



CONFÉDÉRATION EUROPÉENNE DE VOLLEYBALL

CEV VOLLEYBALL NATIONAL TEAM COMPETITIONS

ORGANISATION GUIDELINES

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Dear Reader,

By reading this document you will either be considering to apply to organise part of our CEV competitions, or you will have already been successful in bidding to do so. Either way please let me, on behalf of CEV and the whole European Volleyball family, say a big thank you for this!

We appreciate that it takes a great amount of hard work and commitment to deliver an organisation fitting to these competitions and to the required standards. However, without making this effort we would miss out on some of the most memorable moments in our sport.

By competing there are numerous potential rewards available to you in profiling Volleyball in your country, as well as your country on a European level, thus making this a commitment that is worth making.

The CEV Office and our relative bodies are there to support and guide you through your journey in our competitions. Feel free to comment on these guidelines and/or ask for new items to be added.

Based on your feedback during the season, we will update these guidelines so that you always find an answer to your questions.

Many thanks for your time, and all the best with your continued efforts to grow Volleyball.

Mr. Aleksandar BORIČIĆ
CEV President

Table of contents

Changes From previous version	4
Overview	6
Chapter 1 - Time line / To do list (main requirements)	7
The Organisation.....	11
Chapter 2 - Organiser application	12
Chapter 3 - Forms, information and bulletins.....	13
Chapter 4 - Facilities	16
Chapter 5 - Workforce.....	22
Chapter 6 - Transportation	24
Chapter 7 - Accommodation	25
Chapter 8 - Visiting Team delegation.....	25
Chapter 9 - Your Team	26
Chapter 10 - Officials	26
Chapter 11 - Match Technology.....	27
Chapter 12 - Media	30
Chapter 13 - Marketing	34
Chapter 14 - Meetings.....	37
Chapter 15 - Accreditation	38
Chapter 16 - Security	41
Chapter 17 - Fans	43
Chapter 18 - Medical.....	45
Chapter 19 - Training	46
Chapter 20 - Ceremonies and Match protocol.....	47
Chapter 21 - Competition system	49
CEV Support	56
Chapter 22 - Human resources.....	57
Chapter 23 - CEV database (https://login.cev.eu)	58
Chapter 24 - CEV FTP Server	59
Chapter 25 - Regulatory framework.....	60

CHANGES FROM PREVIOUS VERSION

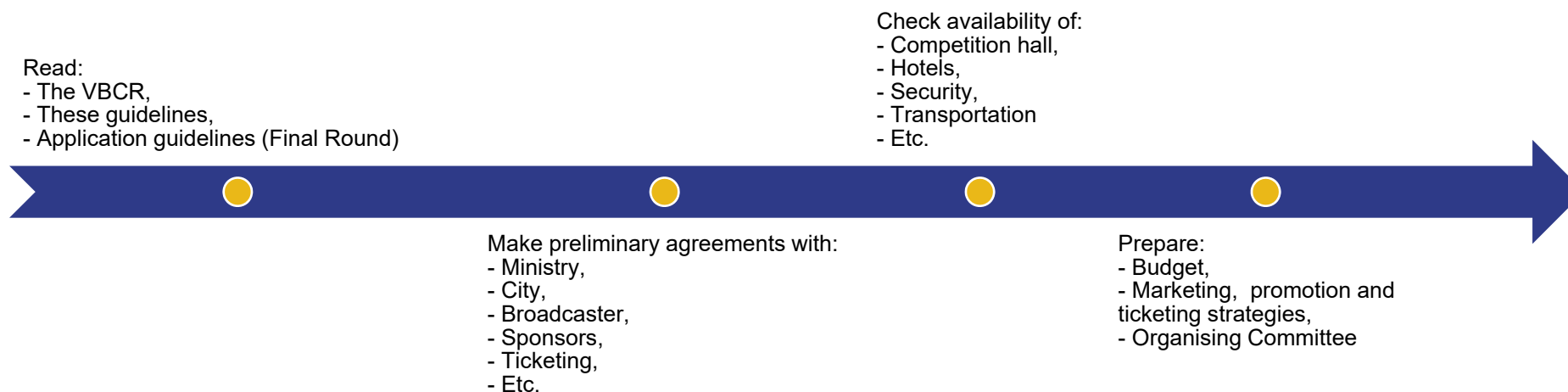
Article of the Guidelines	Subject
Chapter 16 - Security	Protocol of Breach of Security

OVERVIEW

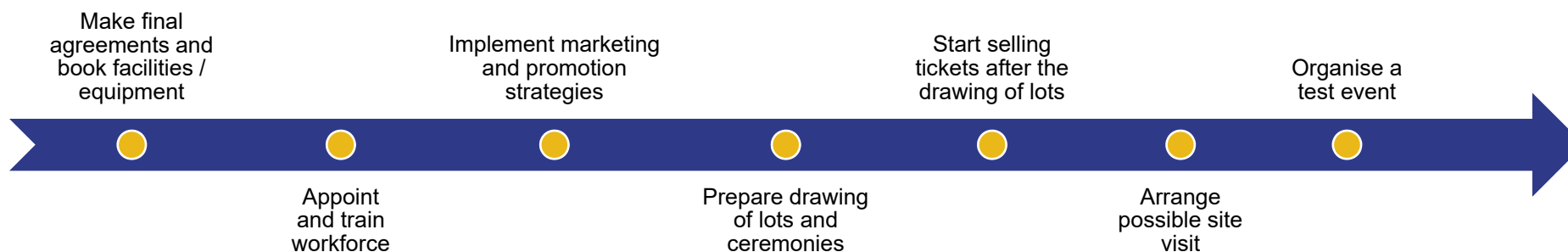
Chapter 1 - Time line / To do list (main requirements)

2. ORGANISATION PROCESS

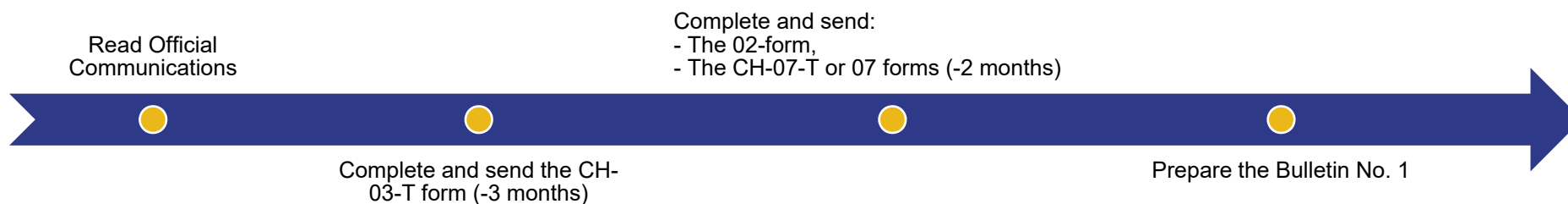
2.1 Before applying for organisation (+/- 3 years before)



2.2 Immediately after appointment as Organiser

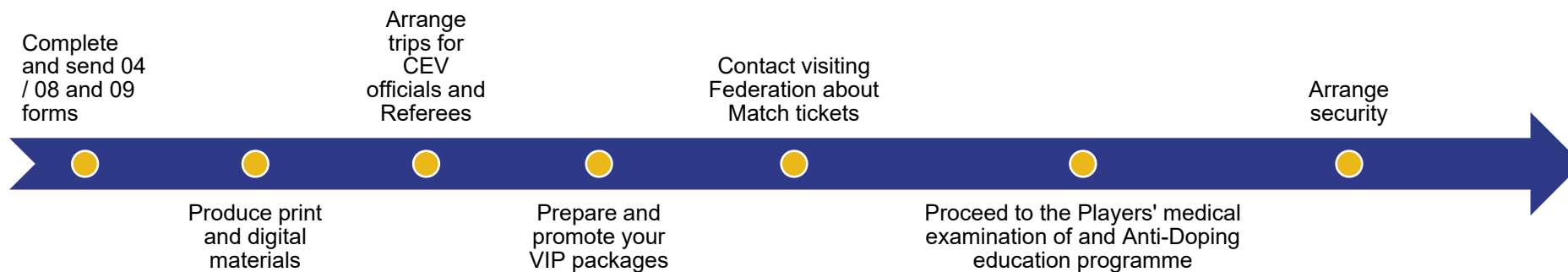


2.3 After appointment as Organiser

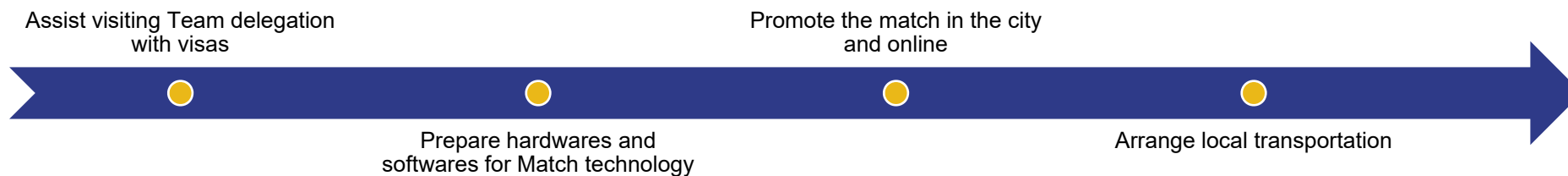


3. MATCH PROCESS

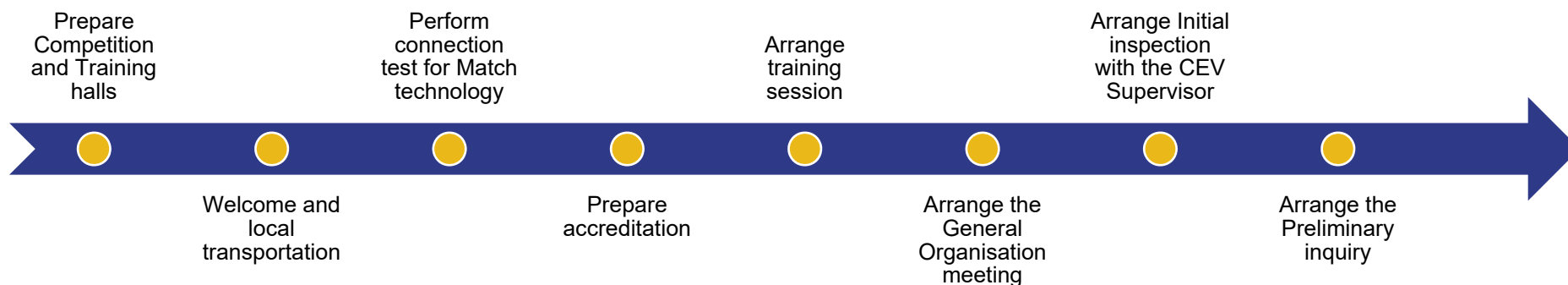
3.1 Months before



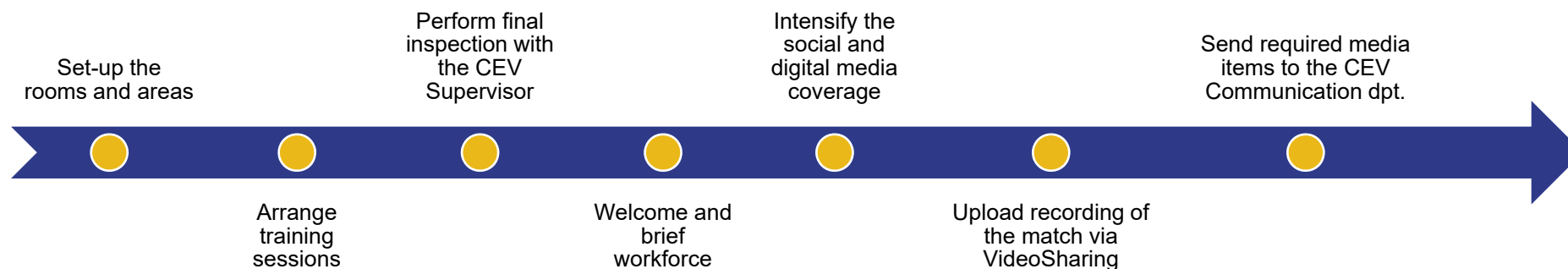
3.2 Weeks before



3.3 The day before or D-2



3.4 On Match day



3.5 After a match day



THE ORGANISATION



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



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



refers to the actions to be implement in order to comply with the CEV requirements.



refers to good practice and tips.

Chapter 2 - Organiser application

4. INSURANCE



[Art. 58](#) and [133](#).



As organiser, in case of an issue with or during the staging of the match, you may be held responsible. Better be adequately covered as claimed damages can be quite high.

5. BUDGET



[Art. 126](#) and [129](#).



A contribution fee is paid by a Team delegation to the Organiser in order to support costs of accommodation.



You should consider the expenses related to the journey (local transportation, accommodation, etc.) of visiting teams, CEV and Match officials.

You should consider the expenses related to the organisation of a match of a CEV competition such as:

- b. Use of security workforce,
- c. Production of print and digital materials,
- d. Use of Match Technology,
- e. Use of Competition hall,
- f. Hotels,
- g. Staff and volunteers,
- h. Local transportation,
- i. Per diem and accommodation of CEV and Match officials
Single match: 1 CEV Supervisor, 2 referees and 1 Reserve referee,
Tournament: 1 CEV Supervisor, 1 Referee Delegate (when appointed) and a certain number of referees,
Final round: Jury and SRC members, a certain number of referees and Officials.
- j. Match entertainment (cheerleaders, DJ, etc.),
- k. Professional media support.

Chapter 3 - Forms, information and bulletins

6. DIGITAL AND PAPER CEV FORMS

6.1 Digital



[Art. 35.](#)



The Forms List in your Federation area in [the CEV database](#) gathers all digital CEV forms you shall fill in. For more information about the Federation area, please refer to Chapter 23.

At any time, you can save your work by using the button "Save".

Once you used the button "Close and send to ...".

The list of digital CEV forms is as follows:

- | | | |
|-------------|--------------------------|-------------|
| a. 01 form, | d. 05 / 09 form, | g. 08 form. |
| b. 02 form, | e. 05-bis / 09-bis form, | |
| c. 04 form, | f. 07 form, | |

Each digital form includes a status on its upper part as follows:

Status	Meaning
Open	The NF can work / is working on the form.
Closed	The NF finished working on the form and sent it to the CEV.
Expired	The NF cannot work anymore on the form as the deadline passed.
Received	The form has been received by the CEV.
Accepted	The form has been accepted by the CEV.
Confirmed	The submitted data in the form has been approved by the CEV.

6.2 Paper



[Art. 35.](#)



The list of paper CEV forms is as follows:

- | | |
|---------------------------|------------------|
| a. CH-02 a, b, or c form, | c. 06 form, |
| b. 03 form, | d. CH-07-T form. |

7. 02-FORM / ORGANISATIONAL CHART



[Art. 37.1.](#)



Select at least one individual for each requested role.



Avoid having the same individual for more than one role. For example Media officer and Local photographer. It will negatively impact the quality of your organisation.

Remember to update any change in your organisational chart (individual, contact details, etc.). So the communication remains perfect.

8. 04-FORM / COLLECTIVE LICENCE FORM



[Art. 36.2.](#)



Start by uploading your Team picture. You may change it at anytime.

Continue by adding players:

- a. Click on "Add new Player License".
- b. Use the search function to find the player in the CEV database. Do not use any special character.
- c. Update the picture of the player.
- d. Add additional information to the player's profile (club, national team selections, awards, etc.). Changes will be done following verification by the CEV office.

Continue by adding required Team officials.



For the players' picture, using the same kind for all players looks very professional. Even more with the jersey of the Team.

Add social media details of your players. It will bring more attention from the fans and media.

9. 05 / 09-FORM / REGISTRATION OF A TEAM DELEGATION IN A MATCH



[Art. 36.3.](#)



Once you selected your players for the match, you will be able to add their position, jersey number, select the captain and Libero player.

A player with a license still to be approved by the CEV can be temporarily added.



Click on the blue arrow to select a player for the match.

Continue by selecting your Team officials (mandatory phone number for the Team manager).

Finish by adding information about your Team uniform, travel (only for visiting team) and miscellaneous.

10. 05BIS / 09-BIS FORM / REGISTRATION OF A TEAM DELEGATION IN A MATCH



[Art. 36.3.](#)



With this form, you can replace Team delegation members.

11. 07-FORM / MATCH ORGANISATION



[Art. 37.2.](#)



Add the following information:

- a. Date and time of the match,
- b. Distance between the hotel, Competition hall and Training hall.

12. 08-FORM / GENERAL INFORMATION



[Art. 37.3.](#)



Most of the data is automatically generated by the CEV database.



Insert the arrival day and time of the CEV officials and Match officials.

13. MATCH INFORMATION



[Art. 37.4.](#)



The different documents are not sent by email but by post.

14. BULLETIN



Art. [91.1](#).



The CEV provides a template for each bulletin. It is available on the [CEV FTP Server](#).

Content of each bulletin is as follows:

Nr.	Item	Bulletin 1, 1a...	Handbook	Bulletin 2	Daily Bulletin (if requested)	Final Bulletin
1	Forewords	<input checked="" type="checkbox"/>				
2	CEV Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
3	List of participating teams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
4	National Federation(s) and Local Organiser(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
5	Addresses of organiser(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
6	Organising Committees and Authorities - list overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
7	Organising Committees and Authorities - contacts		<input checked="" type="checkbox"/>			
8	Competition and training halls (all venues)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
9	Confirmed team delegation lists (list of players)			<input checked="" type="checkbox"/>		
10	Choice of uniforms			<input checked="" type="checkbox"/>		
11	Competition calendar and match schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
12	Training schedule		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Airport(s) of arrival and departure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
14	Accommodation and hotel(s) information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
15	Distance between hotels, competition halls, training halls and airport		<input checked="" type="checkbox"/>			
16	Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
17	Laundry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
18	Meals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
19	Financial matters inclusive expenses covered by Organisers	<input checked="" type="checkbox"/>				
20	Extra persons costs	<input checked="" type="checkbox"/>				
21	Medical matters and anti-doping control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
22	Press matters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
23	Entry visas	<input checked="" type="checkbox"/>				
24	Useful addresses and contacts including embassies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
25	Miscellaneous & practical info (if necessary)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
26	Video room		<input checked="" type="checkbox"/>			
27	Preliminary Inquiry & Technical Meeting		<input checked="" type="checkbox"/>			
28	Match protocol		<input checked="" type="checkbox"/>			
29	Opening Ceremony		<input checked="" type="checkbox"/>			
30	Awarding and Closing Ceremony				<input checked="" type="checkbox"/>	
31	Match results (CEV 12 Form)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
32	Pool standing				<input checked="" type="checkbox"/>	
33	Updated training schedule (if another competition phase starts)				<input checked="" type="checkbox"/>	
34	Updated match calendar (if another competition phase starts)				<input checked="" type="checkbox"/>	
35	Final standings					<input checked="" type="checkbox"/>
36	Individual Player Awards					<input checked="" type="checkbox"/>
37	Installation of video-camera in the competition hall		<input checked="" type="checkbox"/>			
38	Press Conference		<input checked="" type="checkbox"/>			
39	Indication of qualification system	<input checked="" type="checkbox"/>				
40	Reserved places for the teams in the stands		<input checked="" type="checkbox"/>			
41	Information for CEV Officials and referees - meetings		<input checked="" type="checkbox"/>			



Whenever required to re-issue a bulletin, add a letter to the number. For example: "Bulletin No. 2a".

Issue the bulletin in a digital version, as follows:

Bulletin Name	Deadline	Approved by	Recipients
Bulletin No. 1	6 weeks before the first competition day	CEV Supervisor CEV office (for UXX Final Round)	CEV and Match officials, Participants, CEV office
Competition Handbook	Upon arrival of the Participants at the Competition venue	CEV Supervisor CEV office (for UXX Final Round)	CEV and Match officials, Participants, CEV office
Bulletin No. 2	Upon completion of the Preliminary Inquiry	CEV Supervisor / Jury	CEV and Match officials, Participants, CEV office
Bulletin No. X (daily bulletin) (upon request of the CEV Supervisor)	As mentioned by CEV Supervisor	CEV Supervisor / Jury	CEV and Match officials, Participants, CEV office
Final Bulletin	The day after the last competition day	CEV Supervisor / Jury	CEV and Match officials, Participants, CEV office

Chapter 4 - Facilities

15. APPROVAL OF THE COMPETITION HALL



[Art. 59.](#)



You need to make sure that the Competition hall you will use fulfils the CEV requirements (seating capacity, playing surface, lighting, etc.).



If the Competition hall is used for the first time, you need to [contact the CEV office](#) to get the Competition hall approved.

16. TEMPERATURE



[Art. 59.5](#) and [1.5 of the Official Volleyball Rules.](#)



Make sure that the temperature stays between 16 and 25 degrees Centigrade.



Consider air conditioning when hot temperatures are anticipated. And vice versa.

17. POWER CONNECTION



[Art. 59.6.2](#) and [61.1.](#)

18. INTERNET CONNECTION



[Art. 59.6.3](#) and [61.1.](#)



The Internet connection is set according to the following:

- a. The download bandwidth is a minimum of 10 Mbps per group of 20 connections,
- b. The upload bandwidth is a minimum of 5 Mbps per group of 20 connections,
- c. All ports are opened.

A physical network is set according to the following:

- d. The bandwidth is a minimum of 1 Gbps per port,
- e. The device used has a minimum of 16 ports,
- f. All ports are opened,
- g. A private network is set for the CEV officials and Match officials only, with a minimum of 12 ports.

A wireless network is set according to the following:

- h. The bandwidth complies with at least with the 802.11.n protocol,
- i. All ports are opened,
- j. A private network is set for the media only,
- k. All networks are secured with the WPA2 protocol using different keys for each network.

19. SOUND SYSTEM



A good diffusion of announcements and music throughout the entire Competition hall, whilst minimising its interference with the Playing court or the team bench area.

20. TEAM CAMERA PLATFORM



[Art. 110.3.](#)



A suitable location must be provided, which includes an electrical plug for each Team.



This should be a raised position (minimum of 2.5 metres high) behind the end line of the Playing court.

21. SPORT AND TECHNICAL EQUIPMENT



[Art. 58](#) and [59.5.](#)



As a general principle, you shall use sports floor, net, posts and balls homologated by the FIVB. And always in compliance with the rights granted by the CEV. For example: advertisement in the Competition hall or exclusive providers.

21.1 List



The following items are required on the Playing court:

Equipment	Quantity (minimum)	Description
Balls	30	Mikasa MVA200.
Post	4	2 spares.
Net	2	1 spare.
Antennae	4	2 spares.
Net measuring rod	1	Minimum 2.50 metres long
Referee stand	1	-
Scoreboard	5	3 manual and 2 electronic (recommended)
Rubber wheeled trolley	2	Free design.
Rubber wheeled cart	2	For balls. Capacity for the required number per team.
Support stand	1	For balls. Free design. Placed on the CEV official table.
Pump	1	For balls.
Pressure gauge	2	For balls. Marks in kilogramme (kg) and hectopascal (hPa).
Thermometer	1	For temperature in the Competition hall.
Hygrometer	1	For humidity in the Competition hall.
Luxmeter	1	For the lighting in the Competition hall.
Electric buzzer light	2	Red or yellow color. Placed close to each Coach.
Small seat / stool	10	1 per ball retriever and quick mopper. Free design.
Hand towel	14	1 per ball retriever. 2 per quick mopper.
Flags	4	For Line judges. Red colour. 40 x 40 centimetres.
Substitution panels set	2	For the players. Free design. Placed close to each Coach. Numbered from 1 to 99 only for Senior ECH. If tablets are used (please see point 43), panels are still needed near the CEV Official table, in case of technical issue with tablets.
Jackets	2	For the Libero. In case of re-designation. Free design.
Benches	2	For Team delegations. 6 metres long. Possible to use chairs with the number as the maximum number of players.
Team flags		2 metres x 3 metres vertically or vice versa horizontally. For more, please refer to point 25.
CEV flag	1	Please refer to point 25.



Having spares of the above mentioned items would allow you to manage smoothly any unexpected issued.

21.2 Net, antennae and posts



[Art. 2 of the Official Volleyball Rules.](#)



The posts must be completely wrapped with a soft material (padding).



Posts should be telescopic or use a system that allows them to be securely fixed at the required height.

Posts should be "sunken" into the floor, so that there are no fittings around their base that can cause a hazard to the players and Match officials.

21.3 Balls



[Art. 59.5.](#)



Five balls are used for the match. Two additional balls are available on the Playing court and ready to use.

A minimum of 14 balls per Team is provided during the warm-up before the match and 20 during each training session.

21.4 Scoreboard



The electronic scoreboards are located at either end of the Playing court. The manual scoreboards are located as follows: 1 on the CEV official table and 2 at diagonal corners.

An e-scoreboard shall display the following information:

- The official names of the Teams in English,
- The score of the set being played (current set),
- The change of service.



An e-scoreboard should display the following information:

- The number of substitutions completed by each Team in the set being played,
- The score of the previous sets,
- The time-outs used up by each Team in the set being played,
- The current time.

21.5 Match technology



Please refer to Chapter 11.

21.6 Referee stand



[Art. 59.5.1 B\)](#) and [23.1 of the Official Volleyball Rules.](#)



The CEV does not have specific requirements. Nevertheless, in case of a sponsor activation, the referee stand will have to be one where the referee mounts it from the back (and not the sides).



Buy a stand where entry for the referee is from the back. You will have space for a sponsor activation in your national competitions.

Pad the stand so it looks better and protects the players too.

21.7 Sports floor



[Art. 61.5.1 C](#)), [61.5.2](#) and [1.2.2 of the Official Volleyball Rules](#).



The Playing court and the Free zone shall be of different light colours. Within the Playing court, you are free to have a different light colours between the Front and Back zones.

22. COMPETITION AREA / COURT LAYOUT



[Art. 59.5](#), [59.6](#) and [chapter 1](#) and [diagrams](#) of the Official Volleyball Rules.



The Court layout is [available here](#).

23. TABLES



[Art. 59.6.5](#).



For the Internet and power connections, please refer to points 17 and 18.



When the below mentioned tables are to be used, the following items are required:

Equipment	Quantity	Description
CEV Official table also called Technical officials table		
Table	1	3.5 x 0.6 x 0.7 metres.
Chair	5	-
Match technology	-	Refer to Chapter 11
CEV Referee Delegate table (RD) / CEV statistics table (DV)		
Table	1	0.6 x 0.6 x 0.7 metres.
Chair	1	-
Organiser table		
Table	1	4 x 0.6 x 0.7 metres.
Chair	1	6
Team statistics table (TS) x2 / Medical table		
Table	1	1.2 x 0.6 x 0.7 metres.
Chair	2	-
Challenge System table		
Table	1	1.2 x 0.6 x 0.7 metres.
Chair	3	-
Match technology	-	Refer to Chapter 11
Medical table		
Table	1	1.2 x 0.6 x 0.7 metres.
Chair	2	-

24. DYNAMIC ADVERTISEMENT SYSTEM - LED SYSTEM



Please refer to point 62.

25. FLAGS



[Art. 59.5.1 F](#)).



Flags of the country of the CEV officials and referees are not allowed.

- Flags are displayed together, in a uniform, standardised size (ratio: 3:5) and in alphabetical order based on their English names. There must be a decent consistent gap between all flags. When a flag is displayed alone, you should use the official proportions.

The CEV flag must be 2 metres x 3 metres vertically or vice versa horizontally and be positioned centrally. The CEV logo must be vertical on both layouts.

Considering the respect to be paid to the National flags, they shall be:

- a. Displayed on a place inside the hall visible for the TV cameras,
- b. Raised in a taut way, not hanging loose.

- The flags shall be displayed according to the [document available here](#).

26. ROOMS AND AREAS



[Art. 61](#).



For the Internet and power connections, please refer to points 17 and 18.



All rooms and areas shall be suitably signposted with their official name and the relevant CEV competition logo on all entrances.

26.1 Equipment



When the below mentioned rooms are to be used, the following items are required:

Equipment	Quantity (minimum)	Description
Organiser room		
Table	-	At the discretion of the Organiser.
Chair	-	At the discretion of the Organiser.
Laptop	1	
Printer	1	
Copy machine	1	
Telephone / Cell phone	1	International calls possible.
Changing room (x4)		
Shower	1	5 for Team delegations Changing room.
Toilets	1	2 for Team delegations Changing room.
Bench	-	Appropriate number for maximum number of players. Chairs possible.
Massage table	1	Only for Team delegations Changing room.
Lockers	-	(Recommended).
Medical / First aid room		
All requirements are mentioned in point 75.		
Accreditation area		
-	-	At the discretion of the Organiser.
Doping Control Station		
All requirements are mentioned in point 74.		
Media working room		
Reception corner	1	For the accreditation of media.
Media lounge	1	With sandwiches and drinks before, during and after the match.
Table	-	According to the number of accredited media.

Chair	-	According to the number of accredited media.
Printer	-	According to the number of accredited media.
Laptop	-	According to the number of accredited media.
Telephone / Cell phone	-	According to the number of accredited media.
Media conference room		
Chair	-	According to the number of accredited media. Minimum 6 for the interviewed people.
Podium	1	-
Table, Name plates, microphones and drinks	-	According to the number of interviewed people.
CEV competition backdrop	1	-
CEV flag	1	3 x 2 metres.
National Federation flag	1	For each National Federation.
Mixed zone		
Backdrop	1	According to the CEV layout.
Other equipment	-	At the discretion of the Organiser.
VIP room		
-	-	At the discretion of the Organiser.

26.2 Media conference room



[Art. 61.6](#) and [119](#).



It is located as close as possible to the Media working room. It shall be isolated in order to prevent any outside noise. It shall be large enough to host a few TV crews.



An adequate lighting for media will provide a top quality footage. A perfect image of your organisation.

26.3 Mixed zone



[Art. 61.6](#), [118](#) and [113.11](#).



Accredited journalists and television can capture flash interviews with Team delegation members.



This should be an appropriate length for the number of media that are expected to attend. The passages for players and for media is of a minimum of 1.5 metres wide.



An adequate lighting for media will provide a top quality footage. A perfect image of your organisation.

26.4 I-Zone



Please refer to point 52.

26.5 For the Medical room / First aid room



Please refer to point 75.

26.6 For the Doping Control Station



Please refer to point 74.

Chapter 5 - Workforce

27. ORGANISING COMMITTEE



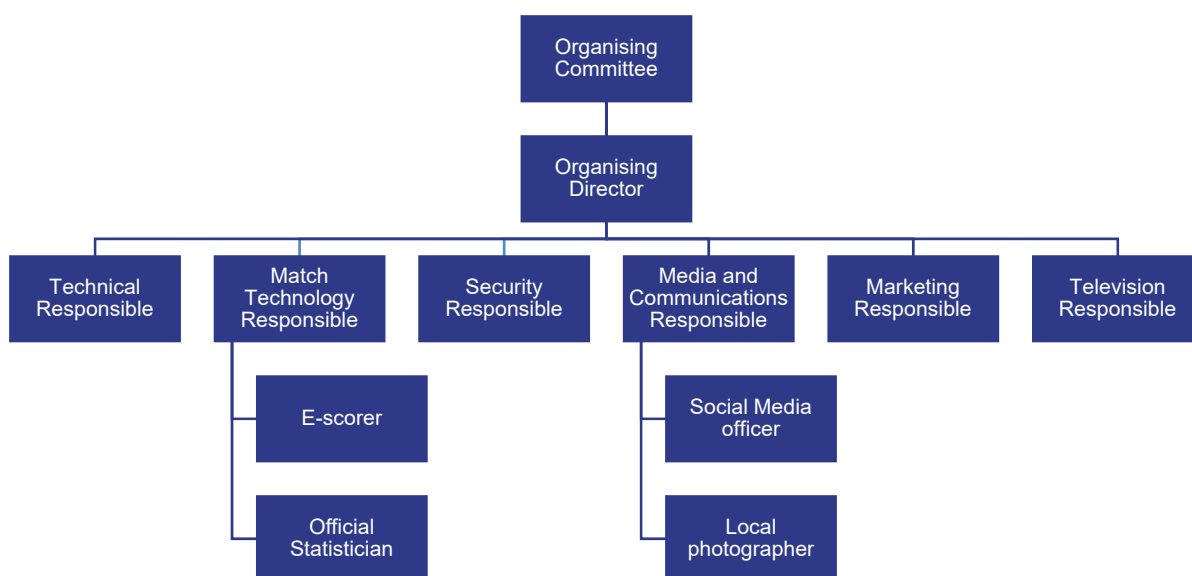
[Art. 55](#) and [64](#).



With an appropriate structure and allocations of duties, the Organiser, CEV officials and the CEV Office can perfectly communicate between each other.



You could use the following structure when organising a level of a CEV competition which is not the Final phase:



You could use the following structure when organising the Final phase of an Age Group European Championships:

- b. Add a Competition Director next to the Organising Director,
- c. Under the Competition Director, appoint:

A Referee Manager, A Match technology Manager, A Court & Equipment Manager, A Technical Manager,	A Floor Manager, A Courtside Assistant Manager, A Match Announcer, A Training hall Manager.
---	--
- d. Under the Organising Director, appoint:

A Secretariat, A Finance Manager, A Workforce Manager, A Transport Manager, An Accommodation & Catering Manager, A Media & Communication Manager,	A Meetings, Accreditation & Assistance Manager, A Ceremonies, Protocol & Security Manager, A Medical & Control Manager, A Marketing & Promotion Manager, A TV Manager.
--	--

28. CONTACT LIST



[Art. 62.](#)



The contact list in your Federation area in [the CEV database](#) is vital for a proper communication with the CEV office, CEV officials and other participants. It is also important for the selection of your Team officials as well as fulfilment of your obligations in regard to Match Technology for example.

For more information about the Federation area, please refer to Chapter 23.

When you create a user account for an individual, the latter will be active only after confirming it on the email received from the CEV database and changing the password of the user.



Start by completing / updating the contacts details of your National Federation: "Addresses" and "Contacts" sections.

Continue by adding / changing the people in the following sections using the buttons "Insert" or "Edit":

Section	Remarks
Administration Department	For the individual in charge of completing CEV forms and the NF area.
CEV Service Operator Management	For the E-scorer, CEV Statistician and individuals in charge of Videosharing.
Media Management	For the Local Media officer and the Local photographer.
Organisation Management	For members of the Organising Committee.
NF Office	For individual belonging to the Club Secretariat
National Team Management	For Team delegation members.
Officials	-

To create a user account for those working with E-scoresheet, Data Volley and Photo Gallery Management, click on the button "Edit". Then go under the section "Account Roles Information". Insert the email address and click on "Create".

29. OTHER WORKFORCE



[Art. 62, 65 to 71.](#)

29.1 Local photographer



One of the duties is to make the official team picture on each team's first competition day, preferably during the Official Match Protocol immediately prior to the start of the warming up at the net. When this is required the official match protocol should be adjusted accordingly.

The photographers shall be instructed by the Media and communications responsible to take pictures during the game, showing:

- | | |
|--|---|
| a. The most exciting rallies, | d. Entertainment activities whenever organised, |
| b. The involvement of the spectators, | e. Behind the scenes actions. |
| c. Nice shots of sponsor brand visibility, | |



Suitable photographer locations - for accredited media - should be spread around the Competition hall, including around the Playing area. These should be clearly marked and not accessible to the spectators.

Chapter 6 - Transportation

30. VISAS



[Art. 75](#) and [129.5](#).



The delivery of a visa may be sometimes challenging due to time constraints or other factors. You have an important role to play.

The procedure is as follows:

- a. The concerned person (National Federation, Club, CEV Official or referee) shall provide the Organiser with an invitation request either:
No later than 30 days before the start of the relevant match, or
Within 24 hours after qualification to the next level of the CEV competition of the Participants, in case the Competition calendar prevents the fulfilment of the first deadline.
- b. The Organiser shall provide, within 24 hours after the reception of the invitation request, the concerned person and the relevant embassy of its country with an official invitation.

When the National Federation sends an invitation request, it includes the list of Team delegation members and their passport numbers.

Be pro-active and respect strictly the procedure.

31. LOCAL TRANSPORTATION



[Art. 72](#) and [74](#).



When a Team delegation uses a different venue from the one specified, the Organiser is still required to bear the costs for the local transportation from this venue, when the latter is within 30 kms of the Host city.

When CEV and/or Match officials arrive within 30 minutes of each other, you are entitled to transport them altogether.



Make sure to inform the relevant officials about the possible wait at the arrival and departure venue if they have to wait for another official before being transported.



Keep regular contact through informal channel in order to assist in case of an issue.

Chapter 7 - Accommodation

32. HOTEL



[Art. 76](#), [77](#) and [129.4](#).



CEV Officials and Referees may be accommodated together with the Team delegations. It is not prohibited.

33. ROOMS PER TEAM DELEGATIONS



Art [77.3](#) and [129.6](#).



Extra -Team officials costs are paid by the Participants. Not by the Organiser.



The number and kind of rooms provided to Players and Team Officials is as follows:

- a. For 18 persons (Age Group Volleyball European Championships):
7 twin bedded rooms,
4 single rooms.
- b. For 20 persons (Volleyball European Championship – Other phases and European Leagues):
8 twin bedded rooms,
4 single rooms.



Whatever the number of persons, a minimum of 3 single rooms are always booked.

Chapter 8 - Visiting Team delegation



Art. [72](#), [74](#), [75](#), [76](#), [77.3](#), [78](#), [99](#), [100](#) and [110.3](#).

34. OBSERVER



[Art. 21.8](#) and [99](#).



The position of the working place of the observer shall be - whenever possible due to the dimensions and structural preconditions of the Competition hall - according to the respective FIVB/CEV layouts for Competition halls and the Competition area.

35. TICKETS



[Art. 100](#).



The Organiser must provide hostesses to meet and greet the visiting VIPs.



A dedicated section of seating should be provided for visiting VIPs. This should be along the side of the Competition area behind the team benches. This area can also be used for local authorities, CEV Supervisor, visiting NF President's, sponsors, guests of the Organiser and other VIPs.

36. VISA



Please refer to point 30.

37. COMMUNICATION



A direct communication between the Organiser and the visiting team is the key to a smooth running of your event.



Organise weekly phone calls to collaborate. As soon as an issue arises, contact the other party immediately.

Chapter 9 - Your Team

38. CEV MEDICAL INSURANCE



Art. [51](#).



In case of an admission to a hospital or emergency treatment, IMSSA shall be notified immediately. The following information regarding the insured individual shall be provided on the phone:

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

Chapter 10 - Officials

39. PER DIEM



Art. [54](#), [129.2](#) and [8.2 of the CEV General Regulations](#).



The per diem may be paid either by bank transfer or by cash.

40. LINE JUDGES AND SCORER

40.1 Training



Art. [62](#).



In order to be well trained, a full set of guidelines is available [here](#).

40.2 Clothing




Art. [63](#) and [107.4](#).



Line judges and the Scorer should be dressed preferably in their National Federation uniform.

Chapter 11 - Match Technology

41. EQUIPMENT

-  The following items are required:

Equipment	Quantity	Description
E-scoresheet		
All requirements are mentioned in the CEV E-scoresheet user guidelines .		
CEV statistics / DataVolley		
Laptop	1	-
USB stick	1	-
Laser or inkjet printer	1	-
ES Referee & Bench application		
All requirements are mentioned in the CEV E-scoresheet app user guidelines .		
Video sharing		
Digital camera	1	-
Wireless headset communication system		
Wireless headset	4	2 are permanently open for communication (1 st and 2 nd referees). 2 operate on a "push to talk" button (E-scorer and Challenge referee / Reserve referee when no Challenge referee.
Challenge system		
All requirements are mentioned in the CEV Challenge System Regulations .		

42. E-SCORESHEET



[Art. 94.](#)



All relevant instructions about how to use the E-scoresheet software are mentioned [here](#).

The equipment is installed at the CEV official table mentioned in point 23.

When there is an issue during the upload, the Organiser shall send the CEV 12 form [by email](#), within 1 hour after the end of the match.

43. ES REFEREE APPLICATION AND ES BENCH APPLICATION



[Art. 94.](#)



These applications are to be used on portable tablet devices by the team benches to deliver their starting line ups for each set and then request any timeouts, substitutions and challenges. The Referees are also provided with a tablet so that they can see a duplicate display from the e-Scoresheet.



All relevant instructions about how to use the ES Referee and ES Bench applications are mentioned in the [CEV E-scoresheet app user guidelines](#).

44. VIDEO SHARING



[Art. 94.](#)



The captured footage should be recorded by a high quality video camera and there should also be a back-up camera capturing the footage in case it is required.

45. DATA VOLLEY



[Art. 94.](#)



Data Volley is the CEV Statistics software.

As a reminder, the CEV Supervisor is expected to approve the statistics only at the end of the match. During the match, the CEV statistician uploads them without the need to get approval of the CEV Supervisor.



The equipment is installed at the CEV statistics table mentioned in point 23.

All relevant instructions about how to use the Data Volley software are mentioned [here](#) and [here](#).

46. GIANT VIDEO SCREENS



[Art. 94.](#)



Giant video screens are needed for spectator entertainment and engagement as well as displaying the results of the Challenge System. You can use the Volleyboard software or equivalent to connect with the statistics of the match.

47. CHALLENGE SYSTEM



[Art. 94.](#)



The list of providers which fulfilled the CEV requirements are:

- a. DataProject
Mr. Emilio SPIRITO - Chief Executive Officer
Sede di Bologna, Via dell'Elettricista, 10, I - 40138 - Bologna, Italy
Tel: +39 051 30 70 60
info@datapproject.com
www.dataproject.com
- b. TDS International S.A
Mr. Wojciech ANDRZEJKIEWICZ
Sarmacka 13/92 Street, PL – 02-972 Warsaw, Poland
Tel: + +48 601 366 884
wandrzej@tdsinternational.eu
www.tdsinternational.eu
- c. Hawk-Eye Innovations
Sony Europe Limited, Mr. James BARTON – Volleyball & Badmington Operations Manager
Jays Close, Viabes, Basingstoke, RG22 4SB, United Kingdom
Tel: +44 1256 82 20 80
Mob: +44 7854 57 72 59
Skype: jamesbarton1993
james.barton@hawkeyeinnovations.com
www.hawkeyeinnovations.co.uk



The equipment is installed at the Challenge System table mentioned in point 23.

All relevant requirements for the use of a Challenge system are mentioned [here](#).

48. WIRELESS HEADSET COMMUNICATION SYSTEM



[Art. 94.](#)



The list of homologated systems / providers is as follows:

- a. Vokkero
Reftools gmbh
Bubikonerstrasse 45a, 8635 Dürnten, Switzerland
+41 (0)55 250 53 22
www.reftools.ch
- b. Axiwi
Axitour B.V.
Lübeck 5, 2993 LK Barendrecht, The Netherlands
+31 (0)180 - 691 400
info@axitour.eu
www.axitour.com



The technical requirements of a wireless headset communication system are as follows:

- a. Shall function with transceivers on a secure radio frequency, using a different radio frequency from any other radio users on site;
- b. Shall be accompanied by a working charging system and a base station or configurator;
- c. Shall be comfortable to wear with an unobstructive earpiece and microphone, with all wires discreetly hidden inside the user's uniform;
- d. The "push to talk" button shall have easy access and be simple to operate;
- e. Each headset shall be able to filter the noise digitally at varying levels allowing the user to filter external noise to their own requirement. Reducing the noise of spectators, the speaker and music and each other's whistles.

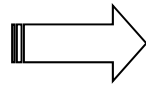
The system shall be fully tested for at least ten minutes before being used for the first time during a match, and before the start of the official match protocol.



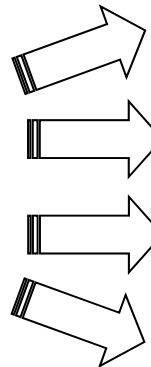
During the match there will be a much higher level of noise so make sure that the system is set up correctly and uses the appropriate filter.

Chapter 12 - Media

49. PICTURES



CEV Website



Newspapers



Social Media



Websites/Blogs



Graphics



[Art. 116.](#)



A picture is worth a thousand words. Variety is the key to creating a good album to summarise a match.

The provision of photographs live during the match and immediately after the match is crucial. The Local photographer accesses the CEV Photo Gallery Management System for this purpose (<https://cevphotogallery.cev.lu>). Contact us for your login details.



You shall not put any kind of watermark on the pictures.

The following photos are required for each match:

- Team arrival at the Competition venue,
- Behind-the-scenes (changing rooms, player hotel etc.),
- Warm-up (on and off court),
- Any special events, ceremonies involving VIPs, former players, etc.,
- Official Team photo in front of the net,
- Attacking action shots of both teams (serving, spiking, setting etc.),
- Defensive action shots of both teams (service reception, blocking, diving, defending etc.),
- Individual player celebrations of (main) players,
- Team celebrations (both teams),
- Coaches at work and/or celebrating,
- Crowd supporting and cheering



Controversial moments (arguments, cards given by referees). Avoid empty stands.

Focus on the emotions of the people, especially players, spectators and coaches.

Think about properly positioning your fans around the Playing court (point 71).

50. VIDEOS



Before producing any videos with footage of your match, make sure that you are entitled to do so by contacting the CEV office.

Interviews, "behind the scenes" footage are great content and bring an added value to the promotion of your organisation.

51. SOCIAL MEDIA



Art. 123.



The CEV operates on five social media platforms, namely:

- Facebook (www.facebook.com/CEVolleyball),
- Twitter (www.twitter.com/CEVolleyball),
- YouTube (www.youtube.com/CEVolleyball),
- Instagram (www.instagram.com/CEVolleyball)
- LinkedIn (www.linkedin.com/company/cevolleyball).



Instagram (www.instagram.com/CEVolleyball). You shall use the following official hashtags:

- Volleyball: #Volleyball
- European Volleyball Gala: #VolleyGala
- CEV UXX Volleyball European Championship: #EuroVolleyUXXW or #EuroVolleyUXXM
- CEV Volleyball European Championship: #EuroVolleyW or #EuroVolleyM
- CEV Volleyball Golden and Silver European Leagues: #EuroLeagueM or #EuroLeagueW
- CEV Olympic qualification: those of the relevant Olympic Games



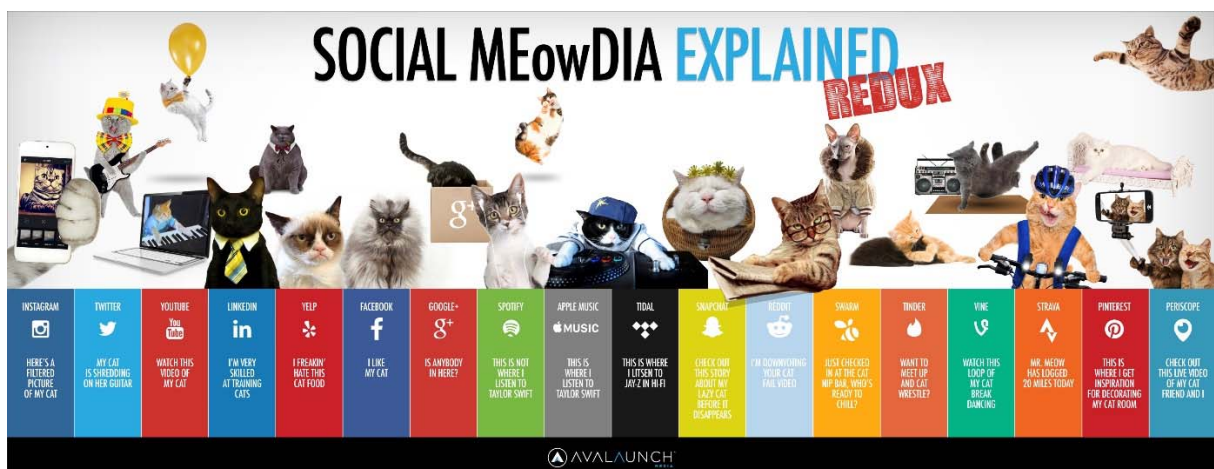
Post live behind the scenes videos and photos throughout accompanying a live match commentary focusing on the highlights of the game for fans to follow on-line, especially on Twitter.

Tag Players so that we can increase their profiles.

‘Retweet’ or ‘Share’ any of our posts, which you enjoy and believe will be of interest to your fans or followers.

Ensure that your National Federation's and players' social media contact details are inserted and correct in the 02 form (Organisation Chart) and 04 form (Registration of Players), if and when available.

Develop more visual ways of communicating by using imagery, videos and graphical design work to promote the competition / matches, announce scores, recognise special achievements, etc. It is relatively easy to use the poster template provided for a digital graphic. Regarding videos, as long as you do not release any match footage you can do as you wish to provide insight into the event.



52. I-ZONE



[Art. 61.6.](#)



The i-Zone is a space for Teams to interact with the media in a more relaxed and informal way. It provides the media with the best possible chance of generating interesting and engaging content.



The Organiser shall provide knowledgeable & trained volunteers.

The Organiser shall brand the i-Zone accordingly. As well as conducting verbal interviews, the i-Zone is also an area where media can take pictures or conduct video interviews.



Location should be close to the Playing court and the Team's Changing rooms. It works best when the Teams have to regularly pass through the i-Zone as they

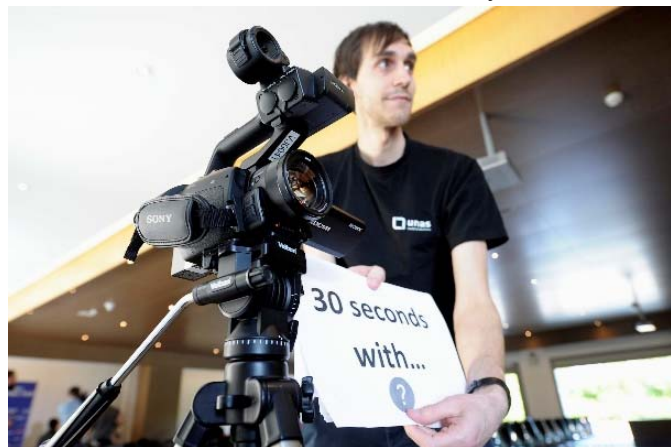
move around the Competition venue.

Set-up should be completed 1 day prior to the first match and the i-Zone should be fully functional from the first training session.

The area should offer a relaxed and cosy environment (i.e. a lounge). Multiple designated areas should be provided with comfortable seats and small tables inviting interaction.

Teams should also be provided with refreshments when meeting members of the media.

An adequate lighting for media will provide a top quality footage. A perfect image of your organisation.



53. TELEVISION



[Art. 112.](#)



The Organiser shall liaise with the CEV Media agency in order to set-up all TV-related matters before, during and after the CEV competition. This includes the TV schedule, the satellite details, the camera plan, venue set up and graphics production.

The cameras remain out of the Playing area before and during a match with the sole exception of time-outs and intervals.

The fixed cameras always face the main tribune. They should provide a main view of the match and the Advertising spaces

54. LIGHTING DURING INTERVIEW



A proper lighting during interview of players or others is important. Under exposed videos are not appealing at all.

55. MEDIA KIT



[Art. 37.5.4](#) and [117](#).



A Media kit is composed of information concerning the following items:

- a. National Federations and their Team delegations,
- b. CEV officials and referees,
- c. Daily match schedule and its broadcast,
- d. Previous results and current ranking in the CEV competition,
- e. Any other relevant information or document.

56. MEDIA ON SITE



[Art. 121](#).



Information provided to media on site are teams composition, results, Daily match schedule, statistics, news, quotes from Media conferences and any other relevant information concerning a level of the CEV competition.

57. WEBSITE



[Art. 122](#).



When a website is requested by the CEV, the following information are displayed in the language of the Host country and in English on the website:

- a. News and updates on the CEV competition,
- b. Presentation of the Participants,
- c. Match calendar and Daily match schedule,
- d. Information on the Host city and the Competition venue,
- e. Useful information for fans and media,
- f. Information on how to find and buy tickets,
- g. Media area, including accreditation form,
- h. Link to the CEV website,
- i. Link to the relevant social and digital media pages,
- j. Logos of all CEV commercial partners,
- k. Logos of all local sponsors and partners.

Chapter 13 - Marketing

58. EXCLUDED CATEGORIES



[Art. 103.](#)



Products, goods, services or brands related to tobacco, pornography, alcohol (spirits) and weapons are excluded categories for rights granted by the CEV to the Organiser.

59. LAYOUTS



[Art. 105](#) and [113.4.](#)



All marketing and CEV / CEV competition identification markers are published in the “download area” of the [CEV FTP Server](#). For more information about the latter, please refer to Chapter 24.



You shall upload all layout approval requests in the “upload area”.

In order to access the [CEV FTP Server](#) for marketing, graphics and branding materials please use the following login details:

- a. Username: CEV_marketing
- b. Password: 4marketing2010

60. PROMOTION



[Art. 111.3](#), [120](#) and [123.](#)



Promotion refers to promotional messages and related media used to communicate with the fans and enhance your match / participation to the CEV competition. Promotion for the CEV and the competition is also beneficial for you. Use this opportunity to create content also for your own promotion.

A promotional plan is part of your Marketing strategy and covers all kinds of communication channels: Public Relations, event, digital media (website, blogs, social media, etc.), print, radio, television, direct mail, etc. For promotion through social media, please refer to point 50.



Any print and digital materials shall be produced in English and local native language.

A promotional plan, in English, includes at least the following elements:

- a. Goals to be reached as per your Marketing plan,
- b. Key message(s),
- c. Channels to be used,
- d. Timeline of activities / actions,
- e. Content and targets of each activity / action,
- f. Samples of materials of each activity / action,
- g. Partners / collaborators / Subcontractors,
- h. Budget (overall and per activity / action),
- i. Measures of success.



Carefully pick the most appropriate dates for your campaigns. Not the day of a major event for example.

Evaluate your past campaigns and test other periods, channels or content to see what works best.

61. COURTSIDE BOARD (BANNERS)



Banners are needed for the delimitation, as well as the visual presentation, of the Playing area.

- Produce banners with a non-shiny fabric and with the following dimension: 3 metres long x 1 metre height. The fabric shall be safe for the players.

Advertisement shall only be displayed on the side facing the Playing area. Not the one facing the spectators. At the sole exception of the two banners numbered 23/24 and 25/26.

- There should be from 50 centimetres to 1 metre gaps for all Ball Retrievers and provisions must be made for entry and exit from the Playing area for Teams and Match officials.

62. DYNAMIC ADVERTISEMENT SYSTEM - LED SYSTEM

- Art. [59.6.6](#), [81](#) and [107.6.2](#).

- The minimum requirements of the LED system are as follows:

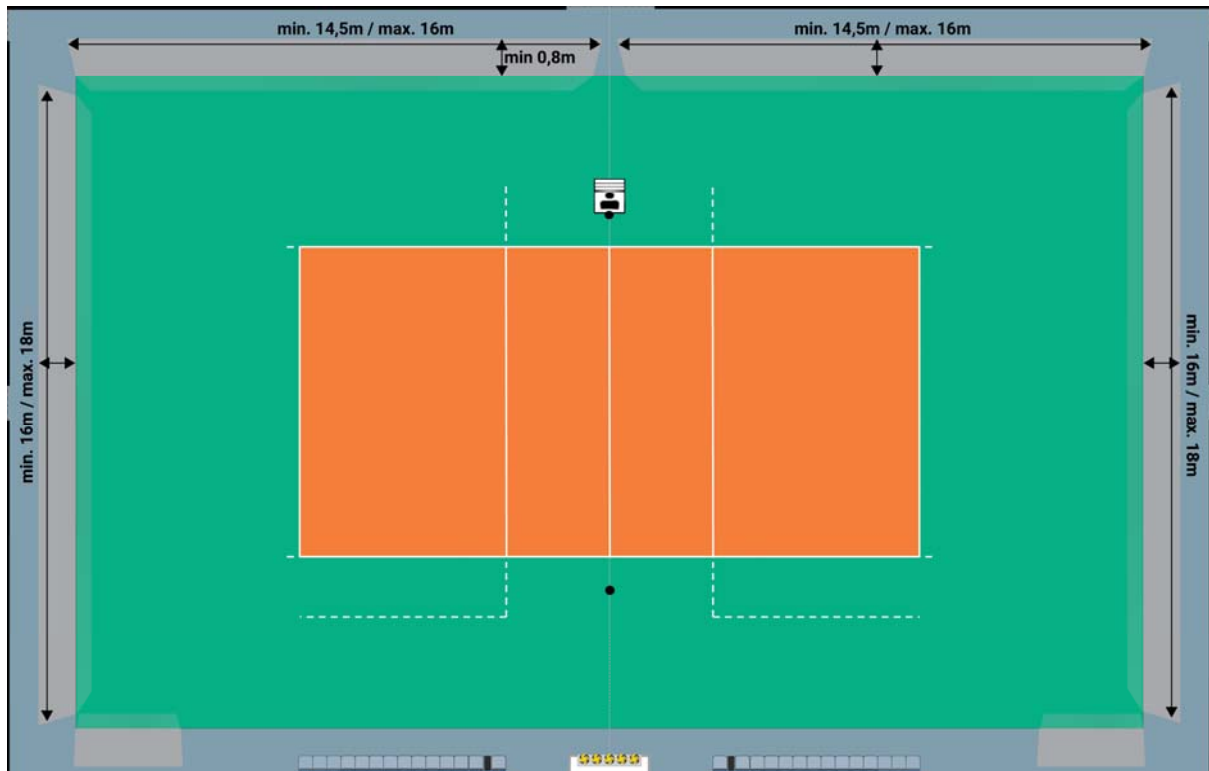
Modules & Technical Parameters overview

Parameters:	Minimal	Recommended
LED system type (pixel compositions)	SMD 3in1 (1R-1G-1B)	
Typical using	Indoor	
Optimal view distance (approx.)	12 – 40 m	9 - 32 m
Pitch	12 mm	10 mm
Density	min 6944 dots/m ²	min 10000 dots /m ²
Resolution	HD	HD
Cabinet composing	<ul style="list-style-type: none"> All cabinets must have lockable structure The system has to be supported by flexible and soft plastic protection layer to avoid impact 	
Total cabinet dimension Typical standard cabinet size: 96x96cm, 160x90cm (with height ≥ 800 mm)	Height: ≥ 800 mm Total cabinet width: Front: ≥ 14,5 m and ≤ 16 m.; Side ≥ 16 m and ≤ 18 m Suitable for indoor volleyball matches with a gap behind referee chair (The exact dimension of 1 cabinet and total cabinet dimension has to be specified by request)	
Angel view	min 140° horizontal x min 140° vertical	
Refresh Rate	≥ 400Hz	
Frame frequency	≥ 60 Hz	
Brightness	≥ 7000cd/m ²	≥ 1300cd/m ²

System

System operating platform: Computer Control, - Win XP, Win Vista, Win 7 (8), IOS,
 Control Mode: Brightness, Contrast, Saturation, Vivid Colours
 Colour calibration possibility
 Input Signal: video format standards (DVD, VCD, VCR, TV Camera, mov, mp4, avi etc.)
 Support system and safety provision

The dimensions of the LED system are as follows:



63. FLOOR STICKERS



The dimensions of the floor stickers are 3.40 metres by 1 metre. The fabric shall not be shiny.

Chapter 14 - Meetings

64. GENERAL ORGANISATION MEETING



[Art. 79](#) and [80](#).



The following items are reviewed during the meeting:

Introduction	Information about the Competition venue	Time schedule	General items
<ul style="list-style-type: none"> • Welcome by the Organiser, • Presentation of the Organising Committee and National Federation representative (if present), • Welcome by the CEV Supervisor, • Presentation of all other appointed CEV officials. 	<ul style="list-style-type: none"> • Presentation of the hotel, • Local transportation for Team delegation, Referees and CEV officials, • Presentation of the ID cards of the Competition and Training halls. 	<ul style="list-style-type: none"> • Daily program and training schedule - based on arrival times of the Team delegations, schedule of Preliminary Inquiry. • Inspection visits timings of the Competition halls, training halls and hotels. • Preliminary Inquiries schedule with the teams. 	<ul style="list-style-type: none"> • Extra costs: extra persons, telephone, extra drinks, • Media actions, • Interpreter and guides for team delegations, • Official bulletins and statistics, • Official Match Protocol ceremony, • CEV Challenge System (if used), • Match Officials and National Technical Officials, • Accommodation • Transportation

65. INSPECTIONS



[Art. 17.3.3](#), [79](#) and [81](#).



"Under match conditions" means that all necessary equipment required for the match is installed and ready to be used.

66. SITE VISIT



[Art. 17.3.2](#).



A site visit may concern all or part of the following elements:

- Competition halls,
- Training halls,
- Hotels,
- Transport,
- Medical,
- Media and Marketing,
- Sport equipment,
- General organisation.



At least the following items are submitted:

- a. A lay-out of the Competition hall and Training hall,
- b. The Competition hall under match conditions,
- c. The accreditation plan,
- d. The security measures and means.

Chapter 15 - Accreditation



[Art. 88.](#)



The Competition area should be "locked down" 30 minutes before the first serve of the match.

67. CATEGORIES AND AREAS



Each person accredited must fall into one of the below listed roles:

- | | | |
|-------------------|-------------|-------------------|
| a. PLAYER | e. NATIONAL | g. MEDIA |
| b. TEAM OFFICIAL | TECHNICAL | h. TV BROADCASTER |
| c. CEV OFFICIAL | OFFICIAL | i. ORGANISER |
| d. MATCH OFFICIAL | f. VIP | |

The list of areas is as follows:

1	All Areas
2	Competition Control Area
3	Competition Backstage Area (to include warm-up courts, changing rooms and team medical room)
4	Media Area
5	Mixed Zone Area
6	Doping Control Area
7	Broadcast Area
8	VIP Area

The access per category is as follows:

Role	Category	Access
CEV Supervisor / Jury members	CEV OFFICIAL	1
CEV Referee Delegate	CEV OFFICIAL	2, 3, 4, 5, 7, 8
CEV Medical Delegate	CEV OFFICIAL	1
CEV Media Delegate	CEV OFFICIAL	2, 3, 4, 5, 7, 8
CEV Photographers	CEV OFFICIAL	2, 3, 4, 5, 7, 8
Other appointed CEV Officials	CEV OFFICIAL	2, 3, 4, 5, 7, 8
Players	PLAYER	2, 3, 4, 5, 6, (8)
Team Manager	TEAM OFFICIAL	2, 3, 4, 5, 6, 8
Coach	TEAM OFFICIAL	2, 3, 4, 5, 6, (8)
Assistant Coach	TEAM OFFICIAL	2, 3, 4, 5, (8)
Doctor	TEAM OFFICIAL	2, 3, 4, 5, 6, (8)
Therapist	TEAM OFFICIAL	2, 3, 4, 5, 6, (8)
Extra persons	TEAM OFFICIAL	2, 3, 4, 5, (8)
1 st Referee	MATCH OFFICIAL	2, 3, 8
2 nd Referee	MATCH OFFICIAL	2, 3, 8

Reserve referee	MATCH OFFICIAL	2, 3, 8
Scorers & Assistant scorers	NATIONAL TECHNICAL OFFICIAL	2, 3
Line judges	NATIONAL TECHNICAL OFFICIAL	2, 3
Retrievers & Moppers	NATIONAL TECHNICAL OFFICIAL	2, 3
Official Statistician	NATIONAL TECHNICAL OFFICIAL	2, 3
VVIP	VIP	1
VIP	VIP	8
Accredited journalists	MEDIA	4
Selected persons	MEDIA	4, 5
Photographers	MEDIA	4, 5
Camera crew court side	TV BROADCASTER	2, 5, 7
Camera crew outside court side	TV BROADCASTER	5, 7
.....	TV BROADCASTER	2, 5, 7
Organising Committee	ORGANISER	1
Medical staff	ORGANISER	1
Technical Court staff	ORGANISER	Organiser's decision
Team and Official Guides	ORGANISER	Organiser's decision
Administrative Staff	ORGANISER	Organiser's decision

68. TYPES AND USE



There are two different types of accreditation identification used in CEV competitions: accreditation cards and accreditation badges.

Accreditation cards and badges are used as follows:

CEV Competition	Required Accreditation Type
CEV Volleyball European Championships	Accreditation Cards
CEV Age Group Volleyball European Championships	
Final phase	Accreditation Cards
Other phases	Accreditation Badges
CEV Volleyball Golden and Silver European Leagues	Accreditation Badges

69. LAYOUT AND CONTENT



There is no layout for the Accreditation badge. For downloading the layout of the Accreditation Card, please refer to point 58.

The accreditation card includes the following information on the front side:

- Category,
- CEV logo,
- National Federation logo of the Organiser,
- CEV competition logo,
- Permitted Zone Access (*see below*)
- For Player cards only:
 - Date of Birth
 - Team / Country
 - Nationality
 - Shirt Number
- For Team official cards only:
 - Date of Birth
 - Team / Country
 - Nationality

➤ Role

The accreditation badge includes the following information on the front side:

- | | |
|--|---------------------------------|
| a. Category, | d. CEV competition logo, |
| b. CEV logo, | e. A passport style photograph, |
| c. National Federation logo of the
Organiser, | f. Full name, |
| | g. Permitted Zone Access. |



The accreditation badge and card must be as follows:

- Size: 14 cm x 10 cm,
- Print: Colour,
- Finish: Laminated or in a plastic pouch,
- Design: When a template is not provided by the CEV, the layout must be approved by the CEV.

Chapter 16 - Security

70. PROTOCOL OF BREACH OF SECURITY

You shall have emergency plans – with necessary contact details - for possible scenarios such as fire, fights, non-authorised attempt to enter the Competition area, offensive attitude or behaviour. The CEV Supervisor shall be made aware.

Offensive attitude or behaviour is considered any comment, word, banner, harassment, intimidation, physical abuse, violence or any other attitude or behaviour, based on or related to nationality, religion, skin colour, race or gender.

You shall inform well in advance the local authorities and collaborate with them regarding all the necessary security measures to be taken.

When there is a growing threat during the match-from the spectators, organization staff or any other person present in the sports hall and not being under the jurisdiction of the 1st Referee, upon request from the CEV Supervisor or the jury member, the below course of actions is followed:

- a. CEV Supervisor/Jury member informs the 1st Referee (through the 2nd Referee) to suspend the match due to important security announcement which is to be done.
- b. After the 1st Referee suspends the match, the announcer appeal for calmness and asks that everyone returns their focus to the sporting action, spectators (or respective violator) to control their behaviour and to act in a manner that is more in keeping with spectating a Volleyball match.
- c. The Organiser positions more security staff/police around the area of spectators where there is a disturbance. In particular, between the violators involved and the Competition area.
- d. The security staff/police starts speaking in a calm manner to those individuals who appear to be causing the biggest problems, informing them that if they continue they will be asked to leave the Competition hall.
- e. The Organiser makes a 'low key' appeal in the respective area by either using an official person from the Team, or a significant person who may have significant influence over those causing the trouble.
- f. If the inappropriate behaviour continues, the Organiser, with the support of the security staff/police, removes those who have been warned, and are continuing to cause a problem, from the Competition hall. In case offensive banners are being showed, the Organiser, with the support of the security staff/police, invites the respective holders to deliver the banner/s, otherwise the holder/s of the offensive material is/are being removed from the sports hall.
- g. If inappropriate behaviour continues, CEV Supervisor informs the 1st Referee to suspend again the match and announcer warns that match will be stopped in case this last warning does not take effect.

If despite the above mentioned actions are undertaken the threat does not cease, CEV Supervisor shall continue with the following steps:

- h. Informs the 1st Referee to stop the match and to send the players and the other Team delegation members to their dressing rooms for a specific period.
- i. Once the crowd calms and the local relevant authorities and the CEV Supervisor feels it is safe to continue, restart the match.
- j. If a situation arises again, CEV Supervisor informs the 1st Referee to suspend the match, afterward the announcer warns violators that if they continue the sports hall will be emptied.

- k. If the warning does not take the desired effect, CEV Supervisor together with the Organizer and the local security authorities, empty the hall of all spectators and complete the match (with no spectators in the venue).
- l. If the threat still does not cease and it is not possible to empty the sports hall, the CEV Supervisor informs the 1st Referee to abandon the match. In this case the Organiser reads an announcement, informs the end of the match and asks the spectators to leave the sports hall in a calm manner.

Whichever of the above listed situations arises during a match and brings to its suspension, the CEV Supervisor is obliged to inform CEV immediately after the match is finished by sending a detailed report about the case to nationalteams@cev.eu.

Get informed about the visiting team's fans.

When there is any cause for concern prior to the match, the relevant paperwork (Risk Assessment and Implementation Plans) should be presented to the CEV Supervisor prior to the Preliminary Inquiry.

Collaborate closely with the CEV Supervisor.

Chapter 17 - Fans

71. POSITIONING



The imagery, that is captured during your match will be viewed all over the world, and will be available in a variety of places forever. A small amount of effort in this area can make a big difference to the way that your match and organisation is perceived around the world.



Carefully consider the positions of the spectators so videos and photographs look significantly better.



Fill first the closest 10 rows around the entire Playing court, and the entire tribune that is directly opposite the main television camera.

Fill your critical areas as follows:

- When you start to sell tickets, only make certain seats/areas available, or
- When fans start to enter the Competition hall, restrict some seats/areas.



VS



72. EXPERIENCE



[Art. 96](#) and [111](#).



The aims are to entertain from the spectators' arrival, provide an unique experience, ensure lasting memories, utilise audio/visual and interact on social media.

There are many things that can be done off the Playing court before the match, during time outs, end of sets, or after the match which can increase the enjoyment of those who attend.



You should provide the following:

- A memorable day,
- Value for money,
- Facilities (toilets, atm, etc.),
- Reasonably priced food and drink,
- A good view on the court,
- Reasonable temperature,
- Safe and secure venue,
- Information understandable,
- High level matches.

You could consider the following:



- A players 'Meet and Greet' area - for spectators to have photos with the players after the match.
- Speed Cages - where spectators can spike a ball towards a speed gun to see how fast they can make it go.
- Mini Courts - where spectators can play small sided games.
- Target practice - where spectators have to get a Volleyball into or onto a target to win a prize.
- Player Photo Boards - where spectators can stand next to life size cardboard cut outs.

73. PREMATCH ENTERTAINMENT



The CEV is open to Organisers who want to enhance the "show" before the start of the match.



Any changes to the Official Match Protocol shall be approved in advance. The Organiser shall provide full details of their plans to the CEV at the latest 2 weeks before their first match (e.g. a video of a rehearsal). After this, the Organiser can apply to adjust the protocol throughout a competition by seeking the approval of the CEV Supervisor.

Where being used, television must be fully consulted and not negatively impacted in any way by any changes. All Team delegations, CEV Supervisors and Referees must be fully informed before their arrival as well as reminded at the General Organisation meeting.

If lighting effects are used, the match lighting must be back at the required level at the latest 2 minutes before the first service.

If smoke of any kind is used, it must have fully dispersed well before the first service.

Whenever the team or starting player introductions are enhanced, the same presentation must be done for both Teams,

Whatever happens, the match must start at the agreed time.

Chapter 18 - Medical

74. DOPING



[Art. 44](#) and [47.3.2](#).



The necessary equipment for Testing is provided by the National Anti-Doping Organisation (NADO)



The Doping Control Station should be of a minimum of 40 m² and composed as follows:

- A waiting room of a minimum of 20 m²,
- A reception room of a minimum of 15 m²,
- A toilet with shower of a minimum of 5 m².

The Doping Control Station is equipped of the following:

- Sufficient CEV M-1 forms (brought by medical delegate) ,
- A fridge with lock with closed refreshments but without caffeinated drinks,
- Discs for drawing with the relevant numbers, 2 sets, 2 colours,
- Bags for the lots (2 colours).



Have a look to the following WADA documentation for a deeper and better understanding:

- [International Standard for Testing and Investigations](#) (in particular Parts 2 and 4),
- [Urine Sample Collection Guidelines](#),
- [Sample Collection Personnel Guidelines](#).

75. FIVB ANTI-DOPING EDUCATION PROGRAMME



[Art. 46.1](#)



The issued certificate is valid until the next update of the programme by the FIVB. Any certificate issued since 15 June 2015 are still valid.

76. MEDICAL ROOM / FIRST AID ROOM



[Art. 47.3.3](#) and [61.3](#).



The Medical room / First aid room shall have the following equipment:

- Stretcher,
- Wheelchair,
- Medical equipment for first aid treatment such as taping material,
- Defibrillator.

77. BREATH ANALYSIS PROCEDURE



[Art. 46.4.2](#).



The procedure is as follows:

- 45 minutes before the start of the match, the designated Match official shall be present in the Changing room of the Match officials. Such individual is instructed to not consume anything by mouth for 15 minutes prior to undertaking the breath analysis,
- The Local medical doctor ratifies the 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,
- The highest level of alcohol permitted is 0.1 pro mille (mg/L),

d. In case of a positive reaction, a second test is conducted after fifteen minutes.

The Organiser shall provide the required equipment for the beath analysis.

Chapter 19 - Training



[Art. 37.2](#), [47.3.3](#), [60](#), [61.3](#), [65](#), [72](#), [74](#), [78](#) and [101](#).



Please consider your obligations regarding the requirements of the Training hall, the availability of water, First aid, etc.



Organise the training sessions according to the Berger tables mentioned in article 80. Please find below an example:

IF only 1 training court is used		
<p><i>IF Day -1 is the team arrival day:</i></p> <p><i>This can be done following the order of the arrival of the teams.</i></p>		<p><i>IF Day -1 is not the team arrival day:</i></p> <p>1st Session: Team 3 2nd Session: Team 2 3rd Session: Team 4 4th Session: Team 1</p>
<p><u>Day 1</u></p> <p>1st Session: Team 3 2nd Session: Team 2 3rd Session: Team 4 4th Session: Team 1</p>	<p><u>Day 2</u></p> <p>1st Session: Team 2 2nd Session: Team 1 3rd Session: Team 3 4th Session: Team 4</p>	<p><u>Day 3 (and so on...)</u></p> <p>1st Session: Team 1 2nd Session: Team 3 3rd Session: Team 2 4th Session: Team 4</p>
IF 2 similar training courts are used		
<p><i>IF Day -1 is the team arrival day:</i></p> <p><i>This can be done following the order of the arrival of the teams.</i></p>		<p><i>IF Day -1 is not the team arrival day:</i></p> <p>1st Session: Team 3 2nd Session: Team 2 3rd Session: Team 4 4th Session: Team 1</p>
<p><u>Day 1</u></p> <p>1st Session: Team 3 & 2 2nd Session: Team 4 & 1</p>	<p><u>Day 2</u></p> <p>1st Session: Team 2 & 1 2nd Session: Team 3 & 4</p>	<p><u>Day 3 (and so on...)</u></p> <p>1st Session: Team 1 & 3 2nd Session: Team 2 & 4</p>

Chapter 20 - Ceremonies and Match protocol



For the ceremonies of the Finals, all information and instructions are mentioned in the [Awarding & Closing Ceremony Manual](#).

For the match protocol, all information and instructions are mentioned in the [CEV Official Match Protocol with National anthems](#).

78. DRAWING OF LOTS (DOL)



Art. [14.3](#), [93](#) and [95](#).



When you are required or you proposed to organise a DoL, the CEV will be at your sides to organise this event. The Jury President, the ESOC representative and the CEV office shall approve the staging and running of the DoL.

The DoL is composed of the following parts:

- a. Opening of the ceremony by the Master of Ceremony,
- b. Introduction of all CEV officials, authorities, special guests etc.,
- c. Communication of all important general information,
- d. Speeches (as required),
- e. Video presentation (minimum 3 minutes) and/or other cultural performance,
- f. Introduction of CEV official conducting the DoL,
- g. Communication of all important DoL information,
- h. DoL,
- i. Official confirmation of the results by the CEV Supervisor or Jury President,
- j. Media conference,
- k. Official Reception.

The brochure of the DoL is composed of the following items

- a. Messages from CEV President, NF President and local/national authorities.
- b. Brief history of Volleyball, the CEV and its main aims, the competition and results.
- c. Important points about the competition (competition system, Participants, etc.),
- d. List of the Participants and their ranking in the previous edition of the CEV competition,
- e. Programme and scripts of DoL,
- f. Special forms to be filled in during the DoL,
- g. Brief information about sponsors and TV involvement.



Propose the list of officials, special representatives and other persons attending the DoL.

Propose the official invitation (layout, content, etc.) and all other print and digital materials.

Proceed to one more more rehearsals.

Take pictures (free of rights) as follows:

- a. 10 high resolution pictures (minimum 300 dpi, JPG, JPEG,
- b. General view of the venue,
- c. DoL and results,
- d. Attendees.

Arrange distinct rooms for the CEV officials, media and meetings. All equipped accordingly. With Internet connection and laptops available.

Organise a Media conference after the DoL. The Media officer shall interview the attendees and send them then to the CEV Communications Department.

Communicate the results of the DoL to the CEV office.

Venue for the DoL shall be aesthetically suitable and large enough. It shall be equipped with the following:

Equipment	Quantity (minimum)	Description
CEV official table		
Table	1	At least 4-5 x 1 metres. With comfortable chairs
Microphones	3	-
Small CEV flags	2	-
Name plates	-	For each individual at the table
DoL table		
Table	1	-
Backdrop	1	At least 1.5 x 1 metre. With competition logos, title and date of the final phase. Located behind the table.
Projection		
Screen	1	-
Presentation on the screen	1	Visible by all. With all teams and flags.
Laptop	2	1 as backup.
Speaker's desk	1	With CEV logo.
Mobile wireless microphone	1	-
Speaker's desk		
Desk	1	With the CEV logo.
Microphone	2	1 mobile and wireless.
Others		
Cups / eggs	-	As required.
Lots	-	Big enough to fit the full name and flag.
Lighting	-	Sufficient enough for Media
Soundsystem	-	-
Flags	-	Those of the Participants and CEV.

Appoint the following workforce:

- | | |
|---|---|
| a. Hostesses to receive guests, | e. IT specialist, |
| b. Master of Ceremony (fluent in English), | f. Technicians for the lighting, sound system and projection, |
| c. Translators between the native language and English, | g. Photographer. |
| d. Media officer, | |



Propose the date and place of the DoL to the CEV. So it fits perfectly your agenda.

Use a Host city of the final phase of a CEV competition as the place of the DoL.

Liaise with the CEV Communication Dpt well in advance. For social media activation for example.

Propose to live stream the DoL. Pay attention then to the space required for the cameras.

Chapter 21 - Competition system

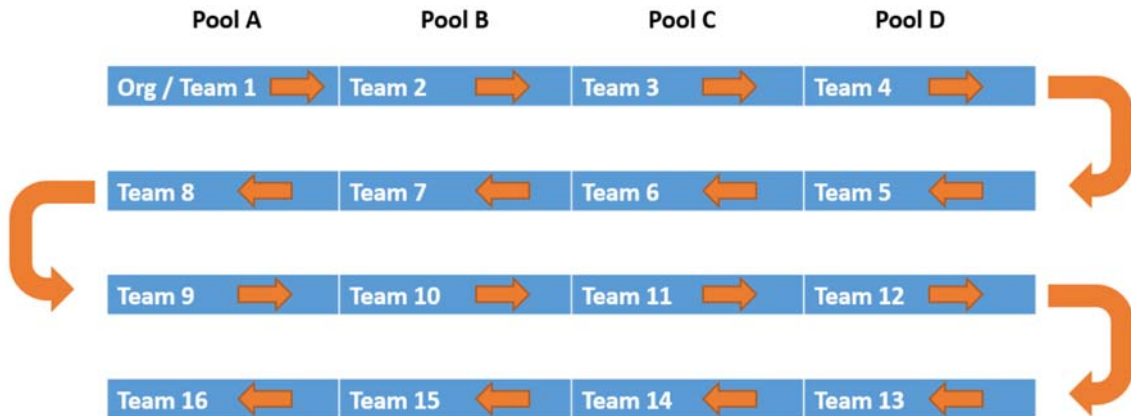
79. SERPENTINE SYSTEM



Art. [14.3](#).



The serpentine system is as follows:



80. BERGER TABLE



Art. [13.3](#).

The Match calendar and Daily match schedule are set in accordance with the following Berger tables. The order of the matches during the same day may be changed (e.g. Television)

For a pool of 3 teams:

Days	Match
Day 1	1 vs 2
Day 2	2 vs 3
Day 3	3 vs 1

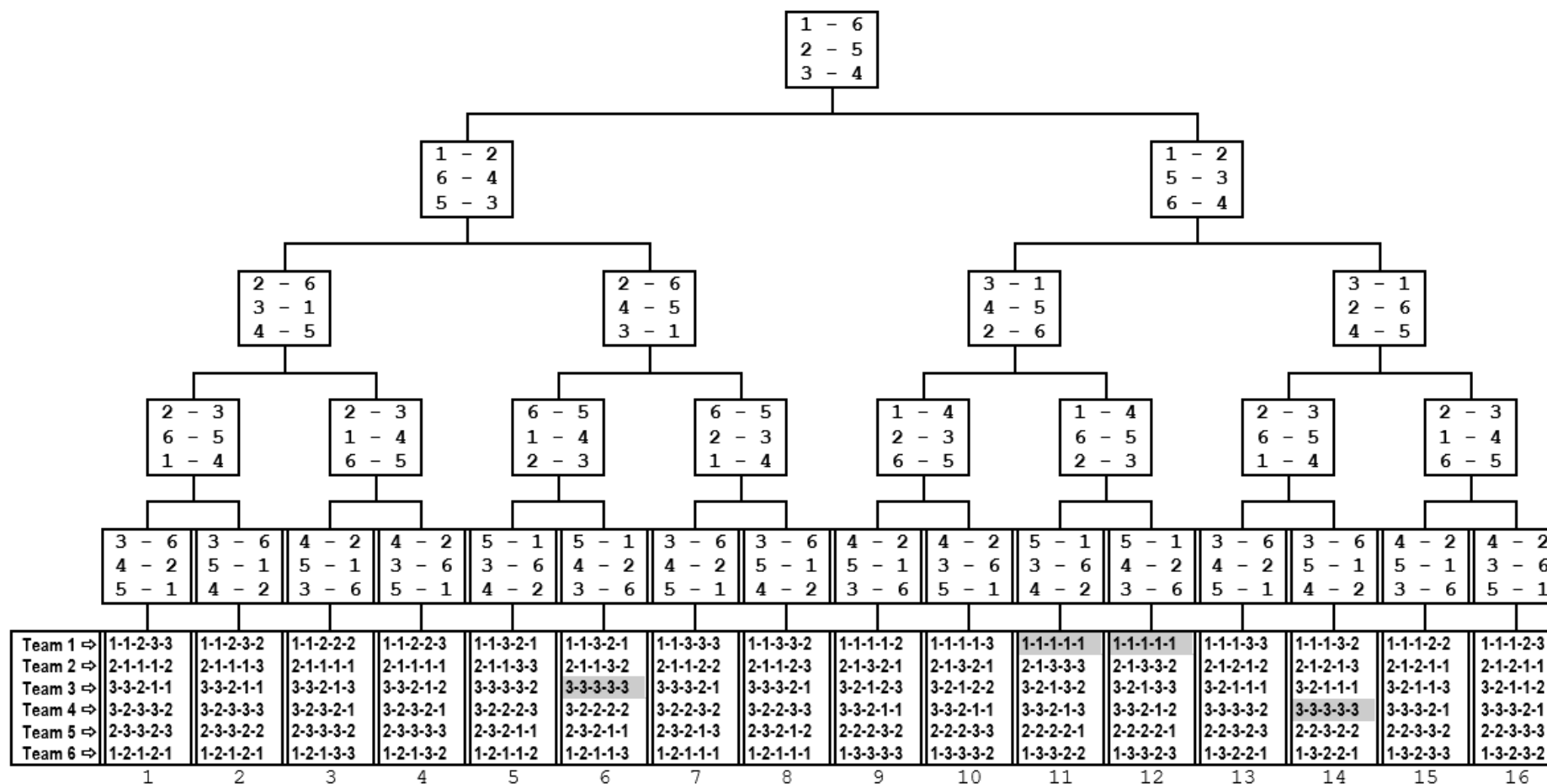
For a pool of 4 teams:

Days	Match 1	Match 2
Day 1	3 vs 2	4 vs 2
Day 2	2 vs 1	3 vs 4
Day 3	1 vs 3	2 vs 4

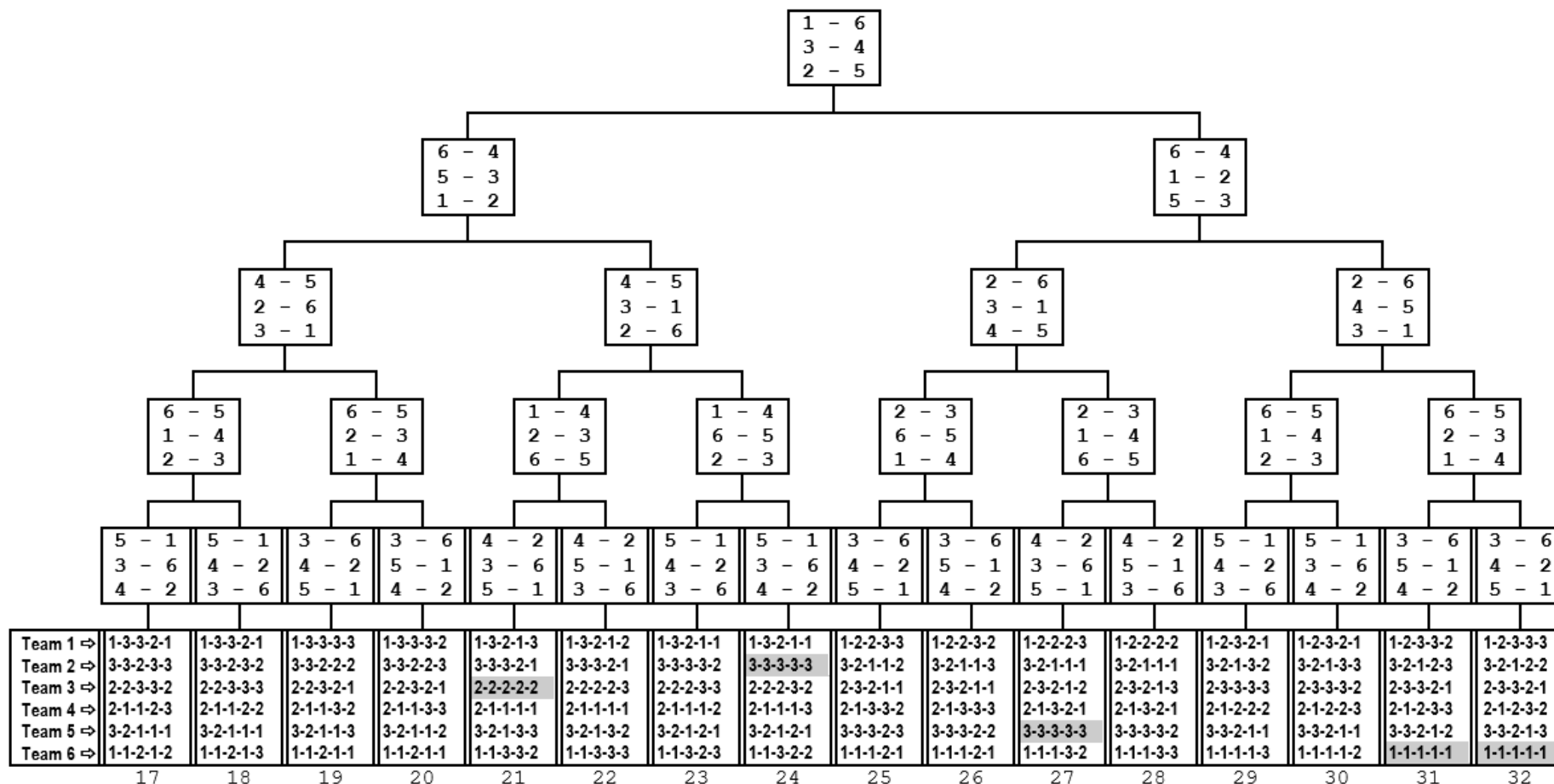
For two pools (M and W) held alongside:

Days	Match 1	Match 2	Match 3
Day 1	W1 vs W2	M1 vs M2	M4 vs M3
Day 2	W2 vs W3	W4 vs W1	M3 vs M1
Day 3	W3 vs W4	M2 vs M3	M4 vs M1
Day 4	W3 vs W1	W2 vs W4	M2 vs M4

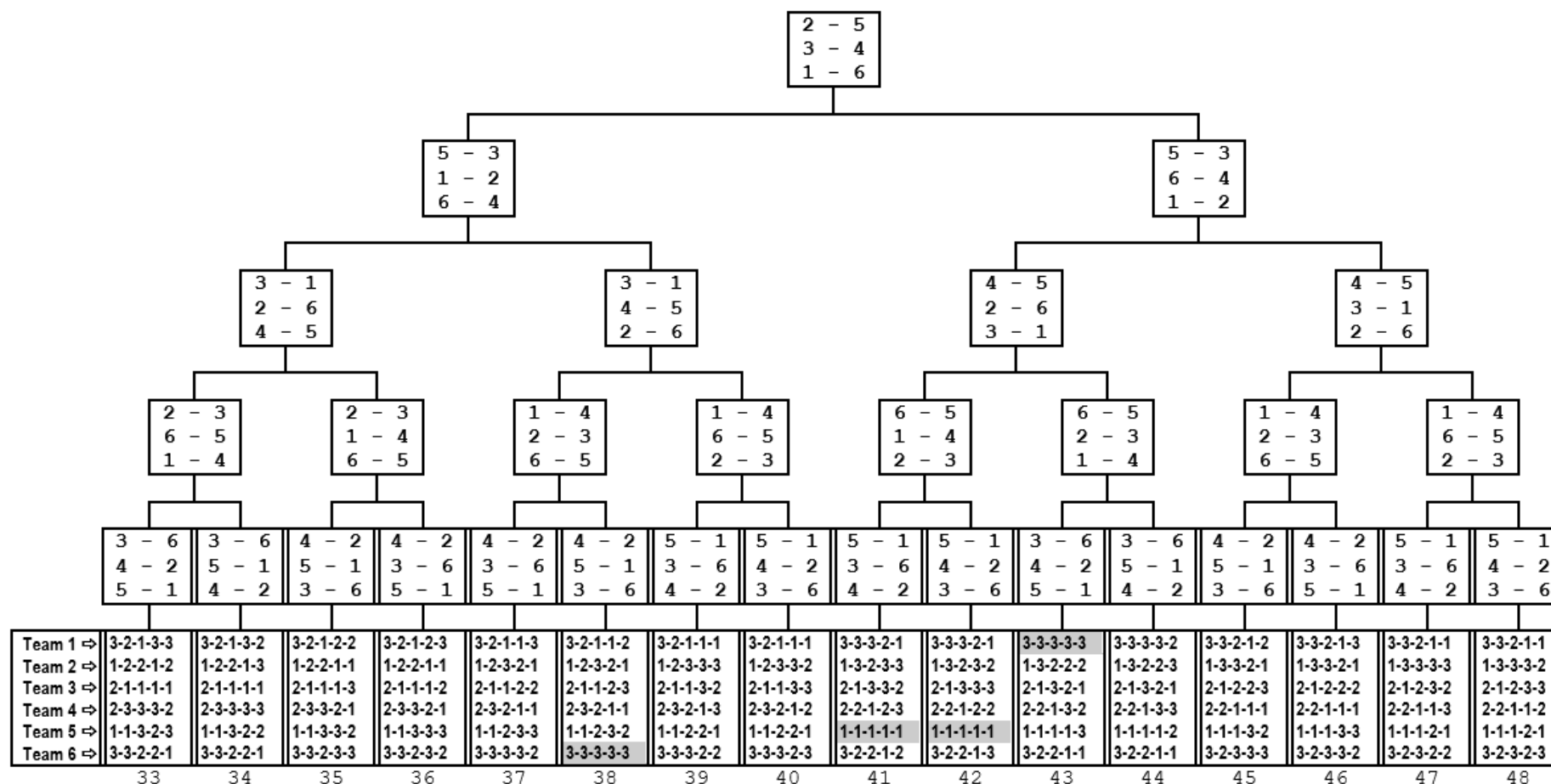
BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema I = 1 - 16)



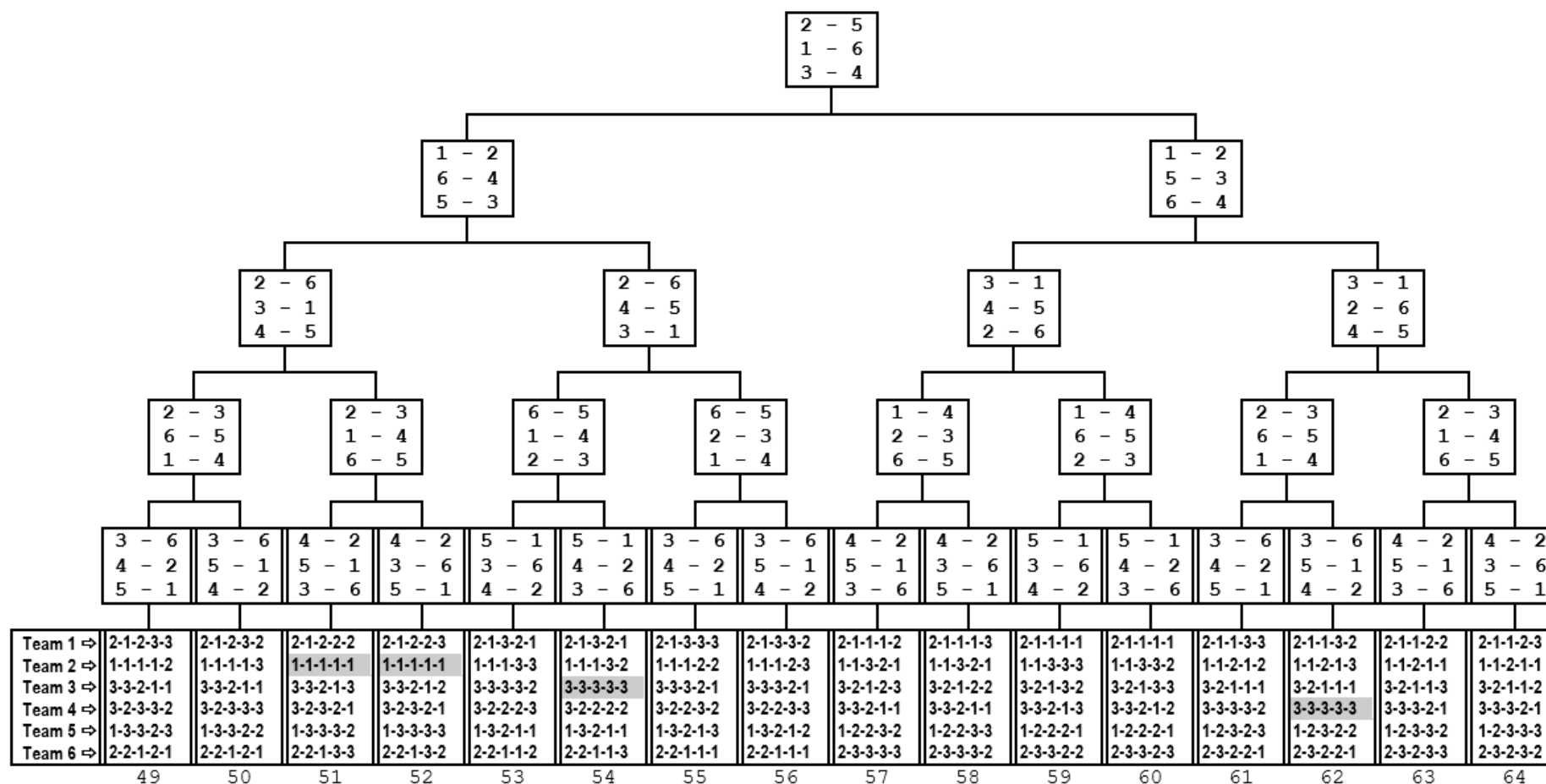
BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema II = 17-32)



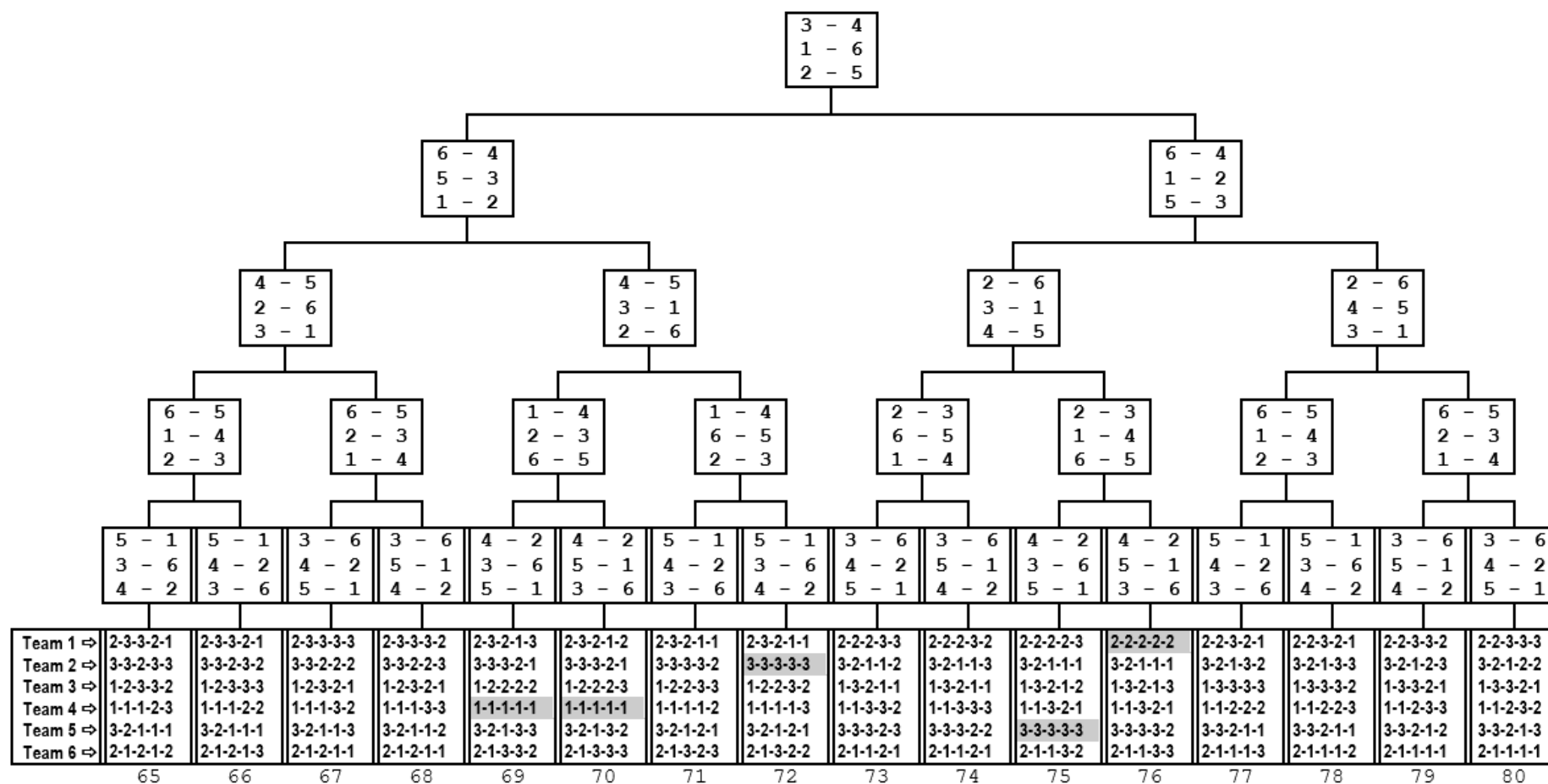
BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema III = 33-48)



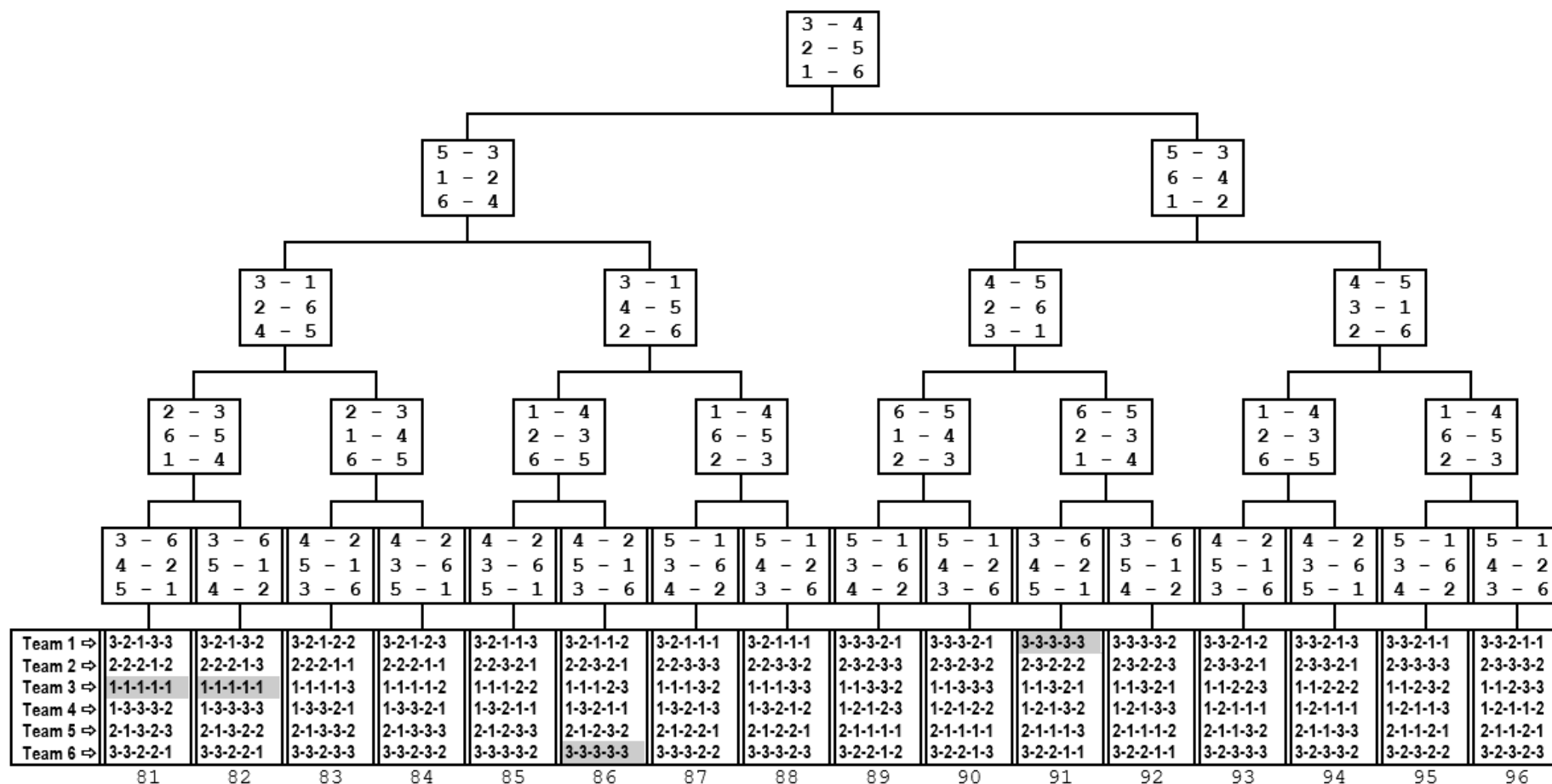
BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema IV = 49-64)



BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema V = 65-80)



BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema VI = 81-96)



CEV SUPPORT

Chapter 22 - Human resources

i Your main contact point at the CEV office is the Volleyball department and its Coordinator – Kristina NIEMINEN.

- Phone: +352 25 46 46 30
- Helpline: +352 621 25 34 44 (only during evenings and weekends)
- Skype: CEV Volleyball
- Email: nationalteams@cev.eu

For specific questions, you can contact the following persons:

Social media <ul style="list-style-type: none"> • Sarma REITERE • +352 25 46 46 47 • CEV Communication • communication@cev.eu 	Graphics & Branding <ul style="list-style-type: none"> • Petr ZIKA • +352 25 46 46 33 • CEV Volleyball • graphics@cev.eu 	Marketing & TV <ul style="list-style-type: none"> • Marion MEYERS • +352 25 46 46 43 • CEV Marketing • marketing@cev.eu
Communication <ul style="list-style-type: none"> • Federico FERRARO • +352 25 46 46 37 • CEV Communication • communication@cev.eu 	Legal <ul style="list-style-type: none"> • Xavier MANSAT • +352 25 46 46 49 • CEV Legal • legal@cev.eu 	Finance <ul style="list-style-type: none"> • Sylvie COLLIGNON • +352 25 46 46 26 • CEV Finance • finance@cev.eu
Transfers <ul style="list-style-type: none"> • Isabelle COLLOT • +352 25 46 46 41 • CEV Transfers • transfers@cev.eu 	Web <ul style="list-style-type: none"> • Alessandro SPIGNO • +352 25 46 46 67 • CEV Communication • web@cev.lu 	Referee <ul style="list-style-type: none"> • Francois WATTHEZ • +352 25 46 46 36 • CEV Referee • referee@cev.eu
Medical <ul style="list-style-type: none"> • Ricardo LEITE • +352 25 46 46 34 • CEV Medical • medical@cev.eu 	Competition hall <ul style="list-style-type: none"> • Krzysztof TUROWSKI • +352 25 46 46 39 • CEV Volleyball • nationalteams@cev.eu 	- <ul style="list-style-type: none"> • -

Chapter 23 - CEV database (<https://login.cev.eu>)

 The [CEV database](https://login.cev.eu) is the central tool where CEV competitions are coordinated. Each Participant has its own username and password.

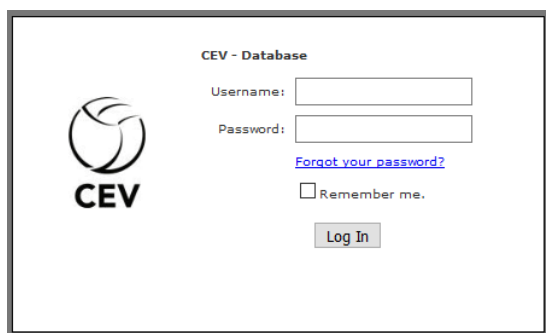
 You can also access the CEV database from the CEV website:




If you encounter an issue with the database, you can [contact the CEV office](#).

81. LOG IN

 Use the unique username and password provided separately by the CEV.



 Remember to change your password when using your account for the first time.

82. FUNCTIONALITIES

Federation Area		
Contact List Downloads YellowPages Team Info Form List Match List Tournaments Nominations		
Tab	Functionalities	Remarks
Contact list	Self management of your Federation's data. Such as contact details, workforce, logo.	Keep you data updated at all time. About how to create user accounts in your contact list, please refer to article 28.
Downloads	Access documentation made available by the CEV.	-
Yellow pages	Find information about a National Federation, Supervisor, Club or referee.	-
Team info	Insert / upload various data as well as access the information about your Team delegation.	About the upload of your Competition hall, please go to point 15. About the information concerning your Team delegation, it will appear

		once you filled in the CEV 04 form and the CEV approved it. For more about this form, please go to point 7.
Forms List	Fill in the digital CEV forms related to the CEV competition you registered to as well as each match you participate to.	For a full list of the CEV forms as well as how to fill them in, please refer to Chapter 3.
Match List	Find various information about your past or coming matches. Such as date and time, appointed officials, opponent, Competition hall and result. Easily access the CEV forms related to each match, once completed by you and approved by the CEV.	-
Tournaments	Find various information about your past or coming tournaments. Such as the Organiser, the CEV Officials, Team delegations and the matches.	-

Chapter 24 - CEV FTP Server



The [CEV FTP Server](#) is another tool for you to download and upload documents related to CEV competitions. Uploading is possible but through the use of a FTP client such as Filezilla, Cyberduck, etc.

Chapter 25 - Regulatory framework



You are able to access the CEV Statutes, Regulations, Official Communications, Guidelines and Handbooks [here](#).

Some terms in these guidelines are defined in the Volleyball Competitions Regulations and General Regulations.



Check the definitions [here](#).



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