To Do Report / BV-12

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| **Event** | |  | |
| **Dates of competition** | |  | |
| **Gender** | |  | |
| **CEV Supervisor** | |  | |
| **WHEN** | **X** | **TO - DO** | **REMARKS** |
| **If**  **requested** |  | Make an inspection visit on site, check all working documents and facilities,meeting with the key members of the organisational chart, ensuring the smooth preparation of the event and send the inspection visit report to the CEV within the set deadline |  |
| **before event** |  | Make sure to receive from CEV the CEV-NF/Promoter agreement any amendments or other relevant correspondence between CEV and organisers plus an update on the Master Plan implementation |  |
|  | Evaluate inspection report (if any) and previous year’s report (if any) |  |
|  | Verify practical info on CEV website, entry lists, organisational chart, venue plan, referees’ list |  |
|  | Contact the local organiser (see organisational chart in the practical info) early enough to check all relevant items if the personnel that run the event is confirmed is capable of doing a good job |  |
|  | Coordinate travel arrangements with the organisers and check if the organiser has coordinated travel arrangements with all other CEV Officials and referees. **Check if the invitation letters for visa requests has been sent to all players, referees and officials who need a visa.** |  |
| **upon arrival**  **on site** |  | Conduct a General Meeting with all the members of the Organisational Chart to define working program and competition program (including ceremonies, social and promotional activities) and verify the sufficient availability / adequate placing of personnel in all areas |  |
|  | Ask for a translated hard copy of the insurance policy |  |
|  | Check the facilities layout |  |
|  | Inspect the hospitality areas for VIPs, journalists and players, and required areas |  |
|  | Check the status of the sand on all courts and court equipment (balls, nets, lines, antennae, padding, etc.) |  |
|  | Check the fulfillment of the CEV marketing requirements (panels, flags, podium, backdrop, uniforms, etc.) |  |
|  | Verify that the organisers have produced/received the medals **(also check the print on the medals)** and flags (if any) |  |
|  | Inspect the administrative facilities (tel., internet connection) and verify that the necessary hardware and software equipment is available |  |
|  | Brief the organisers about reparations to be done before official homologation |  |
|  | Upload on the CEV Supervisors platform digital photos of venue infrastructure |  |
|  | Verify the respect of the media distribution plan |  |
|  | Check the local transportation plan (from/to airport/venue, from/to hotel/venue if any, arrival/departure of Main Draw players, referees and CEV Officials) |  |
|  | Check board and lodging (meals schedule, menus, organisation of catering service, food quality and quantities, hotels for Main Draw players, referees and CEV Officials) |  |
|  | Check that the players' prize money (if any) payment procedure is in accordance with the regulatory framework (Organiser Agreement, Practical Info…) |  |
|  | Prepare with the organisers the opening ceremony (if any) |  |
| **1 day before the start of the competition Main Draw** |  | Homologate the stadium and facilities and send the official homologation to the CEV |  |
|  | Verify and approve the accreditation procedure (credentials) and security plan (including access control) |  |
|  | Verify the availability of training courts, accurate preparation and timely distribution of training schedule |  |
|  | Verify that the competition system included in the VIS is correct and test the internet connection for the transmission of results and photos for the CEV website |  |
|  | Check and approve the entries´ list (host teams for QT, players´ eligibility, points, seeding, withdrawals, CEV forms, etc.) |  |
|  | Check the availability of meeting rooms, documents and material which will be utilized for the Referee Clinic, Preliminary Inquiry and Technical Meeting |  |
|  | Attend part of the Referee Clinic to ensure standards and attendance and check that the court personnel's clinic is run |  |
|  | Check that the Finance Director pays the per diem upon arrival of all CEV Officials and referees |  |
|  | Held a meeting with organiser staff and go through promotional plan. Brief the organisers and announcer about protocol for promo games and promotional activities at the court and on the protocol for the awarding ceremony (including announcements). Inform Referee Coach about agreed activities. |  |
|  | Brief the official photographer about CEV requirements (resolution, upload, captions, photos – action, emotion, venue overview, important persons, etc.) |  |
| **each competition day** |  | Verify the court conditions before the start of the competition |  |
|  | Ensure the presence of the Organisational Chart members and necessary personnel |  |
|  | Verify and ensure the availability of emergency medical requirements on the court and proper handling in case of emergencies |  |
|  | Co-ordinate activities with the CEV Jury President (if appointed) and Referee Coach |  |
|  | Update the CEV Referee Coach on any relevant issue, get information on the referees’ daily meeting to have a general idea of the global performance of the referees and supervise nomination of referees |  |
|  | Co-ordinate with the Competition Director the matches timetable |  |
|  | Ensure that VIS is running properly and check that the CEV website has been properly updated with results and photos |  |
|  | Follow up on the press procedure making sure that the local press director realizes in English the press release and circulate it through e-mail mailing list. Moreover, the press release has to be sent to the CEV Press Officer |  |
|  | Check that the official Photographer is taking the requested pictures and upload them to the CEV Photo Management System |  |
|  | Check uniform distribution *(if foreseen)* |  |
|  | Check that local transportation plan is respected |  |
| **when scheduled** |  | Conduct the Preliminary Inquiry and the Technical Meeting for the Country Quota Playoff and Qualification Tournament players (if any) |  |
|  | Conduct the Preliminary Inquire and the Technical Meeting for the Main Draw players |  |
|  | Inform the CEV Head Office of the teams not showing at the Preliminary Inquiry and the relevant documentation (if any) |  |
|  | (in pool play events) Prepare and conduct the draw for the 2nd phase, no more than 30 minutes after the end of the last match of the previous phase, with the Competition Director. Announce the matches timetable for the next phase, to be started to play not before one hour after the end of the draw, with the Competition Director |  |
|  | (at U18 and U20 EC) prepare and conduct the Coaches / Team Managers Meeting and report the conclusions to the CEV in a written report |  |
| **when needed** |  | Acknowledge and resolve any complaint about organisers, players, officials, etc. and report it on the BV-12-B form (Daily Report) |  |
|  | Conduct any Judges Conference needed with the CEV Referee Delegate and the referees |  |
|  | Call a meeting of the Jury to fix problems that occurred during the competition, discuss the matches schedule of the next competition day and discuss any contingence due to "force majeure" |  |
|  | Check with the medical delegate if antidoping facilities are fulfilling guidelines. Brief Medical Delegate about match timetable. |  |
|  | Attend press conferences whenever requested by the CEV or organisers |  |
|  | (if any) Attend any social activities on behalf the CEV, in coordination with the CEV Representative (if appointed) |  |
| **one day before finals** |  | Control and coordinate the planning, preparation and rehearsal of the Awarding Ceremony and the closing ceremony |  |
| Held a meeting with organisation staff and TV broadcaster about production matters. Inform Referee Delegate about details, such as positions, signals, timeslots, and replays and make sure assigned referees are informed accordingly. |  |
| **on the last competition day** |  | Supervise the awarding ceremony and make sure that it follows the CEV requirements, photos from the winners on the podium with the backdrop are mandatory |  |
|  |
|  | Verify that pictures from awarding ceremony are uploaded on **CEV Photo Management System** and the last press release has been sent to CEV Press Officer at **the latest one hour after the end of the awarding ceremony.** |  |
|  | Verify **that all results and event rankings are online and complete.** |  |
|  | Organize a debriefing with the Organisational Chart members |  |
|  | Collect the material to be sent to CEV by the host National Federation (the score sheets, sign-in sheets, prize money receipt form (if any), press forms, media report, samples of players uniforms, 2 copies of the official poster and official program brochure, press material, promotional material, sponsors’ gifts and any other document which may be of interest, etc.) |  |
|  | Prepare the final report, approved and signed by the CEV Jury President (if appointed), CEV Technical Supervisor, National Federation Delegate and the Promoter. |  |
| **every day** |  | Complete the BV-12-B form and report CEV in case of important issues |  |
| **before leaving**  **the site** |  | Leave the competition site and secure that there are no pending issues to be dealt with before departure |  |
| **within 24 hours after event** |  | Complete the BV-TS form (Final Report) through the CEV Supervisor platform, the signed last page of the final report must be sent by post with the other documents (scoresheets, sign-in sheets, sanctions of players if any…) |  |
|  | Send all relevant forms and documents to CEV (for example. sanctions for players etc.) |  |
|  | Send the Assistant Technical Supervisor Evaluation Form (if appointed) |  |
| **COMMENTS:** | | | |