and the evaluation will be forwarded to the CEV Head Office and presented in European Beach Volleyball Commission for final decision over his/her possible nomination as CEV Supervisor for the following year.

The Candidate will be travelling on his/her own costs and needs to take care also of his/her board & lodging expenses.

Annex: Summary of Changes

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

a.

No.	Art.	Topic	Changes
1	Section 1: General provisions	6.2 Next Eligible team	<p>For the CEV Age Group Beach Volleyball European Championships, the following policy must apply in order to clarify the withdrawal process of Main Draw teams (and their consequent replacement):</p> <ul style="list-style-type: none"> 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 event's Country Ranking 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, an extra team will then be allowed to qualify from the Qualification Tournament. The extra team is defined by a draw between the all losers of the last Qualification round. 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.
2	Section 2: Refereeing	12. Line judges	<p>Line judges are only required:</p> <ul style="list-style-type: none"> a. For the CEV Beach Volleyball European Championship, the CEV Beach Volley Nations Cup Final and the CEV Queen & King of the Court European Finals – during the entire competition, b. From the semi-finals onwards for of all other CEV competitions.
3	Section 4: Organiser	34.1 Preliminary Inquiry	<p>The players shall provide the relevant CEV official with their personal local contact details, by filling in the provided form. So that athletes 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 Daily Bulletin having direct contact information for the athletes can be useful</p>

4	Section 4: Organiser	35. Ceremonies	<p>The programme and layout area to be provided to the CEV Supervisor shall include the following:</p> <p>a. The following material to be used:</p> <ul style="list-style-type: none"> - 1 awarding ceremony backdrop or video/led wall, - Red carpet leading to the podium, - 3 award podiums (1st, 2nd and 3rd place), - 3 poles for the countries' flags (min. 5m high), - A complete set of medals for the three best placed Teams, - Winner's trophies/cups (whenever awarded), - Award table and 3 cushions to display and present the medals, - 3 cheques indicating the event's earnings for the three teams (not mandatory), - Flags of the winning countries (Organiser should have 2-3 flags of the top ranked countries) - The correct National anthem of the winning team available on the CEV cloud, - Rope and poles to cordon off the photographer's area, - A set of clean athlete's tank tops/tops for the top 3 teams of the same colours of the ones used for the Gold and Bronze medal matches, <p>Possibly one orchestra music (or fanfare/music) plus appropriate music recordings.</p>
5	Section 4: Organiser	38. Assignment of courts	<p>The court assignments and match start times should be published in the Daily Bulletin web site and place in the athletes' information board on site that is circulated to the athletes. Matches will not start before the published times (This will assist in the promotion of the match and the preparation for the athletes) but may start later if earlier matches are running late.</p>
6	Section 5: Marketing	44.2 Accessories	<p>Athletes are responsible for providing their own accessories.</p> <p>Athletes are authorized to use the following accessories:</p> <ul style="list-style-type: none"> - Visor / cap / hat / head band. - Sunglasses. - One (1) watch. <p>Athletes are authorised to use their own sport drinking bottles during the entire competition provided that these are not bearing any sponsors/manufacturer logos or if these exist are covered/taped.</p>

7	Section 6: Media Productions & Operations	47. Local Photographer	<p>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.</p> <p>All pictures shall be appropriately captioned, e.g. with the names of the players in action.</p> <p>A minimum of 30 pictures per competition day and per gender shall be uploaded by the Local photographer to the CEV photo gallery management system after each competition day as per the instructions received by the CEV, focussing on a variety of teams and actions plus photos from side events / backstage where applicable. The local photographer should provide all photos in high resolution at the end of the competition through WeTransfer or any other similar file sharing platform.</p>						
8	Section 6: Media Productions & Operations	51. Workflow	<table border="1"> <thead> <tr> <th data-bbox="687 797 1064 831">What</th> <th data-bbox="1064 797 1355 831">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="687 831 1064 898">Competition preview</td> <td data-bbox="1064 831 1355 898">Two days before start of the competition</td> </tr> <tr> <td data-bbox="687 898 1064 1357"> <p>For the CEV European Championships and the CEV Beach Volley Nations Cup Final, one daily report (300 - 400 words including quotes) plus side stories focussing on specific players or teams following inputs from the CEV Digital and TV Department.</p> <p>For the other competitions, a follow-up story upon completion of the tournament</p> </td> <td data-bbox="1064 898 1355 1357">Max. 30' after completion of each gender's competition day</td> </tr> </tbody> </table>	What	When	Competition preview	Two days before start of the competition	<p>For the CEV European Championships and the CEV Beach Volley Nations Cup Final, one daily report (300 - 400 words including quotes) plus side stories focussing on specific players or teams following inputs from the CEV Digital and TV Department.</p> <p>For the other competitions, a follow-up story upon completion of the tournament</p>	Max. 30' after completion of each gender's competition day
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