

2021 CEV Age group European Beach Volleyball Championships - Master plan & Timelines

N°	ACTION	DOCS / FORMS	ACTION BY	PRESENTED TO	DEADLINE (counting from 1 st competition day)	Status / Remarks
PRIOR TO THE EVENT						
CANDIDATURE & AGREEMENT						
1	Submit necessary documents to support the Candidature application	BV-A & Supporting documents	Candidate NF	CEV	As per Candidature application document	Organisers confirmed in later 2019/early 2020
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	- Beginning of January	
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/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)	BV-OC	Organiser	CEV BV Dept.	Initial copy - 6 months; Final copy - 3 months	
2	Appoint CEV officials and neutral referees	-	CEV	Organiser	- 3 months	
3	Nominate local referees	BV-LR	Organiser	CEV BV Dept.	- 2 months	Involve the best local referees available with priority to international & candidates
4	Nominate scorers, training program of host country referees, and court personnel	-	LOC Referee Manager	CEV Referee Delegate / CEV BV Dept.	- 1 month	Proposal to be submitted for confirmation by the Referee Delegate
SITE VISIT (if any)						
1	Arrange transportation and accommodation for CEV Officials conducting the visit (max. 2 persons)	-	Organiser	CEV BV Dept. / CEV Officials	- 15 days prior to the visit	
2	Pay the per diem to the CEV Officials involved	-	Organiser	CEV Officials	By the organiser (upon arrival)	
3	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 to websites & social media accounts, etc.	-	Organiser	CEV BV Dept	Prior to event announcement & in coordination with the CEV Head Office	To allow preparations for the announcement of 2021 season
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.	Public	December	

3	Promotional plan and PR-activities	-	Organiser	CEV Digital Dept. / CEV BV Dept.	Initial copy in BV-A form; Update ad hoc.	Regular updates to be scheduled with CEV Digital Dept and Press Officer
4	Entertainment on-site activation plan and workforce	-	Organiser	CEV BV Dept.	- 1 month	
VENUE AND EQUIPMENT						
1	Send Venue layout	BV-A form:	Organiser	CEV BV Dept.	Initial copy in BV-A form; Detailed and in scale with all requested areas - 3 months	Follow up to CEV remarks where needed and in line with any National Authorities Guidelines
2	Test the sand		Organiser	CEV BV Dept.	- 6 months	If requested. Organisers may provide certificates/ confirmation of the sand quality from past events
3	Acquire/secure sport and other equipment necessary to smoothly run the event	-	Organiser	CEV Supervisor	- 3 months	
4	Submit lighting system plan (in case of evening/indoor matches)	-	Organiser	CEV BV Dept.	- 3 months	
5	Send the Insurance policies	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	A Copy in local language with an abstract of all key parameters in English can be also accepted
COMPETITION PARAMETERS						
1	Submit Practical Info with event regulations parameters	Age Group Practical Info template	Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Template provided by CEV
2	Submit detailed Match Schedule / Courts programs	-	Organiser	CEV Supervisor / CEV BV Dept.	Initial copy with BV-A form; final- 2 months	Final copy after the issuing of Confirmed lists to consider the home teams
3	Entries	VIS	NFs	CEV	-60 days	
4	Tentative list of participating NFs/teams	CEV Regulations & Guidelines	CEV	Public	-50 days	
TRANSPORTATION – ACCOMMODATION						
1	Send International transportation plan for neutral referees	-	Organiser	CEV Supervisor / CEV BV Dept.	- 2 months	
2	Confirm and share International transportation plan for assigned CEV Officials		CEV	Oganisers	- 2 months	As per the additional CEV support to organisers (CEV Marshal Plan) announced in May 2020
3	Arrange hotels for CEV officials, referees and participating delegations		Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Consider the potential need of qualification tournament teams the day before the MD
4	Prepare and send detailed meal plan (duration, where, when, special conditions – e.g. late evening matches)	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	Consider the Hygiene Guidelines and the final match schedule
5	Submit local transportation plan (airport-hotel, hotel-venue) for CEV Officials, referees and participating delegations	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	Following CEV Guidelines and considering the Hygiene Guidelines, distances and final match schedule
MARKETING – EVENT IDENTITY						
1	Submit the list of sponsors and sponsorship structure (Presenting sponsor, National/local partner or sponsor, National/local supplier, etc)	-	Organiser	CEV Marketing / CEV BV Dept.	Initial copy – 4 months; Update ad hoc.	Keep in mind the list of CEV protected categories

2	Confirm Key Visual (layout in pdf)	-	Organiser	CEV Graphics / CEV BV Dept.	- 6 months	Through the CEV Cloud and in line with the CEV Branding Guidelines
3	Submit the Venue look (outside/inside) and commercial court layout (banners & flags around competition courts) on CEV Cloud	-	Organiser	CEV Graphics / CEV BV Dept.	-4 months	Through the CEV Cloud and in line with the CEV Branding Guidelines
4	Submit the print and digital materials layouts on CEV Cloud	-	Organiser	CEV Graphics / CEV BV Dept.	Prior to production	Through the CEV Cloud and in line with the Branding Guidelines Min. 3 working days needed for CEV approval
5	Submit the uniforms layout for Athletes (if provided) / Officials / Organiser workforce	-	Organiser	CEV Graphics / CEV BV Dept.	- 3 months	When applicable
6	Produce the Marketing elements (flags, backdrops, etc.) – layouts to be uploaded on CEV Cloud	-	Organiser	CEV Graphics / CEV BV Dept.	3 days prior to the respective initiative - 10 days from competition for all venue elements	
7	Submit the cup and trophies layouts	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month	
TICKETING (if any)						
1	Present concept and ticketing policy to CEV for evaluation	-	Organiser	CEV BV Dept	- 2 months	Keep in mind that ticketing should be in line with the spectators expectations and habits and not affect the spectators attendance
TV /STREAMING PRODUCTION						
1	Provide the name of the host broadcaster	-	Organiser	CEV Marketing / CEV BV Dept.	- 3 months	Clarify whether a TV or only a streaming production is planned
2	Submit cameras & microphones layout plan and specifications	-	Organiser	CEV Marketing / CEV BV Dept.	- 2 months	
3	Submit TV/streaming production and Satellite transmitting parameters	-	Organiser	CEV Marketing / CEV BV Dept.	- 1 month	Internet transmission may be also possible in case of streaming if the conditions communicated in org. agreement document are fully met
SECURITY						
1	Submit the security and accreditation plan (risk assessment, access, evacuation, etc.)	-	Organiser	CEV BV Dept.	- 1 month	
2	Appoint the security workforce/contractor	-	Organiser	CEV Supervisor	- 1 month	
MEDICAL & DOPING CONTROLS						
1	Appoint Medical workforce	-	Organiser	CEV Supervisor / CEV BV Dept.	- 3 months	Including both doctors and physios
2	Prepare the Event specific Hygiene Guidelines		Organiser	CEV BV Dept	Initial copy- 2 month; update ad-hoc if needed	In line with National Authorities requirements. Template provided by CEV
3	Confirm staff and resources for implementation of Hygiene Guidelines		Organiser	CEV BV Dept	- 1 month	In line with National Authorities requirements
4	Prepare medical equipment necessary to run the medical examinations of referees	-	Organiser	CEV Medical Delegate	Upon arrival of the CEV Medical Delegate (if assigned)	CEV Medical Delegate to share the needs latest 7 days prior to arrival
5	Providing on site facilities for samples testing (if requested by CEV)	-	Organiser	CEV Medical Delegate	- 2 months	CEV to decide case by case for testing and coordinate with respective institutions

UPON ARRIVALS OF CEV OFFICIALS – GAMES TIME

1	Organise a General Technical Meeting (briefing)	-	Organiser	Assigned Delegate	Evening after arrival	
2	Review transportation and accommodation planning and organise a meeting with Hotel(s) Management		Organiser	CEV Supervisor	Evening after arrival	
3	Venue delivery & homologation	-	Organiser	CEV Supervisor / CEV BV dept	- 48 hours	As per the CEV regulations
4	Test the VIS software & hardware, e-Scoresheet software & hardware	VIS manual	VIS Manager	CEV Supervisor	- 2 days	
5	Check venue branding and signage	-	Organiser	CEV Supervisor /	- 48 hours	
6	Test sound systems	-	Organiser	CEV Supervisor /	- 48 hours	
7	Review arrangements for the Referee clinic, Preliminary Inquiries and Technical meetings	-	Organiser	CEV Supervisor/ CEV Ref. Delegate	- 1 day	
8	Pay the per diem to the assigned neutral referees	-	CEV	Officials concerned	- 1 day	
9	Payment of the per diem to the Host country referees and scorers	-	Organiser	Persons concerned	Up to the organiser	
10	Review arrangement for TV/streaming (what applicable)	-	Organiser	CEV Supervisor	- 1 day	
11	Organise the Awarding ceremony rehearsal	-	Organiser	CEV Supervisor	The day before the Finals	

AFTER THE EVENT

1	Organise debriefing meeting	-	CEV Supervisor	Organiser	Last day of the event	
2	Upload to the CEV cloud TV produced matches, video files and event photos		Organiser	CEV Comm. Dept.	+1 day	In coordination with CEV TV & Digital dept
3	Send the Post Event report and materials	BV-Post event form	Organiser	CEV BV Dept.	Latest 7 days after the event	