

2021 FIVB/CEV Star EVENTS – Master plan & Timelines



N°	ACTION	DOCS / FORMS	ACTION BY	PRESENTED TO	DEADLINE (counting from 1 st competition day)	Status / Remarks
A. PRIOR TO THE EVENT						
CANDIDATURE & AGREEMENT						
1	Submit necessary documents to support the Candidature application	BVB – General Questionnaire & Comp. Application form + Supporting documents	Candidate NF	CEV	As per Candidature application document	
2	Feedback on the received supporting documents	-	CEV BV Dept.	NF Candidate	Following evaluation by CEV	
3	Send Organiser Agreement	Org. Agreement	CEV Legal Dept.	Organiser	- Within 15 days after event announcement	
4	Return Organiser Agreement	Org. Agreement	Organiser	CEV Admin Dept.	- 2 weeks after reception	
5	Submit Organiser – Promoter Sub-Agreement (if any)	Sub-Agreement	Organiser	CEV Admin Dept./CEV Legal Dept	Upon signing the Sub-Agreement	Federation remains liable for the proper event delivery
ORGANISATIONAL CHART						
1	Appoint Key Organising Committee members (Tournament, Promotional, Competition, Operational, Referee Manager, Hygiene Officer)	BVB-05	Organiser	CEV BV Dept.	Initial copy – 4 months; Final copy – 2 months.	
2	Appoint FIVB/CEV Delegate	-	CEV in consultation with FIVB	Organiser	- 3 months	
3	Nominate local referees	BV-LR	Organiser	CEV BV Dept.	- 2 months	As per the quotas of the FIVB Handbook. All proposed referees must be priority listed in the FIVB VIS
4	Nominate scorers, training program of host country referees, and court personnel	-	LOC Referee Manager	FIVB/CEV Referee Delegate / CEV BV Dept.	- 1 month	Proposal to be submitted by the Referee Manager
SITE VISIT (if any)						
1	Arrange transportation and accommodation for the Official conducting the visit	-	Organiser	CEV BV Dept. / CEV Officials	- 15 days prior to the visit	
2	Follow up on agreed topics	-	Organiser	CEV BV Dept. / CEV Officials	Ad hoc	
PROMOTIONAL, PRESS AND COMMUNICATION ACTIVITIES						
1	Provide the CEV with a short presentation of Venue and Host city, photos of the competition venue/area (aerial and panoramic , videos, info text, links etc.)	-	Organiser	CEV BV Dept /	Together with the BVB form & in coordination with the CEV Head Office	To allow preparations for the event announcement
2	Prepare the event web pages (presentation of Venue and Host city with landmarks photos, videos, info text, links to websites & social media accounts, etc.)	-	CEV BV Dept. /FIVB	Public	Upon announcement of event organisers	

3	Promotional plan and PR-activities including Social Media resources	-	Organiser	CEV BV / CEV Digital Dept./ CEV Press Office /	Initial copy together with BVB- form; Final Copy -1 month	Regular updates to be scheduled with CEV Digital Dept and Press Officer
5	Entertainment on-site activation plan and workforce	-	Organiser	CEV BV Dept.	- 15 days	
MARKETING – EVENT IDENTITY						
1	Submit the list of sponsors and sponsorship structure (Title, Main, Supplier, etc.)	-	Organiser	CEV Marketing / CEV BV Dept.	Initial copy – 3 months; Update ad hoc.	Keep in mind the list of FIVB/CEV protected categories
2	Confirm Key Visual (layout in pdf)	-	Organiser	CEV Graphics / CEV BV Dept.	- 3 months	Through the CEV cloud and in line with the Event Category Corporate Design Guidelines
3	Submit the Venue look (outside/inside) and court layout (banners & flags around competition courts)	-	Organiser	CEV Graphics / CEV BV Dept./	- 2 months	Through the CEV cloud and in line with the Corporate Design Guidelines document
4	Submit the branding & marketing elements layouts for approval	-	Organiser	CEV Graphics / CEV BV Dept.	Prior to production	Through the CEV cloud and in line with the Corporate Design Guidelines. CEV review within 3 working days
5	Produce the Marketing elements (flags, backdrops, etc.)	-	Organiser	CEV Graphics / CEV BV Dept.	3 days for stand-alone productions. - 10 days for all venue branded elements	Following the approval process described above
6	Submit the uniforms layout for Athletes / Officials / Organiser workforce	-	Organiser	CEV Graphics / CEV BV Dept./	- 1 month	Through the CEV cloud and in line with the Corporate Design Guidelines
7	Submit the cup and trophies layouts and tags	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month	Through the CEV cloud
COMPETITION PARAMETERS						
1	Submit BVB-06 Event Regulations document	BVB-06	Organiser	CEV BV Dept. / Assigned Delegate	- 2 months	
2	Submit the Specific Hygiene Event protocol		Organiser	CEV BV Dept./ Assigned Delegate	- 2 months	In line with National Authorities requirements and CEV Guidelines. Template provided by CEV
3	Submit detailed Match Schedule / Courts programs	-	Organiser	Assigned Delegate / CEV BV Dept.	Initial copy with BVB form, Final copy per court upon issuing of the confirmed lists	Consider the home teams – Any updates following the announcement of the schedule shall be immediately communicated to CEV and the Assigned Delegate for approval
4	Entries	VIS	NFs	CEV	-30 days	
5	Prize Money arrangements		Organiser		- 1 month	CEV offers to organisers the CEV Prize Money transfer system in case payments in cash is not regulated in the host country. In this case Prize Money must be wired to the CEV <u>latest 1 month prior to competition</u>
6	Confirmed list of participating teams	FIVB Competition Regulations	CEV	Public	-21 days	
7	Final update of the BVB-06 and Specific Hygiene Event Protocol	BVB-06	CEV	Public	-21 days	Regular updates to be scheduled by the Organiser and CEV

8	Ensure the necessary human resources, hardware and connections to run smoothly the CEV e-scoresheet and statistics platforms and share info to CEV		Organiser	CEV Digital Dept./CEV BV dept	-15 days	An introduction to the platforms operation to be organised upon request
TICKETING (if any)						
1	Present concept and ticketing policy to CEV for evaluation (in line with National Authorities guidelines)	-	Organiser	CEV BV Dept	- 2 months	Keep in mind that ticketing should in line with the spectators expectations
TV /WORLD FEED OR STREAMING PRODUCTION						
1	Provide the name of the host broadcaster	-	Organiser	CEV TV & Digital/ CEV BV Dept.	- 2 months	Applicable for all Star-2 events or any Star-1 in case you plan a TV production or a multi-camera streaming production
2	World Feed / Streaming arrangements		Organiser	CEV TV & Digital/ CEV BV Dept.	- 1 month	According to the conditions communicated in org. agreement document
3	Submit cameras & microphones layout plan and specifications	-	Organiser	CEV TV & Digital/ CEV BV Dept..	- 1 month	Only when TV/multi-camera streaming production is planned
4	Submit TV production and transmitting parameters (Satellite or LAN) for evaluation and confirmation	-	Organiser	CEV TV & Digital/ CEV BV Dept.	- 20 days	Only when TV/multi-camera streaming production is planned
TRANSPORTATION – ACCOMMODATION						
1	Confirm and share International Transportation plan for assigned Delegate(s)		CEV	Assigned Delegate/ Organiser	- 2 months	
2	Arrange hotels for assigned Delegates, referees and participating MD teams (if applicable)		Organiser	Assigned Delegate / CEV BV Dept.	- 2 months	Mandatory for star-2 events
3	Prepare and send detailed meal plan, if applicable (duration, where, when, special conditions – e.g. late evening matches)		Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	Consider the Hygiene Guidelines and the Final Match schedule
4	Submit Transfer/Shuttle Plan (airport-hotel, hotel-venue) (where and if applicable)		Organiser	Assigned Delegate / CEV BV Dept.	- 15 days	Mandatory for star-2 events and considering the Hygiene Guidelines, distances and final match schedule
VENUE AND EQUIPMENT						
1	Send Venue layout	BVB form	Organiser	CEV BV Dept./	Together with BVB Competition Application form	Follow up any CEV remarks where needed
2	Test the sand	FIVB Handbook	Organiser	CEV BV Dept.	- 3 months	If requested. Organisers may provide certificates/ confirmation of the sand quality from past FIVB/CEV events
3	Acquire/secure sport and other equipment necessary to smoothly run the event	-	Organiser	Assigned Delegate	- 2 months	
4	Submit lighting system plan and specifications (in case of evening/indoor matches)	FIVB Handbook	Organiser	CEV BV Dept./	- 2 months	In line with the FIVB Handbook
5	Send the Insurance policies and security certificate for the stadium and temporary build structures	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	A Copy in local language with an abstract of all key parameters in English can be also accepted
SECURITY						
1	Submit the security and accreditation plan (risk assessment, access, evacuation, etc.)	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	

2	Appoint the security workforce	-	Organiser	Assigned Delegate	- 15 days	
MEDICAL & DOPING CONTROLS						
1	Appoint Medical workforce as per the provisions of the FIVB Handbook and in line with Hygiene Guidelines	-	Organiser	Assigned Delegate / CEV BV Dept.	- 1 month	Including both doctors and physios and any staff and resources for implementation of the Hygiene Guidelines
2	Providing on site facilities and coordination if requested by FIVB/CEV for samples testing	-	Organiser	CEV Medical Delegate	- 2 months	CEV to decide in case by case for testing and proceed to arrange with respective institutions
B. UPON ARRIVALS OF FIVB/CEV Delegate – GAMES TIME						
1	Coordinate with the CEV Head Office for any still open issues	-	Organiser	Assigned Delegate	Upon arrival	
2	Organise a General Coordination Meeting (briefing)	-	Organiser	Assigned Delegate	Evening after arrival	
3	Review transportation and accommodation planning and organise a meeting with the Hotel Manager (if applicable)		Organiser	Assigned Delegate	Evening after arrival	
4	Venue delivery & homologation	-	Organiser	Assigned Delegate / CEV BV dept	- 48 hours	
5	Test the VIS software, e-scoresheet and statistics software & hardware	VIS manual/CEV Guidelines	Organiser	Assigned Delegate	- 2 days	Support when necessary by the CEV Head Office
6	Check venue branding and signage	Brand Guidelines	Organiser	Assigned Delegate	- 48 hours	As per the approved files in the CEV cloud
7	Test sound systems	-	Organiser	Assigned Delegate	- 24 hours	
8	Review arrangements for the Referee clinic, Preliminary Inquiries and Technical meetings	-	Local Referee Manager	Assigned Delegate	- 1 day	
9	Ensure the prize money payment process, and communicate it to all participating athletes in Preliminary Inquiries		Organiser	Assigned Delegate	- 1 day	
10	Payment of the per diem to the Host country referees and scorers	-	Organiser	Persons concerned	Up to the organiser and according to arrangements made	Referee Manager to follow and confirm the agreed process to the assigned Delegate
11	Review arrangement for TV/streaming (what applicable) and coordinate a meeting with the people involved	-	Organiser	Assigned Delegate	- 1 day	Mandatory participation of TV/Streaming producer
12	Organise the Awarding ceremony rehearsal	-	Organiser	Assigned Delegate	The day before the Finals	
C. AFTER THE EVENT						
1	Organise debriefing meeting	-	Assigned Delegate	Organiser	Last day of the event	
2	Send TV produced matches or any video files produced		Organiser	CEV Comm. Dept.	Latest 7 days after the event	Through the CEV Cloud and in coordination with the TV & Digital Department
3	Send the Post Event reports and materials	BV-Post event form	Organiser	CEV BV Dept.	Latest 7 days after the event	Through the CEV Cloud