

# CEV Continental CUP PHASE 2- Master plan & Timelines

N°	ACTION	DOCS / FORMS	ACTION BY	PRESENTED TO	DEADLINE (counting from 1 <sup>st</sup> competition day)	Status / Remarks
<b>PRIOR TO THE EVENT</b>						
<b>CANDIDATURE &amp; AGREEMENT</b>						
1	Submit necessary documents to support the Candidature application: 1. Letter of support from city, regional or national authorities + authorisation to use the location 2. City Map (highlighting the venue(s) and hotel(s) used for the competition) 3. Venue layout (including all courts)	Commitment form BV-A Application & Supporting documents	Candidate NF	CEV		Received. Follow up where necessary according to CEV remarks
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	By end of January	
4	Return Organiser Agreement	Org. Agreement	Organiser	CEV Admin Dept.	-1 week after reception	
5	Submit Organiser - Promoter Sub-Agreement (if any)	Sub-Agreement	Organiser	CEV Admin Dept. / CEV Legal Dept	Upon signing the Sub-Agreement	The NF retains the obligation to ensure the proper event delivery
<b>SITE VISIT (if any)</b>						
1	Arrange transportation and accommodation for the CEV Official conducting the visit (max. 1 person)	-	Organiser	CEV BV Dept. / CEV Official	- 15 days prior to the visit	
2	Follow up on agreed topics	-	Organiser	CEV BV Dept. / CEV Official	Ad hoc	
<b>ORGANISATIONAL CHART</b>						
1	Appoint Key Organising Committee members (Tournament, Promotional, Competition, Operational, Referee Manager, Hygiene Officer)	BV-OC	Organiser	CEV BV Dept.	Initial copy - 3 months; Final copy - 1 month	
2	Appoint CEV officials and neutral referees	-	CEV	Organiser	- 2 months	
3	Nominate local referees	BV-LR	Organiser	CEV BV Dept.	- 2 months	Involve the best local referees available with priority to international & candidates . All proposed referees must be priority listed in the FIVB VIS
4	Nominate scorers, training program of host country referees, and court personnel	-	Organiser	CEV RD / CEV BV Dept.	- 1 month	Proposal to be submitted by the Referee Manager
<b>PROMOTIONAL, PRESS AND COMMUNICATION ACTIVITIES</b>						
1	Prepare the event web pages (presentation of Host city and Venue with landmarks photos, videos, info text, links to websites & social media accounts, etc.)	-	CEV BV Dept.	Public	Upon announcement of event organisers	Completed. More info and footage requested to enhance the event pages
2	Promotional plan and PR-activities including Social Media resources	-	Organiser	CEV BV Dept. / CEV Digital Dept. / CEV Press Officer	Initial copy together with BV-A; Update ad hoc.	Regular updates to be scheduled with CEV Digital Dept and Press officer
3	Entertainment on-site activation plan and workforce	-	Organiser	CEV BV Dept.	- 1 month	

MARKETING & EVENT IDENTITY						
1	Issue the Corporate Design Guidelines document	-	CEV	Organisers	By end of January	
2	Submit the list of sponsors and sponsorship structure (Presented by, Main, Supplier, etc.)	-	Organiser	CEV Marketing / CEV BV Dept.	Initial copy – 2 months; Update ad hoc.	Keep in mind the list of CEV protected categories
3	Confirm Key Visual (layout in pdf)	-	Organiser	CEV Graphics / CEV BV Dept.	- 2 months	Through the CEV Cloud and in line with the Corporate Design Guidelines
4	Submit the Venue (outside/inside) and courts (banners and flags included) layout	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month, updates possible up to -7 days	Through the CEV Cloud and in line with the Corporate Design Guidelines
5	Submit the print and digital materials layouts	-	Organiser	CEV Graphics / CEV BV Dept.	Prior to production	Through the CEV Cloud and in line with the Corporate Design Guidelines, minimum 3 working days needed for CEV approval
6	Submit the uniforms layout for Officials / Organiser workforce	-	Organiser	CEV Graphics / CEV BV Dept.	- 1 month	Through the CEV Cloud and in line with the Corporate Design Guidelines
7	Produce the Marketing elements (flags, backdrops, etc.)	-	Organiser	CEV Graphics / CEV BV Dept.	- 7 days from start of competition for all venue elements	
8	Submit the trophies layouts	-	Organiser	CEV Graphics / CEV BV Dept.	- 15 days	Through the CEV Cloud. Trophies to be provided for the top 3 NFs
TICKETING (if any)						
1	Present concept and ticketing policy to CEV for evaluation	-	Organiser	CEV BV Dept	- 3 months	In line with National Authorities Guidelines and the spectators expectations; avoid affecting the spectators attendance
TV / STREAMING PRODUCTION						
1	Provide the name of the host broadcaster	-	Organiser	CEV Marketing / CEV BV Dept.	- 2 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.	- 1 month	
3	Submit TV/streaming production and Satellite transmitting parameters	-	Organiser	CEV Marketing / CEV BV Dept.	- 1 month	Internet transmission is also possible in case of streaming in line with the CEV Digital Dept guidelines and the conditions communicated in org. agreement
TRANSPORTATION – ACCOMMODATION						
1	Arrange and send International transportation plan for CEV officials and neutral referees	-	CEV	Organiser	- 1 month	
2	Arrange hotels for CEV officials, referees and participating delegations	-	Organiser	CEV Supervisor / CEV BV Dept.	- 2 months	
3	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
4	Arrange and send local transportation plan (airport-hotel, hotel-venue) for CEV Officials, referees and participating delegations	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	Consider the Hygiene Guidelines as well as the distances and final match schedule

VENUE AND EQUIPMENT						
1	Send In scale venue(s) layout (including all courts, the stadium and organisation areas)	BV-A form	Organiser	CEV BV Dept.	-2 months -2 months	Follow up to CEV remarks where needed
2	Sand homologation		Organiser	CEV BV Dept.	-2 months	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	BV-13 Court Equipment Check list	Organiser	CEV Supervisor	-1 month	Mikasa balls & Senoh net systems to be provided by FIVB/CEV
4	Submit lighting system plan and specifications (in case of evening/indoor matches)	-	Organiser	CEV BV Dept.	- 2 months	
5	Send the Insurance policies	-	Organiser	CEV Supervisor / CEV BV Dept.	- 1 month	A copy in local language can be accepted if supported by abstract of all key parameters in English
COMPETITION PARAMETERS						
1	Submit Practical Info including bank details for the contribution fee	Practical Info	Organiser	CEV Supervisor / CEV BV Dept.	- 2 months	
2	Submit the Specific Hygiene Event protocol		Organiser	CEV BV Dept.	- 2 months	In line with National Authorities requirements and CEV Guidelines. Template provided by CEV
3	Issue of the Practical Info and Specific Hygiene Event Protocol	Practical Info	CEV	Public	-45 days	
4	Entries	VIS	NFs	CEV	-30 days	
5	Submit detailed Match Schedule / Courts programs	-	Organiser	CEV Supervisor / CEV BV Dept.	- 30 days	Any update shall be immediately communicated to CEV and the Assigned Supervisor (if not yet on site) for approval (TV reasons)
6	Plan the Referee clinic, Preliminary Inquiries and Technical meetings (if any)		Organiser	CEV Officials	-15 days	
SECURITY						
1	Submit the security and accreditation plan (risk assessment, access, evacuation, etc.)	-	Organiser	CEV BV Dept.	- 1 month	In line with the CEV Beach Volleyball Hygiene Guidelines
2	Appoint the security workforce	-	Organiser	CEV Supervisor	- 15 days	
MEDICAL						
1	Appoint Medical workforce in line with CEV Beach Volleyball Hygiene Guidelines	-	Organiser	CEV Supervisor / CEV BV Dept.	- 2 months	Including both doctors and physios and necessart staff /resources for implementation of the Hygiene Guidelines
2	Providing on site facilities and coordination if requested by CEV for samples testing	-	Organiser	CEV Medical Delegate	- 2 months	CEV to decide in case by case for testing and proceed to arrangements with respective institutions

UPON ARRIVALS OF CEV OFFICIALS – GAMES TIME						
1	Coordinate with the CEV Head Office for any still open issues	-	Organiser	CEV Supervisor	Upon arrival	
2	Organise a General Coordination Meeting (briefing)	-	Organiser	CEV Supervisor	Evening after arrival	
3	Review transportation and accommodation planning and organise a meeting with the Hotel Manager (if applicable)		Organiser	CEV Supervisor	Evening after arrival	
4	Venue delivery & homologation	-	Organiser	CEV Supervisor / CEV BV dept	- 48 hours	As per the CEV Regulations and forms
5	Test the VIS Software, e-Scoresheet software & hardware (if applicable)	VIS manual	VIS Manager	CEV Supervisor	- 2 days	
6	Check venue branding and signage	-	Organiser	CEV Supervisor /	- 48 hours	
7	Test sound systems and lighting (if any)	-	Organiser	CEV Supervisor /	- 48 hours	
8	Review arrangements for the Referee clinic, Preliminary Inquiries and Technical meetings	-	Organiser	CEV Supervisor/ CEV Ref. Delegate	- 1 day	
9	Payment of the per diem to the Host country referees and scorers	-	Organiser	Persons concerned	Up to the organiser and according to arrangements made	
10	Run the referee clinic and Preliminary Inquiries		Organiser/Referee Manager	CEV Officials	- 1 day	
11	Review arrangement for TV/streaming (what applicable) and organise a TV/Streaming meeting	-	Organiser	CEV Supervisor	- 1 day prior to production	
12	Organise the Awarding ceremony rehearsal	-	Organiser	CEV Supervisor	Evening before last competition day	
AFTER THE EVENT						
1	Organise debriefing meeting	-	CEV Officials	Organiser	Last day of the event	
2	Send the TV produced/streamed matches or any additional video files produced		Organiser	CEV Comm. Dept.	Latest 7 days after the event	Through the CEV Cloud and in coordination with the TV & Digital Department
3	Send the Post Event report and materials	BV-Post event form	Organiser	CEV BV Dept.	Latest 7 days after the event	Through the CEV Cloud