

CEV Volleyball National Team Competitions Organisation Guidelines

Edition: 2020.1
Edition 2026
Released: 01/07/2024

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Changes from previous version

NEW EDITION 2026 - In force as of 01/07/2024

Article of the Guidelines	Subject

Overview



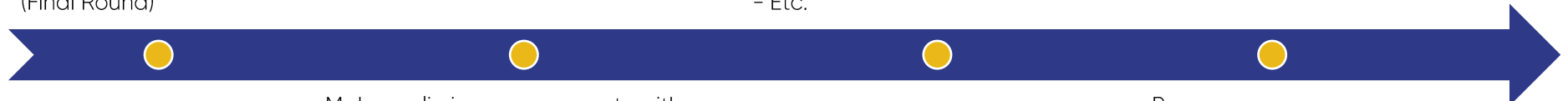
Chapter 1 – Time line / To do list (main requirements)

ORGANISATION PROCESS

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

Read:
 - The VBCR,
 - These guidelines,
 - Application guidelines
 (Final Round)

Check availability of:
 - Competition hall,
 - Hotels,
 - Security,
 - Transportation
 - Etc.



Make preliminary agreements with:
 - Ministry,
 - City,
 - Broadcaster,
 - Sponsors,
 - Ticketing,
 - Etc.

Prepare:
 - Budget,
 - Marketing,
 promotional and
 ticketing strategies,
 - Organising
 Committee

Immediately after appointment as Organiser

Make final
 agreements and
 book facilities /
 equipment

Implement
 marketing and
 promotional
 strategies

Start selling tickets
 after the drawing of
 lots

Organise a
 test event



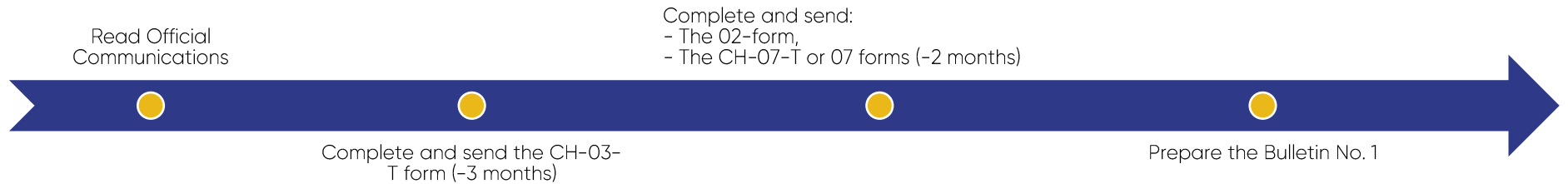
Appoint and
 train workforce

Prepare drawing of
 lots and
 ceremonies

Arrange possible
 site visit(s)

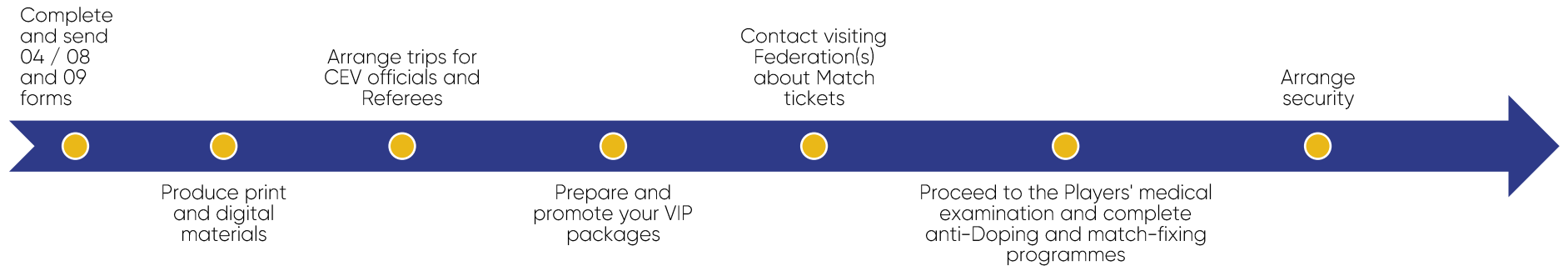


After appointment as Organiser



MATCH PROCESS

Months before

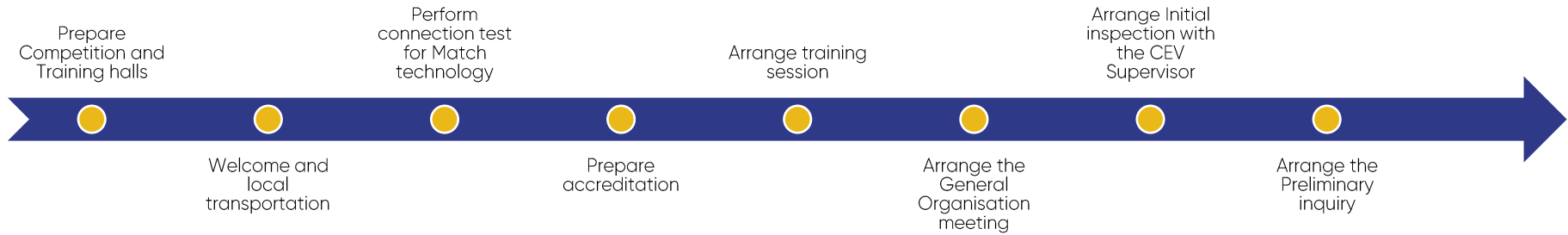


Weeks before

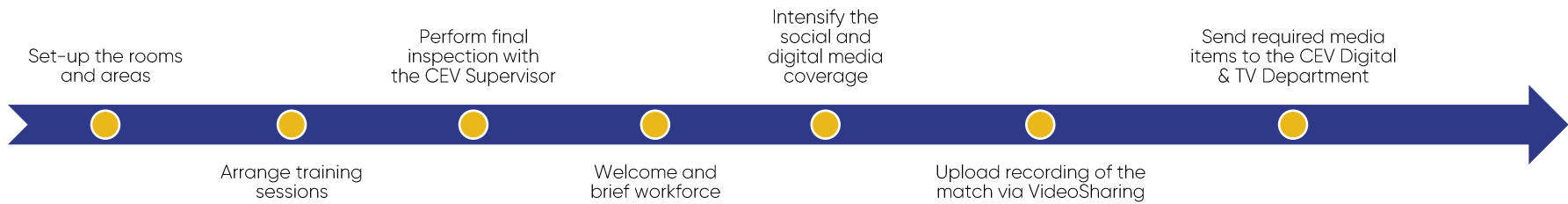




The day before or D-2



On Match days



After a match day



The Organisation



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



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



Chapter 2 – Organiser application

INSURANCE



[Art. 57](#)

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

BUDGET



[Art. 127.6](#) and [130](#).

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

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

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

- a. Use of security workforce,
- b. Production of print and digital materials,
- c. Use of Match Technology,
- d. Use of Competition hall,
- e. Hotels,
- f. Staff and volunteers,
- g. Local transportation,
- h. 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 other Officials.
 Where applicable, please consider the appointment of a challenge referee as well.
- i. Match entertainment (cheerleaders, DJ, etc.),
- j. Professional media support.



Chapter 3 – Forms, information, and bulletins

DIGITAL AND PAPER CEV FORMS

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 form is closed and officially sent to CEV for review and approval.

The list of digital CEV forms is as follows:

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

Paper



[Art. 35.](#)

The list of paper CEV forms is as follows:

- | | |
|---------------------------|---|
| a. CH-02 a, b, or c form, | e. CH-13-T form. |
| b. 03 form, | f. Application for advertising on uniforms for National teams |
| c. 06 form, | |
| d. CH-07-T form, | |

02-FORM / ORGANISATIONAL CHART



[Art. 37.1.](#)



Select at least one individual for each requested role.

Good Practice 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.

Good Practice Remember to update any change to your organisational chart (individual, contact details, etc.). So, the communication runs smoothly.

04-FORM / COLLECTIVE LICENCE FORM



[Art. 36.2.](#)



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



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.

Good Practice For the players' picture, using the same kind for all players looks very professional. They shall be wearing the official team uniform specifically designed for the competition that they are participating in.

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

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(s).

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.

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



[Art. 36.3.](#)

With this form, you can replace Team delegation members.

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.

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.

MATCH INFORMATION



[Art. 37.4.](#)



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

BULLETIN



[Art. 92.1.](#)

The CEV provides a template for each bulletin (Bulletin needed only when tournament format played). The template will be available on the CEV Cloud of the respective competition.

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"/>	<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 Name	Deadline	Approved by	Recipients
Bulletin No. X (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

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.

TEMPERATURE



[Art. 60.5.1.E](#)

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



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

POWER CONNECTION



[Art. 60.6.3](#)

INTERNET CONNECTION



[Art. 60.6.4](#) and [62.1.](#)



The Internet connection is set according to the following:

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



A physical network is set according to the following:

- The bandwidth is a minimum of 1 Gbps per port,
- The device used has a minimum of 16 ports,
- All ports are opened,
- A restricted 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:

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



SOUND SYSTEM

Good Practice 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.

TEAM CAMERA PLATFORM



[Art. 111.3.](#)



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

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

SPORT AND TECHNICAL EQUIPMENT



[Chapter 8](#)

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.



The following items are required on the Playing court:

ITEMS	BRAND/MEASURE	Quantity	Approved
Balls – Match	MIKASA V200W	5 per match	
Balls – Training	MIKASA V200W	At least 30 balls available per training session	
Ball Bags	Ball manufacturers	Sufficient	
Ball Trolleys – Training	Ball manufacturers	2 per gym	
Ball Trolleys / Rubber wheeled carts	Mikasa – 2 for balls & 2 for team clothing	4	
Ball Weight & Measuring Device	Ball manufacturers	3	
Ball Pressure gauge	Marks in Kg + hp	2	
Ball Circumference Device	2	2	
Ball Stand for 5 balls	(free design)	1	
Ball Hand Pump & Needles	Ball manufacturers	2	
Ball Pump – Electronic	Ball manufacturers	1	
Posts and pads	FIVB/CEV Homologated	1	
Post Padding	FIVB/CEV Homologated	2	
Referee's chair	FIVB/CEV Homologated	1	
Referee's chair padding	FIVB/CEV Homologated	1	
Cards holder	(free design)		
Warning Cards	(free design)		

ITEMS	BRAND/MEASURE	Quantity	Approved
Nets	FIVB/CEV Homologated		
Net antennae	FIVB/CEV Homologated		
Net measuring rod	2.5 m long	1	
Net camera	TV Issue	1	
Net microphone	TV Issue	1	
Electronic scoreboard	see gen. regulations	1	
Manual scoreboard - scorer's table	see gen. regulations	1	
Long benches or chairs	3 m long or 13 chairs	2 sets	
Electricity connection available at team benches	2 outlets	2 sets	
Referee Communication system	One set (3 devices)		
Challenge system			
Coaches Tablets		3 sets	
Electric buzzer with light	yellow or red	2	
Substitution Paddles	1 set per team (20 paddles)	2	
Long mops (1m)	high absorbent	6	
Line judge flags	40 x 40 cm	4	
Tables with chairs	(2 x 0.6 x 0.7 m)	5	
Thermometer	Mandatory	1	
Hygrometer	Mandatory	1	
Referee Alco-Test Equipment	Mandatory	1 unit + disposable tubes	
Scoresheets	FIVB International (Triplicate)	min 2 per match	
E-score sheets			
Line-up sheets	FIVB International	min 4 copies per match (with 5 sets)	
CH-12 forms	CEV - completed with names	Each match	
Libero control sheet	FIVB International	2 per match	

Good Practice

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

Mandatory Reserve Equipment

ITEMS	BRAND/MEASURE	Quantity	Approved
Nets	FIVB/CEV Homologated	1	
Posts	FIVB/CEV Homologated	2	
Pads	FIVB/CEV Homologated	2	
Antennae	FIVB/CEV Homologated	2	
Line Tape	White	2 rolls	
Manual Scoreboards	To replace electronic scoreboard in case of breakdown	2	
Reserve buzzers	Squeeze air horn style	3	

[Chapter 1, Art. 2 of the Official Volleyball Rules.](#)

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

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

Good Practice 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.

BALLS

Five balls (Mikasa V200W) are used for the match. Two additional balls are available on the Playing court and ready to use.



A minimum of 14 balls (Mikasa V200W) per Team is provided during the warm-up before the match and 30 during each training session.

MANUAL SCOREBOARDS / LITE 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.

Good Practice An e-scoreboard should display the following extra 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.



MATCH TECHNOLOGY

Please refer to Chapter 11 and to the respective Official Communication document.

REFEREE STAND



[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). For such advertising organiser needs approval from CEV.

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

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

SPORTS FLOOR



[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 colour between the Front and Back zones.

COMPETITION AREA / COURT LAYOUT

Please see the respective Official Communication for each competition.

TABLES

For the Internet and power connections, please refer to Chapter 4.



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 & Official Communication
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		
Table	1	1.2 x 0.6 x 0.7 metres.
Chair	2	-



Equipment	Quantity	Description
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	-

DYNAMIC ADVERTISEMENT SYSTEM - LED SYSTEM (AND APPLICATION FORM)

Please refer to Chapter 13 – Marketing and the Official Communication of the respective competition.

FLAGS



The file visualising the correct hoisting of all national flags is available on the [CEV Cloud](#).

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 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.

ROOMS AND AREAS



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

EQUIPMENT



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

EQUIPMENT	QUANTITY (minimum)	DESCRIPTION
Organiser's office and secretariat		
Office desk with chair	3 + 6	
High speed photocopier	1	
Tables for sorting	Sufficient space	
Laser printer	2	

EQUIPMENT	QUANTITY (minimum)	DESCRIPTION
Modem connection	1	
Electricity connections	sufficient	
Voltage	For photocopier	
Lighting	sufficient	

CHANGING ROOMS		
TEAMS	Standard	Approved / Comments
Number of rooms	4	
Dimensions	min. 30 square meters	
Showers	5	
Massage table	1	
Toilets	3	
Lockers	15	
Chairs and benches	15	
Access to the court	direct	
Ice Machine	available	

INTERNATIONAL REFEREES	Standard	Approved / Comments
Number	1	
Dimensions	20 square meters	
Showers	2	
Toilets	1	
Lockers	6	
Tables and chairs	1 + 3	
Access to the court	direct	

NATIONAL REFEREES, E-SCORERS & LINE JUDGES	Standard	Approved / Comments
Number	1	
Dimensions	20 square meters	
Showers	2	
Toilets	1	
Lockers	6	
Chairs and benches	6	
Access to the court	direct	
BALL RETRIEVERS & MOPPERS	Standard	Approved / Comments
Number	1	

Dimensions	20 square meters	
Showers	1	
Toilets	1	
Chairs and benches	6	
Access to the court	direct	

MEDICAL / FIRST AID ROOM		
Dimensions	min. 12 square meters	
Massage table	1	
Bed and table	1	
First aid equipment	complete	
Ice Machine	available	
Access to the court	direct	
Referee Alco Test Equipment	1 unit + disposable tubes	
Referee Alco Test – M-3 Forms		

ANTI-DOPING CONTROL STATION	Standard	Approved / Comments
Waiting Room	25 square meters	
Specimen Room	20 square meters	
Shower Room	5 square meters	
Equipment		
- Refrigerator with soft drinks - water		
- Registration table		
- Chairs		
- Seals		
- Transportation bag		


ACCREDITATION AREA

PRESS WORKING ROOM	Standard	Approved / Comments
Dimensions	min. 30 square meters	
Working tables with chairs	5- 10 tables (capacity 20 persons)	
Board with previous competition results	min. 2 m x 1m	
Electric connections	8	
Free Internet connection	One per each position	
Refreshments and snacks	Available	

MIXED ZONE		
Backdrop	1	According to the official layout provided by CEV
Other equipment	-	At the discretion of the Organiser.

 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.

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 are of a minimum of 1.5 metres wide.

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

VIP room		
-	-	At the discretion of the Organiser.



Chapter 5 – Workforce

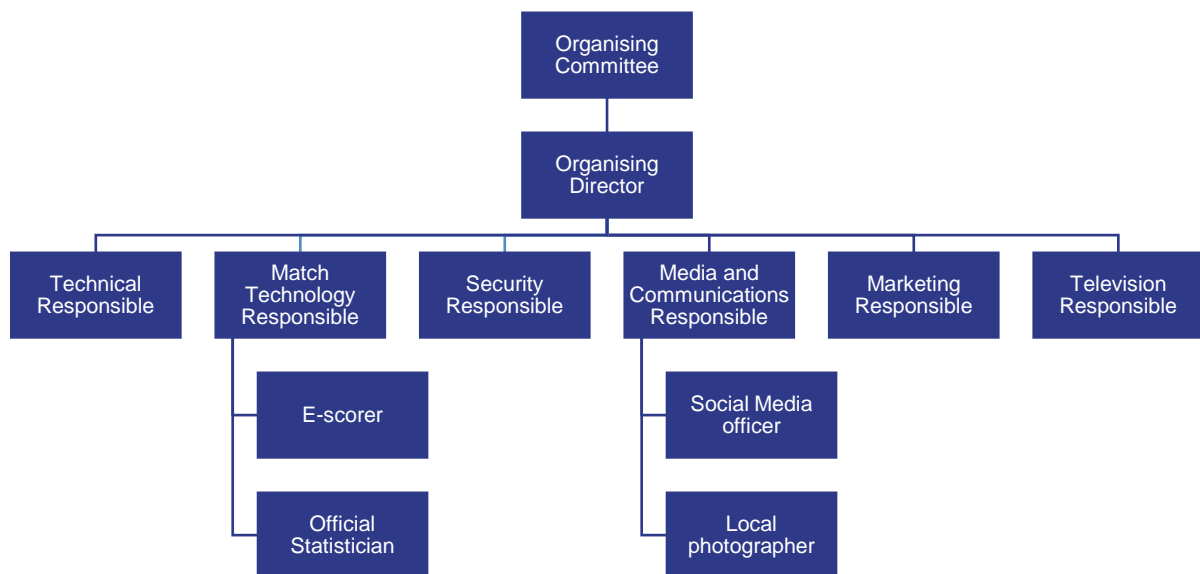
ORGANISING COMMITTEE



Art. 63

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

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



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

Good Practice

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

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

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



CONTACT LIST

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 the fulfilment of your obligations regarding the Match Technology for example.

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

When you create an 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 individuals 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 Video sharing.
Media Management	For the Local Media officer and the Local photographer.
Organisation Management	For members of the Organising Committee.
NF Office	For individuals belonging to the Club Secretariat
National Team Management	For Team delegation members.
Officials	-

- ✔ To create a user account for those working with E-scoresheet (ES), Data Volley (DV), Video Sharing (VS), 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".

OTHER WORKFORCE



[Art. 72.2.](#)

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,
 - b. The involvement of the spectators,
 - c. Nice shots of sponsor brand visibility,

- d. Entertainment activities whenever organised,
- e. Behind the scenes actions.
- f. Emotional reactions of players, coaches, and fans.

Good
Practice

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

VISAS



[Art. 76](#)

[Art. 130.5](#)

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, 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.

LOCAL TRANSPORTATION



[Art. 75](#)

[Art. 130.6](#)

When a Team delegation uses a different venue of arrival / departure 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 km 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.

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



Chapter 7 – Accommodation

HOTEL



[Art. 77](#) and [130.4](#).

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

ROOMS PER TEAM DELEGATIONS



[Art. 77](#) and [130.6](#).

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 (for 20 persons) is as follows:

- 8 twin bedded rooms,
- 4 single rooms.



Whatever the number of persons, a minimum of 3 single rooms are always booked. The respective Extra Team Officials that are allowed, their rooms must be settled separately according to the need and request – and per the conditions defined by the respective Organising Federation.

Chapter 8 – Visiting Team delegation



Please see the relevant sections of the [CEV Volleyball Competitions Regulations](#).

OBSERVER



[Art. 21.8](#) and [100](#).



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

TICKETS



[Art. 101](#).



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

Good Practice 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 Presidents, sponsors, guests of the Organiser and other VIPs.

COMMUNICATION

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

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

Chapter 9 – Your Team

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 over the phone:

- a. Surname and First name,
- b. Address of the permanent domicile,
- c. Role within the CEV,
- d. Phone number and address of the place where the person is currently staying
- e. The CEV medical insurance policy number.

Chapter 10 – Officials

PER DIEM



[Art 130.2](#) and [9.2 of the CEV General Regulations](#).

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

LINE JUDGES AND SCORER

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



Chapter 11 – Match Technology

IN GAME DATA COLLECTION

[Art. 95.2](#)

The participating National Federations shall fulfil the below requirements to ensure a professional match data collection and distribution when hosting any matches in CEV official national team competitions:

- Compulsory use of the CEV Data & Statistics collection applications including but not limited to E-scoresheet and Data Volley software
- The CEV Data & Statistics collection applications are provided by CEV's official technology partner Genius Sports
- For the avoidance of any doubt, the CEV will provide to the participating National Federations the necessary access details and credentials (username and password) to the above-mentioned applications prior to the event.

To ensure a professional usage of the above-mentioned applications, it is the responsibility of each National Federation to provide the below minimum services, equipment and resources free of charge when hosting the CEV Competition:

- Download latest software version - <https://download.dataproject.com/cev>
- Necessary hardware to run adequately E-scoresheet application (such application is only available on Windows operating system)
- Necessary hardware to run Data Volley applications for statistics delivery
- State-of-the art & high-speed internet connection as well as dedicated power supply
- Testing of the application and connectivity one (1) week prior to the competition in collaboration with CEV and its appointed official data provider
- Experienced human resources to operate E-scoresheet and Statistics software
 - One (1) E-scoresheet operator
 - One (1) Statistics Software operator

ES REFEREE APPLICATION AND ES BENCH APPLICATION



[Art. 95.3](#)

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.



VIDEO SHARING



[Art. 95.4.](#)

Good Practice 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.

DATA VOLLEY



[Art. 95.2](#)

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.



For further details, please refer to this page <https://download.dataproject.com/cev> and to the information available once you open the software.

GIANT VIDEO SCREENS



[Art. 95.](#)

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

CHALLENGE SYSTEM



[Art. 95.6](#)

The list of providers which fulfil the CEV requirements are:

- a. Genius Sports
Mr Gianni Cirillo, Head of Account Management
Gianni.Cirillo@geniussports.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 & Badminton Operations Manager Jays
Close, Viables, Basingstoke, RG22 4SB, United Kingdom
Tel: +44 1256 82 20 80
Mob: +44 7854 57 72 59



james.barton@hawkeyeinnovations.com
www.hawkeyeinnovations.co.uk

d. Atastas media doo
Mr Ivan VLADIMIROV
Kralja Milana 22a, 11500 Obrenovac, Serbia
Tel: +381 64 822 56 44
office@atastas.com
www.eaglecs.net

e. Sport.Tech
Mr Dawid FILIPOWICZ
Tel: +48 604 258 299
dawid.filipowicz@sporttech.com.pl



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

WIRELESS HEADSET COMMUNICATION SYSTEM



[Art. 95.5](#)

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 unobstructed 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.



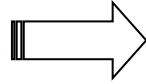
The system shall be fully tested for at least ten minutes before being used for the first time during a match, and before the start of the official match protocol.

Good Practice

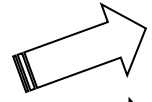
During the match there will be a much higher level of noise so make sure that the system is set up correctly and uses the appropriate filter.

Chapter 12 – Media

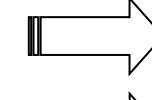
PICTURES



CEV
Website



Newspapers



Social
Media



Websites/Blogs



Graphics



Art. 115.

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

The provision of photographs 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.eu>). Contact us for your login details if you do not have any already.



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



The following photos are required for each match:

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

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

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

Good Practice Think about properly positioning your fans around the Playing court.

VIDEOS

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

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

MEDIA KIT



[Art. 37.5.4](#)



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.

MEDIA ON SITE



[Art. 122.](#)



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



Chapter 13 – Marketing

EXCLUDED CATEGORIES



[Art. 104](#)



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.

Furthermore, please refer to the complete list of CEV protected product categories which is published by competition and/or competition phase.

IDENTIFICATION MARKERS



[Art. 106](#)

All marketing and CEV / CEV competition identification markers are published in the CEV Cloud. Specific information and details for each competition are provided via the Official Communications.



You shall upload all layout approval requests into the respective folder in the [upload area](#) of the CEV Cloud.



In order to access the CEV Cloud for marketing, graphics and branding materials, no logins are needed. Please use the following links to download or upload files:

For downloading of the:

CEV identification markers: <https://cloud.cev.eu/url/cevbranding>

CEV Competition graphics, layouts and branding material related to respective competitions: <https://cloud.cev.eu/url/natteamsdown>

PROMOTION



[Art. 112](#)

Promotion refers to promotional messages and related media used to communicate with the fans and enhance your match / participation in 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.



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.

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

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

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.

Good Practice 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.

DYNAMIC ADVERTISEMENT SYSTEM - LED SYSTEM

Art. [60.6.7](#) and [108.6.2](#).

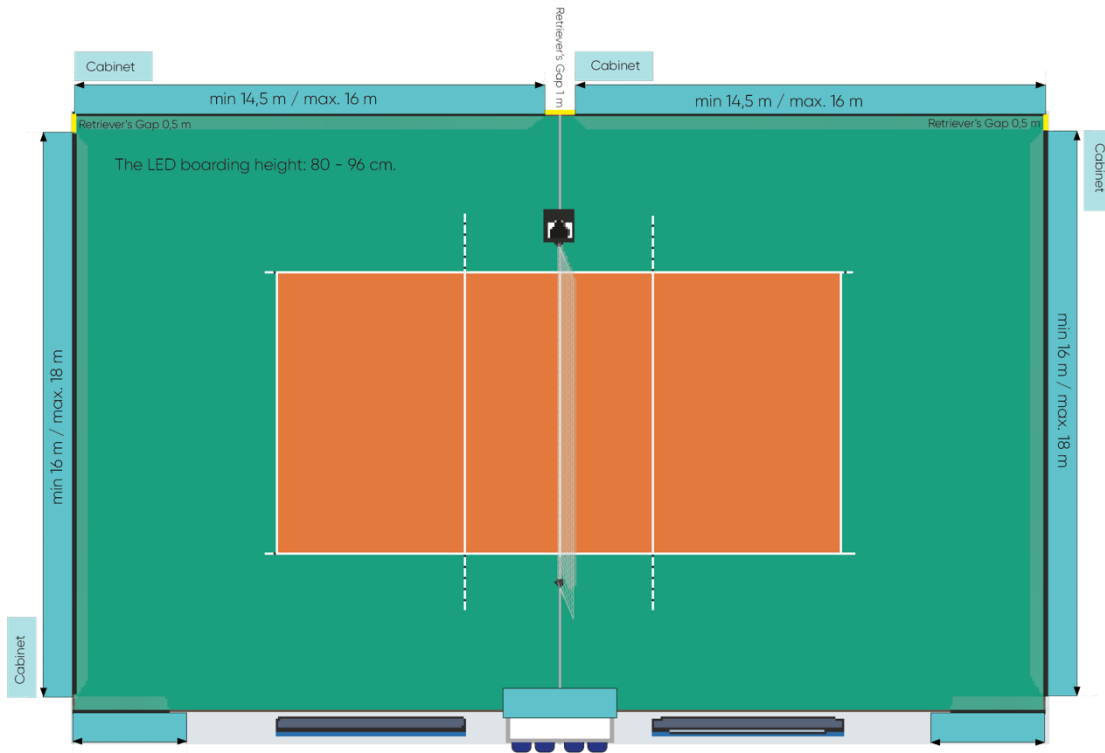
The minimum requirements of the LED system are as follows:

Parameters for all events *)	Optimal	Minimum
LED system type	SMD 3in1 or better technology	SMD 3in1 or better technology
Using	indoor	indoor
Optimal view (based on pixel pitch)	≤ 10 m	≤ 12 m
Pixel pitch (mm)	≤ 10	≤ 12
Density (dots/m²)	min 10000	min 6944
Cabinet composing	custom-made lenght, lockable, protected Cabinet composing in total: Front 14,5 - 16 m, Side 16 - 18 m	
Cabinet height (min-max)	80 - 96 cm recommended optimal height: 80 cm	
Angel view	min 140 H / 140 V	
Refresh rate	> 400	> 400
Frame Frequency	> 60 Hz	> 60 Hz
Brightness	~1500 nits	~7000 nits
System:		
PC Platform	Windows OS, IOS	
Control Mode	Brightness, Contrast, Saturation, Vivid Colours	
Input Signal	video format standards (mov, mp4, avi,...)	
Support system and safety provision	yes	

*) except TOP Events. For TOP Events contact events department



The dimensions of the LED system are as follows:



FLOOR STICKERS

The dimensions of the floor stickers are 3.40 metres by 1 metre. The fabric shall not be shiny, nor slippery.

Chapter 14 – Meetings

GENERAL ORGANISATION MEETING



[Art. 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, extra drinks, • Media actions, • Team Guides • Official bulletins and statistics, • Official Match Protocol • CEV Challenge System (if used), • Match Officials and National Technical Officials, • Accommodation • Transportation

INSPECTIONS



Art. [17.3](#) and [82](#).

"Under match conditions" means that all necessary equipment required for the match is installed and ready to be used on the day before the start of the first training.

SITE VISIT



[Art. 17.3.2](#).

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

- | | |
|-------------------------|--------------------------|
| a. Competition halls, | g. Sport equipment, |
| b. Training halls, | h. General organisation. |
| c. Hotels, | |
| d. Transport, | |
| e. Medical, | |
| f. Media and Marketing, | |



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. 89.](#)

Good Practice

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

The CEV Accreditation System is used to process and produce badges for all people involved in all national team competitions run by the CEV. Access is provided to the respective organisers in due time so that they can prepare for their event accordingly.

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	Field of Play
2	Competition Backstage area
3	Organisation
4	Media Centre
5	Media Tribune
6	Mixed Zone
7	Broadcast Area
8	Doping Control Area
9	VIP Area
10	Spectators Area

For the access policy per category, please refer to Chapter 26 of this document.

CONTENT

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

- a. Category,

- b. A passport style photograph,
- c. Full name,
- d. CEV logo,
- e. National Federation logo of the Organiser,
- f. CEV competition logo,
- g. Permitted Zone Access (*see below*)
- h. For Player badges only:
 - Date of Birth
 - Team / Country
 - Nationality
 - Shirt Number
- i. For Team official badges only:
 - Date of Birth
 - Team / Country
 - Nationality
 - Role



Chapter 16 – Security



Art. 90.



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



Offensive attitude or behaviour is not allowed, i.e. 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. Such behaviour is to be addressed and dealt with.

You must 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 appeals 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 line with the atmosphere of a volleyball match.
- c. The Organiser positions more security staff/police around the area of spectators where there is a disturbance and especially between the violators involved and the Competition area.
- d. The security staff/police start 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 venue.
- 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 venue. In case offensive banners are being showed, the Organiser, with the support of the security staff/police, invites the respective holders to remove the banner/s, otherwise the holder/s of the offensive material is/are being expelled from the sports hall.
- g. If inappropriate behaviour continues, the CEV Supervisor informs the 1st Referee to suspend again the match and the announcer warns that match will be stopped in case this last warning does not take effect.

If despite the above-mentioned actions the threat does not stop, the 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 agree it is safe to continue, restart the match (see Rules of the game: R 17 - Exceptional game Interruptions).
- j. If a situation arises again, the 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, the CEV Supervisor together with the Organiser and the local security and authorities oblige all spectators to leave 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 venue, the CEV Supervisor informs the 1st Referee to abandon the match. In this case the Organiser reads an announcement, announces 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

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.

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

Good Practice Fill your critical areas as follows:

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



VS



EXPERIENCE



Art. 97

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

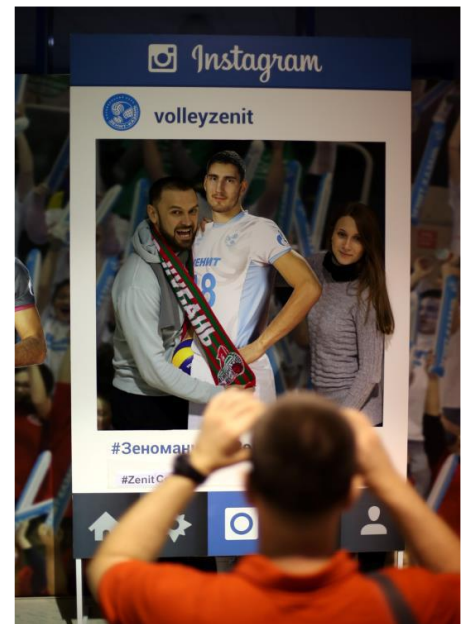
There are many things that can be done off the Playing court before the match, during time outs, end of sets, or after the match which can increase the enjoyment of those who attend.



Good Practice You should provide the following:

- a. A memorable day,
- b. Value for money,
- c. Facilities (toilets, ATM, etc.),
- d. Reasonably priced food and drinks,
- e. A good view on the court,
- f. Reasonable temperature,
- g. Safe and secure venue,
- h. Understandable information,
- i. High level matches.

Good Practice 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 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.

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

DOPING



[Art. 45](#) and [44](#).

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 with 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).

Good Practice

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

- [International Standard for Testing and Investigations](#)
- [Guidelines for Sample Collection](#),
- [Sample Collection Personnel Guidelines](#).

FIVB ANTI-DOPING EDUCATION PROGRAMME



[Art. 46.1](#)

The issued certificate is valid until the next update of the programme by the FIVB.

MEDICAL ROOM / FIRST AID ROOM



[Art. 47.3.3](#)



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

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

BREATH ANALYSIS PROCEDURE



[Art. 46.4.2](#).



The procedure is as follows:



- a. 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,
- b. 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,
- c. The highest level of alcohol permitted is 0.1 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 breath analysis.

Chapter 19 – Training



[Art. 61](#) and [Art. 102](#)

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 Chapter 21. Please find below an example:

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



If only 1 training court is used		
This can be done following the order of the arrival of the teams.		2 nd Session: Team 2 3 rd Session: Team 4 4 th Session: Team 1
Day 1 1 st Session: Team 3 & 2 2 nd Session: Team 4 & 1	Day 2 1 st Session: Team 2 & 1 2 nd Session: Team 3 & 4	Day 3 (and so on...) 1 st Session: Team 1 & 3 2 nd Session: Team 2 & 4



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](#). The official version of each National Federation's anthem to be used in CEV competitions is available [on the CEV Cloud](#).

DRAWING OF LOTS (DOL)



[Art. 14.3, 94](#) and [96](#).

When you are required or you proposed to organise a DoL, the CEV will be at your side to deliver 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 (if applicable),
- k. Official Reception (if applicable).



Share 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.



Rehearse as appropriate depending on any live streaming or broadcasting.



Take pictures (free of rights) as follows:

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



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	-
Microphone	2	1 mobile and wireless.
Others		
Cups / eggs	-	As required.
Lots	-	Big enough to fit the full name and flag.
Lighting	-	As appropriate
Soundsystem	-	-
Flags	-	Those of the Participants and CEV.



Appoint the following workforce:

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

Good Practice Propose the date and place of the DoL to the CEV so it perfectly fits your agenda.

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

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



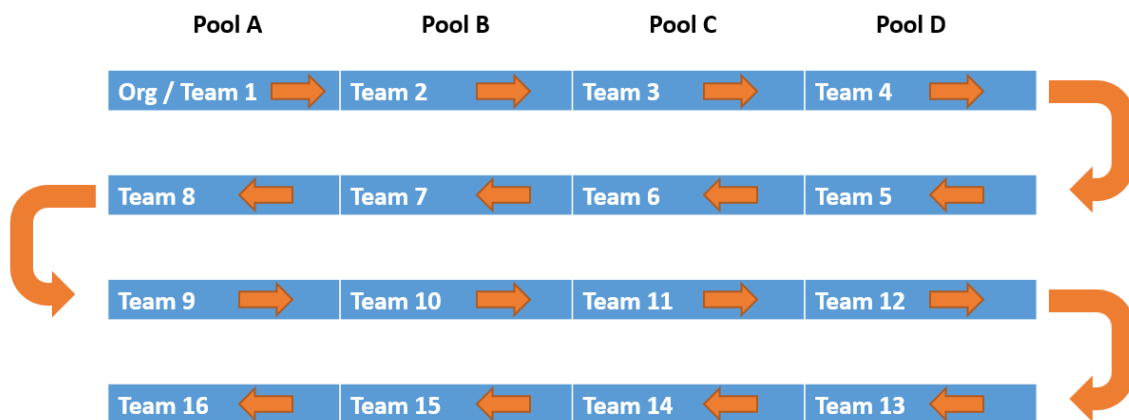
Chapter 21 – Competition system

SERPENTINE SYSTEM



[Art. 14.3.](#)

The serpentine system is as follows:



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 (due to preferences expressed by TV partners / rights-holding media)

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:

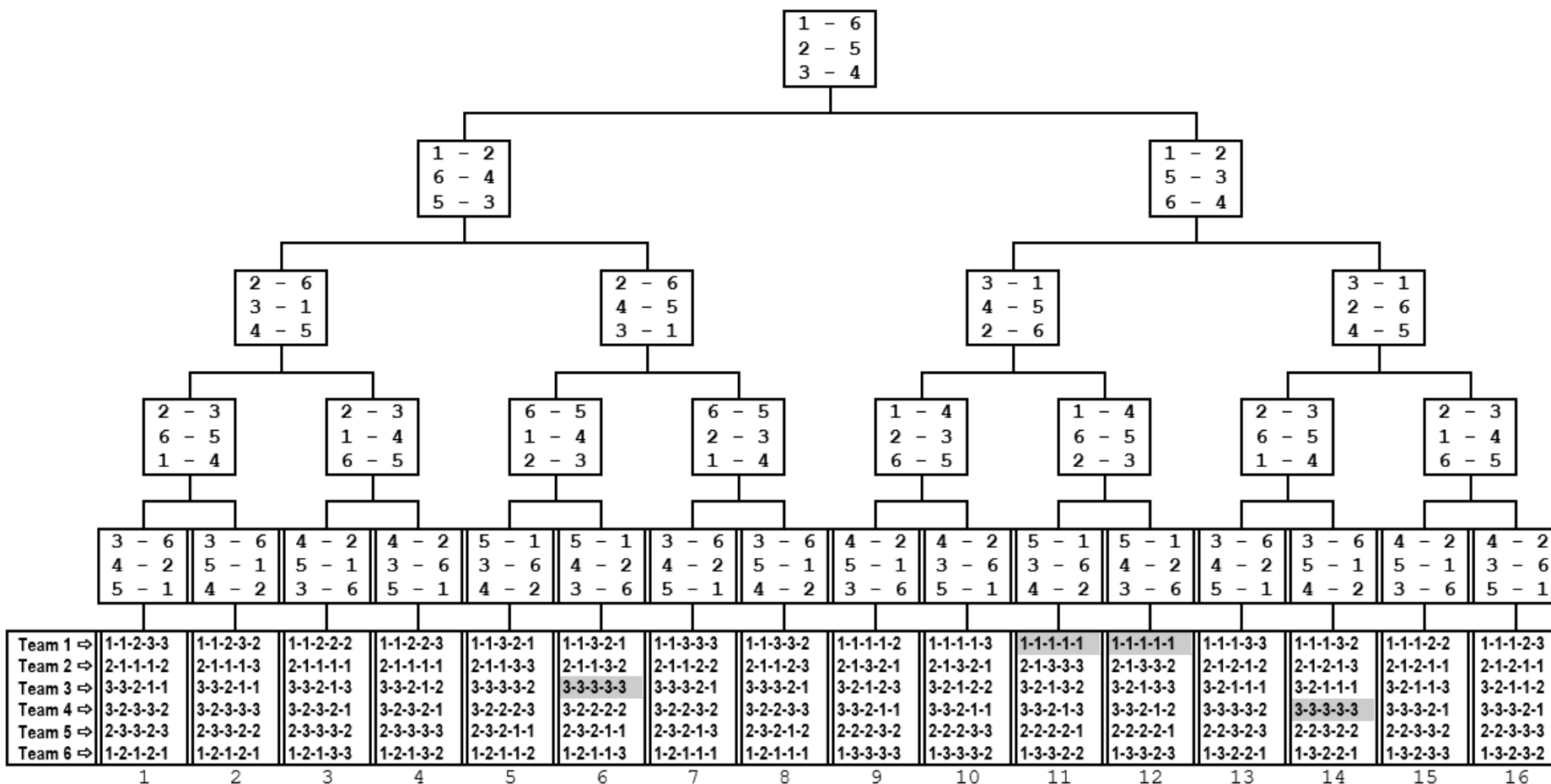
Days	Match 1	Match 2
Day 1	3 vs 2	4 vs 1
Day 2	2 vs 1	3 vs 4
Day 3	1 vs 3	2 vs 4

For two pools (M and W) held concurrently:

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

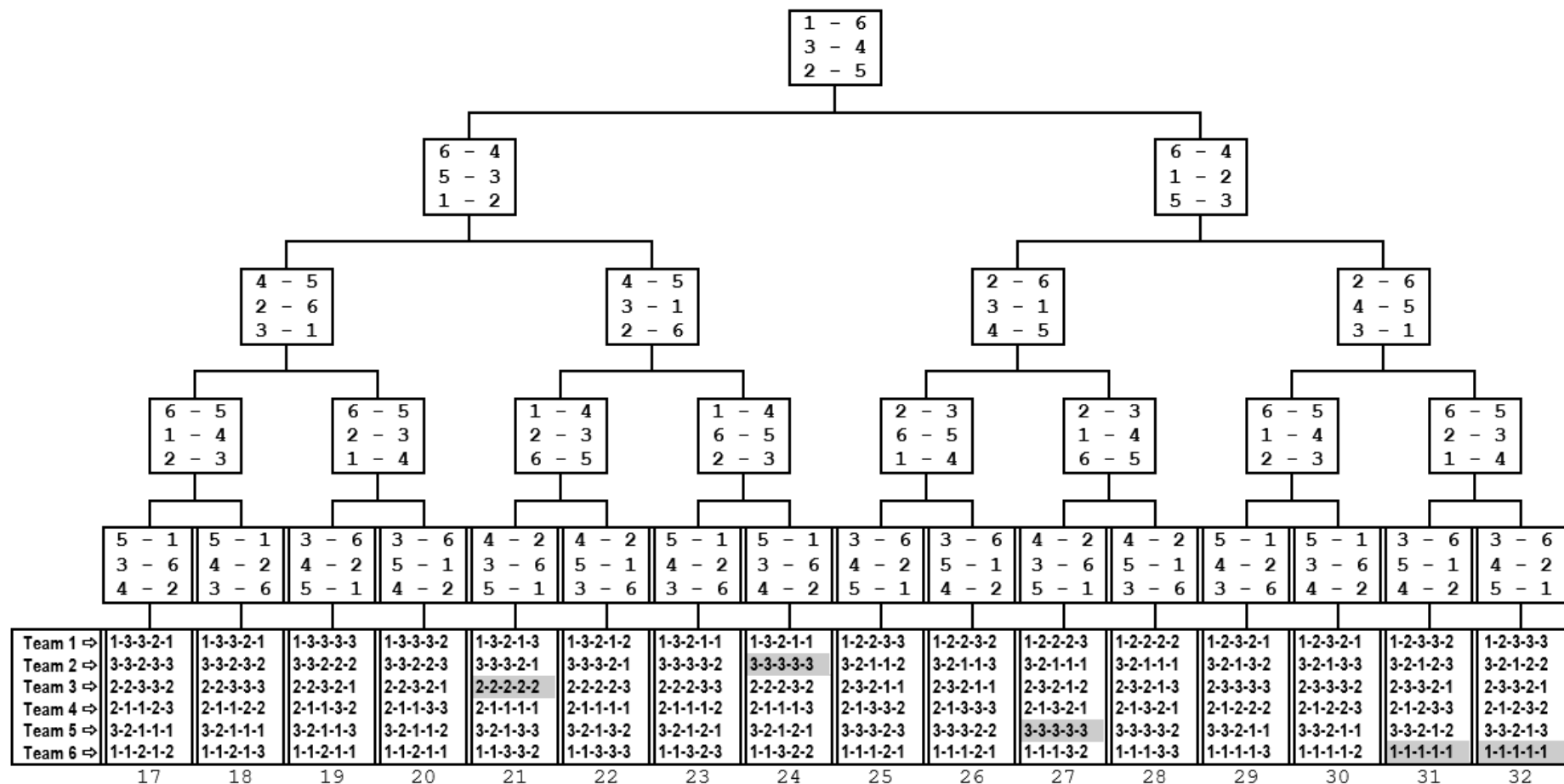


BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema I = 1 - 16)



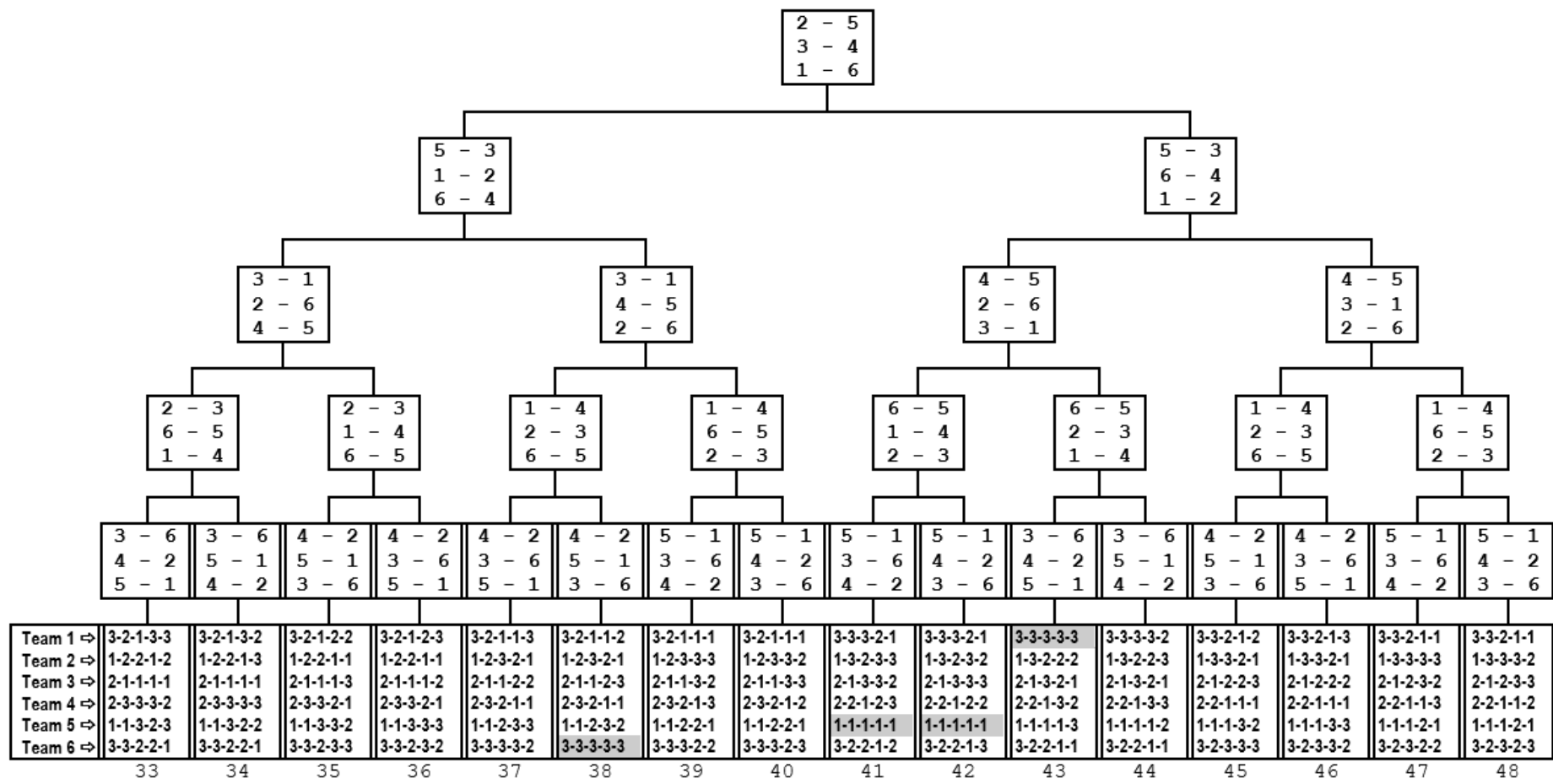


BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema II = 17-32)



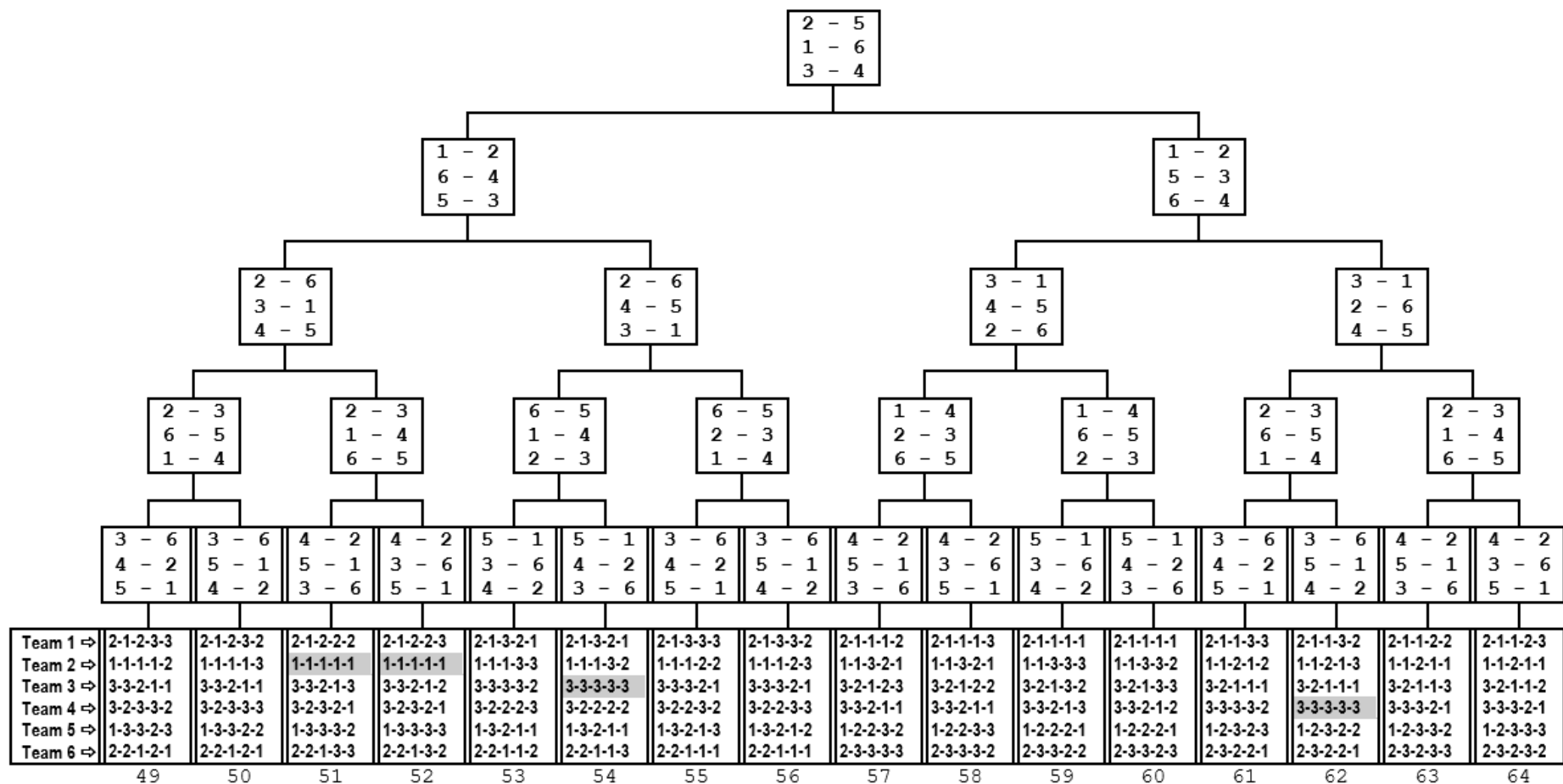


BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema III = 33-48)



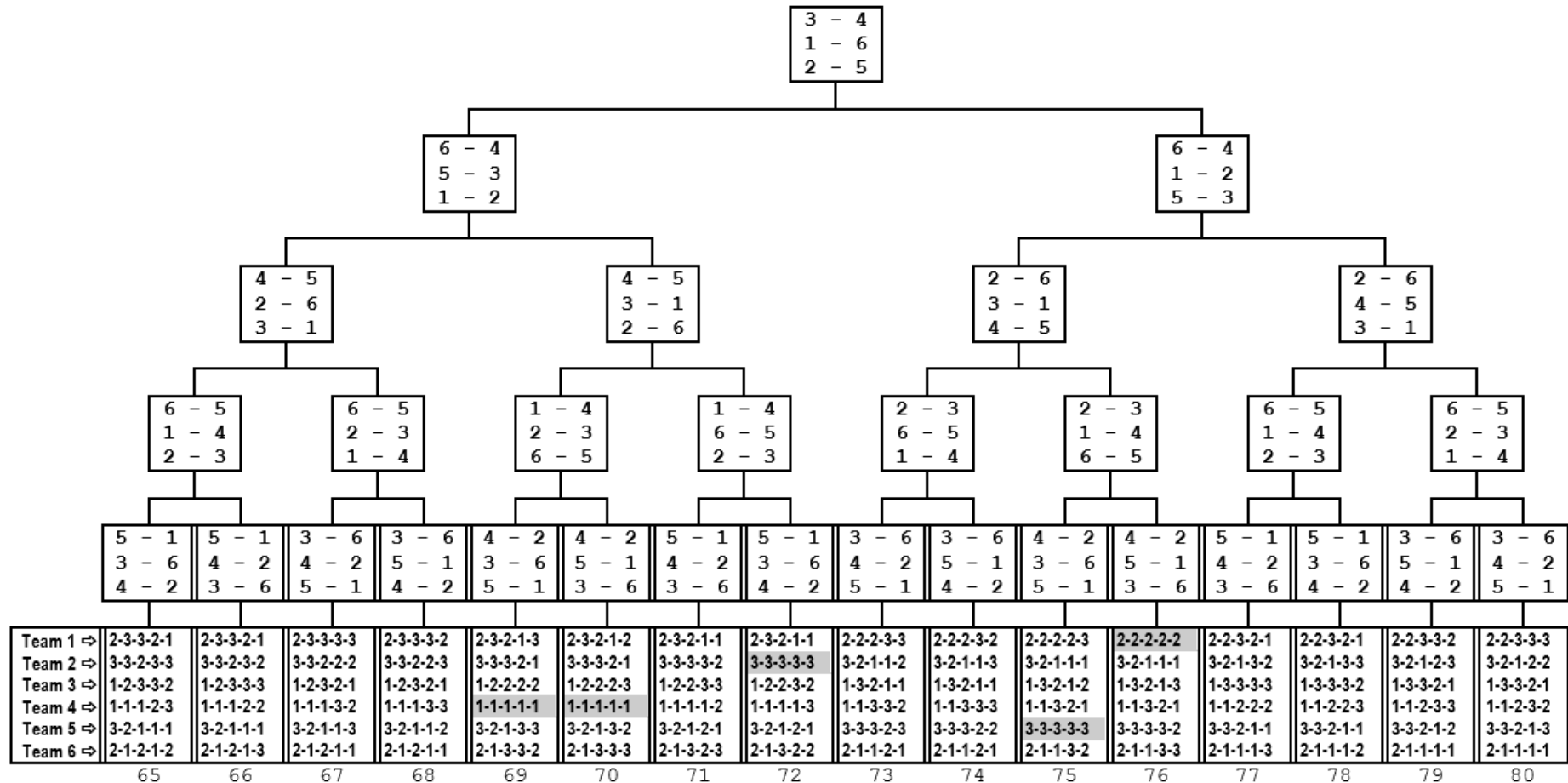


BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema IV = 49-64)



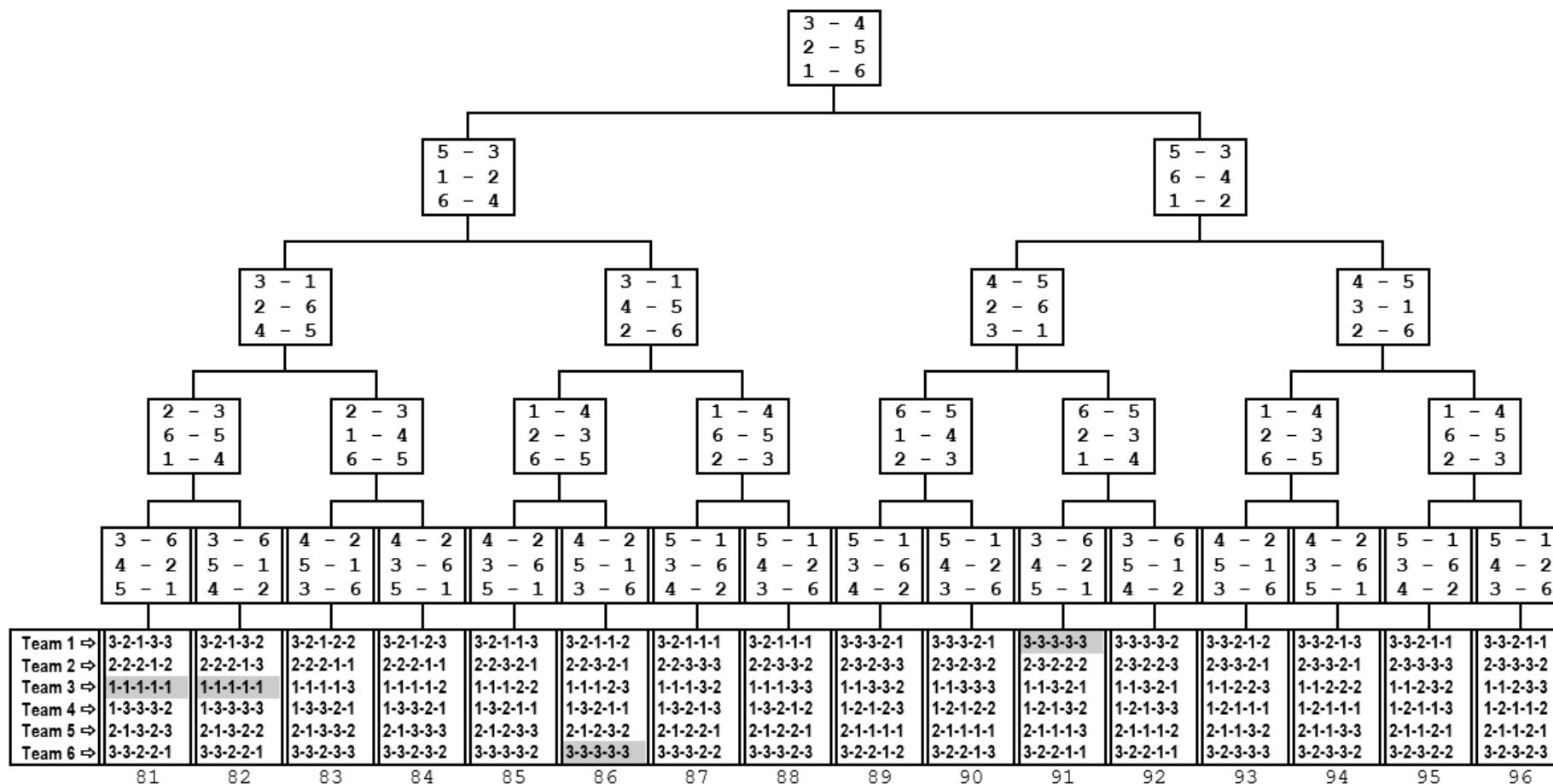


BERGER TABLE for 6 Teams - The 96 options in which teams playing the last match of the day are not involved in the first match on the following day (Schema V = 65-80)





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

Your main contact point at the CEV office is the Volleyball Department and its Volleyball Coordinators.

- Phone: +352 25 46 46 29, 30, or 63
- Helpline: +352 621 25 34 44 (only during evenings and weekends when matches played)
- Email: nationalteams@cev.eu

For specific questions, related to specific topics, you can contact the following departments:

<p>Social media</p> <ul style="list-style-type: none"> • +352 25 46 46 17 • CEV Digital & TV • digital@cev.eu 	<p>Graphics & Branding</p> <ul style="list-style-type: none"> • +352 25 46 46 33 • CEV Digital & TV • graphics@cev.eu 	<p>Marketing</p> <ul style="list-style-type: none"> • +352 25 46 46 43 • CEV Digital & TV • marketing@cev.eu
<p>Press</p> <ul style="list-style-type: none"> • +352 25 46 46 37 • CEV Press Officer • press@cev.eu 	<p>Legal</p> <ul style="list-style-type: none"> • +352 25 46 46 49 • CEV Legal • legal@cev.eu 	<p>Finance</p> <ul style="list-style-type: none"> • +352 25 46 46 26 or 56 • CEV Finance • finance@cev.eu
<p>Transfers</p> <ul style="list-style-type: none"> • +352 25 46 46 41 • CEV Transfers • transfers@cev.eu 	<p>TV</p> <ul style="list-style-type: none"> • +352 25 46 46 43 • CEV Digital & TV • TV@cev.eu 	<p>Referee</p> <ul style="list-style-type: none"> • +352 25 46 46 36 • CEV Referee • referee@cev.eu
<p>Medical</p> <ul style="list-style-type: none"> • +352 25 46 46 34 • CEV Medical • medical@cev.eu 		



Chapter 23 – CEV database (<https://cevadmin.cev.eu>)

The [CEV database](#) is the central tool where CEV competitions are coordinated. Each Participant has its own username and password.

Good Practice

If you encounter an issue with the database, you can email database@cev.eu or volleysupport@geniussports.com

LOG IN

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

Good Practice

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

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 your data updated. About how to create user accounts in your contact list, please refer to Chapter 11.
Downloads	Access documents 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 information concerning your Team delegation, it will appear once you filled in the CEV 04 form and the CEV approved

Tab	Functionalities	Remarks
		it. For further information, please refer to Chapter 3.
Forms List	Fill in the digital CEV forms related to the CEV competition you registered to as well as each match you participate in.	For a full list of the CEV forms as well as how to fill them in, please refer to Chapter 3.
Match List	<p>Find various information about your past or coming matches. Such as date and time, appointed officials, opponent, competition hall and result.</p> <p>Easily access the CEV forms related to each match, once completed by you and approved by the CEV.</p>	-
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 Cloud

The CEV Cloud is another tool for you to download and upload documents related to CEV competitions. The necessary links will be shared via the respective Official Communications and are available under Chapter 13 of this document as well.

Chapter 25 – Regulatory framework



You are able to access the CEV Statutes, Regulations, Official Communications, Guidelines here <https://inside.cev.eu/documents/> or here <https://inside.cev.eu/documents/volleyball-documents/>

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

Good Practice Check the definitions [here](#).

Chapter 26 – Annex

	Field Of Play	Competition Backstage Areas	Organisation	Media Centre	Media Tribune	Mixed Zone	Broadcast Areas	Doping Control Area	VIP Areas	Spectators Areas
Role / Category/Function	1	2	3	4	5	6	7	8	9	10
CEV Representative and CEV Officials										
CEV President	X	X	X	X	X	X	X		X	X
CEV President's Spouse	X	X	X	X	X	X	X		X	X
CEV Senior Vice-President	X	X	X	X	X	X	X		X	X
Jury President	X	X	X	X	X	X	X	X	X	X
Jury Member	X	X	X	X	X	X	X	X	X	X
Supervisor	X	X	X	X	X	X	X	X	X	X
CEV Project Leader	X	X	X	X	X	X	X	X	X	X
CEV Event Manager	X	X	X	X	X	X	X	X	X	X
CEV Sport Presentation Manager	X	X	X	X	X	X	X		X	X
CEV Communications Manager	X	X	X	X	X	X	X		X	X
Medical Delegate	X	X	X			X		X	X	X
SRC President	X	X	X			X			X	X
SRC Member	X	X	X			X			X	X
Referee Delegate	X	X	X			X			X	X
International Referee	X	X	X			X			X	X
CEV Photographer	X	X	X	X	X	X			X	X
CEV Official	X	X	X	X	X	X	X		X	X
CEV Media Agency Infront	X	X	X	X	X	X	X		X	X
MEDIA										
Photographers				X		X				X
Press				X	X	X				X
TV				X	X	X				X
Radio				X	X	X				X
Web				X	X	X				X
RH MEDIA										
Radio				X	X	X				X
TV				X	X	X				X
TV BROADCASTER										
Commentator	X			X		X	X			X
Technician	X	X	X	X		X	X			X
TV Director	X	X	X	X	X	X	X			X
TV Staff	X	X	X	X	X	X	X			X
Cameraman		X				X	X			X
SNG Technician	X	X	X			X	X			X

	Field Of Play	Competition Backstage Areas	Organisation	Media Centre	Media Tribune	Mixed Zone	Broadcast Areas	Doping Control Area	VIP Areas	Spectators Areas
Role / Category/Function	1	2	3	4	5	6	7	8	9	10
OBSERVER										
Backstage Visit										X
CEV EURO Organiser										X
LOC										
Accomm. & Transport Manager	X	X	X	X	X	X	X		X	X
Accommodation Assistant			X							X
Accommodation Responsible			X							X
Accreditation Centre Assistant			X							X
Accreditation Centre Responsible			X							X
Accreditation Manager	X	X	X	X	X	X	X		X	X
Catering & VIP Manager	X	X	X	X	X	X	X		X	X
Ceremonies Staff	X	X	X							X
CEV Officials Guide	X	X	X	X	X	X	X		X	X
Communication & Marketing Assistant	X	X	X	X	X	X	X		X	X
Communication & Marketing Responsible	X	X	X	X	X	X	X		X	X
Communication & Marketing Staff	X	X	X	X	X	X	X		X	X
Communication Manager	X	X	X	X	X	X	X		X	X
Competition Assistant	X	X	X							X
Competition Floor Responsible	X	X	X							X
Competition Manager	X	X	X	X	X	X	X	X	X	X
Deputy Communication Manager	X	X	X	X	X	X	X		X	X
Deputy Competition Manager	X	X	X	X	X	X	X	X	X	X
Deputy Media Operations Manager	X	X	X	X	X	X	X		X	X
Deputy Venue Manager	X	X	X	X	X	X	X	X	X	X
DJ	X	X	X							X
Driver			X							X
FFVolley General Manager	X	X	X	X	X	X	X		X	X
FFVolley President	X	X	X	X	X	X	X		X	X
Finance Manager	X	X	X	X	X	X	X		X	X
Fit Out & Logistics Responsible	X	X	X	X	X	X	X		X	X
Fit Out & Technology Manager	X	X	X	X	X	X	X		X	X
Fit Out Assistant			X							X
General Assistant			X							X
General Coordination Manager	X	X	X	X	X	X	X		X	X
General Manager	X	X	X	X	X	X	X		X	X
Head of Operations	X	X	X	X	X	X	X	X	X	X
Host Federation Communication				X	X	X				X

	Field Of Play	Competition Backstage Areas	Organisation	Media Centre	Media Tribune	Mixed Zone	Broadcast Areas	Doping Control Area	VIP Areas	Spectators Areas
Role / Category/Function	1	2	3	4	5	6	7	8	9	10
Host Federation Member			X						X	X
LED Board Operator	X	X	X							X
Legal Manager	X	X	X	X	X	X	X		X	X
Line Judge	X	X	X							X
Logistics Manager	X	X	X	X	X	X	X		X	X
Logistics Responsible	X	X	X	X	X	X	X		X	X
Marketing Responsible	X	X	X	X	X	X	X		X	X
Media Assistant			X	X	X	X	X			X
Media Operations Manager	X	X	X	X	X	X	X		X	X
Media Operations Responsible	X		X	X	X	X	X			X
Protocol Manager	X	X	X	X	X	X	X		X	X
Referee Guide	X	X	X						X	X
Scorer	X	X	X							X
Security & Medical Manager	X	X	X	X	X	X	X	X	X	X
Signage Manager	X	X	X	X	X	X	X		X	X
Speaker	X		X							X
Spectator Services Assistant			X							X
Spectator Services Responsible			X							X
Sport Presentation Assistant	X	X	X							X
Sport Presentation Manager	X	X	X	X	X	X	X		X	X
Sport Presentation Responsible	X	X	X	X	X	X	X		X	X
Sport Presentation Staff	X	X	X							X
Team Guide	X	X	X	X					X	X
Technology Assistant			X							X
Technology Responsible	X	X	X	X	X	X	X		X	X
Ticketing Assistant			X							X
Ticketing Manager	X		X						X	X
Ticketing Responsible	X		X						X	X
Transport Assistant			X							X
Transport Responsible			X							X
Venue Doctor	X	X	X	X	X	X	X	X	X	X
Venue Manager	X	X	X	X	X	X	X	X	X	X
Venue Operation Centre Assistant										
VIP Assistant			X						X	X
VIP Responsible			X						X	X
VIP Sales Force			X						X	X
VIP Staff			X						X	X
Volunteers Assistant			X							X

	Field Of Play	Competition Backstage Areas	Organisation	Media Centre	Media Tribune	Mixed Zone	Broadcast Areas	Doping Control Area	VIP Areas	Spectators Areas
Role / Category/Function	1	2	3	4	5	6	7	8	9	10
Volunteers Photograph	X	X	X	X	X	X			X	X
Volunteers Responsible	X	X	X	X	X	X	X		X	X
PARTNER										
Local Authority			X						X	X
Local Volleyball Association			X						X	X
PROVIDER										
Catering – Spectators			X							X
Catering – Staff			X	X						X
Catering – VIP			X						X	X
Cleaning Services	X	X	X	X	X	X	X		X	X
Data Project Operator	X	X	X	X			X			X
First Aid	X	X	X	X	X	X	X		X	X
Security			X	X	X	X	X		X	X
Sport Presentation	X	X	X							X
Technical Services			X	X	X	X	X		X	X
Venue Core Team		X	X	X	X	X	X		X	X
Venue Staff			X							X
Venue Technical Staff		X	X	X	X	X	X			X
VIP Staff			X						X	X
STATE										
Emergency Services			X							X
Fire Brigade			X							X
Police			X							X
State Services 01			X							X
State Services 02			X							X
State Services 03			X							X
State Services 04			X							X
State Services 05			X							X
State Services 06			X							X
State Services 07			X							X
State Services 08			X							X
State Services 09			X							X
State Services 10			X							X
State Services 11			X							X
State Services 12			X							X
Work Inspection			X							X
Team										
Assistant Coach	X	X	X	X		X				X

	Field Of Play	Competition Backstage Areas	Organisation	Media Centre	Media Tribune	Mixed Zone	Broadcast Areas	Doping Control Area	VIP Areas	Spectators Areas
Role / Category/Function	1	2	3	4	5	6	7	8	9	10
Coach	X	X	X	X		X			X	X
Doctor	X	X	X	X		X		X		X
Head of Delegation	X	X	X	X		X				X
Media Manager	X	X	X	X	X	X				X
NF Representative	X	X	X	X		X				X
Player	X	X	X	X		X		X		X
Staff	X	X	X	X		X				X
Team Manager	X	X	X	X		X			X	X
Therapist	X	X	X	X		X		X		X
Statistician	X	X	X	X		X				X

Annex - Player accessories

- Any accessories used by the players during the competition (e.g., knee protectors/pads, elbow protectors/pads, player's hand towels, head bands, wrist bands, leg & arm sleeves, and so on) cannot display any advertising. Any manufacturer's logo displayed on these accessories cannot be bigger than 6 cm².
- Undergarments must not be visible under the uniform (shorts or jersey) and, in any event, must be of the same colour as the uniform.
- Compression pads are approved but are required to be of the same colour design as the uniform. No padding is allowed in the forearm compression pads, as it provides advantages to the player's performances.
 - Neutral colours, black or white, are acceptable.
 - Teams using compression pads must be uniform in colour & design for all players.

Annex - Tasks of Retrievers and Moppers

- ◆ **Rules of the Game:**
 - Retrievers are personnel whose job it is to maintain the flow of the game by rolling the ball to the server between the rallies.
 - Moppers are personnel whose job it is to keep the floor clean and dry. They mop the court, if necessary.
- ◆ **Retrievers and 'Five-ball system':**
 - Six ball retrievers will be used and placed in the free zone as per diagram 10 in the Rules of the Game.

- Before the start of the match, the ball retrievers on positions 1, 2, 4 and 5 will each receive a ball from the 2nd referee (who will give the fifth ball to the server for the 1st and the deciding set).
- During the match when the ball is out of play:
 - If the ball is outside the court, it will be recovered by the closest retriever and immediately rolled towards the retriever who has just passed the ball to the player who must serve.
 - The ball is transferred between the retrievers by being rolled on the ground (not thrown), whilst the ball is out of play, preferably not in the side where the scorer's table is situated.
 - If the ball is on the court, the player closest to the ball must immediately roll it out of the court, over the nearest boundary line.
 - From the moment the ball is out of play, the ball retriever number 1 or 2, or 4 or 5 must give the ball to the server as soon as possible, so that the service can take place without any delay.
- ◆ **Rule 18 – Intervals and changes of court:**
 - During intervals, balls (other than the game balls) may be used by players for warm-up in the free zone.
 - During the intervals, all five balls remain with the ball retrievers 1, 2, 4, 5, and 6. They do not have the right to give them to the players for warming up. Before the deciding set, the 2nd referee gives the ball to the first server of the set. During the time-out and substitutions and during the change of court in the deciding set at the 8th point, the 2nd referee does not take the ball. It remains with the ball retrievers.
 - At the end of each set, the teams should change the court in one unit following the 1st referee's whistle and signal.
- ◆ **Floor mopping.**

The main purpose of the current procedure is to secure the players' safety and the normal flow of the game and to avoid players having to wipe the floor themselves. We draw the attention, that the system has been changed. Moppers with long stick-mops are no longer required, and only the quick moppers are responsible to keep the court clean and to mop the eventual wet spots.

 - Floor moppers and moppers' equipment:
 - Floor moppers:
Two quick moppers per court x 2 courts = 4 quick moppers in total. Moppers must be well trained for this task; it is helpful if they are experienced volleyball players.
 - Moppers' equipment:
Eight absorbent towels (minimum size 40cm x 40cm, maximum size 40cm x 80cm); 4 (2-2) must be available and located near the scorers' table, and 4 (2-2) by the moppers sitting on small chairs.
 - Location of the quick moppers:
 - Two quick moppers per playing court (4 in total) behind the 2nd referee, sitting on small stools (ready to run to the wet spot). One close to the scorer's table and one just outside the free zone off the end line.
 - Moppers must pay attention to the fact that they should not obstruct any advertising panel surrounding the playing area regardless of their location, especially behind the 1st referee's chair.

- How to mop the playing court:
 - During “ball out of play” (between rallies) in the game, if necessary:
 - Whenever a quick mopper perceives a wet spot on the court, he/she waits for the end of the rally. Immediately after the referee blows his/her whistle “ball out of play”, only the mopper(s) (up to 2 moppers per court) (with two absorbent towels) must rush out to the wet spot. In each playing court, the quick mopper sitting behind the 2nd referee will take care of the front zone of the court. The two quick moppers sitting by the warm-up areas will constantly observe their back court, in order to rush out to a wet spot as soon as the referee whistles “ball out of play”.
If there is more than one wet spot for a given mopper, the highest priority is given to the wet spots within the front zone. Wet spots in the back court or out of the court, have second priority.
 - Immediately after the quick wiping, the mopper(s) must return to their respective position, by taking the shortest way to run off the playing court.
 - The amount of time for wiping a wet spot must be no more than 6 to 8 seconds between the moment the rally ends with the referee’s whistle and the 1st referee’s whistle for the next service. No delay of the game must be caused by the moppers.
 - The referees are not involved in the moppers’ operations. However, the 1st referee has the authority to regulate the moppers’ operation, only in case where the game is disturbed by the mopper(s), or if they do not do their work properly.
 - The players and coaches have no right to request the moppers to wipe a wet spot or to influence them when mopping. Any player who delays the game, under the pretext of drying the floor, is liable to a delay sanction.
 - Should a team impede the resumption of the game following a time- out under the pretext of excessive wetness on the floor, the 1st referee may issue a delay sanction.
- Players’ responsibilities:

If players, at their own risk, mop the floor with their own small towel, the 1st referee will not wait until mopping is over and players are in their playing positions. Should they not be in their correct place in the moment of the service hit, the corresponding referee will whistle the positional fault.
- Rule 16 – Game delays:

Most cases of “delay” for floor mopping requests are caused by lack of activity by the quick moppers. Referees should therefore prepare the quick moppers well in advance of the match, so that if they work quickly and enter the court at the end of every rally, there will be no need for players to request mopping – and hence delay warnings and sanctions will be minimised. During the match, the 1st Referee in particular, must be pro-active to direct the work of the moppers, without accepting requests from players. While it is acceptable for players to identify to the mopper on court exactly where there is a wet patch. It is the 1st referee’s responsibility to decide upon the mopping requests by the players, if they are obviously delaying the game, and, if necessary, to issue delay sanction for these actions.



CEV Publications
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